



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-16

Effective: 01/13/16 Review Due: 01/13/17 Replaces: 05/07/15

2-16 RECORDS

2-16-1 Policy

Department policy is to provide an efficient and reliable reporting system and to report and record significant incidents that come to the Department's attention.

[7] 2.16.2 Rules

A. Records Closed to Public or Limited Access

1. All juvenile cases where a child is listed as the victim of neglect, abuse, or designated by state statute by a child in need of supervision.
 - a. These records may be released only to the child, the child's legal guardian or legal representative, the parent or their legal representative, and CYFD.
 - b. This directive also applies if the victim is deceased.

2. All records closed to the public by court order.

3. All medical, psychiatric, psychological, or OMI reports.

4. Law enforcement records that reveal confidential sources, methods, or information.

5. Runaway records

These records may be released only to the child's parent(s), legal guardian, or their legal representative.

6. All homicide records, until released by the homicide sergeant.

B. Access to Records by Other Agencies

Records maintained by the Albuquerque Police Department shall be provided, when requested, to law enforcement agencies, criminal justice agencies or their representatives, or other lawfully authorized agencies.

C. Personnel of the Department Shall Write Reports On

1. All felonies, misdemeanors, petty misdemeanors, traffic offenses involving physical arrest, or protective custody's, and any incident or warrant service resulting in an arrest.

2. Suicides or attempted suicides and death calls.



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3. Traffic accidents, except those where both parties agree to settle it themselves or on private property for which the parties involved are provided forms on which to submit their own reports. Refer to the Traffic SOP on Traffic Accidents, for further information. Officers will advise Radio of such prior to going 10-8.
4. Any incident that is of great importance where the officer is at the scene, at the scene of a crime, or any incident where a citizen/victim requests a report. The calling party will not be referred to the Telephone Reporting Unit.
5. When directed to do so by a superior officer.
6. All child abuse or neglect incidents.
7. All domestic violence incidents.
8. All incidents involving abortion clinics and/or incidents involving any persons involved in abortion services.
 - a. A copy of the report shall be forwarded to the Criminal Intelligence Unit for analysis and coordination with federal agencies.
9. When personnel:
 - a. Discharge a firearm other than training or recreation
 - b. Takes an action that results in or is alleged to have resulted in injury or death of another person
 - c. Applies force through the use of lethal or less lethal weapons
 - d. Applies weaponless physical force at a level as defined by the agency
 - e. Points his/her firearm at an individual, acquiring a target, to de-escalate a situation. A Show of Force form is required.
 - i. Does not include the use of the low-ready position.
10. When evidence is collected detailing the circumstances by which the property came into the agency's possession and describing each item of property obtained.
11. It shall be the sole responsibility of the primary officer, unless otherwise noted in SOP, to generate an offense report.

D. Review and Rejection of Reports

1. Reports will be reviewed by a supervisor before being submitted electronically. In cases where a report fails to provide adequate information, Report Review will reject the report and return it to the officer for corrections.



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2. All paper reports and associated documents received by a supervisor will be logged on a Daily Report Log, PD #3084, signed and dated by the supervisor. The supervisor will indicate on the log when it is a supplemental report, re-submitted report, or any other special notations, to be submitted to the Records Report Review Unit.
3. Supervisors will ensure that the Daily Report Log is reviewed and signed by Report Review Unit personnel.
 - a. When a report is logged, it will be attached to that log.
 - b. The log and all attached reports will be taken, by the supervisor or his/her designee, to Report Review.
 - c. Report Review Unit personnel will ensure that all reports logged are attached and will sign the report log indicating the reports arrived in Report Review.
 - d. If there are discrepancies in the log, the discrepancy will be noted on the log and returned to the supervisor to find the report or supplement.
4. The original daily report log will remain in Report Review.

E. Timeliness of Reports

1. All initial reports must be submitted at or before the end of the shift, except at the direction of a supervisor.
2. Only original reports or documents which are intended to be part of a case file and which are not already a part of the file will be submitted to the supervisor for approval.
3. The only photocopies that will be turned into Records are those documents generated outside the Department, e.g., hospital records, bank records, etc. The only exception to this will be photocopies from the Department's Identification Unit, which are intended to be included as part of the case file.
4. Criteria for all NCIC entries are as follows:
 - a. The officer intends to tag items into the Evidence Unit.
 - b. The officer calls Report Review for all NCIC numbers. A report must be generated.
 - c. Only the officer responsible for the original offense report will be permitted to call Report Review for NCIC entries.
5. Officers who are submitting paper reports shall:
 - a. Write the case number on the original report.
 - b. Write the case number on the supplemental report.



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c. Add on any supporting documentation that is intended as part of the case or incident.

6. Supervisors will ensure that the original report is completed, approved, and submitted.

F. Alteration of Original Reports

Original offense reports and accident reports cannot be altered after their acceptance by Report Review. Changes and/or corrections must be made by supplemental reports.

G. Arrest Information Via Telephone

Telephone inquiries for arrest information will be honored only when the Department employee clearly recognizes the party calling to be a person authorized to receive arrest record information.

H. Reports of Alleged Officer Misconduct in the Line of Duty

Department personnel will not write a police report of alleged officer misconduct in the line of duty either by citizen request or of their own initiative. Personnel will follow the proper policy/procedure outlined in section 3-43 of the Department SOP, Administrative Orders Manual. If a criminal case is required, a report will be initiated and authorized by the Internal Affairs Commander, Deputy Chief of Police or Chief of Police.

I. Felony Case Preparation Guidelines

All personnel responsible for submitting completed cases will refer to the felony case preparation guidelines for the District Attorney, which are included in the Procedural Orders section 2-39, to determine the proper order and content of a closeout supplementary report.

J. Handling of Citations

1. Upon receiving all citations at the end of the shift, supervisors will review the citations to ensure they are filled out correctly, utilizing appropriate State Statutes and/or City Ordinance numbers and that they are printed legibly.

2. Mail Run

- a. PSA, or whoever conducts the mail run, will then deliver the citations to the mail drop boxes on the first floor of the Law Enforcement Center and place the appropriate citations in their respective boxes.
- b. The only portions of the citations that are placed in the boxes are the original (court copy) and the abstract copy.



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3. Issuance of Citation Books

Supervisors will ensure that officers sign-out for citation books by utilizing the logs provided at the substations.