



ALBUQUERQUE POLICE DEPARTMENT  
ADMINISTRATIVE ORDERS

SOP 3-2

Effective: 01/16/16 Review Due: 01/16/17 Replaces: 04/27/15

## **3-2 INVESTIGATIVE BUREAU**

### **3-2-1 Goal**

The Goal of the Investigative Bureau is to provide effective and efficient support services to the Department through the following Divisions/Sections: Special Investigation Division, Criminal Investigations Division, Scientific Evidence Division, Property Crimes Division, and the Real Time Crime Center.

### **3-2-2 Objectives**

#### **A. Special Investigations Division**

1. Identifying major drug traffickers and directing enforcement efforts at compiling prosecutable cases against those persons, thereby, reducing the availability of illicit drugs.
2. Increasing vice enforcement, abatement, and the number of prosecutable arrests/cases related to commercialized vice activities.
3. Maintaining and disseminating criminal information through a Criminal Intelligence Unit.

#### **B. Criminal Investigations Division**

1. Maintain a high clearance rate of felony crimes.
2. Maintain a high recovery rate of reported actual stolen vehicles.
3. Maintain a high property recovery rate.

#### **C. Scientific Evidence Division**

1. Gathering, processing, storing and examining all types of physical evidence as related to cases presented for prosecution.
2. Ensuring that on-call Criminalistics activities are in a proper state of readiness to respond to major crime scenes.
3. Ensuring the accurate reporting of results of examinations as supplementary reports to original cases. When needed, provide expert testimony.
4. Initiating cases involving computers, computer related equipment, telecommunication devices, and other high-tech equipment.



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5. Assisting and training department personnel in the investigation of these cases and raise the awareness of Department personnel of the use of computers in the commission of crimes.



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### 3-2-3 Rules and Responsibilities

#### A. Special Investigations Division (SID)

1. Composed of the Career Criminal Section and the Narcotics Section.
2. Career Criminal Section is composed of the Vice Unit, Intelligence Unit, and Gang Unit.

##### a. Criminal Intelligence Unit

- i. Gathers, maintains, assesses, and disseminates criminal intelligence information. The C.I.U. conducts intelligence collection that verifies criminal activity from any source. Once establishing that a criminal activity exists, the information will be disseminated to the investigative unit that specializes in that particular crime. The unit that specialized in that criminal activity will have a primary investigative responsibility to prepare a case for prosecution.

##### ii. Technical and Administrative Support.

- Provides services including utility and telephone subscriber information, postal service inquiries, and financial asset tracking for seizures/forfeitures on narcotics-related cases.

##### b. Gang Unit

The Unit will assume investigations of violent gang-related crimes where the case responsibility does not lie with another specialized unit. The Gang Unit will assist field or specialized units in their investigations if requested to do so.

#### 3. Narcotics Section

- a. The Section is composed of the Valley Narcotics Unit, Eastside Narcotics Unit, Westside Narcotics Unit, and VICE Unit.

##### b. Eastside Narcotics Team

A unit of undercover police officers assigned to do narcotics investigations for the Southeast and Foothills Area Commands.

##### c. Westside Narcotics Team

A unit of undercover police officers assigned to do narcotics investigations for the Westside Area Command.



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d. Valley Narcotics Unit

A unit of undercover police officers assigned to narcotics investigations for the Valley and Northeast Area Commands. The narcotics canine handlers are attached to this unit.

e. DEA Task Force

Based on funding and manpower requests from the Drug Enforcement Administration, members of the Narcotics Section may be assigned to this task force. Members assigned to this task force fall under the operational control of the DEA, but answer administratively through the Valley Narcotics unit supervisor.

f. Vice Unit

Investigates and assists in the prosecution of all vice related items within the Albuquerque metro area. Serves as liaison between the Albuquerque Police Department and all law enforcement agencies that are involved in vice related activities.

g. Air Support Unit

An airborne patrol element that uses a modified fixed-wing aircraft and helicopters to support ground units in surveillance and apprehension activities.

B. Criminal Investigations Division

1. This Division is composed of Violent Crimes Section, Property Crimes Section, CIT/CNT, Juvenile Section, and Administration Section.

2. Violent Crimes Section

a. The section is composed of the Sex Crimes Unit, Armed Robbery Unit, Homicide Unit, Family Abuse and Stalking Team (FAST), Victim Assistance Detail, Missing Persons Detail, and Homicide Cold Case Detail.

b. Sex Crimes Unit

Investigate all criminal sexual penetration cases, and attempted criminal sexual penetration cases.

c. Family Abuse and Stalking Unit

Investigates stalking cases that occur within the city of Albuquerque. Coordinate investigative efforts with other units when necessary.





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C. Scientific Evidence Division

1. This Division is composed of the Criminalistics Investigation Section, the Information Systems/Identification Section, the Evidence Unit, and the Criminalistics Laboratory Section.
2. Criminalistics Investigation Section is composed of the Latent Fingerprint Detail, Firearm/Tool Mark Detail, Major Crime Scene Team, Field Investigator Unit, Computer Forensics Unit, and the Photography Unit. The Section provides crime scene processing and forensic analysis of physical evidence for criminal cases.

a. Latent Fingerprint Detail

Processes and examines latent fingerprints and compares them with the fingerprints of suspects for possible identification. Also conducts AFIS (Automated Fingerprint Identification System) entry for possible suspect identification.

b. Firearm/Tool Mark Detail

Performs analysis and comparison of firearms evidence, tool mark comparisons, serial number restoration and shoe print comparisons. Also, performs drug-fire entry for possible linking of fired cartridges cases from shooting incidents to different incidents or confiscated firearms.

c. Major Crime Scene Team

Responds to crime scenes involving homicide, suspicious or unexplained deaths, officer-involved shootings and violent incidents in which a death may result. The team is responsible for all documentation, collection, and preservation of evidence, and reconstruction of the crime scene.

d. Field Investigator Unit

Is comprised of sworn and civilian (Field Evidence Technician) personnel responsible for all field investigative activities that are outlined in the Field Investigator Standard Operating Procedures manual.

e. Computer Forensics Unit

Investigates crimes involving computer and/or Telecommunications devices.

f. Forensic Photography Unit

Performs camera maintenance, photo developing and processing, and Department photographic services.



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3. Information Systems/Identification Section provides Information Systems and Identification support services. The Section is composed of the ID Records Unit and the Evidence Unit.
  - a. ID Records Unit

Maintains arrest records, FBI rap sheets, mug shot files, and fingerprinting and identification services and conducts file searches.
  - b. Evidence Unit

Receives, stores, inventories, and releases/disposes of evidence for the Department.
4. Criminalistics Laboratory Section
  - a. The Section is composed of the Chemistry Unit, the Biology Unit and the Operations Unit. Provides forensic analysis of physical evidence for criminal cases and operational support services.
  - b. Chemistry Unit
    - i. Controlled Substance Detail analyzes and identifies controlled substances.
    - ii. Alcohol Detail analyzes blood alcohol content and performs maintenance and calibration of checks of breath alcohol instruments.
    - iii. Clandestine Drug Lab Detail provides scientific support in the investigation of clandestine drug laboratories.
  - c. Biology Unit
    - i. Serology/DNA Detail analyzes blood, semen, body tissue, and body fluids.
    - ii. Forensic Nurse Detail collects DWI blood samples.
    - iii. Trace Evidence Detail analyzes, hair, fiber, primer residue, paint chips, and other types of trace evidence.
    - iv. Automated Science Detail operates NMDIS, the New Mexico Convicted Offender DNA Computer Databasing Program.
  - d. Operations Unit
    - i. Office Services Detail is responsible for office operations, services, and financial management.
    - ii. QA/QC Detail is responsible for ASCLD accreditation and laboratory quality assurance.



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D. Property Crimes Division

1. This section is composed of the White Collar Crimes Unit, Crime Stoppers Detail, Auto Theft Unit, Burglary Unit, Pawn Shop Detail, Metal Theft Detail, Organized Crime Unit, and Wrecker Services Unit.

2. White Collar Crimes Unit

Investigates all crimes of deception, con games, forgery, fraud, and embezzlement.

3. Auto Theft Investigations Unit

a. Investigates auto thefts and is on-call to assist Field Services units.

b. Conducts inspections of the following:

i. Auto dealers

ii. Towing companies

iii. Auto dismantler/salvage yards

iv. Auto crushers/shredders

v. "Chop Shops" commercial auto theft operations

vi. Auto title frauds and title companies

4. Wrecker Services Unit

Responsible for administering the City of Albuquerque (COA) Wrecker Services Ordinance for tow companies meeting requirements for inclusion on the COA tow rotation.

5. Burglary Unit

Investigates all residential and commercial burglaries, recovers stolen property, and identifies, apprehends, and assists in the prosecution of burglary crime offenders. Assist area command detectives on auto burglary investigations when their expertise is needed.

6. Crime Stoppers Detail

Coordinates a cash reward program for citizens who call with leads on major crime offenders, reporting directly to the Deputy Chief of Police of ISB.

7. Pawn Shop Detail

Monitors, coordinates, and investigates pawn and/or pawnbroker activities occurring in the city.



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8. Metal Theft Detail

Handles all investigations of felony crimes where the theft of metal was the primary intent of the crime.

9. Organized Retail Crime Unit

Responsible for all felony investigations originating from the current retail partnerships.

E. Administration Section

1. Word Processing

Types the majority of the documents that are produced by detectives and other personnel of the Criminal Investigations Division.

F. Real Time Crime Center

1. Crime Analysis Unit

a. The unit is responsible for the collection, analysis, and routine reporting of case-based crime information.

i. This information forms the basis upon which operational responses are planned and implemented to address crime within the community.

b. Personnel develop and maintain case-based crime database, reports, and mapping.

i. Responsibility also includes providing current case-based crime data to the public.

2. Video Unit

a. The Unit is responsible for all video productions for the Department.