



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-69

Effective: 05/21/2021

Review: 05/21/2022

Replaces: 01/17/2016

2-69 INFORMANTS

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

[2-8 Use of On-Body Recording Devices](#)

B. Form(s)

PD 1201 Informant Profile Sheet
PD 1202 Signature Card
PD 1204 Voucher Expense Report

C. Other Resource(s)

None

D. Rescinded Special Order(s)

None

2-69-1 Purpose

The purpose of this policy is for the Albuquerque Police Department (Department) to provide protocols for the control and use of Informants. In some instances, a successful investigation cannot be conducted without the use of Informants. While the use of Informants can be an effective tool, it can be undermined by misconduct of the Informant or improper management by the handler.

2-69-2 Policy

It is the policy of the Department to take necessary precautions when using Informants by developing sound informant control procedures.

2-69-3 Definitions

A. Anonymous Source

An unknown individual contacting the Department with information who wishes to remain unknown.

B. Confidential Expense Report

Internal administrative document used to provide an audit trail, which includes the completion of Form Voucher Expense Report. Expense reports shall not contain any information concerning the actual information received or the activity of the officer in



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matters concerning the case. Expense reports shall not be used to circumvent normal intelligence or criminal case files.

C. Informant

An individual who provides information on a suspected criminal activity, including the following specific categories:

1. Confidential Informant (CI)

An individual, under the direct supervision of enforcement officer, who is provided with a reasonable expectation of confidentiality, and who furnishes information about suspected criminals or criminal activity for consideration, either financial, prosecutorial, or judicial; or a person who actively participates in a criminal investigation or intelligence operation under the direct supervision of a enforcement officer with or without compensation.

2. Juvenile Informant

Any informant under the age of eighteen (18) who is either a paid or unpaid informant.

3. Paid Informant

An individual who provides information about actual or alleged criminal activities with the expectation of financial compensation or other considerations. The compensation may include money or consideration on pending criminal charges.

4. Unpaid Informant

Anyone providing information about actual or alleged criminal activity who does so with no expectation of compensation but does expect anonymity.

5. Unwitting Informant

An individual involved in criminal activity who acts as an intermediary to negotiate illegal transactions, purchase contraband, or who otherwise unwittingly acts as an informant. An unwitting informant is not to be documented as an informant.

D. Informant File

Files containing the true identity of informants used by Department personnel. All informant files shall be kept at the Investigative Services Division (ISD) under the control of the ISD Commander or their designee. Under no circumstances shall any other Department division, section, or unit keep or maintain an informant file.

E. Payment



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The actual exchange of information for money, goods, and services between an informant and the Department or the draft of agreements through the prosecuting attorney's office to provide reduction of charges or plea agreements with informants.

F. Receipts

Normal business documents or, in emergencies, handwritten documents used to provide additional audit methods to ensure the proper use of Department funds. Receipts are attached to expense reports where applicable to provide a unified expense file on each operation involving informants.

6 2-69-4 **Procedures**

A. Use of Informants

1. All sworn personnel shall follow the procedures outlined in this SOP when gathering information.
2. Sworn personnel shall not activate their on-body recording devices (OBRD) during any investigative interactions involving a CI, consistent with SOP Use of On-Body Recording Devices.
3. Sworn personnel/detectives shall prepare confidential informant files and submit the file to the ISD Narcotics Section Lieutenant for a CI number prior to the use of a paid informant.
 - a. It shall be the sworn personnel's/detective's responsibility to ensure a CI number is issued prior to the informant's use. An informant shall not be paid until a file is created with an assigned CI number.
4. An ISD supervisor shall meet with a paid informant prior to when the first payment is made. ISD supervisors shall ensure the paid informant understands all applicable requirements and limitations. All subsequent meetings with informants shall be reported to the sworn personnel's/detective's immediate supervisor.
 - a. Prior to an informant being paid for services, initial identification shall be required. Identification requires completion of Form Informant Profile Sheet and Form Signature Card.

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5. When meeting with informants, a minimum of two officers shall be present and also provide backup as necessary. When necessary, the second officer can witness the meeting from a discreet distance, provided that the witness officer can observe all actions and transactions between the officer and the informant.

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6. A juvenile informant shall only be used when written permission has been granted by the parent(s) or guardian(s).



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7. Sworn personnel shall not use informants in an active role when they are on probation or parole, unless there is written approval from the probation or parole officer, or authorized judge.

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8. All operations involving the use of informants shall be documented.

9. Efforts shall be made to substantiate all information received from informants. Information disclosing imminent danger to life shall be reported to the unit supervisor prior to enforcement action.

10. Informants shall not be used to circumvent any constitutional rights or guarantees of community members.

B. Informant Files

1. Informant files shall be maintained by the ISD Narcotics Section Lieutenant .

2. Under no circumstances shall any other Department division, section, or unit keep or maintain an informant file.

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C. Source Evaluation

1. The Source Evaluation shall be completed by the investigating officer/detective by using the CI Packet.

2. The Source Evaluation shall:

a. Validate informant's reliability as based on past information; and

b. Confirm all proper documentation has been completed and in the informant file.

3. Informants shall be evaluated based on the validity of the information provided by the informant.

4. Re-evaluation of active informants shall be conducted biannually by the ISD Narcotics Section Lieutenant or their designee.