



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 2-34

Effective: 01/10/18 Review Due: 01/10/19 Replaces: 11/19/15

2-34 NOTIFICATION OF SIGNIFICANT INCIDENTS

2-34-1 Policy

It is the policy of the Department to provide an efficient and reliable system to disseminate, report and record significant incidents that are brought to the attention of Department personnel by any means. The goal is to ensure that all levels of the Department are adequately informed about noteworthy incidents.

2-34-2 Definitions

A. Significant Incident

Significant incident(s) shall include, but may not be limited to:

- Death or serious injury to a police officer on or off duty.
- Death or serious injury to others that is the result of a police action.
- Homicide
- Arrest of a suspect(s) that pose a danger to the community.
- Arrest of a "high profile" individual (i.e., a person in a position of public trust, notorious felon, outstanding fugitive, etc.)
- Any incident or arrest an officer and/or supervisor may deem noteworthy.

[7] 2-34-3 Rules

A. Responsibility for Notification

1. The affected supervisor shall ensure the information concerning a significant incident is disseminated throughout the Department by using the Sig Alert Form at <http://empleado.cabq.gov/apd/sigalert/sigalertform.html> and clicking on the significant incident link to access the form. Once the form is completely filled out and sent, it will automatically be disseminated by utilizing the city e-mail system.
2. Significant incident e-mails contain private information regarding victims. This information must be treated as department confidential, unless authorization is given by the Chief of Police or his designee to release the specific victim information to the media.

B. Current or On-Going Significant Incidents

1. The on-duty Emergency Communications shift supervisor will be responsible for initiating a significant incident e-mail for the following:
 - a. SWAT situations providing the location and the fact there is a 76 call.
 - b. Fatal call outs providing location only and no other information.



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2. The affected sworn supervisor will be responsible for filling out and sending a significant incident e-mail with all of the final information upon the completion/resolution of the incident.