



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-94 (Formerly 6-1)

Effective: 02/24/2023 Review: 02/24/2024 Replaces: 06/14/2016

## 1-94 TRAINING DIVISION

### Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

#### A. Related SOP(s)

- [1-1 Personnel Code of Conduct \(Formerly 1-04 and 1-4\)](#)
- [1-31 Court Services Unit \(Formerly 2-06 and 8-14\)](#)
- [2-2 Department Property \(Formerly 3-75\)](#)
- [2-3 Firearms and Ammunition Authorization \(Formerly 2-22\)](#)
- [3-15 Sworn Personnel Positions and Seniority \(Formerly 3-11\)](#)
- [3-41 Complaints Involving Department Personnel \(Formerly 3-22 and 3-43\)](#)
- [3-46 Discipline System \(Formerly 1-09\)](#)
- [3-51 Department Orders \(Formerly 3-20\)](#)

#### B. Form(s)

New Mexico Department of Public Safety Law Enforcement Academy Request for Course Accreditation (LEA-86)  
PD 2440 Briefing Video Development Request Form  
PD 2402 Curriculum Development Request Form (Formerly Training Needs Assessment Forms)

#### C. Other Resource(s)

Basic Training Academy Cadet Handbook  
SO 21-151 Mandatory NIMS/ICS Training

#### D. Rescinded Special Order(s)

None

### 1-94-1 Purpose

The purpose of this policy is to provide requirements for all training provided by the Albuquerque Police Department (Department) Academy Division. The Academy Division provides Department personnel with the required knowledge, skills, and abilities to succeed, as required by the State of New Mexico and the Department's Standard Operating Procedures (SOP).

### 1-94-2 Policy

It is the policy of the Department to be committed to a continuous process of training to provide its personnel with the knowledge, skills, and abilities to serve the Albuquerque community. The Academy Division is responsible for training all Department personnel and for training personnel with external governmental agencies when directed.



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-94 (Formerly 6-1)

Effective: 02/24/2023 Review: 02/24/2024 Replaces: 06/14/2016

**N/A** 1-94-3 **Definitions**

A. 7-Step Training Development Process

1. The process for the development, approval, delivery, and evaluation of Department-approved training that is comprised of the following steps:
  - a. Step 1: Needs Assessment;
  - b. Step 2: Curriculum Development;
  - c. Step 3: Oversight/Approval;
  - d. Step 4: Delivery;
  - e. Step 5: Operational Application;
  - f. Step 6: Evaluation; and
  - g. Step 7: Revision.

B. Blank Training Ammunition

A non-projectile based training system designed for live target-based engagement under controlled conditions.

C. Magazine Marking

1. A color-coding system to identify the live status of ammunition as follows:
  - a. Blue: Non-lethal training ammunition;
  - b. White: Reality-Based Training (RBT) blank ammunition with blue and white markings; and
  - c. Yellow or Orange: RBT non-lethal ammunition with yellow or orange and blue markings.

D. Non-Lethal Training Ammunition (NLTA)

A projectile-based training system designed for live target engagement under controlled conditions. Non-lethal training ammunition is also referred to as a dye marking cartridge (DMC).

E. RBT Blank Firing Converted Firearm

A firearm that has been converted and either permanently or temporarily marked to fire blank training ammunition.

F. RBT NLTA Converted Firearm

A firearm converted and either permanently or temporarily marked to fire non-lethal training ammunition.



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-94 (Formerly 6-1)

Effective: 02/24/2023 Review: 02/24/2024 Replaces: 06/14/2016

G. Replica Training Firearm

A replica firearm that is inert and is red in color.

**6** 1-94-4 **Basic Training**

A. Preparing for a Basic Training Class

1. Basic Training Unit personnel shall:

- a. Create a class folder associated with the cadet class number;
  - i. The class folder shall contain all correspondence associated with each individual class and all instruction delivered to each class.
  - ii. Associated material for each class shall be electronically stored.
- b. Maintain a Basic Training folder for each individual cadet to include cadet evaluations, injury reports, and any correspondence concerning that cadet; and
- c. Maintain the cadet's Academy Division folder.

B. Physical Fitness Requirements for Basic Training Unit Instructors

1. Basic Training Unit instructors must meet the current physical fitness standards that are established by the New Mexico Law Enforcement Academy (NMLEA).
2. Basic Training Unit instructors shall participate in physical training with cadets, unless excused by the Basic Training Unit Lieutenant.

C. Basic Training Requirements for Cadets

1. Academy Division Personnel

- a. Basic Training Academy Cadet Handbook: Basic Training Unit instructors shall provide cadets with a copy of the Basic Training Academy Cadet Handbook upon the beginning of Basic Training.
- b. Stress Awareness
  - i. All Academy Division personnel shall be alert for signs of excessive stress that a cadet may exhibit due to the challenging nature of the Department's Basic Training program and the accumulated pressures.
    1. Basic Training Unit instructors shall be prepared to provide peer counseling to a cadet who exhibits emotional and/or psychological stress.
  - ii. Basic Training Unit instructors shall contact Behavioral Health Division personnel for assistance when necessary.
- c. Enforcement Authority
  - i. Basic Training Unit personnel shall:



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-94 (Formerly 6-1)

Effective: 02/24/2023 Review: 02/24/2024 Replaces: 06/14/2016

1. Be authorized to enforce rules, regulations, and instructions involving immediate safety, professionalism, or integrity. The objective of the enforcement is to correct the behavior and improve overall ability to complete related tasks effectively;
2. Have the authority to implement corrective actions regarding infractions of the Cadet Handbook and submit an Internal Affairs Request (IAR) for any policy violations ; and
3. Independently address these infractions due to the continuous training environment and exclusive knowledge of the cadets by Basic Training Unit personnel.
- ii. Certain violations of Department rules, regulations, procedures, and/or Academy rules and regulations may warrant disciplinary action up to and including dismissal from the Basic Training program.
- iii. Successful completion of the Basic Training program is required for service with the Department as a police officer.
- d. New Mexico Department of Public Safety (NMDPS) Certification Requirements for Cadets
  - i. Basic Training Unit personnel shall:
    1. On behalf of the cadet, schedule the Law Enforcement Officer Certification Exam (LEOCE);
    2. Schedule at least forty (40) hours of driver's training. Certified driving instructors shall provide the training;
    3. Provide a minimum of four (4) hours of review and preparation for the LEOCE;
    4. On behalf of the cadets, upon completion of Basic Training, provide notification to the NMDPS Director and the Academy Division Commander that all Basic Training requirement have been met;
    5. Document changes to the class schedule on the master schedule; and
    6. Provide updates of the master schedule to the Director of NMDPS.
  - e. Remedial Training
    - i. Basic Training Unit personnel shall:
      1. Facilitate remedial training for cadets who fail to achieve NMDPS Requirements; and
      2. Schedule remedial training as approved by the Basic Training Unit Sergeant and the Basic Training Unit Lieutenant.
    - ii. The Basic Training Unit Sergeant and Basic Training Unit Lieutenant shall oversee all remedial training to ensure that it is completed.

2. Cadets

- a. A cadet shall:
  - i. Sign the following addenda:
    1. Firearms Training Program Mandatory Requirements;
    2. Emergency Vehicle Operations Course (EVOC) Training Requirements;
    3. Electronic Control Weapon (ECW); and
    4. Oleoresin Capsicum (OC).



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-94 (Formerly 6-1)

Effective: 02/24/2023 Review: 02/24/2024 Replaces: 06/14/2016

- ii. Successfully complete the entire Basic Training program before being administered the oath of office; and
- iii. Abide by the cadet attire specifications that are outlined in the Basic Training Academy Cadet Handbook.
- b. A cadet who fails to meet the minimum NMDPS and/or Department requirements and who fails successfully to complete remedial training may be terminated from the Basic Training program.
- c. A cadet may refer to the Basic Training Academy Cadet Handbook for further details regarding attendance and requirements.

D. Dismissal of Cadets from Basic Training

1. Justification for Dismissal

- a. A cadet may be dismissed from Basic Training for:
  - i. Serious or repeated violations of Department or Academy Division rules, regulations, and/or procedures;
  - ii. Failure to achieve the required levels of proficiency in firearms, defensive tactics, scenario-based training, EVOC, and failure to complete other required training;
  - iii. Failure to achieve the physical fitness standards as mandated by the NMDPS; or
  - iv. Failure to achieve the established academic standards.

6

2. Procedures for Dismissal

- a. Basic Training Unit instructors shall:
  - i. Include all documentation of the cadet's performance and conduct with an Interoffice Memorandum addressing the recommendation for dismissal;
  - ii. Present the Interoffice Memorandum to the Academy Division Commander, through the Academy Lieutenant, for the Academy Division Commander to make the final decision regarding dismissal;
  - iii. Personally notify the cadet that they are dismissed from the Basic Training program;
  - iv. Request for the cadet to surrender all equipment and other accountable materials before the dismissal process is considered complete; and
    - 1. Failure to comply with the return procedures may result in withholding the cadet's final paycheck.
  - v. Review the circumstances surrounding the dismissal of cadets from basic training.

N/A

- 1. Based on the review, the Academy Division Commander and the Basic Training Lieutenant may recommend that a cadet be considered for alternate employment opportunities within the Department.
  - b. The Academy Division Commander shall:
    - i. If justified, dismiss the cadet; and



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-94 (Formerly 6-1)

Effective: 02/24/2023 Review: 02/24/2024 Replaces: 06/14/2016

- ii. Request through the Bureau Chief the approval from the Chief of Police to dismiss the cadet and provide the cadet who was dismissed an Interoffice Memorandum identifying the reason(s) for dismissal. The Interoffice Memorandum shall:
  - 1. State that the cadet shall be provided with the opportunity to review all materials used in the decision to dismiss; and
  - 2. Be hand-delivered to Payroll Section personnel.
- c. If practicable, before they are dismissed, the Academy Division Commander, the Academy Division Lieutenant, and the Basic Training Unit Sergeant, if available, shall hold a meeting with the cadet to formally notify them of their dismissal.

3. Procedures for Resignations

- a. The cadet who chooses to resign shall:
  - i. Prepare an Interoffice Memorandum addressed to the Academy Division Commander expressing why they are resigning; and
  - ii. Return all Department-issued equipment to Basic Training Unit personnel.
- b. Basic Training Unit personnel shall return the cadet's Department-issued equipment to Property Unit personnel.
- c. The Academy Division Commander shall prepare an Interoffice Memorandum addressed to the cadet, acknowledging their acceptance of their resignation.

E. Preparing for a Cadet Class Graduation

- 1. Basic Training Unit personnel shall determine class ranking for each cadet.
  - a. A cadet shall be ranked according to their overall standing in Basic Training.
    - i. A cadet's overall standing is determined by weekly tests, quizzes, firearms proficiency scores, physical assessments, and inspection scores.
    - ii. A cadet's class rank shall be calculated as based on the criteria outlined in SOP Sworn Personnel Positions and Seniority.
  - b. A Police Service Aide (PSA) shall be ranked as senior regardless of cadet class ranking.

**6** 1-94-5 **Advanced Training**

A. General Advanced Training Requirements

1. Department Personnel

- a. Department personnel shall:
  - i. Adhere to all applicable City of Albuquerque Ordinances and Administrative Instructions and Department SOPs while in training;
  - ii. Arrive on time for scheduled training;



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-94 (Formerly 6-1)

Effective: 02/24/2023 Review: 02/24/2024 Replaces: 06/14/2016

1. Department personnel who fail to check-in for scheduled training fifteen (15) minutes or more after the scheduled start time shall not be allowed to attend the training and must reschedule for another available training day.
- iii. Notify Advanced Training Section personnel when they are unable to attend their scheduled training at least two (2) weeks in advance so that alternative dates can be arranged;
  1. Department personnel who miss their scheduled training date for any reason or fail to reschedule their training within two (2) weeks shall submit an Interoffice Memorandum to their immediate supervisor, documenting the failure to complete the scheduled training.
    - A. For sworn personnel, the officer shall provide the Advanced Training Section Lieutenant a copy of their written explanation.
- iv. Request through their supervisors that they be rescheduled for any missed training;
- v. Complete any missed mandatory training;
- vi. Be subject to discipline when they fail to complete mandatory training, consistent with SOP Discipline System;
- vii. Complete all mandatory training unless they have been placed on approved leave or a medical restriction; and
  1. Department personnel on approved leave during a mandatory training cycle shall provide the Advanced Training Section Lieutenant proof of the leave approval.
  2. Prior to returning to full-duty status, Department personnel must report to the Academy Division facility to complete all mandatory training.
  3. Department personnel on injured in the line-of-duty (ILD) status shall be excused from any training that impacts medically-imposed restrictions until they are cleared to return to full duty.
    - A. Department personnel who have been placed on ILD shall provide documentation to the Advanced Training Lieutenant, through their chain of command.
- viii. Complete all mandatory training courses and documents in the Department's document management system within thirty (30) days of posting, consistent with SOP Department Orders.
- b. Testing Requirements
  - i. Department personnel shall have two (2) attempts to achieve a passing score of eighty percent (80%) or better on any Court-Approved Settlement Agreement (CASA)-mandated training examination.
    1. Failure to achieve a passing score shall result in remedial instruction.
      - A. If an employee fails to pass the remedial examination, the Advanced Training Section Lieutenant or their designee shall notify the affected employee's chain of command.
      - B. An Academy Division representative shall coordinate additional training through the employee's immediate supervisor.



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-94 (Formerly 6-1)

Effective: 02/24/2023 Review: 02/24/2024 Replaces: 06/14/2016

- ii. Department personnel shall have two (2) attempts to achieve a passing score of seventy percent (70%) or better on all NMDPS-mandated training examinations.
  - 1. Failure to achieve a passing score shall result in remedial training.
    - A. If an employee fails to pass the remedial examination, the Advanced Training Section Lieutenant or their designee shall notify their affected employee's chain of command.
    - B. An Academy Division representative shall coordinate additional training through the employee's immediate supervisor.
- iii. Testing requirements for firearms certifications shall be consistent with SOP Firearms and Ammunition Authorization (refer to SOP Firearms and Ammunition Authorization for sanction classifications and additional duties).

N/A

2. Supervisors

- a. A supervisor shall:
  - i. Schedule personnel who are under their supervision for training;
  - ii. Notify Court Services Unit personnel of training dates, consistent with SOP Court Services Unit;
    - 1. Scheduled training dates must be sent to the District Attorney (DA) Liaison to avoid conflicts between training requirements and court obligations.
  - iii. A supervisor who receives notification that their employee has failed to complete mandatory training shall determine the cause.
  - iv. The supervisor of any employee who failed to complete mandatory training, or who was missing from training or arrived late for training without an acceptable reason shall submit an Internal Affairs Request (IAR) for violating this SOP (refer to SOP Personnel Code of Conduct, SOP Complaints Involving Department Personnel, and SOP Discipline System for sanction classifications and additional duties).

N/A

3. Academy Division Personnel

- a. Training Documentation
  - i. Academy Division personnel shall be responsible for maintaining training records for Department personnel.
    - 1. Requests to access Department personnel training records shall be directed to Advanced Training Section personnel.
  - ii. Training files and related information shall not be released to the public, to other Departmental personnel, or to any external agency, unless the request is reviewed and approved by the Academy Division Commander.
    - 1. Court orders for training information shall be immediately forwarded to the Academy Division Commander.
    - 2. The only exception is for direct requests from Internal Affairs personnel, which have full and unrestricted access to all Academy Division records.





ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-94 (Formerly 6-1)

Effective: 02/24/2023 Review: 02/24/2024 Replaces: 06/14/2016

3. Training records shall include the instructors' name, names of Department employees who attended, the course title, the date of delivery, and performance measurement results.
4. Training records shall be retained indefinitely.
- b. Weapons: The Academy Division Commander has the authority to restrict access to weapon systems during training in order to maintain a safe training environment.
- c. Dress Code: The Academy Division Commander or their designee shall establish the dress code that must be followed during Department training.

N/A

B. Types of Advanced Training

1. Advanced training is conducted on an on-going basis throughout each calendar year and it is designed to fulfill the state-mandated, CASA, and Department training requirements. The different types of advanced training are:
  - a. NMDPS training: The Training Coordinator or their designee shall announce NMDPS training programs offered to Department personnel;
  - b. Training that is conducted by outside agencies: Department personnel who apply for external training shall:
    - i. Request permission to attend the training through their chain of command and the Academy Division Commander; and
    - ii. Request approval for travel through the Fiscal Division.
      1. Requests for other external training is subject to funding availability and Department approval.
      2. Any employee who attends external training must submit a copy of any certifications that they obtained to the Training Coordinator upon completion of the training.
      3. If possible, the employee shall provide course materials for any external training to Comprehensive Training Unit personnel.
  - c. Mandatory National Incident Management System (NIMS) and Incident Command Structure (ICS) training:
    - i. Department personnel shall complete the following online training courses at <https://training.fema.gov/IS/> in the listed order within one (1) year of employment with the Department:
      1. IS-700 National Incident Management System (NIMS), An Introduction;
      2. IS-100 Introduction to Incident Command System;
      3. IS-200 ICS for Single Resources and Initial Action Incidents; and
      4. IS-800 National Response Framework, An Introduction.
    - ii. After completing the above-listed pre-requisite courses, all first line supervisors, sergeants, and civilian-equivalent supervisors and above shall complete the following in-person training course within one (1) year of promotion or employment with the Department:
      1. ICS-300 Intermediate ICS for Expanding Incidents.
    - iii. After completing the above-listed pre-requisite courses, all mid-level supervisors, lieutenants, and civilian-equivalent supervisors and above shall



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-94 (Formerly 6-1)

Effective: 02/24/2023 Review: 02/24/2024 Replaces: 06/14/2016

complete the following in-person training course within one (1) year of promotion, or employment with the Department:

1. ICS-400 Advanced ICS.
- iv. Department personnel may refer to SO 21-151 for detailed instructions on completing the online courses;
- v. Upon completion of the required courses, Department personnel shall provide copies of all certifications to the Training Coordinator within thirty (30) calendar days of issuance; and
- vi. Academy Division personnel shall upload training certification(s) into the employee's electronic training file.
- d. Specialized unit and area command training: Advanced Training Unit personnel may assist specialized units and area commanders in obtaining required training from external sources;
- e. Required remedial training: Advanced Training Unit personnel may assist or coordinate any required remedial training at the request of a supervisor; and
- f. The Academy Division Commander has final approval authority regarding attendance at all external training.

6

C. Reality-Based Training (RBT) Unit

1. General RBT Procedures

- a. RBT participants shall:
  - i. Arrive for the training session at the prescribed time with all necessary equipment for the training;
  - ii. Obey all safety rules as briefed and consistent with Department SOPs;
  - iii. Participate in all mandated RBT;
  - iv. Regardless of the rank of the participant or the facilitator, be receptive to the critique or suggestions from the facilitator;
  - v. Inspect all personal protective equipment (PPE), RBT weapons, and ammunition issued to them to ensure they are in good working order;
    1. RBT participants shall notify the Quartermaster of any equipment that appears to be in need of repair and/or of any issued equipment that was damaged during training.
  - vi. Be responsible for returning all RBT-issued equipment prior to leaving the training site.

2. Safety Rules While Attending RBT

- a. RBT participants shall:
  - i. When entering the RBT center or any designated RBT training area for RBT, submit to a search of their person and all items they wish to bring in with them;
  - ii. Use only RBT NLTA weapons converted for use in RBT and approved by the RBT Sergeant during RBT;



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-94 (Formerly 6-1)

Effective: 02/24/2023 Review: 02/24/2024 Replaces: 06/14/2016

- iii. Use only blue, non-conductive training cartridges with electronic control weapons (ECW) for RBT scenarios;
  - 1. Only inert cartridges or spent cartridges that have already been fired with the probes and line removed shall be used during RBT where no protective suit designed for use with ECW probes is worn.
- iv. Use only blue foam coated training batons during RBT scenarios;
  - 1. Strikes with these batons shall only be allowed when the role player is wearing a protective suit designed for impact weapon training.
- v. Use only inert training oleoresin capsicum (OC) or an OC canister that has been emptied, that has a blocked nozzle, and that has been inspected by RBT personnel before being used for RBT scenarios;
- vi. Use only NLTA (marking or blank) issued by RBT staff or approved by the RBT Sergeant during RBT scenarios;
- vii. Wear all issued personal protective equipment (PPE) for the duration of any scenario until they are told by the Safety Officer or the RBT facilitator that it is safe to remove the equipment;
- viii. Immediately report to the RBT facilitator when they become aware that any piece of mandatory PPE or equipment is absent or missing, or removed by any RBT participant or is accidentally dislodged during a scenario, a "pause" or "cease fire";
  - 1. The scenario may be resumed as soon as the PPE is back in place.
- ix. Make every effort not to fire any RBT NLTA firearm at another participant at a distance of less than three (3) feet; and
- x. Notify the RBT facilitator, the RBT Unit Sergeant, or the officer-in-charge (OIC) of any participant who is injured during training as soon as practicable.
  - 1. If a facilitator is notified of an injury, they shall notify the RBT Unit Sergeant or the OIC if the injury potentially requires medical attention.
- b. RBT participants shall not bring prohibited items into the RBT center or any designated RBT training area during RBT;
  - i. A list of prohibited items is posted at the RBT center.
- c. If there is reason to believe that any RBT participant violated any of the safety rules, the RBT Unit Sergeant or OIC may remove them from training and they may be subject to Departmental discipline, consistent with SOP Complaints Involving Department Personnel and SOP Discipline System (refer to SOP Complaints Involving Department Personnel and SOP Discipline System for sanction classifications and additional duties).

N/A

### 3. RBT Emergency Procedures

- a. The RBT center shall maintain an emergency trauma kit containing an automatic external defibrillator (AED) and first aid items for serious injury, including:
  - i. Tourniquets;
  - ii. Chest seals;
  - iii. Pressure bandages;
  - iv. Hemostatic dressing; and



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-94 (Formerly 6-1)

Effective: 02/24/2023 Review: 02/24/2024 Replaces: 06/14/2016

- v. Emergency blankets.
- b. Full-time RBT Unit personnel shall ensure that RBT equipment and items are in good working condition.
- c. The RBT Unit Sergeant or OIC shall:
  - i. In the event of a serious or life threatening injury, call a “real world emergency” and cease all training. This can be accomplished via radio, cell phone or personal communication;
  - ii. Ensure the emergency trauma kit is sent to the location of the injury and first aid is started on the injured RBT participant;
  - iii. Ensure the Emergency Communications Center (ECC) is notified and emergency medical services (EMS) are dispatched;
  - iv. Ensure the gate to access the RBT center is open for access by EMS personnel; and
  - v. Ensure the Advanced Training Section chain of command is notified.

4. RBT Equipment Issue

- a. During a training session, the Quartermaster shall issue all RBT NLTA weapons ammunition, PPE, and props to participants or personnel.
- b. During a training session, participants or personnel shall:
  - i. Inspect the equipment issued to them and bring any damaged equipment to the attention of the Quartermaster before accepting the equipment; and
  - ii. Be responsible for maintaining control and providing due care for the equipment issued to them.

5. Lost or Damaged RBT Equipment

- a. If a participant loses any equipment issued to them, they may be held financially responsible for its replacement.
- b. The participant shall return any equipment that is damaged during the training session to the Quartermaster for replacement.
  - i. If any RBT participant or personnel is found to have damaged any equipment due to blatant neglect or misuse, they may be held financially responsible for its replacement, consistent with SOP Department Property (refer to SOP Department Property for sanction classifications and additional duties).

N/A

6. Loaned RBT Equipment

- a. The RBT participant or personnel shall return loaned RBT equipment.
- b. If any loaned RBT equipment is lost, stolen, or damaged, the RBT participant or personnel shall be responsible for explaining the circumstances of the event in a Department Memorandum to the Advanced Training Section Lieutenant.
  - i. The RBT participant, the person responsible for the loss or damage, or the RBT participant’s unit may be held financially responsible for the replacement or repair of the RBT equipment.



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-94 (Formerly 6-1)

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7. RBT Participant Evaluations

- a. RBT participant evaluations shall only be conducted by properly trained personnel and shall be documented on the RBT-authorized evaluation form.
- b. RBT participants shall be treated with respect and not subjected to demeaning or inflammatory criticism.

7

D. Firearms Training Unit

1. Firearms Training Unit personnel shall:

N/A

- a. Be responsible for firearms training and periodic proficiency qualifications for all Department personnel who are authorized to carry Department-approved firearms and authorized to use Department-approved ammunition (refer to SOP Firearms and Ammunition Authorization for sanction classifications and additional duties);
- b. Develop new firearms training programs in accordance with the 7-Step Training Development Process as outlined in the Comprehensive Training Unit section of this SOP;
- c. Train cadets in the use of firearms by following the Department's current policies and approved processes;
- d. Enforce firearms safety;
- e. Inspect and repair firearms; and
- f. Maintain firearms records.

E. Community Outreach Programs

The Advanced Training Section shall be responsible for oversight and management of the Citizens' Police Academy (CPA) and other related programs and projects.

F. Personnel from Outside Governmental Agencies

1. Personnel from outside governmental agencies may request to attend Department training.
2. Requesting personnel will obtain approval from the Academy Division Commander.

6

**1-94-6 Comprehensive Training Unit (CTU)**

A. The CTU shall be comprised of the following personnel:

1. The Curriculum Development Manager (CDM), who directs the Unit;
2. The CTU Manager, who manages the Unit;



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-94 (Formerly 6-1)

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3. CTU Specialists; and
  4. Proofreaders.
- B. CTU personnel shall review and approve all training submitted by Department personnel prior to the training being delivered.
- C. CTU personnel shall ensure that all Department training is developed through the 7-Step Training Development Process.
1. The 7-Step Training Development process is comprised of the following steps:
    - a. Step 1: The Course Developer works with the CTU staff to identify the rationale for the training;
    - b. Step 2: The Course Developer works with the CTU staff to develop training materials;
    - c. Step 3: The CDM, an Academy Division Lieutenant, and the Academy Division Commander review and approve the training materials;
    - d. Step 4: Delivery of training;
    - e. Step 5: Operational application;
    - f. Step 6: Evaluation of training; and
    - g. Step 7: Revision of training.
  2. Trainings are based on the Department's SOPs.
    - a. If new or revised training is developed to complement revision of the relevant SOP, the new SOP must be published before the new or revised training can be delivered.
  3. The length and complexity of the course content determines the timeframe for the course development and approval process.
- D. Training Development Categories
1. New Training
    - a. New courses require the development of a lesson plan and supporting materials through Steps 1-3 of the 7-Step process for the purpose of teaching a new skill or new information.
  2. Revised Trainings
    - a. The Course Developer shall work with the CTU to update or revise an existing training as it is developed through Steps 1-3 of the 7-Step Process.
    - b. Updates include, but are not limited to:
      - i. Incorporation of a new SOP;



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-94 (Formerly 6-1)

Effective: 02/24/2023 Review: 02/24/2024 Replaces: 06/14/2016

- ii. New performance data;
- iii. New case law;
- iv. Development of new scenarios to facilitate training; or
- v. Clearly articulated law enforcement best practices.

3. Briefing Videos

- a. A briefing video disseminates information with the assumption that the audience already has the skill set to apply the new information.
- b. Briefing videos do not require a lesson plan, they are reviewed as videos.
- c. Briefing Videos are reviewed and approved by the CDM, an Academy Division Lieutenant, and the Academy Division Commander.

7

D. Required Documentation

- 1. Upon identifying a need for training, the Course Developer shall submit a completed Curriculum Development Request Form (formerly Training Needs Assessment Forms Parts 1 and 2) to the CDM. The Curriculum Development Request Form shall accompany all requests for course development and revisions of existing courses.
  - a. For new course development requests, the Course Developer shall submit a minimum of a detailed outline of the lesson plan with the Curriculum Development Request Form.
  - b. For revisions of existing courses, the Course Developer shall submit existing course materials and an outline of revisions with the Curriculum Development Request Form.
- 2. Department personnel who request to develop a Briefing Video shall submit a completed Briefing Video Development Request Form to the CDM.

E. Additional Review Process

- 1. At a minimum, the CDM, an Academy Division Lieutenant, and the Academy Division Commander review all courses.
  - a. Courses with significant SOP content are additionally reviewed by Policy and Procedure Unit personnel.
  - b. Courses with significant legal content are additionally reviewed by the Assistant City Attorney in the Compliance Division of the City Attorney's Office.
  - c. Courses that address mental health or crisis intervention are reviewed by the Mental Health Response Advisory Committee (MHRAC).
  - d. Courses containing material addressed in the CASA are reviewed by the Independent Monitor and the United States Department of Justice (DOJ) after review by the parties listed above.



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-94 (Formerly 6-1)

Effective: 02/24/2023 Review: 02/24/2024 Replaces: 06/14/2016

- e. Policy and Procedure Unit personnel and the Assistant City Attorney review only the lesson plan while Academy Division personnel, MHRAC, the Independent Monitor, and DOJ review all materials associated with the course, such as PowerPoints, handouts, and videos.
- f. All parties have two (2) calendar weeks to respond with feedback.

6

F. Course Accreditation

1. The CDM shall submit all trainings required by state statute to the NMLEA for accreditation.
2. The Course Developer shall fill out the Request for Course Accreditation form (LEA-86) and provide the required material, along with the completed form, to the CDM, who submits the materials to the NMLEA.
3. The course developer shall be notified by the CDM upon assignment of a course accreditation number by the NMLEA.

6

G. Training Delivery

1. The CDM shall notify the Course Developer upon final approval of the course materials, and shall explain to the Course Developer that the course materials may be trained.
2. The Course Developer and their respective chain of command are responsible for scheduling delivery of the training in collaboration with Academy Division personnel.

H. Review of External Trainings

The CDM and the Academy Commander or their designee review all external vendor trainings to ensure that the training complies with the Department's SOPs.