



ALBUQUERQUE POLICE DEPARTMENT  
PROCEDURAL ORDERS

SOP 2-16

Effective: 01/12/2022

Review: 01/13/2023

Replaces: 01/13/2016

**2-16 REPORTS**

**Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):**

A. Related SOP(s)

- [2-19 Response to Behavioral Health Issues](#)
- [2-21 Apparent Natural Death/Suicide of an Adult](#)
- [2-46 Response to Traffic Crashes](#)
- [2-53 Use of Force: Definitions](#)
- [2-56 Use of Force: Reporting by Department Personnel](#)
- [3-41 Complaints involving Department Personnel](#)
- [4-25 Domestic Violence](#)
- [8-11 Telephone Reporting Unit \(TRU\)](#)

B. Form(s)

Juvenile Report Request Form

C. Other Resource(s)

NMSA 1978, § 32A-2-32 Confidentiality; Records

D. Rescinded Special Order(s)

- SO 19-119 Timeliness of Reports and Rejected Reports
- SO 19-128 Missing Copperfire Reports

**2-16-1 Purpose**

The purpose of this policy is to guide Albuquerque Police Department (Department) personnel on which calls for service require a report and to describe how records are maintained and released.

**2-16-2 Policy**

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

**N/A 2-16-3 Definitions**

A. Report

Documentation of a law enforcement incident that contains the facts and circumstances of what occurred during a call for service. Once a report is finalized through the Record's Division validation process and is made available for public access, it is considered a public record. A report is:



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1. Uniform Incident Report;
2. Uniform Crash Report; and
3. Supplemental Report.

**6 2-16-4 General Rules**

A. Department personnel shall not release the following reports to the public. Department personnel shall provide limited access to the following:

1. Consistent with the Delinquency Act on the confidentiality of records, all reports involving juveniles where a juvenile is listed as the victim of neglect, abuse, or has been designated by state statute as a child in need of supervision;
  - a. Members of the public may obtain copies of reports if they supplement their request with a notarized Juvenile Report Request Form verifying they are:
    - i. With an agency that is conducting a background check;
    - ii. Court personnel;
    - iii. With a tribal government;
    - iv. The reporting party who is listed on the report;
    - v. The child or the child's legal guardian or legal representative; or
    - vi. The parent or their legal representative.
  - b. Reports may be released to law enforcement agencies, the New Mexico Children, Youth, and Families Department (CYFD) or other social service agencies, or if the victim is deceased.
2. All medical, psychiatric, psychological, or Office of the Medical Investigator (OMI) documentation;
3. Law enforcement records that reveal confidential sources, methods, or information; and
4. All homicide records until the records are released by the Homicide Unit Sergeant.
  - a. Homicide reports shall only be released to other law enforcement agencies.

B. Access to Department Records by Other Agencies.

When requested, records that are maintained by the Department shall be provided to law enforcement agencies, criminal justice agencies or their representatives, or other lawfully-authorized agencies.

**7 2-16-5 Procedures**

A. Department supervisors shall:



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1. Review reports completed by their subordinates before approving and submitting them electronically; and
2. Ensure that any paper Uniform Incident Reports, Uniform Crash Reports, or associated documentation have the Computer-Aided Dispatch (CAD) and case numbers on the document prior to them being submitted to Central Records.

B. Department personnel shall:

1. Complete a Uniform Incident Report for:

- a. All felony, misdemeanor, and petty misdemeanor crimes;
- b. Traffic offenses involving physical arrest, or protective custody;
- c. Any incident or warrant service resulting in an arrest;
- d. Attempted suicides;
- e. Contact with an individual exhibiting a behavioral health disorder or behavioral health crisis, consistent with SOP Response to Behavioral Health Issues (refer to SOP Response to Behavioral Health Issues for sanction classifications and additional duties);
- f. Apparent natural death or suicide calls for services, consistent with SOP Apparent Natural Death/Suicide of an Adult;
- g. All child abuse or neglect incidents;
- h. All domestic violence incidents, consistent with SOP Domestic Violence;
- i. All incidents involving abortion clinics and/or incidents involving any persons involved in abortion services;
  - i. Department personnel shall forward a copy of the Uniform Incident Report to the Criminal Intelligence Unit for analysis and coordination with federal agencies.
- j. When Department personnel:
  - i. Discharge a firearm other than during training or for recreation;
  - ii. Take an action that results in or is alleged to have resulted in injury or death of another person;
  - iii. Apply force through the use of a lethal or less-lethal weapon, consistent with SOP Use of Force: Reporting by Department Personnel (refer to SOP Use of Force: Reporting by Department Personnel for sanction classifications and additional duties);
  - iv. Apply weaponless, physical force at a level of force that is defined in SOP Use of Force: Definitions; or
  - v. Point their firearm at an individual. Department personnel shall complete the appropriate force reporting documentation, consistent with SOP Use of Force Reporting by Department Personnel.
    1. Department personnel do not need to complete a Uniform Incident Report when they point their firearm at a low-ready position.
- k. When evidence is collected;

N/A

N/A



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- i. Department personnel shall include the circumstances by which the property came into the agency's possession and describe each item of property collected.
- l. Any incident where a community member requests an officer to complete a Uniform Incident Report unless otherwise directed by an on-duty supervisor; and
  - i. In cases where an on-duty supervisor determines a report is unnecessary, the on-duty supervisor shall ensure that the decision is documented in the CAD.
  - ii. The community member may be referred to the Telephone Reporting Unit (TRU) when they do not have valid follow-up information, such as a name, date of birth, address, or complete license plate information, consistent with SOP Telephone Reporting Unit (TRU).
  - iii. The calling party shall not be referred to TRU personnel in order to request or obtain a copy of a report.
- m. When directed to do so by a Department supervisor.

N/A

2. Complete a Uniform Crash Report for traffic crashes, consistent with SOP Response to Traffic Crashes (refer to SOP Response to Traffic Crashes for sanction classifications and additional duties);
3. Only submit photocopies to Central Records if they are documents that are generated outside the Department (e.g., bank records, receipts, etc.); and
4. Ensure that the primary officer on the call for service completes the Uniform Incident Report, or Uniform Crash Report, unless otherwise noted in Department policy.

C. Timeliness of Reports

1. Department personnel shall submit Uniform Incident Reports, Uniform Crash Reports, Supplemental Reports, and any related documents (e.g., bank records, receipts, etc.) before the end of their shift, except at the direction of a supervisor.
2. The supervisor shall complete the review/approve of all reports within five (5) days of when they were submitted, except at the direction of their supervisor.
3. Felony reports and reports when an arrest is made shall be approved prior to the end of shift.
  - a. If a supervisor is unable to review or approve the reports within five (5) days, they shall notify their immediate supervisor if they are unable to meet the deadline.



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D. NCIC Entries

1. Department personnel shall contact the NCIC Unit to request an NCIC entry for cases involving:
  - a. Auto theft;
  - b. Missing persons;
  - c. Stolen property; and
  - d. Stolen vehicles parts.
2. Department personnel shall complete a Uniform Incident Report or Supplemental Report for all NCIC entries.

E. Corrections or Changes to Reports

1. Department personnel shall check the Department's records management system at least once a day while on normal working hours to verify whether Central Records rejected any reports for corrections and resubmission.
2. Department personnel shall not alter Uniform Incident Reports or Uniform Crash Reports after they have been approved by a supervisor.
  - a. Only Department personnel who completed the report may make changes to the report, if their supervisor returns the report for revisions or corrections.
  - b. Department personnel who need to make changes and/or corrections to a report after it has been finalized through Central Record's validation process shall submit a Supplemental Report(s).
3. In cases where a Department employee's report does not contain adequate information, National Incident-Based Reporting System (NIBRS) Unit personnel shall reject the report and return it to the employee who originally submitted the report for corrections.
4. Department personnel shall contact the Records Division supervisor prior to going on any extended leave, including, but not limited to, Administrative Leave, Military Leave and leave taken under the Family Medical Leave Act (FMLA) to ensure that they have no outstanding reports.

F. Reports of Alleged Officer Misconduct While On-Duty

1. Department personnel shall not write a Uniform Incident Report on Department personnel for alleged policy violation while on-duty, either by community member request or on their own initiative.



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- a. Department personnel shall refer to SOP Complaints Involving Department Personnel for reporting misconduct (refer to SOP Complaints Involving Department Personnel for sanction classifications and additional duties).
- b. If a criminal case is required, the case shall be initiated and authorized by the Internal Affairs Professional Standards Division (IAPS) Commander, the Bureau Deputy Chief, or the Chief of Police.