



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-34 (Formerly 1-42)

Effective: 08/15/2022 Review: 08/15/2023 Replaces: 01/10/2018

2-34 NOTIFICATION OF SIGNIFICANT INCIDENTS

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

None

B. Form(s)

Significant Alert Form

C. Other Resource(s)

None

D. Rescinded Special Order(s)

None

2-34-1 Purpose

The purpose of this policy is to ensure that the Albuquerque Police Department (Department) has an efficient and reliable system to classify, disseminate, report, and record significant incidents. The goal is to ensure that Department personnel at all levels of the notification system are adequately informed about significant incidents in a timely manner.

2-34-2 Policy

It is the policy of the Department to provide clear direction for Department personnel to notify internal and external stake holders of significant incidents in a timely manner. It is also the intent of this policy to identify a significant incident, identify whether an immediate notification is warranted, and whether the timely notification is to be sent prior to end of the effected employee' shift.

N/A 2-34-3 Definitions

A. Significant Incident

For the purposes of this policy a natural, technological, or human-caused occurrence that may cause harm, requiring a law enforcement response, with a potential outcome of and or possible loss of life and misconduct of a known government official.

7 2-34-4 Rules

A. Significant Incidents that Require Immediate Notification



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1. Significant Incidents that require immediate notification include, but are not limited to:
 - a. Any incident where an person involved is seriously injured, to include:
 - i. Injuries sustained during a mass causality event;
 - ii. Injuries sustained during an officer-involved shooting (OIS) or in-custody death; or
 - iii. Injuries sustained by sworn personnel or a government official due to a vehicle crash.
 - b. Any incident where an officer is injured and requires hospitalization, or is killed;
 - c. Any situation where an officer discharges their firearm either accidental or in the line of duty;
 - d. Department personnel misconduct involving arrest or immediate relief of duty;
 - e. A Barricaded gunmen, hostage, active shooter and/or sniper situation.
 - i. This including times when Special Weapons and Tactics (SWAT) has been activated;
 - f. An arrest of a prominent political or governmental official that is likely to generate interest by media outlets;
 - g. Arrests of known City personnel;
 - h. Arrests of personnel who work in the criminal justice system;
 - i. A confirmed explosion resulting in death, significant property damage or disruption of essential services; and
 - j. Railway or airplane crashes that occur within the Department's jurisdiction.
2. Procedures for significant incidents that require immediate notification:
 - a. The affected supervisor who is responsible for the call for service shall notify the on-duty Emergency Communications Center (ECC) shift supervisor, who shall then notify the affected area commander;
 - b. If the area commander is unavailable, once it is safe to do so, the affected supervisor shall immediately notify the Deputy Chief of Police, through the chain of command;
 - c. All Significant Incident notifications shall be drafted and sent in a professional manner, and shall update all information known at the time; and
 - d. Department personal shall not use sensational language, or language that would indicate they are making light of the incident and diminishing the work being performed by the law enforcement professional.

B. Significant Incidents Requiring Timely Notification

1. Significant Incidents that require timely notification include, but are not limited to:
 - a. Traffic crashes involving Department-issued police vehicles with no injuries;
 - b. Any incident where a community member is struck by a projectile from a firearm and is injured or killed, this excludes an OIS;
 - c. Homicides, suspicious deaths, all deaths of a child and traffic crash fatalities;



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- d. Armed robberies, to include banks and businesses;
 - e. Missing or abducted juveniles, or when an AMBER Alert has been initiated;
 - f. Arrest of individual(s) that pose a danger to the community;
 - g. Arrest of individuals that are known repeat offenders;
 - h. The arrest of an individual who is a fugitive from justice from other jurisdiction or state; and
 - i. Any other unexpected event that would be considered sensational and of wide news media interest.
2. For Significant Incidents that require timely notification, the affected supervisor who is responsible for the call of service shall ensure that the information concerning the Significant Incident is disseminated through email to Department personnel.
 - a. The affected supervisor shall only report the type of incident and the location at which it occurred on the Significant Event Form ("sig alert") prior to the end of their shift.
 - b. The form is located on SharePoint at [Sig Alert](#).
3. Significant Incident alerts and emails sometimes contain private information regarding victims.
 - a. Department personnel shall treat information in Significant Incident alerts and emails as confidential.
 - b. If the affected supervisor would like to publicize the Significant Incident, they shall notify the Department's Public Information Officer (PIO), unless authorization to publicize the Significant Incident is granted by the Chief of Police or their designee.

C. Current or On-Going Significant Incidents

1. The on-duty specialized unit shift supervisor shall be responsible for initiating a Significant Event Form for the following incidents:
 - a. SWAT activations, including the location of the incident; and
 - b. Fatal call-outs that provide the location and no other information.
2. The affected supervisor shall be responsible for completing in its entirety a Significant Event Form with the final information upon the completion of the Significant Incident.