



3-4 PROFESSIONAL ACCOUNTABILITY BUREAU

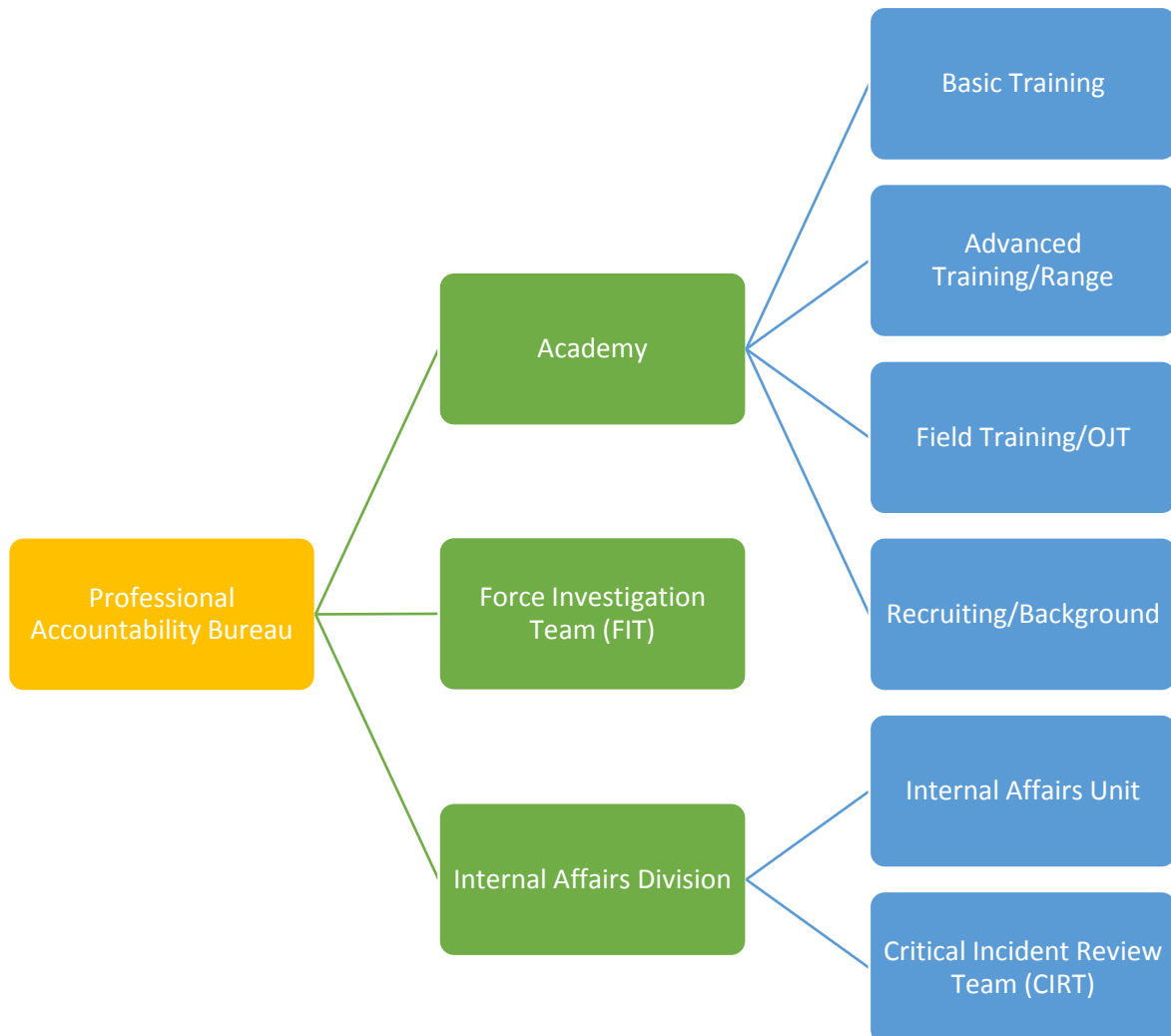
3-4-1 Purpose

This policy provides an overview of the duties and functions of the divisions and units comprising the Professional Accountability Bureau.

3-4-2 Policy

It is the policy of the Professional Accountability Bureau to provide for accountability within the Department by training, evaluating, and, when appropriate, investigating Department personnel. Personnel assigned to the Professional Accountability Bureau will use objective and comprehensive methods to ensure the delivery of professional services to the City of Albuquerque.

3-4-3 Organization





ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-4

Effective 01/10/18 Review Due: 01/10/19 Replaces: 05/24/17

3-4-4 Procedures

Under the direction of a major, the Professional Accountability Bureau is comprised of the Academy, the Force Investigation Team (FIT), and the Internal Affairs Division.

A. Academy

The Academy is responsible for training and recruiting certain police personnel. The Academy is administered by a commander, who reports to the Professional Accountability Bureau major.

1. Recruiting Section

This section is responsible for recruiting qualified applicants for sworn and non-sworn police personnel. It will identify, test, and select the most qualified persons to fill vacancies or added positions that become available within the Department. Personnel will be selected following Department guidelines and policies, from among those who possess the necessary skills, knowledge, and abilities required to be most effective. For more information, refer to the [Recruiting SOP 6-2](#).

a. Polygraph Personnel

Provides an accurate and reliable investigative tool in the resolution of criminal, and other requests within the jurisdiction of the Department in determining the veracity of the person being tested.

2. Training Section

This section is responsible for the initial training, assignment, and evaluation of cadet/recruit officers and police service aides, and the ongoing advanced training of sworn personnel. For more information, refer to the [Training SOP 6-1](#).

a. Basic Training

Responsible for training police cadets, lateral transfer officers, and public safety aides.

b. Field Training Officers

Responsible for training new officers in various duties which they will most likely perform during their career.

c. Advanced Training



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Responsible for coordinating and planning Department training needs, including Maintenance of Effort (MOE) training, Advanced Training, and Specialized Training.

d. Physical Wellness

Responsible for wellness programs and physical fitness assessments of Department personnel and police applicants. Unit personnel maintain the physical fitness facility, advise, and monitor the physical fitness training for police cadets and Department personnel.

e. Firearms/Range Detail

Responsible for the firearms training and qualification requirements for the Department.

B. Force Investigation Team (FIT)

FIT provides the Department with a standardized professional, comprehensive, and neutral criminal investigative response into an underlying crime when an APD officer is involved in a serious use of force or an officer-involved shooting or when a person dies while in police custody. FIT also provides comprehensive and criminal investigations of any OIS or in-custody death in addition to any underlying crime that may be investigated. Should an investigation of an underlying crime where an officer employed a serious use of force show, based upon probable cause, that the force used by the officer involved in the incident was contrary to law, the FIT assumes case responsibility for that criminal investigation as well.

For more information, refer to the [Force Investigation Team \(FIT\) SOP 7-3](#).

C. Internal Affairs Division

This division is responsible for investigating and documenting allegations of misconduct by Department personnel. The Internal Affairs Division is administered by a commander, who reports to the Professional Accountability Bureau major.

The Internal Affairs Division is separated into the following two sections:

a. The Critical Incident Review Team (CIRT)

CIRT is responsible for administrative investigation of all serious uses of force and critical incidents as they pertain to tactics, training, policy, supervision, and performance. For more information, refer to the [Critical Incident Review Team \(CIRT\) SOP 7-2](#).

b. The Internal Affairs Section (IAS)



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IAS is responsible for investigating all internal complaints, the Early Intervention System, maintenance of employee discipline files, and all administrative investigation employee records. For more information, refer to the [Internal Affairs SOP 7-1](#).