



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-50 (Formerly 3-22 and 3-27) Effective: 08/24/2022 Review: 08/24/2023 Replaces: 05/21/2021

3-50 FORMS CONTROL

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

[2-65 Language Access Procedure](#)

B. Form(s)

None

C. Other Resource(s)

Albuquerque Police Department Document Management System

D. Rescinded Special Order(s)

None

3-50-1 Purpose

The purpose of this policy is to outline the requirements for the publication and maintenance of Albuquerque Police Department (Department) forms in the Department's document management system.

3-50-2 Policy

It is the policy of the Department to use standardized, Department-Approved Forms for use by Department personnel to establish consistency. To achieve centralized control over Department-Approved Forms, the Standard Operating Procedure (SOP) Liaison will have the authority to maintain, control, and publish Department-Approved Forms and the responsibility to obtain approval from the Policy and Procedures Review Board (PPRB) for forms used by Department personnel.

N/A 3-50-3 Definitions

A. Department-Approved Form

An official document, tangible or electronic, that is utilized by Department personnel in recording information that will be referred to, copied, presented, and/or used by more than one Department division, section, or unit. Department-approved Forms are forms that are approved by the PPRB, and may be referred to in Standard Operating Procedures and/or Department orders.

B. Standard Operating Procedure (SOP) Liaison



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A full-time civilian employee assigned to the Policy and Procedure Unit who is responsible for facilitating the policy development process and other duties and whose responsibilities are related to the review, development, and implementation of the Department's SOPs.

C. Vital Document

1. A form that provides essential information for accessing Department services. A vital document contains critical details about an individual rights, ensures access to a court, or is required by the Department to record and track law enforcement case activities. A vital document may include, but is not limited to:
 - a. Documents and forms that must be provided to persons by law;
 - b. Consent, intake, detention, incarceration, release, or waiver forms;
 - c. Forms or any written material related to individual rights, e.g. *Miranda* warning;
 - d. Letters or notices pertaining prosecution;
 - e. Notices, I-Speak cards, Language Self-Identification posters, and materials regarding the availability of free language assistance services for Limited English Proficient (LEP) persons;
 - f. Documents or forms relating to accessing emergency services;
 - g. Documents or forms relating to criminal citations, summons, and warrants;
 - h. Documents or forms relating to complaints against the Department or Department personnel;
 - i. Documents indicated as Department case letters or notices that require a response by an LEP person; or
 - j. Other documents that the Chief of Police or their designee recognizes as vital to communicate with the City's population as a whole.

3-50-4 Rules

7 A. Approval, Publication, and Maintenance of Department-Approved Forms

1. Department personnel shall:
 - a. Obtain the PPRB's approval of a new form or a revised Department-Approved Form prior to implementing the form to be used by Department personnel;
 - b. Provide the SOP Liaison justification for the new form or revised Department-Approved Form, including a general statement about the purpose of the form;
 - c. Submit their new form or revised Department-Approved Form to the SOP Liaison to seek the PPRB's review and approval of the form via email at opa@cabq.gov; and
 - d. Submit obsolete Department-Approved Forms to the SOP Liaison to seek the PPRB's review and approval to remove the form.
2. The SOP Liaison shall email the new form or revised Department-Approved Form to the PPRB for their review and approval.



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3. The PPRB shall review and approve the new form, or revised or obsolete Department-Approved Form emailed to them by the SOP Liaison within one (1) week of receiving the form. The PPRB shall vote on the form using the voting buttons applied to the email.
 - a. The PPRB may solicit additional information from the form owner.
 - b. For an email vote to be valid, at least seven (7) voting members must participate in the voting process.
 - c. In lieu of the email vote, the PPRB Chair may request a review and vote for approval or denial of the new form or revised Department-Approved Form, or deletion of an obsolete Department-Approved Form during a PPRB meeting.
 - d. If at least seven (7) voting members do not vote to approve or reject the form, the SOP Liaison shall send two follow-up emails.
 - i. After the SOP Liaison makes three attempts, they shall request the PPRB Chair to request the PPRB voting members to vote.
 - ii. After the PPRB Chair makes an attempt, the SOP Liaison will schedule for the Department employee who is responsible for the form to present it to the PPRB during a regularly scheduled PPRB meeting.
4. If the PPRB voting member(s) rejects the form, they shall propose changes to the responsible Department employee.
 - a. The Department employee who is responsible for the form shall revise the form.
 - b. The SOP Liaison shall resubmit the revised form to the PPRB for approval as outlined in 3-50-4 A.3.
5. After the PPRB approves the new form or revised Department-Approved Form, or approves the deletion of an obsolete Department-Approved Form, the SOP Liaison shall:
 - a. For a new form, assign a PD number to the Department-Approved Form;
 - b. Publish the Department-Approved Form in the Department's document management system;
 - c. Archive the obsolete Department-Approved Form in the Department's document management system; and
 - d. Keep the approved original Department-Approved Form and updated Department-Approved Form on file.
6. Department personnel shall not utilize any form that has not been approved by the PPRB.

N/A

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B. Translation and Publication of Vital Documents

1. Consistent with SOP Language Access Procedure, a Vital Document is defined as a Department-Approved Form that provides important information about individual rights or Department services (e.g., waiver of rights or the Albuquerque Police Department Civilian Complaint or Commendation Form).



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- a. Upon receipt of a new or revised form, the SOP Liaison shall provide the Department-Approved form to the Language Access Coordinator (LAC) who will determine whether it is a Vital Document that needs to be translated.
 - b. The LAC shall determine whether the form is a Vital Document. If it is, the LAC shall:
 - i. Translate the Vital Document, consistent with SOP Language Access Procedure;
 - ii. Provide the SOP Liaison justification for the Vital Document, including a general statement about the purpose of the document; and
 - iii. Submit the Vital Document to the SOP Liaison to seek the PPRB's review and approval of the document.
 - c. The SOP Liaison shall email the translated Vital Document to the PPRB for their review and approval.
2. The PPRB shall review and approve the Vital Document emailed to them by the SOP Liaison within one (1) week of receiving the Department-approved Vital Document. The PPRB shall vote on the Vital Document using the voting buttons applied to the email.

N/A

- a. The PPRB may solicit additional information from the LAC.
 - b. If at least seven (7) voting members do not vote to approve or reject the Vital Document, the SOP Liaison shall send two follow-up emails.
 - i. After the SOP Liaison makes three attempts, they shall request the PPRB Chair to request the PPRB voting members to vote.
 - ii. After the PPRB Chair makes an attempt and the SOP Liaison does not receive at least seven (7) votes, the SOP Liaison shall schedule for the Department employee who is responsible for the Vital Document to present it to the PPRB during a regularly scheduled PPRB meeting.
3. If the PPRB voting member(s) rejects the Vital Document, they shall propose changes to the responsible Department employee.
- a. The Department employee who is responsible for the Vital Document shall revise the form.
 - b. The SOP Liaison shall resubmit the revised Vital Document to the PPRB for approval as outlined in 3-50-4 A.3.
4. After the PPRB approves the Vital Document, the SOP Liaison shall:
- a. Publish the Vital Document in the Department's document management system; and
 - b. Keep the original approved Vital Document and updated Vital Document on file.

C. Forms from Outside Agencies



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1. Forms from outside agencies that are used by Department personnel are excluded from the provisions of this SOP. Some examples of these forms include, but are not limited to:
 - a. State of New Mexico Uniform Crash Report;
 - b. State of New Mexico Uniform Crash Report Supplemental Narrative;
 - c. State of New Mexico Uniform Incident Report; and
 - d. State of New Mexico Uniform Traffic Citation.