

University of New Mexico Police Department



STANDARD OPERATING PROCEDURES MANUAL

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2019





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UNIVERSITY OF NEW MEXICO POLICE DEPARTMENT
SOP MANUAL REVISIONS & ADDITIONS TRACKING SHEET

This control number check off sheet is designed to assist the Department and all personnel in maintaining a current Standard Operating Procedures Manual. Each revision will have a control number or Special-Order number assigned to it. Personnel will, upon receiving a revision, enter the appropriate control number/Special Order number below, enter the effective date, and appropriate section, or subsection in the space provided. This sheet will be kept in the front of the Manual. This sheet will be used to validate the maintenance of this Manual.

Table with 3 columns: Control number/Special Order number, Effective Date, and Section Number. Includes entries for Special Order 2022-01 through 2022-04 with corresponding dates and section numbers.

When complete, add additional sheet.



UNIVERSITY OF NEW MEXICO POLICE DEPARTMENT
STANDARD OPERATING PROCEDURES 3rd EDITION



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TABLE OF CONTENTS

Handbook Revisions & Additions Tracking Sheet
 Table of Contents

Click on Directive number to be taken to it

Organization

- I Organizational Chart 03/17/2022
- II Code of Ethics
- III Authority, Responsibility, and Direction
 - A. Chief of Police
 - B. Command Staff
 - 1. Deputy Chief of Police
 - 2. Commander
 - 3. Lieutenant
 - C. Command Staff Duties and Responsibilities
 - D. Sergeant and Officer in Charge

SECTION 1-GENERAL ORDERS

Professional Conduct, Directive system

- 1-01 Code of Conduct-Reporting for Duty-Oath of Office
- 1-02 Drug Policy-Testing SEE University Business Policies and Procedures Manual
(Red Book) Policy 3270 Suspected Employee Impairment at Work
- 1-03 Discrimination, Sexual Harassment, and Workplace Violence
SEE Red Book Policy 2720 Equal Opportunity, Non-Discrimination, and
Affirmative Action. See Red Book Policy 2210 Campus Violence.
- 1-04 *Reserved for Future Use*
- 1-05 Written Directive System
- 1-06 *Reserved for Future Use*
- 1-07 *Reserved for Future Use*
- 1-08 *Reserved for Future Use*
- 1-09 Inclement Weather
- 1-10 Mutual Shift Exchange
- 1-11 *Reserved for Future Use*
- 1-12 Use of Social Media
- 1-13 Recording Media-Use of Cell Phones

Equipment

- 1-20 Body Armor
- 1-21 UNM PD Employee Grooming and Uniforms
- 1-22 Authorized Firearms and Ammunition
- 1-23 *Reserved for Future Use*
- 1-24 *Reserved for Future Use*
- 1-25 Operation of Emergency and Department Vehicles
- 1-26 Use of Digital Recorders
- 1-27 *Reserved for Future Use*
- 1-28 Inventory Control

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CALEA Standard(s)—

Revised: 10/01/2019

SECTION 2-LAW ENFORCEMENT ORDERS

Primary Law Enforcement Functions

Click on Directive number to be taken to it

- 2-01 Use of Force
- 2-02 Pre-Arrest and Arrest Procedures
- 2-03 Searches
- 2-04 Restraint and Transportation of Prisoners
- 2-05 Evidence Collection and Preservation
- 2-06 *Reserved for Future Use*
- 2-07 Reports, Daily Logs SEE 6-01 SUPPLEMENTAL DIRECTIVES
- 2-08 Hate-Biased Crime Reporting
- 2-09 Biased Based Profiling
- 2-10 *Reserved for Future Use*
- 2-11 *Reserved for Future Use*
- 2-12 Responding to Alarms
- 2-13 Active Shooter Incidents
- 2-14 Persons Needing Medical Attention
- 2-15 Administration of Opiate Medication
- 2-16 ~~Student Patrol~~
- 2-17 Escort Procedures
- 2-18 Court
- 2-19 Law Enforcement Outside UNM Jurisdiction SEE 6-01 SUPPLEMENTAL DIRECTIVES

Traffic Operations

- 2-20 Traffic Operations
 - 2-20-02 Vehicle Accident Investigation
 - 2-20-03 Impounds and Towing
 - 2-20-04 High Risk Stops
 - 2-20-05 Traffic Control and Direction
 - 2-20-06 DUI Enforcement
- 2-24 Pursuits
- 2-25 *Reserved for Future Use*
- 2-26 *Reserved for Future Use*
- 2-27 *Reserved for Future Use*
- 2-28 *Reserved for Future Use*

Investigations

- 2-30 Criminal Investigations
- 2-31 Sexual Assault Investigations
- 2-32 *Reserved for Future Use*
- 2-33 Domestic Violence
- 2-34 *Reserved for Future Use*
- 2-35 Missing Person/Certificate of Evaluation

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CALEA Standard(s)—

Revised: 10/01/2019

Evidence and Property Management

Click on Directive number to be taken to it

- 2-40 Evidence and Property
- 2-41 Safekeeping Personal Property

SECTION 3-SPECIAL OPERATIONS ORDERS

Specialized Activities and Operations

- 3-01 Video Camera Security
- 3-02 Bomb Threats and Suspicious Packages
- 3-03 *Reserved for Future Use*
- 3-04 Significant Alerts
- 3-05 Juveniles and Juvenile Detention Logs
- 3-06 *Reserved for Future Use*
- 3-07 *Reserved for Future Use*
- 3-08 Emergency Notifications and Timely Warnings

SECTION 4-ADMINISTRATIVE ORDERS AND SUPPORT OPERATIONS

Administrative Functions

- 4-01 *Reserved for Future Use*
- 4-02 Police Dispatcher SOP-Overtime Scheduling for Dispatchers
- 4-03 Chief's Overtime -Special Event Overtime
- 4-04 Time Sheets
- 4-05 Sick Leave
- 4-06 *Reserved for Future Use*
- 4-07 Temporary Light Duty
- 4-08 *Reserved for Future Use*
- 4-09 *Reserved for Future Use*
- 4-10 Police Media Policy and PIO Duties-Notification of Significant Events
- 4-11 *Reserved for Future Use*

Support Operations

- 4-15 Health Care Facilities
- 4-16 Records and Records Management SEE 6-01 SUPPLEMENTAL DIRECTIVES
- 4-17 Distribution of Police Reports
- 4-18 *Reserved for Future Use*
- 4-19 Property Records and Property Tag
- 4-20 *Reserved for Future Use*
- 4-21 Civil Disputes SEE 6-01 SUPPLEMENTAL DIRECTIVES
- 4-22 Sex Offender Registration and Notification Act

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Internal Affairs

Click on Directive number to be taken to it

4-26 Internal Affairs Investigations

4-27 *Reserved for Future Use*

SECTION 5-TRAINING DIRECTIVES

5-01 Training

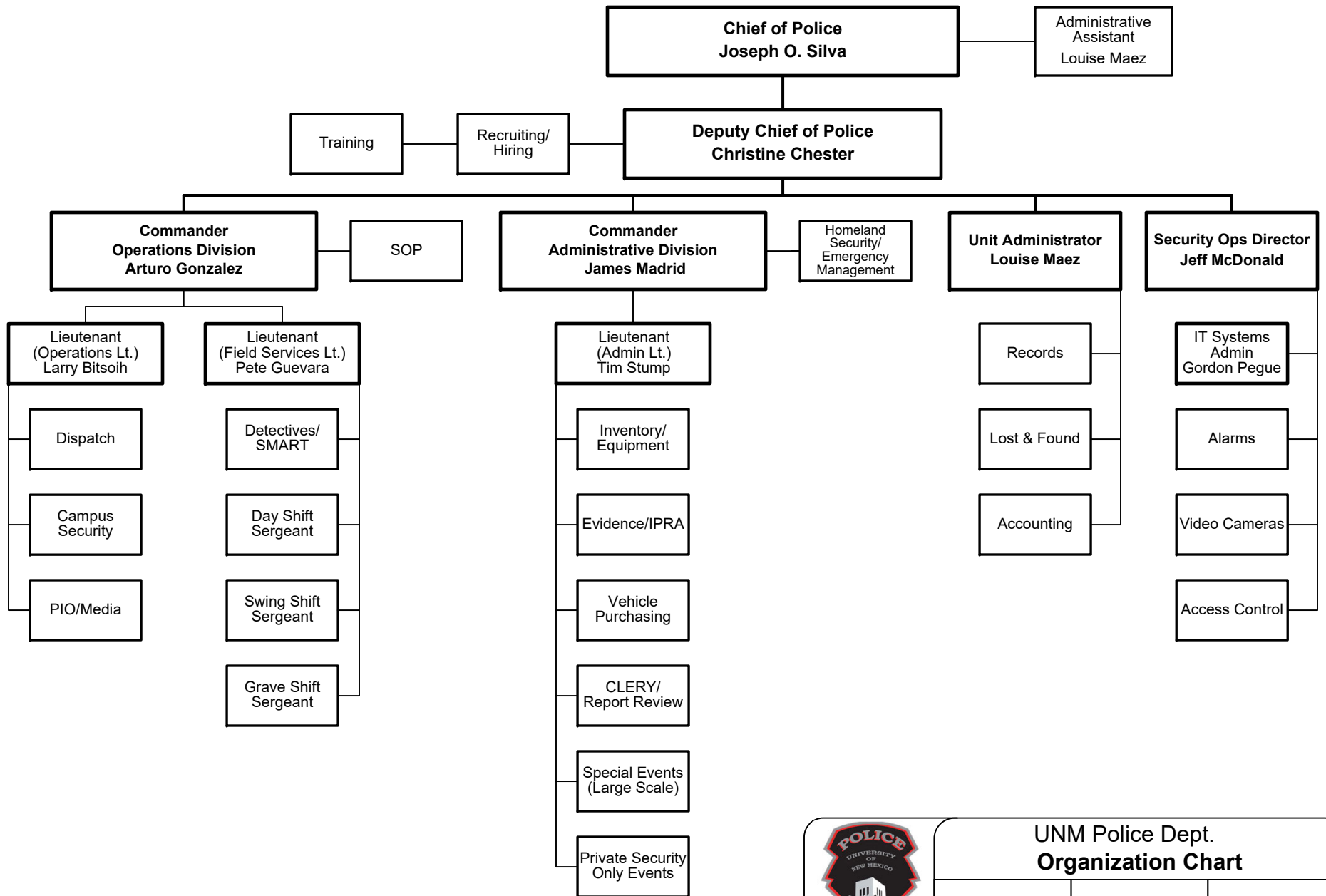
5-02 *Reserved for Future Use*

5-03 Field Training Officer Program

SECTION 6-MISCELIANIOUS

6-01 Supplemental Directives

INDEX





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LAW ENFORCEMENT CODE OF ETHICS

All law enforcement officers must be fully aware of the ethical responsibilities of their position and must strive constantly to live up to the highest possible standards of professional policing. The University of New Mexico Police Department believes it is important that police officers have clear advice and counsel available to help them perform their duties consistent with these standards, and has adopted the following ethical mandates as guidelines to meet these requirements:

Primary Responsibilities of a Police Officer

Prior to assuming sworn status, all personnel will take and subsequently abide by the oath of office, as specified within the SOP Manual. All law enforcement officers are required to abide by the Law Enforcement Code of Ethics approved by the Chief of Police. All law enforcement personnel are individually responsible for achieving agency crime prevention and community relations goals and should assist fellow officers in this regard. A law enforcement officer acts as an official representative of the government; the officer is required and trusted to work within the law. The officer's powers and duties are conferred by State statute as applicable. The fundamental duties of a police officer include serving the community; safeguarding lives and property; protecting the innocent; keeping the peace; and ensuring the rights of all to liberty, equality, and justice.

Performance of the Duties of a Police Officer

A police officer performs all duties impartially, without favor, affection, or ill will and without regard to status, sex, race, religion, political belief, or aspiration. All citizens are treated equally with courtesy, consideration, and dignity. Officers shall not allow personal feelings, animosities, or friendships to influence official conduct. Laws are enforced appropriately and courteously and, in carrying out their responsibilities, officers strive to obtain maximum cooperation from the public. They conduct themselves, in appearance and manner, in a way that inspires confidence and respect for the position of public trust they hold.

Discretion

A police officer uses responsibly the discretion vested in the position and exercises it within the law. The principle of reasonableness guides the officer's conclusions and the officer considers all surrounding circumstances in determining whether any legal action will be taken. Consistent and wise use of discretion, based on professional policing competence, does much to preserve good relationships and retain the confidence of the public. It can be difficult to choose between conflicting courses of action. It is important to remember that a timely word of advice rather than arrest - which may be correct in appropriate circumstances - can sometimes be a more effective means of achieving a desired end.



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Use of Force

The UNM PD understands that the use of force is occasionally unavoidable. However, police officers shall not intentionally cause the unnecessary infliction of pain or suffering, shall not engage in cruel, degrading, or inhuman treatment of any person, and shall only use that force necessary to achieve lawful objectives. The Standard Operating Procedures Manual contains specific written guidelines governing the use of force and the use of lethal and intermediate force weapons which officers are required to follow.

Confidentiality

Whatever a police officer sees, hears, or learns of, which is of a confidential nature, is not divulged unless the performance of duty or legal provision requires otherwise. The public has a right to security and privacy, and information obtained about members of the public must not be improperly divulged.

Integrity

A police officer does not engage in acts of corruption or bribery, nor does an officer condone such acts by other police officers. The public demands that the integrity of police officers be above reproach. Police officers must, therefore, avoid any conduct that might compromise their integrity and that undercuts the public confidence in a law enforcement agency. Officers shall refuse to accept any gifts, presents, subscriptions, favors, gratuities, or promises that could be interpreted as seeking to cause the officer to refrain from performing official responsibilities honestly and within the law. Police officers must not receive private or special advantage from their official status. Respect from the public cannot be bought; it can only be earned and cultivated.

Cooperation with Other Officers and Agencies

Police officers cooperate with all legally authorized agencies and their representatives in the pursuit of justice. An officer or agency may be one among many organizations that provide law enforcement services to a jurisdiction. It is essential that a police officer help colleagues fully and completely with respect and consideration.

Personal/Professional Capabilities

Police officers are responsible for maintaining a high standard of professionalism and take every reasonable opportunity to enhance and improve their level of knowledge and competence. Through study and experience, a police officer can acquire the high level of knowledge and competence that is essential for efficient and effective performance. The acquisition of knowledge is a never-ending process of personal and professional development that should be pursued constantly.

Private Life

Police officers will behave in a manner that does not bring discredit to their agencies or themselves. A police officer's character and conduct while off-duty must always be exemplary, thus maintaining a position of respect in the community in which he or she lives and serves. The officer's personal behavior must be beyond reproach.



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III AUTHORITY, RESPONSIBILITY, AND DIRECTION

POLICY

It is essential for continued and successful operations that every employee of the University of New Mexico Police Department (UNMPD) recognize the authority and responsibility of the Chief, the designation of command during their absence, and the accountability of supervisors for the performance of subordinates.

RULES AND PROCEDURES

III-01 AUTHORITY AND RESPONSIBILITY OF THE CHIEF OF POLICE

- A. New Mexico State Statutes, Section 29-5-2, authorizes the board of regents of each state educational institution, designated in Article 12, Section 11 of the constitution of New Mexico, to employ and assign duties of university police officers for the institution.
- B. The Chief of Police is appointed by the Vice President for Administration and has the authority and responsibility for the management, direction, and control of the operations and administration of the police department.
- C. It is understood that not every situation encountered by a law enforcement officer can be addressed by a standard operating procedure. In situations not addressed in the SOP, officers will actively work to successfully resolve the situation, based on prudent judgement, discretion, and their training. When available in a timely manner, recommendations from others more familiar with the situation should be considered.
- D. ***By virtue of the authority vested in me as Chief of Police of the University of New Mexico Police Department, I hereby prescribe and adopt the UNM PD STANDARD OPERATING PROCEDURES MANUAL as the standard operating procedures of the UNM PD. This Manual shall be the standing orders governing the actions of all personnel of this department and will supersede any former Manual editions and any current Special Orders.***

Signed: 
Joseph Silva, Chief of Police

11/1/21
Date

III-02 SUPERVISORY ACCOUNTABILITY

- A. Supervisory personnel, both sworn and non-sworn, will be held accountable for the performance of employees under their immediate control. All employees will obey any lawful order of a supervisor, including any order relayed from a supervisor by an employee of the same or lesser rank.



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- B. When an employee receives conflicting orders or directives, the employee shall advise the supervisor issuing the last order or directive of the conflict and if this does not resolve the conflict, the employee shall obey the last order or directive issued. The employee following this procedure will not be held responsible for disobeying the order or directive previously issued.

III-03 RESPONSIBILITY OF ALL PERSONNEL

- A. It shall be the duty of all UNM PD personnel to familiarize themselves with the contents of this Manual and conduct themselves in accordance with its precepts. Ignorance or misunderstanding of any of the provisions of this Manual will not be accepted as a defense against disciplinary charges.
- B. The duties of each activity shall be made known to all throughout this organization. Lines of command are shown on the organizational chart and make it possible for anyone in this organization to contact the proper authority for action or decision on any problem.
- C. This Manual meets nationally recognized standards for excellence in law enforcement policies and practices. Compliance with the standards found in this Manual is the responsibility of all personnel, but particularly that of supervisors and managers. All personnel will be held accountable for compliance with these standards.

III-04 CHAIN OF COMMAND AND RESPONSIBILITY

- A. Ranking members are both sworn and non-sworn who have the authority to administer and supervise the work of the various divisions, units, details and members of the Department. Functional responsibilities are distributed so that the level of responsibility is accompanied by commensurate authority. Each member is accountable for the use of delegated authority. The chain of command in descending order for sworn and non-sworn members is as follows:

Sworn

- Chief of Police
- Deputy Chief of Police
- Commander
- Lieutenant
- Sergeant
- Officer/Detective

Non-sworn members

- Administrative Manager
 - Records
 - Accounting
 - Student Employees
- Security Operations Director
- Dispatch Supervisor
 - Dispatchers
- Campus Security Supervisor
 - Security
- IT Systems Administrator/Network Analyst



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B. Ranks of the Police Department are as follows:

SWORN

1. Chief of Police

The Chief of Police is the appointed by the Executive Vice President for Administration by virtue of the authority of the University of New Mexico Board of Regents. The Chief reports to the Executive Vice President for Administration, but has authority to also directly report to the president of the University should circumstances dictate. The Chief may delegate or grant particular authority to members of the department as may be necessary for the efficient administration of the agency. The Chief has the ultimate responsibility for the preservation of life and property, preservation of law and order, investigation of crimes, and enforcement of state laws and university rules and regulations.

2. Deputy Chief of Police

A sworn member appointed by the Chief of Police and may be appointed as Acting Chief of Police in the absence or incapacity of the Chief. Is a member of the Executive Staff.

3. Commander

A sworn member appointed by the Chief of Police who heads one of the department's divisions. Is a member of the Executive Staff.

4. Lieutenant

A sworn member selected by the Chief of Police who functions as a mid-manager under the direction of a Commander. Is a member of the Command Staff.

5. Sergeant

A sworn member generally functioning as a first-line supervisor responsible for the normal day-to-day operations of field services by providing law enforcement service to include active and visible patrol.

6. Detective Sergeant/Detective

A sworn member tasked with conducting follow-up investigation of crimes; crime analysis, intelligence functions and background investigations.

7. Officer in Charge (OIC)

A sworn member classified as a senior officer, who assists the first-line supervisor and who may be appointed acting supervisor in the sergeant's absence.

8. Officer

A sworn member responsible for handling front-line duties and providing basic police services.



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NON-SWORN

1. Administrative Manager
A non-sworn member selected by the Chief of Police to assist in the administrative function of the department to include supervision of Records, Accounting, and Student Employees.
2. Security Operations Director
A non-sworn member selected by and reporting directly to the Chief of Police to oversee the ongoing development and implementation of a comprehensive physical security master plan, standards, design guidelines, and operational policies covering all facets of physical and technological security systems for the University of New Mexico.
3. Dispatch Supervisor
A non-sworn member selected by the Chief of Police to supervise the 24-hour a day operation of the Dispatch Center.
4. Campus Security Supervisor
A non-sworn member selected by the Chief of Police to supervise the 17-hour a day operation of campus security officers.
5. IT Systems Administrator/Network Analyst
A non-sworn member to provide specialized, professional level support in areas of advanced complexity such as system and/or network, hardware and software tools, including installation, configuration, maintenance and support of these systems and/or networks. Makes recommendations for IT purchases or solutions. Provides technical and functional leadership to users/departments in the planning and implementations of large or complicated applications, systems or networks projects. May supervise or provide functional direction to assigned staff and/or student employees.



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1-01 CODE OF CONDUCT, REPORTING FOR DUTY, OATH OF OFFICE

POLICY

Personnel of the University of New Mexico Police Department are expected to follow a prescribed code of conduct and to act responsibly while on and off duty. The department holds its personnel accountable for all actions which reflect adversely on the department.

DEFINITIONS

Conduct unbecoming

An officer or employee shall include misconduct that could bring the department into disrepute and/or impairs the operation or efficiency of the department.

Conflict of interest

Is defined as any undertaking that limits, compromises, or restricts the professional duties of employees in their response to the general public or any segment thereof. A conflict of interest exists when there is a breach of trust or when there is appearance of an abuse by the employee for his/her benefit. A conflict of interest exists when any employee becomes involved in any vocation or avocation that tends to be enhanced by the mere fact that he/she is an employee of this department.

Insubordination

Consists of any employee who willfully neglects or deliberately refuses any lawful order given by a superior and/or acting supervisor or treats with contempt or is disrespectful in language or conduct towards a superior.

Written documents

Refer to reports, citations, public records, overtime slips, Requests for Leave of Absence, statements, affidavits or any other written instrument completed by department personnel.

RULES AND PROCEDURES

1-01-01 COMPLIANCE WITH LAWS, RULES, AND REGULATIONS

- A. Officers shall adhere to the Oath of Office. All employees shall adhere to the laws of the United States of America, the State of New Mexico, jurisdiction of residence, Bernalillo County ordinances, City of Albuquerque ordinances and all ordinances and regulations of the University of New Mexico. Indictment, information, or other formal criminal charge for the violation of any law shall be prima facie evidence of a violation of this section.
- B. Personnel shall obey and protect the rights of the people as provided in the Constitution of the United States, the laws of the State of New Mexico, and all UNM policies.



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- C. Personnel shall obey all laws, including, but not limited to Protective Orders, (i.e., restraining orders) which may be filed against them, or filed by an employee against another person. The employee will immediately provide a copy of any Protective Order, which affects him or her, to the Chief of Police through the chain of command.
- D. Personnel shall not commit or omit any acts which constitute a violation of any rules, regulations, directives, or orders of the department or the University of New Mexico.
- E. Personnel who are arrested or cited for all criminal offenses or major traffic violations (i.e., Careless Driving, Reckless Driving, Driving While Intoxicated, Leaving the Scene of an Accident,) which occurred in any jurisdiction, must inform their immediate supervisor within 24 hours after the arrest or citation.

1-01-02 SPECIAL CONSIDERATION, PRIVILEGE, PROFESSIONAL COURTESY

- A. Personnel will not give special consideration, privilege, or professional courtesy to persons or police officers regardless of their position or law enforcement agency when such personnel are alleged to be involved in a violation of any law or university policy.
- B. Personnel who are being investigated in connection with an alleged violation of any law or university policy will not solicit special consideration, privilege, or professional courtesy from University of New Mexico Department personnel or from personnel of other law enforcement agencies.

1-01-03 REPORTING FOR DUTY

- A. Personnel shall report for duty at the time and location required by their assignment or position, and shall be physically and mentally fit to perform their duties.
- B. Personnel shall be properly equipped so that they may immediately assume their duties. Personnel shall wear uniforms or other clothing in accordance with established department rules and procedures. Personnel shall maintain a neat, well-groomed appearance, and style their hair according to departmental directives.
- C. Personnel shall not fake or pretend illness or injury, falsely report themselves ill or injured, or otherwise deceive or attempt to deceive any official of the department or university. The Department reserves the right to send an employee to EOHS. Employees calling in sick shall speak directly to the on-duty supervisor a minimum of two hours prior to the start of their assigned shift. Employees may not call in sick for more than one day at a time.
- D. Administrative personnel shall notify their supervisor prior to the start of their work day.



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1-01-04 CONDUCT WHILE ON DUTY

- A. Personnel shall constantly direct their best efforts to accomplish the duties assigned and the functions of the department intelligently, diligently, and efficiently.
- B. Personnel shall not engage in any activity which may cause them to neglect or be inattentive to duty.
- C. Personnel shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions.
- D. Personnel shall notify their supervisor, or someone else in authority, and receive permission to leave their assignment for any reason, including illness or injury.
- E. Personnel shall promptly obey all lawful orders of a supervisor or orders given via police radio. Orders relayed from a supervisor by a person of lesser or same rank will also be obeyed.
- F. Personnel shall not be insubordinate as defined in the definition section of this policy.
- G. Personnel who receive a proper order which is in conflict with a previous order, rule or regulation or directive shall respectfully inform the supervisor issuing the order. It is the supervisor's responsibility to resolve the conflict. In the absence of the supervisor changing the conflicting order, the order stands. Under the above circumstances, the person(s) carrying out the order will not be held accountable for the violation of the conflicting order, rule, regulation or directive that accountability will rest with the individual issuing the order.
- H. Personnel shall not obey any order which they know or should know would require them to commit any illegal act. If uncertain as to the legality of an order personnel may request clarification from a supervisor holding a higher rank.
- I. Personnel shall in the performance of their duties maintain a professional, neutral and detached attitude without indicating disinterest or that a matter is insignificant.
- J. Personnel shall obtain information in an official and courteous manner, and act upon it in a proper and judicious manner, consistent with established departmental procedures, whenever receiving requests for assistance, complaints, and reports either by telephone, or in person.
- K. Personnel will submit all initial reports to their respective supervisor prior to the end of each shift, except at the direction of a supervisor.
- L. Personnel shall not alter, misrepresent, or otherwise make false statements on any report or other written document which has been filled out in the course of their employment.



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- M. Personnel may not work overtime that is not reimbursed unless prior approval by a supervisor is granted.
- N. Personnel shall truthfully answer all questions specifically directed to them, and narrowly related to the scope of employment and operation of the department.
- O. Personnel shall not suggest or recommend the procurement of a particular product or professional service (such as an attorney, towing service, bondsman, funeral home, etc.).
- P. Personnel will not act officiously, or permit personal feelings, prejudices, (race, religion, politics, national origin, sexual orientation, or similar characteristics) animosities or friendship to influence their decisions.
- Q. Personnel who knowingly give false information, knowingly make a false report of misconduct or subsequent false report of retaliation, or solicit complaints against other personnel, will be subject to disciplinary action, up to and including termination.
- R. Personnel shall not use coarse, violent, profane, or insolent language or gestures during their normal course of duties.
- S. Personnel shall promptly furnish their name and employee number to any person requesting such information.
- T. Personnel shall be responsible for reporting the neglect of duty or disobedience of orders of other department personnel which may come to their attention to their supervisor.
- U. Personnel will use department computers for official business only.
- V. All radio conversations will be limited to official law enforcement business only.
- W. Employees shall not park their personal vehicles in the department lot for longer than thirty minutes without prior supervisory approval.
- X. Personnel shall not post anything on the outside of their department locker. If they choose to post something on the inside of their locker, it must not be construed as being offensive and remain closed at all times'
- Y. Personnel shall operate official vehicles in a careful and prudent manner and shall obey all laws and department directives pertaining to their operation. The loss of an individual's driver's license and/or university driver's license, for any reason shall be reported to a supervisor immediately.
- Z. Personnel shall maintain in proper order all issued equipment.
- AA. Personnel shall not photograph any crime scene or police-related investigation by video tape, still film process, camera phone, etc. for their personal use.



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1-01-05 GRATUITIES

- A. The department does not endorse personnel accepting any items free of charge or at a discounted rate that is not available to the general public.
- B. Personnel shall not solicit either for themselves or other personnel, gifts, gratuities, or compensation for services performed in the line of duty, other than that which is provided by the University of New Mexico.
- C. Should any establishment, through their own policy, provide food, beverages, and/or services at a lesser rate, said establishment shall not receive any official considerations but shall be treated the same as any other establishment.
- D. Personnel shall not use their official position or official identification or badge to solicit entry into any pay for entry event, except in the line of duty. Personnel shall not use their position, official identification or badge to gain personal or financial gain, obtain privileges not otherwise available to them, or to avoid the consequences of any illegal act.
- E. Personnel shall not receive reduced or free rent because of their position as a University of New Mexico Police Department employee without express written consent by the Chief of Police or designee.

1-01-06 USE OF TOBACCO PRODUCTS

- A. Personnel may use tobacco products only in those areas designated for such a purpose.
- B. Personnel may not use tobacco products, while directly dealing with the public, when in the performance of their assigned duties, or while inside a University of New Mexico building or vehicle.

1-01-07 TELEPHONE AND ADDRESSES

- A. Personnel shall maintain a current telephone number and address with the department in case of emergency.
- B. Personnel will be accessible to the department by the telephone or cell phone number they have provided.
- C. Personnel are responsible for notifying their supervisor within 48 hours of any change to their phone number or address. The supervisor is responsible for notifying the Chiefs office. Each employee will be responsible for updating this information on the demographic forms listed online with the University Human Resources Division.



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- D. Personal addresses and telephone numbers of employees will not be given to any person who is not a member of the department unless authorized by the individual or the Chief of Police or designee.
- E. Personnel shall not use departmental telephones for personal business. Long distance telephone calls for official business will be tracked using the unique long-distance codes personally assigned to each employee. Personnel may be liable for the cost of telephone and/or cell calls in violation of this directive.
- F. Personnel will have an Employee Emergency Information Form on file with the Chief's office. Each employee will be responsible for updating this information.

1-01-08 OUTSIDE EMPLOYMENT

- A. Personnel may engage in outside employment only after written permission has been granted by the Chief of Police or designee. Employees contemplating outside employment must do so in writing to the Chief of Police. Such permission may be terminated at any time at the discretion of the Chief of Police.
- B. Personnel must update their outside employment request annually or upon a change in outside employment status.

1-01-09 CONDUCT BOTH ON AND OFF DUTY

- A. Personnel shall not conduct their professional or personal life so as to reflect discredit upon the University of New Mexico or the University of New Mexico Police Department. Personnel shall not engage in any activity that constitutes a violation of federal or state law.
- B. Personnel shall avoid regular or continuous associations or dealings with persons whom they know are under active criminal investigation, or indictment, or who have a reputation in the community or the department for present involvement in felonious or criminal behavior, except as necessary in the performance of official duties, or where unavoidable because of other personal and/or professional relationships.
- C. Personnel shall not knowingly visit or enter a house of prostitution, illegal gambling, or establishment wherein the laws of the United States, the State, or local jurisdictions are regularly violated, except in the performance of duty.
- D. Personnel shall not lend to another person their police commission card or badge. Personnel shall not authorize the use of their names, photographs, equipment, uniform, or official titles in connection with testimonials or advertisements, without the prior written approval of the Chief of Police.
- E. Personnel shall not present themselves as the official representative of the department, without prior authority.



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CALEA Standard(s)—1.1.4; 1.1.5; 1.2.1; 1.2.2

- F. Personnel shall not criticize or ridicule the department, its policies or other personnel in a manner which is defamatory, obscene, or unlawful, undermines the effectiveness of the department, interferes with the maintenance of discipline, or is made with reckless disregard for the truth.
- G. Personnel shall treat the official business of the department as confidential. Information gained during the course of official duties or determined to be official business shall be disseminated only to those for whom it is intended. Personnel may only release documents of the University of New Mexico in accordance with department directives.
- H. Personnel shall not knowingly interfere with the criminal or administrative investigation, assigned tasks or duty assignments of another and shall not directly or indirectly, by threat or bribe attempt to secure the withdrawal or abandonment of a complaint or charges, to include parking or traffic citations. Personnel shall not, without previous authorization from a supervisor, conduct any criminal or administrative follow-up investigation outside the scope of their assignment.
- I. Personnel shall not abuse, damage, or lose departmental equipment. Personnel, shall at all times, be responsible for the safeguarding and proper use of all departmental issued equipment and property.
- J. Under normal circumstances, when it becomes necessary to officially communicate with a supervisor; personnel will use the proper chain of command. Supervisors should under normal circumstances use the chain of command to communicate directives and orders, to maintain the integrity of the chain of command. During an emergency it may be necessary to communicate in a manner other than the chain of command, such as through a dispatcher. In such instances, the immediate supervisor should be notified as soon as possible in order to ensure complete information is relayed.
- K. Personnel will not start or perpetuate idle or malicious gossip, or any rumors about department personnel, University of New Mexico employees, or any other persons.
- L. Employees are to conduct themselves so as to avoid an actual conflict, or the appearance of a conflict of interest, as either circumstance would compromise the integrity of themselves, the University, or UNM PD.
- M. No member of this Department may engage in political activity during duty hours. Members engaged in political activity while off duty should clearly act as private individuals and not convey the impression that they are acting on behalf of UNM PD. The use of any department property, outside the performance of their normal duties is prohibited.



Effective: 11/01/2016 Revised:
CALEA Standard(s)—1.1.4; 1.1.5; 1.2.1; 1.2.2

1-01-10 ALCOHOL BEVERAGES

- A. Personnel shall not consume any intoxicating beverage on-duty, or eight hours prior to reporting for scheduled duty. In the event an individual is called to report for unscheduled duty and that individual has consumed an intoxicating beverage within eight hours, the individual must inform the notifying Party.
- B. Personnel shall not consume any intoxicating beverages on duty, or while utilizing department property, except in the performance of an uncommon assignment, such as an undercover operation and only with prior supervisory permission. Personnel shall not use intoxicating beverages in this extraordinary instance to the extent that it affects officer safety or the safety of others or discredits the department.
- C. Personnel shall not bring into any police facility or vehicle alcoholic beverages, except in the performance of an uncommon assignment, such as an undercover operation.
- D. Personnel shall not use intoxicating beverages off-duty to the extent that it renders them unable to report for their next scheduled tour of duty, or discredits the department.
- E. Personnel shall not consume alcoholic beverages after being involved in an incident which may result in a criminal or administrative investigation of their conduct until the Chief of Police or designee deems the on-scene preliminary investigation complete. (For example: post-accident, post shooting.)
- F. Personnel shall report to their immediate supervisor, any knowledge that another employee is using or possessing any intoxicating beverages, where such is likely to impair judgment or endanger the employee or another person.

1-01-11 CONTROLLED SUBSTANCES

- A. No employee shall illegally possess any controlled substances per New Mexico and Federal law. Any such illegal possession may result in a criminal or administrative investigation and subsequent disciplinary action, up to and including termination.
- B. Personnel shall notify their immediate supervisor when using prescription medicine which may impair one's mental and/or physical performance. The employee shall advise the supervisor of the known side effects of such medication and the prescribed period of use. In such cases the individual may be referred to the University Occupational Health Program for clearance to continue in the performance of their assigned duties.
- C. Personnel may apply for limited duty based upon their need to ingest prescription medication. Employees contemplating requesting limited duty must do so in writing to the Chief of Police. Approval of limited duty is at the discretion of the Chief of Police.



Effective: 11/01/2016 Revised:
CALEA Standard(s)—1.1.4; 1.1.5; 1.2.1; 1.2.2

- D. Personnel shall not store or bring into any police facility or vehicle any controlled substance, narcotic, or hallucinogen except as required in the performance of an uncommon assignment such as an undercover investigation, or when prescribed for their use by a licensed physician or dentist.
- E. Personnel may not ingest, inhale, or take intravenously, any controlled substance unless prescribed by a licensed physician or dentist. Any such use may result in a criminal or administrative investigation and subsequent disciplinary action, up to and including termination.
- F. Personnel shall report to their immediate supervisor any knowledge that another employee is illegally using or possessing a controlled substance.
- G. No employee shall ingest any prescribed or over-the-counter medication in amounts beyond the recommended dosage, where such is likely to impair judgment or endanger the employee or another person.
- H. Any employee who, while on-duty, unintentionally ingests, or who is forced to ingest, a controlled substance shall immediately report the incident to a supervisor so that appropriate medical steps may be taken to ensure the employee's health and safety.



Effective: 11/01/2016 Revised:
CALEA Standard(s)—1.1.4; 1.1.5; 1.2.1; 1.2.2

1-01-12 OATH OF OFFICE

Oath of Police Officer

I, _____ do solemnly swear that I will bear allegiance to the Constitution of the United States of America and the State of New Mexico. I will uphold and abide by all state and federal statutes, the ordinance of Bernalillo County, the City of Albuquerque and the rules and regulations of the University of New Mexico.

I will diligently discharge all orders and directives of the present or future Chief of Police and any other individual appointed over me according to the guidelines of the University of New Mexico Police Department.

I further swear that I will serve honestly and faithfully in the performance of my duties as a police officer and will accept my commission as a symbol of service to all people of this community without favor or affection or regard to their status, sex, race, religion, political beliefs, aspirations, or sexual preference.

I will not engage in any act of corruption or bribery and I will maintain a level of integrity in both my private and my professional life, which will be above reproach, and I will cooperate with all legally authorized individuals or agencies in the pursuit of justice.

Officer Signature

Subscribed and sworn to before me on this _____ day of _____



Effective: 11/01/2016
CALEA Standard(s)--

Revised:

1-05 WRITTEN DIRECTIVE SYSTEM

POLICY

UNM PD policy is to maintain a system of written directives in a Department Standard Operating Procedures Manual and to provide for its distribution, accountability, and updating. The Chief of Police has the sole authority to issue, modify, and approve all written directives contained in the SOP. The SOP also contains the organization's specific mission, policies, rules, and procedures.

The contents of this SOP are to be considered "**Law Enforcement Sensitive**" with restricted distribution. UNM PD personnel will not provide copies or share the contents of this SOP to/with any non-law enforcement individuals or organizations without the express written approval from the Chief of Police.

RULES AND PROCEDURES:

1-05-01 UNM PD SOP

- A. Written directives provide employees with a clear understanding of the constraints and expectations relating to the performance of their duties. The Chief of Police issues written directives in the UNM PD SOP. The SOP contains General Orders, Law Enforcement Orders, Special Operations Orders, Administrative Orders, and Training Orders that remain in full force and effect until amended or rescinded by the Chief of Police. These directives establish policies, procedures, and/or rules, which affect the entire organization. They are the most authoritative directives and take precedence over all other internal directives.
- B. All personnel in the organization can review the UNM PD SOP in the "FORMS" folder. SOPs can be downloaded on CD, as appropriate. In addition, a hard copy of the SOP will be strategically located within the organization.
- C. All UNM PD personnel are responsible and accountable for complying with the policies, rules, and procedures contained in the SOP. Personnel are responsible for maintaining the UNM PD SOP and any subsequent Special Orders issued to them.
- D. References in the SOP stating "he", or "his" should be considered non-gender specific and should be considered as being he/she or his/her unless the context of the sentence is truly intended to be gender specific.



Effective: 11/01/2016
CALEA Standard(s)--

Revised:

1-05-02 AUTHORITY FOR ISSUANCE OF UNM PD DIRECTIVES

All written directives of the organization shall be issued only upon the approval of the Chief of Police. During the approval process, if the Chief of Police deems it necessary for a written directive to be modified, the modification must conform to all federal laws, state laws, and University rules, as well as any current contracts and/or Memorandums of Understanding.

1-05-03 UNM PD SPECIAL ORDERS

UNM PD Special Orders are written directives issued by the Chief of Police to govern particular situations such as revisions to the SOP, etc. UNM PD Special Orders will be issued by the Chief of Police when there is an immediate need to notify each employee of a change in policies, rules, or procedures until a new revision to the UNM PD SOP is distributed. Special Orders remain in effect until appropriate revisions are made to the SOP. UNM PD Special Orders replace previously used document titles such as "Interim Policy", etc. Any official change to UNM PD written policy will be published as an UNM PD Special Order, signed by the Chief of Police.

1-05-04 UNM PD SPECIAL ORDER PUBLICATION

- A. Special Orders are issued using the last two digits of the year, followed by a hyphen and sequential number starting with 1, each calendar year, e.g. UNM PD Special Order 16-01.
- B. Procedures for publishing a Special Order and acquiring a document number:
 1. The author of the document must furnish the Deputy Chief with a copy of the document either by email, or by inter-office mail.
 2. The Deputy Chief will proof read the document for grammar and proper format then forward the document to the Chief of Police for approval and signature.
- C. Number logs shall be maintained by the Deputy Chief or designee.
- D. A Special Order that directs the incorporation of a change to the UNM PD SOP will normally be published with the revision attached.
- E. When a Special Order is used for a temporary change in the UNM PD SOP, an expiration date will be included.

1-05-05 DISTRIBUTION OF UNM PD SOP SPECIAL ORDERS

- A. In order to ensure that all personnel of the organization receive copies of SOP revisions and Special Orders, distribution will be made as follows:



Effective: 11/01/2016
CALEA Standard(s)--

Revised:

1. Copies of the SOP revisions and Special Orders, for personnel will be forwarded to all police personnel by the Deputy Chief, via email.
2. An acceptance and compliance form will be forwarded to each supervisor and all police personnel must sign the form next to their name. Immediate supervisors will ensure that the form is completed before returning it to the Deputy Chief for filing and retention. The acceptance and compliance form will be retained by the Deputy Chief for a minimum of three years.

B. When a Special Order requires an addition, deletion, or change in the SOP, the procedure may be accomplished in one of several forms. The change may be in the form of insertion of page(s) to replace page(s) currently in the SOP. The page(s) may be inserted as additions to the SOP. The Special Order may simply identify language to be deleted or hand written in a particular place in the SOP. In every case, instructions will be included with the Special Order.

→ C. **Changed and additional language will be easily identified by the use of Arial Bold font letters and an arrow on the left of the text. When a new change occurs, the previous changes will revert to the standard formatting.**

1-05-06 PROPOSED CHANGES TO UNM PD SOP

- A. Any employee may propose a change to existing policies, procedures, or rules, and/or suggest new policies, procedures, or rules. If the change is intended to become a part of any of the SOP, the employee (requester) initiating the revision must complete an “*UNM PD SOP Revision Request Form*” 1-05-C. The request will be submitted to the Deputy Chief for review and evaluation.
- B. After the evaluation is completed, the Deputy Chief will initiate a UNM PD Special Order if the proposal is to be incorporated as an amendment to the UNM PD SOP. The Deputy Chief will submit the proposal to the Chief of Police for approval and signature.
- C. In order to keep the SOP as current as possible, any UNM PD employee that becomes aware of outdated material in the SOP should notify the Deputy Chief through their chain of command and identify the source for new material. Examples of changes that occur could be changes in law, court decisions, new training techniques or equipment, etc. The Deputy Chief will review and initiate appropriate updates as soon as possible.

1-05-07 SUPPLEMENTAL DIRECTIVES

From time to time the Chief of Police may want to include information in the SOP Manual that does not require a written directive but needs to be addressed and distributed to PD personnel. This information can be included in Section 6-01 SUPPLEMENTAL DIRECTIVES in the SOP.



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CALEA Standard(s)--

Revised:

NOTES



Effective: 11/01/2016
CALEA Standard(s)—N/A

Revised:

1-09 INCLEMENT WEATHER

POLICY

The University of New Mexico has a responsibility for the safety and well-being of its students, faculty, and staff to include periods of inclement weather. When the university closes during periods of inclement weather, the following rules and regulations will be followed by all police personnel, unless otherwise directed by the chief and/or their designee.

RULES AND REGULATIONS

1-09-01 GENERAL

- A. In the event the University is delayed or closed due to a weather-related event, certain critical areas, due to the nature of the activities will remain open. The chief has determined that all police personnel are essential and will report to work as directed. This includes dispatchers and security officers. The only exception is administrative support staff. The chief can designate administrative support staff as essential personnel in an emergency.
- B. If an employee cannot initially report to work at the expected time due to weather/hazardous road conditions, the employee will notify the on-duty supervisor or OIC and provide an estimated time of arrival at work. The employee must call the on-duty supervisor or OIC every 2 hours to update their status. The employee must make every attempt to get to work. If the employee misses additional work time beyond the time indicated for the delay, they must put in for leave.
- C. Detectives will change into their uniform and will be assigned to work patrol. Employees required to work during a delay or closure will be compensated for hours worked at straight comp time. Time will be calculated based on the actual time of the closure to 0600 hours when UNM reopens.



Effective: 11/01/2016
CALEA Standard(s)—N/A

Revised:

NOTES



Effective: 03/01/2016
CALEA Standard(s)—N/A

Revised:

1-10 MUTUAL SHIFT EXCHANGE

POLICY

The UNMPD authorizes employees to exchange shifts, based on this directive.

RULES AND PROCEDURES

1-10-01 GENERAL

An employee wishing to do a mutual exchange with another employee must adhere to the following procedures:

1. Complete the form "Mutual Shift Exchange."
2. Both employees and supervisors must sign the form and submit it to the Patrol Sergeant and/or Lieutenant.
3. Employees on a mutual shift exchange are under the same obligation to report to work as if they are on their regular shift.
4. In no case will overtime be paid for the hours worked as a result of the mutual shift exchange.
5. Employees on a mutual shift exchange will be paid for the hours actually worked.
6. In no case will a mutual shift exchange result in an employee working more than a sixteen-hour period.
7. The employee requesting the shift exchange will give his/her supervisor a minimum of seven days' notice. The supervisor may, at his/her discretion, allow a shift exchange on shorter notice.
8. The Department is under no obligation to make up any hours lost as a result of a mutual shift exchange.
9. The mutual shift exchange must be completed within the same pay period.



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CALEA Standard(s)—N/A

Revised:

NOTES



Effective: 10/01/2019
CALEA Standard(s)--

Revised:

1-12 USE OF SOCIAL MEDIA

POLICY:

This policy identifies potential uses for social media that may be explored or expanded upon as deemed reasonable by administrative and supervisory personnel. UNM PD also recognizes the role that these tools play in the personal lives of some personnel. The personal use of social media can have a bearing on personnel in their official capacities. As such, this policy provides information of a precautionary nature as well as prohibitions on the use of social media by UNM PD personnel.

DEFINITIONS:

Blog:

A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments. The term is short for “Web log.”

Page:

The specific portion of a social media website where content is displayed, and managed by an individual or individuals with administrator rights.

Post:

Content an individual shares on a social media site or the act of publishing content on a site.

Profile:

Information that a user provides about himself or herself on a social networking site.

Social Media:

A category of Internet-based resources that integrate user generated content and user participation. This includes, but is not limited to, social network sites, micro-blogging sites, photo and video sharing sites, wikis, blogs, and news sites.

Social Networks:

Online platforms where users can create profiles, share information, and socialize with others using a range of technologies.

Speech:

Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotapes, or related forms of communication.

Web 2.0:

The second generation of the World Wide Web focused on shareable, user-generated content, rather than static web pages. Some use this term interchangeably with social media.

Wiki:

Web page(s) that can be edited collaboratively.

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CALEA Standard(s)--

Revised:

RULES AND REGULATIONS

1-12-01 PURPOSE

To establish the UNM PD position on the utility, management, administration, and oversight of social media. This policy is not meant to address one particular form of social media, rather social media in general, to allow for new tools and future technologies.

1-12-02 FREE SPEECH

- A. As public employees, UNM PD personnel are cautioned that speech, on or off-duty, made pursuant to their official duties is not protected under the First Amendment and may form the basis for discipline if deemed detrimental to UNM/UNM PD. UNM PD personnel should assume their speech and related activity on social media sites reflect upon this organization. Engaging in prohibited speech noted herein may provide grounds for undermining or impeaching an officer's testimony in criminal or civil proceedings. UNM PD personnel are subject to discipline up to and including termination for violations of these provisions.
- B. When using social media, UNM PD personnel should be mindful that their speech becomes part of the worldwide electronic domain. Therefore, adherence to the UNM PD Code of Conduct is required in the personal use of social media. In particular, UNM PD personnel are prohibited from the following:
 - 1. Speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any other protected class of individuals.
 - 2. Speech involving themselves or other UNM PD personnel reflecting behavior that would reasonably be considered reckless or irresponsible.
 - 3. Speech which could bring the UNM PD into disrepute or which impairs the mission of the organization and/or the ability of UNM PD personnel to perform their duties.

1-12-03 SOCIAL NETWORKS AND OTHER WEB SITES

- A. Employees who have personal web pages, memberships with social networking web sites or other types of internet postings, which can be accessed by the public, shall not identify themselves directly or indirectly as an employee of the UNM PD.
- B. Photographs or other depictions of UNM PD uniforms, badges, patches, marked patrol cars, or any other item or material which is identifiable to the UNM PD shall not be used on personal employee internet postings without written permission from the Chief of Police, UNM PD or his designee.
- C. Employees shall not authorize any other party to use photographs or other depictions of UNM PD uniforms, badges, patches, marked patrol cars, or any other item or material which is identifiable to the UNM PD without written permission from the Chief of Police, UNM PD or his designee.

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CALEA Standard(s)--

Revised:

- D. UNM PD employees shall not use UNM/UNMPD computers to update their personal social media nor will they update their social media site(s) while on duty.
- E. Posting the following types of criminal justice information to social networking sites is explicitly prohibited:
 - 1. Confidential, sensitive, or copyrighted information to which you have access due to your employment with the UNM PD;
 - 2. Data from criminal or administrative investigations including photographs, videos, or audio recordings;
 - 3. Photographs of suspects, arrestees or evidence;
 - 4. Personal statements about any investigation that are not included in an official police report including;
 - 5. Comments related to pending investigations and/or prosecutions.

1-12-04 UNM PD SANCTIONED PRESENCE ON SOCIAL MEDIA

- A. Where possible, each UNM PD created social media page shall include an introductory statement clearly specifying the purpose and scope of the organization's presence on the website.
- B. Where possible, the page(s) should link to the UNM official website.
- C. All UNM PD related social media sites or pages shall be approved in writing by the Chief of Police, UNM PD or his designee.
- D. Pages for specific officers, divisions, or programs within the UNM PD must be approved in writing by the Chief of Police, UNM PD or his designee.
- E. Where possible, social media pages shall clearly indicate they are maintained by the UNM PD and have UNM PD contact information prominently displayed.
- F. Social media content shall adhere to applicable laws, regulations, and policies, including all information technology, records management, and UNM policies.

Effective: 10/01/2019
CALEA Standard(s)--

Revised:

1-12-05 UNM PD SANCTIONED USE OF SOCIAL MEDIA

A. UNM PD personnel (with appropriate supervisory authority) representing the organization via social media outlets shall:

1. Conduct themselves at all times as representatives of UNM PD and adhere to all UNM PD standards of conduct;
2. Identify themselves as a member or employee of the UNM PD;
3. Not make statements about the guilt or innocence of any suspect or arrestee, or comments concerning pending prosecution, nor post, transmit, or otherwise disseminate confidential information;
4. Not conduct political activities or private business;
5. Observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media.

B. Uses

1. Social media is a valuable investigative tool when seeking evidence or information and/or disseminating information about:
 - a. Missing persons;
 - b. Wanted persons;
 - c. Gang participation;
 - d. General crime information;
 - e. Photos or video of a crime where law enforcement needs the media's assistance, as approved by supervisory personnel.
2. Social media can be used for community outreach and engagement by:
 - a. Providing crime prevention tips;
 - b. Offering online-reporting opportunities;
 - c. Sharing crime maps and data;
 - d. Soliciting tips about unsolved crimes.
3. Social media can be used to make time sensitive notifications related to:
 - a. Road closures;
 - b. Special events;
 - c. Weather emergencies;
 - d. Missing or endangered persons;
 - e. Vehicle crashes and or crime scenes where the public may be affected.
4. Social Media may be used for:
 - a. Recruiting;
 - b. Advertising employment positions;
 - c. Publicizing volunteer positions;
 - d. Offering training opportunities.

Effective: 10/01/2019
CALEA Standard(s)--

Revised:

1-12-06 CURRENT UNM PD SOCIAL MEDIA SITES

The UNM PD maintains two Social Media sites:

Websites

TWITTER

UNMPD can be followed on Twitter [@UNMPD](#)

INSTAGRAM

Instagram [@unm_pd](#).

Effective: 10/01/2019
CALEA Standard(s)--

Revised:

NOTES



Effective: 11/01/2016
CALEA Standard(s)--

Revised:

1-13 RECORDING MEDIA-USE OF CELL PHONES

POLICY:

Audio and video recordings made using any means by employees representing the UNM PD are the sole property of the police department. Unauthorized distribution of these materials is strictly prohibited.

RULES AND REGULATIONS

1-13-01 USE OF RECORDING MEDIA FOR OTHER THAN OFFICIAL USE PROHIBITED

- A. Police officers may have occasion to make audio, video, or photographic recordings at crime scenes, vehicle crashes, and other police related investigations for evidentiary or other official purposes. These recordings are the sole property of the University of New Mexico Police Department and shall not be released to any source without prior approval by the Chief of Police.
- B. Audio/Video recordings that may be useful for training purposes will be forwarded to the Chief of Police.
- C. UNM PD personnel shall not make any audio, video, or photographic recording, or allow another to do so, for their personal use of any job related incident by any means, including but not limited to the following unless approved by a supervisor:
 - 1. Film or digital camera
 - 2. Film or digital camcorder
 - 3. Cell phone camera - voice recorder
 - 4. Tape or digital voice recorder
- D. Information obtained under color of law, whether on or off duty shall be considered confidential and will not be released to any individual or organization or posted on any internet site, bulletin board, or any other location, regardless of whether the information is posted anonymously or not. UNM PD personnel found in violation of this policy are subject to discipline.

1-13-02 CELL PHONE USE FOR OFFICIAL BUSINESS

- A. Officers having mobile and/or hand held radio communications equipment will use such equipment for all communications between dispatch and each other, unless radio contact cannot be established.

Effective: 11/01/2016
CALEA Standard(s)--

Revised:

- B. The use of cell phones for dispatch and call response is discouraged unless no other means of communication is available, officer safety is an articulated concern, or when an officer/detective is in an assignment where radio communication is impractical. Officers/detectives in these assignments will be issued cell phones for their use and will follow established guidelines for usage.
- C. Radio and cell phone communication should be recorded by communications personnel whenever possible. When an unrecorded communication occurs, the communication should be entered in a log.
- D. When a victim, witness, or offender is contacted by cell phone, the contact by cell phone shall be so noted in any relevant police report.



Effective: 11/01/2016
CALEA Standard(s)—41.3.5

Revised:

1-20 BODY ARMOR

POLICY

It is the policy of the University Of New Mexico Police Department to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

DEFINITIONS

Operations (or Patrol): Duty assignments and or tasks that place or could reasonably be expected to place officers in situations where they would be required to act in an enforcement rather than administrative or support capacities.

RULES AND REGULATIONS

1-20-01 ISSUANCE OF BODY ARMOR

- A. All body armor issued must comply with protective and related requirements prescribed under current standards of the National Institute of Justice (NIJ).
- B. All officers shall be issued agency-approved body armor.
- C. Body armor that is expired shall be replaced by the Department. Body armor that must be replaced due to misuse or abuse by the officer shall be paid for by the officer.

1-20-02 USE OF BODY ARMOR

- A. Body armor will be worn by all uniformed Operations Division officers, sergeants, lieutenants and commanders while engaged in operations activities while on duty.
- B. Investigative Unit sworn personnel and other non-uniformed officers will wear body armor when serving arrest and search warrants, or any other time as determined by the unit supervisor.

1-20-03 EXEMPTIONS AND LIMITATIONS TO WEARING OF BODY ARMOR

- A. When an agency-approved physician determines that an officer has a medical condition that would preclude wearing body armor.
- B. When the officer is involved in undercover or plain clothes work that his/her supervisor determines could be compromised by wearing body armor.
- C. When the department determines that circumstances make it inappropriate to mandate wearing body armor.



Effective: 11/01/2016
CALEA Standard(s)—41.3.5

Revised:

- D. Officers assigned primarily to administrative and/or office duties will not routinely be required to wear body armor while in uniform unless their duties bring them into regular contact with the public in an enforcement capacity.

1-20-04 INSPECTION OF BODY ARMOR

Supervisors shall be responsible for ensuring that body armor is worn and maintained as required by this policy through routine observation and periodic inspections.



Effective: 11/01/2016 Revised: 10/01/2019
CALEA Standard(s)—41.2.14; 41.2.15; 41.2.16

1-21 UNM PD EMPLOYEE GROOMING AND UNIFORMS

POLICY

UNM Police Department personnel will ensure that they are neat, clean and well-groomed to the standards established by this policy and reflecting a positive image of the police department. Those personnel assigned duties that require the wearing of a uniform will wear all required uniform items established by this policy. Optional uniform items and equipment may be worn at the individual's discretion. Mixing of uniforms is not allowed. Uniforms will be worn as prescribed in this policy and may be worn while in route to work, during work, and in route from work, to include those special events authorized by the UNMPD.

It is the sole responsibility of each individual employee to control and maintain all uniform items worn during the course of their duties or employment. The individual must maintain their person in such a manner that will not interfere with the wearing of departmental issued equipment.

A member of the UNMPD who neglects to replace any portion of their uniform that has been identified in poor condition, by their supervisor or higher authority is in violation of this policy. Employees with uniform items identified as being in poor condition must replace the item within fourteen calendar days from the date it was identified. The annual clothing allowance is intended to satisfy member uniform clothing needs throughout the year. The clothing allowance will be pro-rated based on the month the officer begins employment. Violations of any portion of this policy may result in disciplinary action up to and including termination.

The Chief of Police or designee has the final authority on all issues contained in this SOP.

DEFINITIONS

Police Officer

All personnel assigned duties within the department as a certified law enforcement officer—regardless of position or duty assignment.

Detective

Those personnel assigned full time investigative duties within the UNMPD.

Bike Officer

Those personnel assigned duties where a department bicycle is used in the course of their assigned duties.

Campus Security Officer

All personnel assigned duties within the department as a Campus Security Officer or Campus Security Officer Supervisor regardless of position or duty assignment. Campus Security Officers are not certified law enforcement personnel within-the UNMPD.

Dispatcher

All personnel assigned duties within the department as a dispatcher, communications officer. Dispatchers are not certified law enforcement personnel within UNMPD.

Civilian Employees

Those individuals assigned to administrative duties within the UNM PD. Civilian Employees are not certified law enforcement personnel.



Effective: 11/01/2016 Revised: 10/01/2019
CALEA Standard(s)—41.2.14; 41.2.15; 41.2.16

RULES AND PROCEDURES

1-21-01 GROOMING

- A. Employees of the department will maintain their personal cleanliness while on duty by having their bodies and hair clean and free from offensive odors.
- B. Hair - Employees hair will be neat, clean and present a well-groomed appearance. The standards apply to all sworn members of the UNMPD, regardless of position.
- C. Hair Coloring and Styles - Those members of the UNMPD who choose to color and/or style their hair are limited to those tones of color and styles that reflect a neat and professional appearance.
- D. Male - The hair on the top of the head will be neatly groomed and when combed will not fall over the eyebrows. The length and/or bulk of the hair will not be excessive or present a ragged or unkempt appearance. Hair at the back of the head will present a tapered appearance and will not rest over the collar.
- E. The face will be clean shaven with the exception of mustaches and sideburns.
- F. Mustaches will be short and neatly trimmed. -Mustaches will not extend over the line of the upper lip or beyond the vertical or horizontal comers of the mouth.
- G. Sideburns will be neatly trimmed and tapered in a similar manner as the individual's haircut. Sideburns will not extend below the midpoint of the opening of the ear. Sideburns will not be flared and will end with a clean-shaven line.
- H. Female - The hair on the top of the head will be neatly groomed and when combed will not fall over the eyebrows. The length and/or bulk of the hair will not be excessive or present a ragged or unkempt appearance. Hair at the back of the head will be cut to remain above the shoulders. Hair pulled back, styled in a braid or pony tail may fall below the shoulders.
- I. Jewelry- Members of the department in uniform may wear conservative jewelry during duty hours. Lost or damaged jewelry will not be reimbursed by the UNMPD. Necklaces may not be visible when worn with the duty uniform.
- J. Employees of the department are not authorized to wear any type of jewelry in their nose, eyebrows, lip or tongue.
- K. Sworn members of the department may not wear more than one ring on each hand. Wedding bands will be considered one ring.
- L. Female members of the department may wear earrings that do not hang below the bottom of the individual's ear. No more than one earring per ear.
- M. Male members of the department are not authorized to wear earrings.



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CALEA Standard(s)—41.2.14; 41.2.15; 41.2.16

1-21-02 UNIFORM MAINTENANCE AND CARE

Maintenance and Care - Uniforms will be kept in the most presentable condition possible. Uniform shirts, trousers and jackets shall not be excessively tight or large and will be clean, neatly pressed, free from rips, tears, holes, frayed edges, missing buttons, missing patches, and faded colors. Shoes or boots will be clean and shined.

1-21-03 POLICE OFFICER UNIFORM

- A. Officers will wear a dark navy-blue shirt with either short or long sleeves with the University Police Department patch sewn approximately 1" from the shoulder seam, centered on the left sleeve.
- B. Sergeant chevrons will be sewn on at the midpoint between the shoulder seam and the elbow of both sleeves. Chevrons will be silver and black in color.
- C. Lieutenant bars will be polished gold in color. Metal bars will be pinned on and grounded on the seam of both collars approximately 1" from the forward edge of the collar.
- D. Commander insignia will be two polished gold stars in a row centered on the front of both collars.
- E. Deputy Chief of Police insignia will be three polished gold stars in a row centered on the front of both collars.
- F. Chief of Police insignia will be four polished gold stars in a row, centered on the front of both collars.
- G. Name tag will be silver in color for officers, gold in color for all other ranks. Name tags should be ½" polished metal. The name tag will include the officer's first initial and full last name at a minimum. Officers may wear the name tag indicating their total number of years served, including service with other law enforcement departments. The name tag will be centered on the right breast pocket, grounded to the top of the pocket flap.
- H. Those officers holding the following special status may have that information included on their name tag; FTO, Detectives and rank.
- I. Officers will wear a University of New Mexico Police Shield centered approximately 1/2" above the left breast pocket. The shield must be visible on the outer most garment worn while in uniform.
- J. One additional pin may be worn on the duty uniform, approximately 1/2" above the name tag. Pins worn will pertain to law enforcement related subjects, and are subject to supervisory approval.



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- K. Officers may wear service stars (embroidered on hash mark type design), one star for completion of five years of law enforcement service. Service stars shall be placed horizontal on the left sleeve of the uniform shirt attached three inches up from the bottom of the sleeve cuff. Service stars will be placed in a row of no more than four across; starting ¼ inch from the outside seam. The fifth and subsequent stars shall be centered above the row of four stars. Service Stars shall be ¼ inch in size with either silver or gold embroidery according to the individual's rank or position. The stars will be sewn on with a point up (facing the length on the arm). Service hash marks are authorized to be worn with Service Stars, one solid hash mark to designate one year of service. No more than four solid hash marks will be worn. Hash marks will be placed in alignment and up from the Service Stars.
- L. Officers will wear dark navy-blue trousers of a polyester or polyester blend material. The trousers will have a pressed center crease on the front and back of the pant leg. Trousers will be tailored to have the cuff rest no longer than the fourth eyelet of the officer's shoe or boot. Cargo type trousers are not authorized for uniform pants.
- M. Officers will wear shoes or boots with a low heel, plain toe and black in color. Uniform foot wear must be made of a material that will allow for shining and a sole that provides the officer with a firm grip. Shoes will be cleaned and shined.
- N. Officers will wear black or dark navy-blue socks with low quarter shoes. Officers may wear white socks with boots.
- O. Officers will wear black or white under shirt or approved UNM PD mock turtleneck.
- P. Officers may wear a solid black baseball type hat with UNMPD patch embroidered on the crown. No additional patches or pins are authorized on the hat.
- Q. Officers will wear the department issued and/or approved body armor while in uniform.
- R. Officers will wear a black duty belt made of leather in basket weave design. Buckles on the duty belt will be the same color as the officer's shield or black. The duty belt will be 2" wide. The following items are authorized on the duty belt and will be of the same material and design as the officer's duty belt; no mixing of textures or styles is permitted.
1. Duty Holster - A minimum of a level 1, left or right-handed holster designed to accommodate the officer's approved duty weapon. Cross draw holsters are not permitted for uniform wear.
 2. Handcuff Case/Handcuffs - A minimum of one pair of handcuffs with a working double locking mechanism. The case will be black and of the same material and design as the duty belt worn. The case may have a snap, Velcro or no cover.
 3. Magazine Holder - Capable of holding two additional magazines compatible with the officer's duty weapon. The holder may have snap, Velcro or no cover.



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CALEA Standard(s)—41.2.14; 41.2.15; 41.2.16

4. Magazine holder will be worn on the officer's weak hand side, either vertically or horizontally at the officer's discretion.
5. Baton Holder/Baton - (Optional) Holder capable of holding a collapsible baton. The holder will be black and made of a material capable of holding the baton securely.
6. OC Holder/OC - (Optional) Holder capable of holding a high-quality non-flammable dispenser. The OC dispenser must be capable of dispensing a high-quality non-flammable material. The holder will be black and made of a material capable of holding the dispenser securely.
7. Department issued Taser and Taser Holster will be worn on the officer's weak hand side.
8. Digital Recorder - an issued tape recorder will be worn while on duty ensuring maximum recording quality.
9. Uniform Under Belt - will be black basket weave or plain. The belt may have a snap, Velcro or buckle. The buckle will be the same color as the individual's shield.

1-21-04 CLASS B UNIFORM

A. Sworn members of the department may wear Class-B uniforms, as defined below, as an alternative to the standard uniform outlined in the SOP. The Class-B uniform worn by members must conform to these standards, to include the use of the same brand of items where specified.

B. Shirts:

1. 5.11 Brand or similar style Polo, made of polyester or polyester blend material, either long or short sleeves, and black in color. Cotton polos are not allowed. The shirt must include the UNM Police shield (made of cloth) on the left chest and the officer's first initial and last name embroidered in two-line block letters, gold thread, on the right chest (medium size).
2. Will have one department POLICE patch sewn on the upper left shoulder.

C. Pants:

5.11 Brand or similar style BDU pants. Black in color. Shorts are not allowed.

D. Footwear:

1. Will wear shoes or boots with a low heel, plain toe and black in color.
2. Athletic shoes are not authorized.



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1-21-05 COLD WEATHER UNIFORM

In addition to the standard uniform the following items may be worn during periods of cold weather.

1. Coat/Jacket/Sweater - will be dark navy blue with name tag, UNMPD shoulder patch, UNMPD Police shield and rank insignia clearly visible on the epaulets. The name tag, patches, rank insignia and shield may be made of cloth and sewn on as described for the uniform shirt. The sweater will be of a pull over design. The coat or jacket must allow for easy access to the officer's belt carried duty equipment No identifying lettering is authorized on the front or the back of the coat, jacket or sweater.
2. Leather Jacket (Optional) - Officers may wear a black leather jacket with appropriate markings as specified above.
3. Head Gear - may be a black watch cap with the UNMPD Patch.
4. Black gloves are authorized during periods of cold weather or when there is an immediate potentially hazardous situation.
5. Under Garment (Optional) - Black turtleneck with UNMPD embroidered on the collar in silver or gold according to rank or position or black t-shirts.
6. Rain Coat (Optional) - Yellow rain coat is authorized for duty that allows easy access to the officer's belt carried equipment.

1-21-06 DRESS UNIFORM

In addition to the standard uniform the following items will be worn constituting the UNMPD Dress Uniform. Normally the wearing of the Dress Uniform will be directed by the Operations Commander or higher authority for special occasions.

1. Long sleeve uniform shirt and pants with appropriate markings as specified above.
2. Dark blue necktie with an appropriate tie clip/pin.
3. Sergeants, Officers, and Detectives will wear a dark blue round style cap with a silver braid, a plain black brim and a silver and gold hat badge. Lieutenants will wear a dark blue wheel hat with a gold braid, a plain black brim and a gold hat badge.
4. The Chief, Deputy Chief, and Commanders will wear a dark blue round style cap with gold leaves and acorns on the brim, a gold braid, and a gold hat badge.
5. White gloves.

1-21-07 SPECIAL DUTY UNIFORMS

BIKE OFFICERS – Will only be worn by bike authorized personnel and only if you are riding a bicycle either on duty or working a special event.



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1. 5.11 Brand or similar style Polo, made of polyester, or polyester blend material, and black in color. Cotton polos are not allowed. The shirt must include the UNM Police cloth shield (gold in color) on the left chest, and the officer's first initial and last name embroidered in two-line block letters, gold thread, on the right chest (medium size). Members with rank shall also include their rank in block lettering below the name.
2. Nylon Zip-Off bike pants or bike shorts, black in color with cargo pockets on both legs are authorized.
3. May wear bicycle gloves with or without fingers, dark blue or black in color, made from a material to provide extra grip on the bicycle handle bars.
4. Will wear a UNM PD department approved bicycle helmet while in operation of the department bicycle.
5. May wear foot wear that is designed for the riding of a bicycle. This footwear will be black in color.
6. May wear a blue or black jacket with a reflective strip on front or back for safety.
7. The jacket will be marked according to this SOP.

1-21-07 DETECTIVES

- A. May wear plain street clothes during the performance of their assigned duties. The street clothes worn will reflect a professional appearance.
- B. Must maintain a standard duty uniform and ballistic vest at their duty location for wear should the need arise.
- C. Will carry an official UNMPD badge at all times while on duty.
- D. May use other than the standard duty belt and holster for the carry of their duty weapon subject to supervisory approval.

1-21-08 CAMPUS SECURITY OFFICERS

- A. Will wear an issued short sleeve polo type shirt (color to be determined by the department). The words UNM SECURITY will be embroidered on the left breast of the shirt.
- B. A UNMPD Security Patch will be sewn on the right sleeve, centered, approximately 3/4" below the shoulder seam.
- C. Will wear issued uniform pants (color to be determined by the department), tailored to break at the cuff on the fourth eyelet of the individual's shoes.
- D. May wear shorts that are the same color as the uniform pants and tailored to terminate 1" above the individual's knee when standing. This is an optional wear item during warm weather months.
- E. Will wear a black belt with both the pants and shorts.



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CALEA Standard(s)—41.2.14; 41.2.15; 41.2.16

- F. Will wear clean black walking shoes or boots.
- G. Will wear a black radio holder, key holder and flashlight holder while on duty.
- H. May wear a black 3 season jacket with the words UNM Security embroidered in white colored thread is authorized for wear.
- I. May wear a solid black baseball type cap with a UNM Security patch sewn on the front. No other patch or logo is authorized.
- J. May wear a black watch cap with the UNM Security patch sewn on the front for periods of cold weather. No other patch or logo is authorized.
- K. May wear black gloves for duty, during periods of cold weather.
- L. May wear the black turtle neck under shirts with UNMPD embroidered on the collar in silver or gold for supervisors.
- M. The department will provide three shirts and three pants annually or as specified in the CWA contract. Optional items are at the discretion of the employee.

1-21-10 DISPATCHERS

Dispatchers will wear clothing suitable for an office environment. No part of any old uniforms may be worn. At no time will blue jeans and t-shirts be allowed EXCEPT on Spirit Friday, but employees must wear LOBO attire on that day. Shirts with derogatory or offensive language are not allowed. Flip-flop shoes are not allowed. A supervisor will make the determination on appropriate clothing should the question arise.

1-21-11 CIVILIAN EMPLOYEES

- A. Civilians will wear professional clothing suitable for an office environment.
- B. Blue jeans, shorts, and tank tops are not authorized for duty wear unless authorized by the individual's supervisor or on "Spirit Friday" if Lobo attire is worn.
- C. A supervisor will make the determination on appropriate clothing should the question arise.



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ATTACHMENT A

Police/Recruit Officers will be provided with the below listed items:

ITEM	Amount
UNMPD Badge (chest)	1 ea.
UNMPD Badge (hat)	1 ea.
UNMPD Police Department Patches	6 ea.
UNMPD Police Badge Patches	3 ea.
Ballistic Vest	1 ea.
Duty Belt (leather/synthetic basket weave design)	1 ea.
Handcuffs/2keys/handcuff case	1 ea.
UNMPD Police Portable Radio	1 ea.
Radio Battery Charger	1 ea.
External Mike AND Ear Piece	1 ea.
ASP Baton and Holder	1 ea.
OC Spray and Holder	1 ea.
Taser and Taser Holster	1 ea.
Duty Weapon with Light	1 ea.
Duty Holster	1 ea.
Duty Ammo Magazines	3 ea.
Duty Ammo Magazine Holder	1 ea.
Recording Device	1 ea.
Recording Device Holder	1 ea.
Flashlight with Holder	1 ea.
Green “go” bag	1 ea.
Black riot bag	1 ea.
Riot Helmet	1 ea.
Gas mask	1 ea.
Tourniquets	1 ea.
N95 Mask	1 ea.
Rifle with optics (optional)	1 ea.

The officer is responsible for the care and maintenance of all items issued. Issued equipment will be returned to the UNMPD at the end of employment with the department. Recruit officers will be responsible for purchasing required academy uniforms.

CAMPUS SECURITY OFFICER will receive the following as initial issue;

Item	Amount
Campus Security Uniform Shirts	3 ea.
Campus Security Uniform Trousers	3 ea.
UNMPD Security Patch	3 ea.
Black leather belt	1 ea.
Portable Radio	1 ea.
Radio carrier	1 ea.
Flashlight	1 ea.
Flashlight carrier	1 ea.
Key ring	1 ea.

Initial issue equipment and uniform items must be returned when the employee terminates employment with UNM PD.



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NOTES



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1-22 AUTHORIZED FIREARMS AND AMMUNITION

POLICY:

Police Officers employed by the University of New Mexico Police Department will adhere to the standards established below concerning firearms, ammunition and required firearms training. Officers, as a condition of their employment as law enforcement officers, are required to carry their authorized firearm on-duty. Additionally, officers are authorized to carry firearms off-duty by virtue of their employment as police officers with UNM PD. Officers will participate in annual firearms qualification/training to maintain firearms proficiency.

RULES AND REGULATIONS

1-22-01 DUTY HANDGUN SPECIFICATIONS

- A. A duty handgun will be provided by the department for each officer. However, an officer may carry a privately owned handgun after being approved through the proper procedure outlined in subsection 1-22-05 of this policy and the requirements listed as follows:
- B. Duty handgun will be semi-automatic.
- C. Have a barrel length of not less than 4 inches, or greater than 5.5 inches.
- D. Chambered for 9mm, 40 cal., or 45 cal.
- E. Weapons will be carried with a minimum of one fully loaded magazine when in plain clothes or administrative duty and a minimum of three fully loaded magazines when in uniform.

1-22-02 PATROL DUTY RIFLE SPECIFICATIONS

- A. Authorized patrol rifle will be an AR-15 style platform rifle in .223 (5.56x45mm Nato) caliber.
- B. Semi-automatic operation only.
- C. Barrel length 14.5 and 16 inches. Shorter barrels must be approved by the Chief of Police.
- D. Iron sights (collapsible or fixed).
- E. Standard 20 and 30 round magazines.
- F. Light with mount system designed to be used with an AR-15 style platform.
- G. Sling.



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H. Telescopic, and Holographic sights are optional.

1-22-03 DUTY SHOTGUN SPECIFICATIONS

- A. Shotguns will be 12 gauge in caliber.
- B. Have a barrel length at a minimum of 18 inches.
- C. Magazine capable of holding a minimum of 4 rounds.
- D. Pump action.
- E. Beaded or rifle sighting system.
- F. Sling.
- G. Additional shell carrier attached.

1-22-04 BACKUP/OFF DUTY WEAPON SPECIFICATIONS

- A. Must be a minimum of .380 caliber.
- B. Can be either a semi-automatic or a revolver type weapon.
- C. Officers must buy their own ammunition for their backup/off duty weapons.
- D. Officers carrying back-up weapons will be responsible for the ammunition used in the weapon, except those that are 9mm and .45 caliber. Ammunition for other calibers may be issued when available.

1-22-05 PRIVATELY OWNED, DEPARTMENT AUTHORIZED (PODA)

- A. Privately owned weapons purchased for duty use must meet the standards established in the SOP.
- B. Officers must submit a Privately Owned Department Authorized (PODA) Application to a departmental firearms instructor/armorer. The firearms instructor will inspect the firearm to ensure that it meets SOP standards. Approved applications will then be forwarded through the officer's chain of command for review and approval. Privately owned weapons will not be carried for duty without the chief's approval. The approved authorization form will be maintained in the individual's departmental personnel file.

1-22-06 ANNUAL QUALIFICATION AND TRAINING

- A. Officers must qualify annually with ALL duty, backup/off duty weapons.



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- B. Officers must qualify annually if carrying a departmental/personal shotgun and/or rifle.
- C. Officers who wish to carry a rifle must attend rifle training.
- D. Officers who fail to obtain a qualifying score will be required to receive remedial training prior to attempting to re-qualify. If still unable to qualify, the officer will be allowed a 2 week period to obtain a passing score. The UNM PD firearms staff will provide additional training during this period.
- E. Officers failing to obtain a qualifying score after the third attempt will be referred to the Division Commander for review.

1-22-07 CARRYING OF FIREARMS

A. Shotgun

1. Shotguns may be department issue or personally owned department authorized.
2. Shotguns will be individually issued to officers who are qualified to carry it.
3. Patrol officers must be equipped with either a shotgun or rifle while on duty.
4. Officers will not leave a shotgun unattended or unsecured.
 - a. In vehicles, shotguns will be secured at all times in the shotgun locking racks provided.
 - b. Shotguns may be carried inside a gun case locked inside the vehicle trunk if the shotgun rack is not functioning. The vehicle will be locked when not in use. Vehicles with an interior trunk release will have a disable switch in the trunk for use when the vehicle is not in use.
5. Shotguns will be carried with NO round in the chamber, hammer down, and safety engaged (cruiser safe).

B. Rifle

1. Rifles may be department issue or personally owned department authorized.
2. Rifles will only be issued to officers who are qualified to carry it.
3. At no time will the officer leave the rifle unattended or unsecured.
4. In vehicles, rifles will be secured at all times in the rifle locking rack provided. Rifles may be carried inside a gun case locked inside the vehicle trunk if the rifle rack is not functioning. The vehicle will be locked when not in use.
5. Rifles will be carried with no round in the chamber, hammer down, and safety off. Magazines will be loaded to capacity.

1-22-08 AMMUNITION

- A. Department issued ammunition for the handguns, shotguns and rifles is the only ammunition authorized for duty.



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- B. Ammunition carried in off-duty handguns must be of the same quality and meet the same standard as department issued ammunition as determined by a departmental firearms instructor.
- C. Ammunition will be purchased annually according to the needs of the department and the caliber of each officer's duty weapon
- D. Officers will be provided with up to 500 rounds of practice ammunition by the department annually for qualifications and practice.
 - 1. The amount of ammunition provided will be reviewed annually and is subject to budgetary constraints.
 - 2. Practice ammunition will only be issued by a firearms instructor or Lieutenant and all issued ammunition shall be properly logged and inventoried.

1-22-09 ACCIDENTAL DISCHARGE OF WEAPON REPORTING REQUIREMENTS

Accidental discharge of a weapon (on or off duty) will be reported to the on-duty supervisor immediately. Notification to the chain of command must be made immediately. A thorough investigation will be conducted by the supervisor.

- 1. The supervisor will submit a written report to the Operations Commander detailing the circumstances surrounding the discharge. Photographs will be taken. The findings of the investigation will be submitted as soon as possible.
- 2. An official police report will be filed with the authorized jurisdictional agency.
- 3. UNM PD Firearms staff will submit a written report to the Operations Commander concerning any accidental discharges of a weapon during the course of firearms training.

1-22-10 FIREARMS INSTRUCTOR RESPONSIBILITIES

- A. Firearms instructors will assess the PODA's for approval (PODA review committee). Instructors will receive a copy of the officer's PODA prior to firearms qualifications on any new weapon. A copy of the PODA will be turned into the Deputy Chief of Police. A copy will be placed in the officer's personnel file.
- B. Firearms instructors will conduct firearms qualifications and training as required by the NMLEA. Original score sheets will be forwarded to the department's Training officer.
- C. Prior to any firearms qualification, instructors will ensure that officers are authorized to carry the weapon.
- D. While on the range, firearms instructors will ensure the safety and conduct of all personnel.
- E. Firearms instructors may develop weapons training courses and forward them to the Chief of Police for review and approval.



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- F. Firearms instructors will inspect all departmental weapons and privately owned/authorized annually or as needed for their operational capabilities. If any weapon is found to be unsafe, the weapon will be taken offline IMMEDIATELY until the matter is resolved.



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1-25 OPERATION OF EMERGENCY AND DEPARTMENT VEHICLES

POLICY

When officers are responding to a call or are in pursuit of an actual suspected law violator, they will exercise due regard for the safety of all persons and property.

Department policy is to provide for the maintenance and inspection of all department vehicles and to investigate and document all accidents involving those vehicles.

RULES AND PROCEDURES

1-25-01 RESPONSE CODES

- A. Code 1: Response in accordance with all traffic regulations without the use of emergency equipment.
- B. Code 2: Response using emergency red lights. Siren may be used to clear traffic and negotiate intersections.
- C. Code 3: Response with full emergency equipment (lights and siren) in operation.
- D. Code 4: Disregard cover unit.
- E. Code 5: Directed activity such as working undercover or working on a tact plan as assigned by a supervisor.

1-25-02 AUTHORIZED EMERGENCY EQUIPMENT

- A. That equipment on authorized emergency vehicles including but not limited to siren, flashing/rotating red/blue, or amber lights, public address system, exterior spotlights and mobile radio.
- B. Officers will insure that safety belts are utilized by all persons riding in a police vehicle whenever the vehicle is in operation.

1-25-03 AUTHORITY FOR CODE RESPONSE

- A. When responding to an emergency call, or when in pursuit of an actual or suspected law violator, officers are authorized to exercise the special privilege of right-of-way as provided for by law in NMSA 1978 [66-7-6] when:

The officer is driving an authorized emergency vehicle and properly using authorized emergency equipment, as appropriate.



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- B. This section does not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons, nor does it protect the driver from the consequences of his/her reckless disregard for the safety of others.

1-25-04 CODE RESPONSE RESPONSIBILITY

Regardless of the code response used, officers are not relieved of responsibility for the safety of persons and the protection of property. Responsible policing may require the delay of a suspect's apprehension in order to ensure the safety of the officers and public. Officers will take into account factors such as weather, and traffic/pedestrian conditions.

1-25-05 CODE 3 RESPONSES

- A. When human life is believed to be in immediate danger, the first and secondary unit dispatched may respond Code 3. Additional units will respond Code 2.
- B. An officer may request that a cover unit (10-82) respond with Code 3.
- C. Officers responding with a Code 2 or a Code 3 response will come to a complete stop at red lights and stop signs and ensure the intersection is clear prior to entering and proceeding through the intersection.

1-25-06 CODE 2 RESPONSES

- A. A Code 2 response will only be used in situations to prevent the likelihood of escape of possible offenders and for the protection of life and property.
- B. In-progress felony calls that warrant a Code 2 response are:

1. Armed Robbery	5. Auto theft
2. Burglary	6. Larceny
3. Forgery	7. Hold-up alarm
4. Criminal sexual penetration	

1-25-07 CODE 1 RESPONSE

Code 1 response will be used for all other calls for service.

1-25-08 SUPERVISOR AUTHORITY

- A. The supervisor may direct response by a code other than as provided for, if the circumstances dictate.
- B. Supervisors will evaluate and control the number of officers at an incident, a dispatched call, or a crime scene.



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1-25-09 USE OF DEPARTMENT VEHICLES

- A. No member of the department will use a departmental vehicle for trips outside the University properties without permission of his/her supervising officer, pursuant to applicable University rules and regulations, policies, or procedures. Department vehicles will not be used for personal reasons by employees without the knowledge and permission of the Chief of Police or designee except in a serious emergency when it is impractical to communicate to the Chief of Police or designee as soon as possible.
- B. Members of the department are required to report malfunctioning vehicles and vehicle equipment to their supervisor. Members will exercise due care to prevent damage to vehicles and to vehicle equipment. If a vehicle is damaged, an incident report will be completed regardless of how the vehicle was damaged, or the extent of the damage.



- 1. **Members will secure and park the vehicle to prevent damage to the vehicle and theft of it's contents.**
- 2. **Members will secure their assigned vehicle when left unattended or when the vehicle is out of their sight or immediate control while on-duty.**



- C. **Members are responsible for the appearance and cleanliness of the interior and exterior parts of the vehicle.**
 - 1. **Members will visually inspect their assigned vehicle at the start of shift for damage. Any visible damage or uncleanliness located shall be reported to a supervisor.**
 - 2. **Members will visually inspect their assigned vehicle prior to the start and end of shift documenting any unauthorized entry. The inspection will be documented by way of "pass-ons".**

D. Crashes

As of June 1, 2005 the New Mexico Department of Public Safety changed the name of the State of New Mexico Uniform Accident Report form to the State of New Mexico Crash Report form. All accidents will be referred to as crashes.

- E. A police report is required for any crash that involves a department vehicle, no matter how minor.
- F. Shift supervisors will respond to all scenes involving a crash that involves a department vehicle.
 - 1. If the crash occurs off campus, then the law enforcement agency with jurisdiction will complete the crash report.
 - 2. If a department member is injured, they will be transported to a hospital.
 - 3. The patrol lieutenant will be notified of any crash involving a department vehicle as soon as possible.



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4. Vehicles will not be moved until the crash is investigated and appropriately documented.
 5. Supervisors will ensure that all required paperwork is completed and forwarded through the chain of command for proper distribution.
 6. When a vehicle is involved in a crash or incident where any mechanical malfunction is alleged as contributing to the cause of the crash or incident, the vehicle shall be removed from service until it can be examined by Automotive personnel.
- G. Crash review will be coordinated by a lieutenant or above.
1. A review board will consist of a lieutenant, (not the immediate supervisor of the person involved), crash investigator or detective, and if possible a member from risk management.
 2. If a member from risk management is not available then the crash review coordinator will designate a third person to sit on the board, with the approval of Operations commander.
 3. The Crash Review coordinator will provide the board with all materials related to the crash for review and recommendations.
 4. The member involved, the investigating officer and/or witnesses may be called upon to give statements to the review board.
 5. The review board will forward their findings to the Operations Commander with their decision regarding the category of the crash. The Commander may overrule the board's findings.
 6. The Operations Commander will review employee's past disciplinary record regarding vehicle crashes and impose appropriate discipline.
 7. The review boards memo and discipline will be placed in the employees personnel file. If the crash is not preventable and discipline will not be imposed, the findings will be kept in the Crash Review file which will be maintained by the crash review coordinator.
- H. Categories of Crashes;
1. Crash was not preventable by department member.
 2. Crash was preventable by department member.
 3. Crash was preventable by department member. Crash was caused by extreme neglect or member violated department for pursuit driving or code response to calls.
- I. Discipline per category;
- The following discipline will be considered, in compliance with UNM Policy 3215, paragraph 4, progressive discipline or as appropriate under respective collective bargaining agreements.
1. No discipline.
 2. First Offense- Verbal reprimand (documented).
 3. Second Offense- Written reprimand and driver training class.
 4. Third Offense- Suspension
 5. Fourth Offense- Suspension and/ or Termination of employment.
 6. Fifth Offense- Suspension and/ or Termination of employment.



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CALEA Standard(s)--

Revised:

1-26 USE OF DIGITAL RECORDERS

POLICY

The Department's policy is to record contacts with the public for certain dispatched calls, self-initiated police activity and any other instance where a complaint against an officer may be filed. Officers are directed to use recorders for their protection to guard against false claims of improper conduct and as a tool to de-escalate situations when the citizen becomes aware that the contact is being recorded. Recordings may also serve as evidence in criminal or civil cases.

RULES AND PROCEDURES

1-26-01 OFFICER RESPONSIBILITIES

- A. All sworn personnel in uniform are required to carry the issued digital recorder while on duty. Detectives and other sworn personnel conducting special operations are also required to carry the issued digital recorder. Should the department choose to expand the use of digital recorders to other members of the department, this SOP will also apply.
- B. Officers shall inspect and test the digital recorder prior to each shift in order to verify proper functioning and shall notify their supervisor of any problems.
- C. Issued digital recorder equipment is the responsibility of individual officers and will be used with reasonable care to ensure proper functioning. Equipment malfunctions or the need for replacement batteries shall be brought to the attention of the officer's supervisor as soon as possible.

1-26-02 SUPERVISOR RESPONSIBILITIES

- A. Supervisory personnel will ensure that officers equipped with digital recorders utilize them in accordance with policy and procedures defined herein.
- B. On a monthly basis, supervisors will randomly review digital recordings to ensure that the equipment is operating properly and that officers are using the devices appropriately and in accordance with policy and to identify any areas in which additional training or guidance is required.
- C. Supervisors will ensure that a recording of arrest incidents, as described in section 1-26-03 B is indicated in the report. If there is no recording, the report will include a detailed explanation of the incident and actions taken by both officer(s) and offender(s).



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1-26-03 USE OF RECORDERS

- A. UNM PD has adopted the use of the digital recorder to accomplish several objectives. The primary objectives are as follows:
1. Digital recorders allow for accurate documentation of statements made during police-public contacts, arrests, and critical incidents. They also serve to enhance the accuracy of officer reports and testimony in court.
 2. Voice recordings also enhance this agency's ability to review probable cause for arrest, officer and suspect interaction, evidence for investigative and prosecutorial purposes, and to provide additional information for officer evaluation and training.
 3. The digital recorder may also be useful in accurately documenting crime and accident scenes or other events to include the confiscation and documentation of evidence or contraband.
- B. Personnel will use issued recorders to document incidents/arrests for the following:
1. All "in progress" calls.
 2. Resisting, Eluding/Evading, or Obstructing Arrest.
 3. Disorderly Conduct Arrest.
 4. Refusing to Obey an Officer Arrest.
 5. Assault or Battery on a Police Officer Arrest.
 6. Domestic Violence calls.
 7. All calls involving suspected suicidal and/or suicidal individuals.
 8. When a citizen refuses to sign a traffic citation.
 9. All calls involving Mental Health Center (MHC).
 10. All calls involving SRC's/Lobo Village (Alcohol, drugs, etc.)
 11. All fight in progress calls.
 12. All disturbance calls to include loud music, loud party.
 13. At the beginning of initiating emergency equipment in police vehicle i.e. lights and siren.
 14. From the start of a search warrant until the area is secured.
 15. When officers seek verbal/written permission to search a residence, building, structure, or vehicles. Officers will record through the duration of the search.
 16. Those contacts where there is reason to believe a complaint could result.
- C. If an officer is unable to turn on the recorder at the onset of the citizen contact and/or event, the recorder will be turned on as soon as it is safe to do so.
- D. Under no circumstances except those instances involving criminal investigations of department personnel will a conversation between another member and/or employee of UNM PD be recorded without all parties to the conversation being aware of the fact that it will be recorded.



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1-26-04 DISPOSITION OF RECORDED CONTACTS

- A. All recordings that have evidentiary value will be tagged into Evidence, and will be listed on the report as evidence.
- B. When tagging a digital recording into evidence, officers will ensure the recording is downloaded on to a CD-R (or other appropriate permanent media) in a WAV file format.
- C. If an officer has reason to believe that a complaint may be filed by a citizen against any officer, the recording will be maintained by the officer or tagged into evidence for a period of (90) days.
- D. All recordings shall be properly labeled and identified with the officer's name, date(s) of recording, case number and any other pertinent information.
- E. Members shall not delete or otherwise alter any recording, or fail to download and store any recording in accordance with this policy.

1-26-05 RECORDING CONTROL AND MANAGEMENT

- A. Recordings shall not be released to another criminal justice agency or to any source outside the department without the approval of the Chief of Police or designee, and only after a duplicate copy has been made and returned to evidence.
- B. Recordings are the property of UNM PD and shall not be heard by unauthorized persons. Unauthorized persons include the media, family, friends or other department members not involved in a supervisory or investigatory capacity.
- C. All recordings are subject to review at any time.
- D. The department has established a secure folder for each person who is assigned a recorder.
 - 1. All downloaded recordings will be stored only in the folder so that a chain of evidence is maintained.
 - 2. When members who are assigned a secure folder terminate employment with UNM PD, that folder will be emptied in accordance with this policy.
 - 3. Sergeants are responsible for ensuring that secure folders are properly handled accordance with this policy.
- E. The Evidence/Property Technician is responsible for establishing and changing the downloading procedure to meet current technical and equipment standards.
- F. The Evidence/Property Technician is responsible for maintaining recordings that are considered to be evidence in accordance with established evidence protocols.



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NOTES



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CALEA Standard(s)—17.5.1; 17.5.2; 17.3

1-28 INVENTORY CONTROL

POLICY

The University of New Mexico Police Department may acquire, maintain, protect, use, and dispose of property required for performing its mission in accordance with UNM Policies and Procedures. Property owned by the University of New Mexico Police Department may be used only for University business. All property owned, operated or used by the University of New Mexico Police Department will be inventoried on an annual basis. Inspection of issued equipment will be done periodically to determine its serviceability. The Administrative Division Commander will ensure that stored equipment will be kept in operational readiness.

RULES AND PROCEDURES

1-28-01 UNIVERSITY CONTROLLED INVENTORY

- A. The University of New Mexico Police Department conducts, through the Administrative Division, a University inventory annually.
- B. The inventory is based on Policy # 7710 Property Management and Control of the University Business Policy and Procedures Manual.
- C. Inventoried items consist of property valued at \$5000.00 or more and all computers.
- D. The equipment is tagged with a University Inventory Property Tag and is accounted for annually by the Administrative Division. Any equipment with a University Property Tag must be disposed of through Surplus Properties.

1-28-02 POLICE DEPARTMENT CONTROLLED INVENTORY

- A. The UNM Police Department will conduct an inventory of all departmentally owned equipment which is not included in the Property and Management Control Policy 7710 subsection 4 of the University Business Policies and Procedures Manual.
- B. All equipment purchased for the Police Department will be put into inventory upon receipt. All orders received will be channeled through the Administrative Division Commander.
- C. Equipment that is no longer in working condition will be submitted to the Administrative Division. The Administrative Division will be responsible for the disposal of the item(s) in accordance with UBPPM policy # 7710, subsection 5.3.
- D. The Administrative Division will be responsible for a physical, hands-on, annual inventory of all property owned and operated by the UNM Police Department.
- E. All data received will be entered into the computer program by the Administrative Division.



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CALEA Standard(s)—17.5.1; 17.5.2; 17.3

- F. Office supplies such as pens, paper, file boxes, file folders, pencils, sticky pads, clips, etc. will be ordered through the Administrative Division on a quarterly basis; July 1, October 1, January 1, and April 1 or as close as possible to the dates indicated.

1-28-03 INDIVIDUAL ISSUANCE OF EQUIPMENT

- A. Personnel who are issued UNMPD property will sign for their equipment and are responsible for the daily care of it.
- B. Personnel will receive a signed copy of their issued equipment list.
- C. A copy of the individual's equipment sheet will be placed in their department personnel file.
- D. If issued equipment is lost, stolen, or damaged, the individual responsible for the equipment will notify their immediate supervisor of the lost, stolen, or damaged property immediately.
- E. Any stolen equipment will require a police report.
- F. This information will be forwarded to the Administrative Commander for review.
- G. If an individual is found to be negligent in the care of the University's equipment the department may require reimbursement and or the person may be subject to disciplinary action. Refer to Policy Misuse of Departmental Property
- H. Any equipment lost, stolen, or damaged will then be accounted for on the department list and the individual's equipment inventory list.

1-28-04 ISSUED EQUIPMENT LIST FOR OFFICERS

- 1 - Shield Badge
- 1 - Hat Badge
- 2 - Uniform Shirts
- 2 - Uniform Trousers
- 6 - Shoulder Patches
- 3- Department Badge patches
- 1 - Ballistic Vest
- 1 - Duty Belt
- 1 - Handcuff case
- 1 - UNMPD Police radio
- 1 - Radio battery charger
- 1 - Taser and Holster
- 1 - Recording device
- 1 - Pair of Handcuffs with two keys
- 1 - Duty firearm
- 3 - Magazines



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CALEA Standard(s)—17.5.1; 17.5.2; 17.3

- 1- Holster
- 1 Magazine holder

1-28-05 DEPARTMENT EQUIPMENT

A. Issued equipment list for Security Officers; are subject to University/CWA contract and are supplied by the department annually after the beginning of the fiscal year.

- 3 – Campus Security Uniform Shirts
- 3 – Campus Security Uniform Pants/ or shorts
- UNMPD Security Patches (as appropriate)
- 1 - Winter Jacket (one time only)
- 1 – Black Belt (one time only)
- 1 – Flashlight (one time only)
- 1 – Flashlight carrier (one time only)
- 1 – Belt Key Carrier (one time only)

1-28-06 RETURN OF DEPARTMENTAL EQUIPMENT

Upon termination of employment with the UNMPD, all departmental equipment must be turned in to the Administrative Commander or designee. A sign off sheet must also be completed. Departmental equipment must be returned in the same working condition as issued with reasonable wear and tear. UNM Police Department may require reimbursement of any lost or damaged equipment. A copy of the signed list of equipment returned will be given to the officer, or security officer at check-out. Another copy will be placed in the department file.



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CALEA Standard(s)—17.5.1; 17.5.2; 17.3

NOTES



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CALEA Standard(s)—1.3.1; 1.3.5; 1.3.7; 1.3.9; 1.3.10; 1.3.13; 1.3.14

2-01 USE OF FORCE

POLICY

It is the policy of the UNM Police Department that officers use only the force that is reasonably necessary to effectively bring an incident under control, while protecting the lives of the officer and others. It must be stressed that the decision to use force is not a subjective determination and the decision is not left to the unfettered discretion of the involved officer. A use of force must be objectively reasonable. The officer must use only that force which a reasonably prudent officer would use under the same or similar circumstances.

DEFINITIONS

Deadly Force:

Any use of force that creates a substantial risk of causing death or serious bodily harm.

Non-deadly Force:

Any use of force other than that which is considered deadly force. This includes any physical effort used to control, restrain, or overcome the resistance of another.

Objectively Reasonable:

This term means that, in determining the necessity for and appropriate level of force, officers shall evaluate each situation in light of the known circumstances, including, but not limited to, the seriousness of the crime, the level of threat or resistance presented by the subject, and the danger to the community.

RULES AND PROCEDURES

2-01-01 USE OF DEADLY FORCE

- A. Law enforcement officers are authorized to use deadly force when one or both of the following apply:
 1. To protect the officer or others from what is reasonably believed to be a threat of death or serious bodily harm.
 2. To prevent the escape of a fleeing violent felon who the officer has probable cause to believe will pose an immediate threat of death or serious physical injury to the officer or others if allowed to escape.
- B. Where practicable prior to discharge of a firearm, the officer shall identify himself or herself as a law enforcement officer and warn of his or her intent to shoot.
- C. Whenever an officer is a principal participant in an incident involving the use of deadly force resulting in death or great bodily injury, the officer shall be placed on administrative leave with pay for three days. While officers are on administrative leave, they will make themselves available to department or outside agency investigators. Returning to former duty status must be authorized by the Chief of Police or designee.



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- D. All reported uses of force will be reviewed by the officer's lieutenant and commander to determine whether departmental rules and policies were violated and if department training was adequate. All findings shall be reported to the Chief of Police for resolution or discipline.

2-01-02 DEADLY FORCE RESTRICTIONS

- A. Warning shots are prohibited.
- B. Firearms shall not be discharged at a moving vehicle unless a person in the vehicle is immediately threatening the officer or another person with deadly force by means other than the vehicle. The moving vehicle itself shall not presumptively constitute a threat that justifies an officer's use of deadly force. When possible, an officer threatened by an oncoming vehicle shall move out of its path instead of discharging a firearm at it or any of its occupants.
- C. Firearms shall not be discharged from a moving vehicle.

2-01-03 USE OF NON-DEADLY FORCE/LESS-LETHAL

- A. Where deadly force is not authorized or appropriate in a given situation where some type of force is necessary, officers will use only that level of force that is objectively reasonable to bring an incident under control.
- B. Officers are authorized to use department-approved, non-deadly force techniques and issued equipment when one or more of the following apply:
 - 1. To protect the officer or others from physical harm.
 - 2. To restrain or subdue a resistant individual.
 - 3. To bring an unlawful situation safely and effectively under control.
- C. Every effort will be made to inform other officers at the scene that a less lethal deployment is imminent.
- D. Whenever practical, a cover officer will provide lethal coverage for the officer using less lethal options.
- E. Less Lethal Options:
 - 1. Empty hand techniques – Include the use of close quarters striking, grabs, takedowns, and other appropriate arrest techniques to effect control of a resistant/combative subject.
 - 2. Expandable Baton - All officers who have completed an approved course of instruction on the use of an expandable baton may carry and use the device as appropriate.



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CALEA Standard(s)—1.3.1; 1.3.5; 1.3.7; 1.3.9; 1.3.10; 1.3.13; 1.3.14

3. Oleoresin Capsicum (OC) Aerosol Restraint Spray - All officers who have completed an approved course of instruction on the use of OC restraint spray may carry and use the device as appropriate.
 - a. Do not use OC on a handcuffed person unless they continue to use physical force or violence against the officer, another person, or themselves which cannot be controlled by other means.
 - b. The effects of OC restraint spray vary among individuals. Therefore, all suspects shall be handcuffed as soon as possible after being sprayed. Officers should also be prepared to employ other force options to control the suspect if necessary, consistent with departmental policy.
 - c. Within a reasonable time following the deployment of OC spray, the officer will request AFD Rescue to decontaminate the arrestee and attend to any resultant medical needs. Air will normally begin reducing the effects of OC spray within several minutes after exposure. However, once the suspect has been physically restrained, officers may assist them by rinsing the exposed area with clean water.
 - d. Suspects who have been sprayed shall not be left alone and must be monitored continuously for indications of medical problems, which include but are not limited to breathing difficulties, profuse sweating, and loss of consciousness. If any medical concern arises, AFD Rescue will be called immediately.

4. Impact Munitions (40mm)
 - a. Officers will only use less than lethal force 40mm munitions after receiving training and certification in their proper use according to departmental training guidelines.
 - b. Every effort will be made by the officer deploying the 40 mm munitions to inform other involved officers that less than lethal 40mm munitions is being deployed.
 - c. The use of less than lethal 40mm munitions is authorized when a suspect is placing officers or citizens in imminent threat of death or great bodily harm. The exception to this is a suicidal subject who is threatening to harm himself and the risk of injury or the severity of injury from a less than lethal response would be less than if the subject was allowed to harm him/her self.
 - d. Pre-deployment considerations: In potentially lethal force situations, officers will have a lethal cover officer when deploying less-lethal impact munitions.
 - e. The distance from which the less-lethal impact munitions are fired will be based on these considerations: Manufacturer's recommendations, performance of the impact munitions, and objective reasonableness of the force being used.
 - f. Post-deployment considerations; once the person is in custody and the scene has been secured, involved officers shall immediately request EMS personnel if a person has been hit by a less-lethal impact munition.



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5. Electronic Control Device/Taser - All officers who have completed an approved certification and/or 2-year recertification course of instruction on the use of the ECD/TASER will carry and use the device as appropriate.
 - a. The Electronic Control Device/TASER has the ability to be used as a variable force option based upon the situation. It has three different force modes:
 - 1) Show Force Mode – Showing the device, laser sight, and/or arc, to include “painting” the subject with the laser.
 - 2) Drive Stun – Close quarter deployment with or without probes.
 - 3) Standoff Mode – Deployment of probes outside of close quarter engagement.
 - b. Officers carrying or deploying the use of the ECD/TASER shall:
 - 1) Carry the EDC/TASER in the departmental issued holster on the support or weak side of the duty belt. The ECD/TASER will never be holstered next to a firearm.
 - 2) Never use the ECD/TASER in a punitive or coercive manner.
 - 3) Not use ECD/TASER on a handcuffed person unless they continue to use physical force or violence against the officer, another person, or themselves which cannot be controlled by other means.
 - 4) Not deploy the ECD/TASER on any suspect who does not communicate through words or actions the immediate intention to:
 - a) Use physical violence or force against the officer, or another person, or themselves;
 - b) Physically resist or oppose an officer making a lawful detention or arrest.
 - c. Officers shall not use ECD/TASER on a fleeing subject:
 - 1) A subject fleeing an officer making a lawful detention or arrest shall not be the sole justification for police use of an ECD/TASER.
 - 2) Severity of offense and other circumstances should be considered before an officer uses an ECD/TASER on a fleeing subject.
 - a) Not utilize an ECD/TASER in any environment where an officer knows that potentially flammable, volatile, or explosive material is present (including but not limited to OC spray, with volatile propellant, gasoline, natural gas, drug lab flammables, or propane.
 - b) Not utilize an ECD/TASER in any environment where the subject’s fall could reasonably result in death i.e. water or an elevated structure.
 - c) Not use an ECD/TASER on subjects who are passively resistant.
 - d) Avoid targeting the suspect’s chest area (The target zone for a frontal deployment is low center mass and legs).
 - e) Shut down the ECD/TASER, once the suspect is secured.



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d. Officers authorized to carry and use this device will:

- 1) Ensure that their individual ECD/TASER is fully functional and ready for duty use. Officer's will "spark test" the ECD/TASER weekly. Inspection of the air cartridge will be conducted weekly to ensure serviceability.
- 2) Request Albuquerque Fire Department personnel respond to the scene and conduct an examination to determine whether the individual has suffered any injury from the ECD /TASER discharge. An officer will accompany the suspect should they need to be transported to a medical facility.

2-01-04 REPORTING USES OF FORCE

- A. In all incidences involving the use of force, the on-duty supervisor and/or OIC will be notified immediately or as soon as practical considering officer safety.
- B. In all instances where the use of force results in death or great bodily harm, dispatchers will notify the officer's chain of command for orders on how to proceed with the follow-up investigation. The investigation will be conducted by the New Mexico State Police.
- C. In all other instances where deadly force was used but did not result in injury to the suspect, the investigation will be handled by the appropriate lieutenant. A detective and field investigator will be called to process the scene for evidence.
- D. In all instances where less lethal force is used and does not result in death or great bodily harm to a suspect, the investigation will be handled by the officer's immediate supervisor and appropriate reports and photographs will be completed.
- E. Officers will document all injuries resulting from any use of force in the incident report form. A copy will be submitted through chain of command after review by the patrol lieutenant prior to the end of shift. The report will include a detailed description of the events leading to the necessity for the use of force; the amount and type of action used; the nature and extent of the injuries and treatment rendered to the officers and subjects; the identity of the suspects, officers involved, witnesses and medical personnel involved. If an officer is unable to write the report, the shift supervisor will ensure the necessary paperwork is properly prepared and forwarded.
- F. Following any police action which results in the injury of any individual, emergency medical attention will be immediately rendered, consistent with officer safety.
- G. The commander will document any police action on the officer's police action card.
- H. In all instances where the discharge of a firearm occurs, officers shall immediately notify their supervisor or the next supervisor in the chain of command. The supervisor will then immediately notify the commander. A written report will be submitted in all instances of the discharge of a firearm, including accidental discharges.



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I. In all instances where an officer draws his/her weapon off duty and points it at a person, notification to the shift supervisor will be made immediately who will then notify the chain of command. A copy of the incident report and all other supplemental reports will be forwarded to the chief of police upon release by the investigating agency.

→ J. **If an officer is unable to write an initial report because of physical injury, then the on-duty supervisor will assign another officer to write the report and ensure that a First Report of Injury is completed for the injured officer by the end of shift.**

2-01-05 SUPERVISOR RESPONSIBILITIES AND USE OF FORCE REVIEW

A. Ensure that incidents involving the use of force are properly investigated and documented, to include the Use of Force Form. Photographs will be included with all reports.

B. Ensure that all officers under their command are trained and/or certified in the use of force devices they carry on-duty.

C. Respond to scenes where any use of force is expected to be deployed or has been deployed.

D. Ensure the chain of command is notified as soon as practical.

→ E. **A supervisor who was involved in a reportable use of force, including by participating in or ordering the use of force, shall not be involved in reviewing the incident. “Participating” is defined as physically assisting in overcoming an individual’s resistance.**

F. **If available, an uninvolved on-duty supervisor will be dispatched to the incident for investigation and review.**

G. **If an on-duty supervisor is unavailable, the involved supervisor shall ensure all required documentation is gathered and provided to an uninvolved supervisor designated by the Operations Commander or his/her designee.**

H. **The designated uninvolved supervisor shall be charged with the “Use of Force” review.**



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2-01-06 TRAINING

- A. In addition to training required for firearms qualification, officers shall receive agency-authorized training designed to simulate actual shooting situations and conditions and, as otherwise necessary, to enhance officers' discretion and judgment in using deadly and non-deadly force in accordance with this policy.
- B. All officers must receive training on all non-deadly force techniques and issued equipment before being authorized to use those techniques or equipment.

2-01-07 ADMINISTRATIVE LEAVE

- A. All involved officers will be placed on administrative leave with pay for a minimum period of three days after the use of deadly force. Involved police personnel may also be placed on administrative leave upon advice of a police psychologist and/or licensed psychologist with extensive law enforcement experience.
- B. The chief or his/her designee has the discretion to place any sworn officer on administrative leave for up to three days for any use of force or incident (e.g. vehicle collision) that results in serious personal injury or death.
- C. The chief or his/her designee may also place any sworn officer on administrative duties or administrative leave pending an internal investigation or administrative review as outlined in SOP Section 4-26 (Internal Affairs Investigations).



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NOTES



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2-02 PRE-ARREST AND ARREST PROCEDURES

POLICY

Law enforcement officers will follow all laws and training guidelines when stopping, frisking, detaining, and arresting individuals suspected of committing crimes.

RULES AND PROCEDURES

2-02-01 GENERAL INFORMATION

A. Guidelines for Contact.

This section establishes guidelines for contact with civilians, victims, suspects, arrestees, and prisoners.

B. Applicability.

This section applies to all inquiries, questioning, stops, detentions, citations, and arrests by UNM PD officers, on or off duty.

C. Changes in Requirements.

UNM PD requires that its officers stay current in changes to applicable case law.

2-02-02 INITIAL ENCOUNTERS WITH THE PUBLIC

A. An officer may initiate a contact in any place that the officer has a right to be. Investigators will identify themselves as law enforcement officers as soon as possible if it is not evident.

1. A contact is not a stop or an arrest. Persons contacted will not be detained against their will or searched, unless the officer develops reasonable suspicion during the contact that the person has committed, is committing, or is about to commit a crime.
2. An officer may not use force or coercion in initiating a contact or in attempting to obtain cooperation once the contact is made. Officers will act in a restrained and courteous manner. Persons refusing to cooperate will be permitted to go. When appropriate, the officer may keep the person under surveillance.
3. When issued, an officer will activate his/her digital recorder to record the encounter.

B. A stop is a temporary detention of a person for investigation. A stop occurs when an officer uses law enforcement authority either to compel a person to halt, to remain in a certain place, or to perform some act (such as walking to a nearby location where the officer can use a radio or telephone). When citizens reasonably believe that they are not free to leave the officer's presence, a stop has occurred.



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1. If an officer reasonably suspects that a person has committed, is committing, or is about to commit any crime, grounds exist to stop that person.
 2. Proper justification for a stop does not permit unreasonable conduct during the stop. The courts will consider every phase of a stop in determining whether the stop was reasonable and therefore lawful.
 3. A person may be detained at or near the scene of a stop for a reasonable period normally not to exceed 20 minutes. Officers will only detain a person for the length of time necessary to obtain the person's identification, an account of the person's presence or conduct, or otherwise determine if the person should be arrested or released.
- C. Officers observing criminal activity or traffic violations, who are not in a marked unit, will call a marked vehicle to make the stop unless none is available or the time required for the marked unit to respond would be excessive. If waiting would jeopardize an arrest or investigation for a marked unit, the unmarked unit may make the stop.
- D. Officers will act with as much restraint and courtesy as possible towards the person stopped. Officers not in uniform making stops will identify themselves as law enforcement officers as soon as practical. Officers will give an explanation of the reason for the stop.
- E. Officers may direct questions to the detained person for the purpose of obtaining name, address, and an explanation of presence and conduct. The person may not be compelled to answer these questions. Officers may request that the person produce identification, but citizens are not generally required to carry identification. When the person has been operating a vehicle, the officer may demand to view certain documents (such as operator's license and vehicle registration). Refusal to answer questions does not by itself establish probable cause to arrest, but such refusal may be considered along with other facts as an element adding to probable cause. Officers will not search a subject's wallet for identification. The search of a wallet for any evidence may only be conducted incidental to arrest.
- F. Officers will use the least coercive means necessary to affect the stop of a person. The least coercive means may be a verbal request, an order, or the use of physical force. Officers will use only such force as is reasonably necessary.
1. If the officers are attacked, or circumstances exist that create probable cause to arrest, the officers may use the amount of force necessary to defend themselves or to make an arrest.
 2. In any instance where a detained person is injured or complains of an injury associated with an officer's actions, a written report shall be completed.
 3. When a detained person is injured or complains of an injury associated with an officer's actions, medical aid will be summoned or the individual will otherwise be given medical aid.



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2-02-03 FRISKS

- A. Officers may frisk a person during a stop when officers reasonably suspect that the person may be carrying a concealed weapon and that a frisk is necessary to protect themselves or others. The frisk is usually conducted immediately, but may be conducted whenever a reasonable suspicion to believe the suspect is concealing a weapon occurs.
- B. Reasonable suspicion for a valid frisk is more than a vague hunch and less than probable cause. A frisk is justified if a reasonably prudent officer under the circumstances believes the safety of the officer or other persons in the vicinity are jeopardized because a particular person might be carrying a weapon. Officers who conduct a frisk should be prepared to report the specific factors that led them to believe that reasonable suspicion existed.
- C. A frisk is for the purpose of protection only. Officers will not use the frisk to conduct full-scale searches designed to produce contraband or other incriminating evidence. Full-scale searches of persons without their consent, even those conducted with reasonable suspicion, are invalid unless incident to arrest or arrest with a warrant.
- D. If the person is carrying a separate object such as a purse, shopping bag, or briefcase, officers may examine it briefly to determine the presence of a weapon or it may be taken and placed in a secure location out of the person's reach.
- E. The officer will begin the frisk at the part of the person's apparel most likely to contain a weapon or dangerous instrument. Frisks are limited to a pat down of the person's outer clothing unless:
 - 1. The outer clothing is too bulky to allow the officer to determine if a weapon or dangerous instrument is concealed underneath. In this event, outer clothing such as overcoats and jackets may be opened to allow a pat down directly on the inner clothing, or
 - 2. The officer has a reasonable belief, based on reliable information or personal knowledge and observation, that a weapon or dangerous instrument is concealed at a particular location on a person. In this event, the officer may reach directly into that suspected area. This is an unusual procedure, and officers will report the precise factors that led beyond the normal pat down procedure.
- F. When officers feel an object that they reasonably believe is a weapon or that may contain a weapon, they may reach into the area of the persons clothing where the object is located and remove the object. Officers will proceed in one of the following ways:
 - 1. Officers will determine if the person's possession of the weapon is lawful.
 - a. If lawful, the officer may place the object in a secure location out of the person's reach for the duration of the detention.



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- b. Ammunition may be removed from any firearm, and the weapon and ammunition returned in a manner that ensures the officer's safety.
 - c. If the possession is unlawful, the officer may seize the weapon and arrest the person.
2. If the officers have a reasonable belief that it contains such an item, they may look inside of the object and briefly examine the contents.
- G. Officers will return the object and continue the frisk or detention if no weapon or item that can be seized is found.
- H. If officers feel an object that they do not reasonably believe to be a weapon but do believe it to be an item that can be seized, they may not take further steps to examine the object without either the consent of the person or a search warrant.
- I. If the person frisked or detained is not arrested by the officer, any objects taken pursuant to these frisk procedures will be returned upon completion of the frisk or detention.

2-02-04 FIELD INTERVIEWS

- A. Officers may conduct a field interview when the behavior of an individual creates reasonable suspicion that criminal activity has occurred, is occurring, or is about to occur. A field interview is not made merely on the basis of random selection, ethnicity, unusual appearance, or personal beliefs. A greeting, an offer of or a request for assistance, or a casual conversation is not a field interview.
- B. The purpose of a field interview is to assist in the investigation and prevention of a crime.
- C. A field interview is conducted with the utmost courtesy. Officers will answer reasonable questions posed by a citizen.
- D. Officers not in uniform will fully identify themselves as officers and exhibit their badges or credentials prior to initiating any field interview.
- E. All officers, whether in uniform or civilian dress, will furnish a citizen with their badge number upon request.
- F. Officers will record a field contact in their LE Officer Notebook or a Field Contact Card when they determine that it may assist in the prevention or investigation of a crime..
- G. After any interview in which citizens have been required to identify themselves and justify their actions or whereabouts, the officer will explain the reason for the stop if asked to do so.



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2-02-05 WITNESSES NEAR THE SCENE OF A CRIME

Officers who have probable cause to believe that any felony or a misdemeanor has been committed will attempt to interview witnesses and obtain as much information as possible about the crime.

1. If the witness is reluctant, or refuses to give information, officers will attempt to obtain identification information so that investigators can contact the witness at a later time.
2. Officers will not use any force to obtain this identification, and if the witness refuses to cooperate and desires to leave, he/she will be allowed to do so within a reasonable time.

2-02-06 MAKING PHYSICAL ARREST/EXECUTING ARREST WARRANT

When an officer decides to make a physical arrest, the arrest will be affected as quickly as possible, based on officer safety and training. The suspect will be secured by handcuffs and other appropriate restraints when necessary and placed in a safe environment. The arrestee will not be left unattended by a police officer. The arrestee will not be allowed to return to his/her dwelling or vehicle unless handcuffed and in the immediate company of an officer. See section 2-04 for additional restraint and transportation guidelines.

2-02-07 ARRESTS WITHOUT A WARRANT

An officer may, without a warrant, arrest a person if the officer has probable cause to believe:

1. A felony has been committed and probable cause exists to believe the person to be arrested has committed a felony.
2. A misdemeanor has been committed in the officer's presence and probable cause exists to believe the person to be arrested has committed the offense.
3. The person to be arrested has been involved in a traffic accident and violated any criminal section of the applicable law.
4. An arrest cannot be made for a misdemeanor or a petty offense that has been committed outside the officer's presence unless otherwise provided for by law.

2-02-08 MISDEMEANOR ARREST AND RELEASE PROCEDURES

A. A misdemeanant will be field released except when a physical arrest is mandated by law, or:

1. When the misdemeanant is under the age of 18 and comes under the jurisdiction of the appropriate juvenile court (excluding routine traffic violations or alcohol offenses).



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2. When the release could jeopardize the safety and welfare of the suspect or any other person or when the suspect has already been cited and refuses to leave or continues to commit the violation.
 3. An identification or physical arrest would be more appropriate (see below).
- B. The officer may use the identification arrest and release when there are offenses that may call for identification for the record.
- C. Officers should consider making a physical arrest for a misdemeanor offense in the following situations:
1. The suspect cannot be satisfactorily identified.
 2. The suspect refuses to sign a promise to appear or by overt action or statement gives the officer probable cause to believe that the person will not appear in court.
 3. The suspect committed the misdemeanor in the officer's presence and a field release would be inappropriate.
 4. There is information indicating that similar offenses are pending on the subject.
 5. A supervisor directs the physical arrest of the suspect.

2-02-09 ARRESTS INVOLVING MILITARY PERSONNEL

- A. If an active duty member of any of the armed forces of the United States is arrested for a crime other than a minor civil infraction or minor traffic offense, officers will:
1. Telephone appropriate military law enforcement personnel, and advise them that an active duty military member has been arrested.
 2. Provide the military law enforcement personnel with the following information:
 - a. Name, rank, date of birth of the arrested person.
 - b. The offense(s) with which the person was charged.
 - c. The UNM PD incident number.
 3. Officers will also advise the law enforcement personnel that a copy of the report will be available. Officers will not discuss any previous arrests associated with the arrested military member.
- B. Title 10, U.S. Code, Section 808 (Article 8) provides: "Any civil officer having authority to apprehend offenders under the laws of the United States or of a state, territory, Commonwealth, or possession, or the District of Columbia, may summarily apprehend a deserter from the armed forces".

When an officer comes into contact with an individual who is listed in NCIC as a deserter, the officer will request that dispatch confirm the warrant with the military law enforcement agency initiating the NCIC entry. If the warrant is confirmed, the officer will contact military personnel to pick up the subject. If the warrant cannot be confirmed, the officer will release the subject after obtaining identification information.



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2-02-10 CONTACTS OR ARRESTS INVOLVING NON-U.S. CITIZENS

- A. Law enforcement officers will not contact or stop a person merely on suspicion of being in the United States illegally. Under federal law, this authority is reserved for agents of the Immigration and Customs Enforcement (ICE). Officers follow the Initial Encounters with the Public Procedure provided in this section when contacting or stopping any person.
- B. Officers will deal with the subject for the reasons that caused the initial contact prior to taking any action related to the person's U.S. citizen status. If a custodial arrest is not appropriate for the circumstances of the incident, officers will take necessary enforcement action, i.e., issue a summons or citation, etc., complete an incident report and release the subject.

2-02-11 ARRESTS WITH A WARRANT

- A. Warrants must have a complete physical description, including origin, sex, height, weight, hair color, eye color, and date of birth, (age alone is insufficient) before the warrant may be entered into the computer. Additional descriptions (social security number, etc.) are acceptable, but all the previously listed information is necessary.
- B. All warrants and stolen vehicle information must be confirmed with the originating agency prior to arrest.
 - 1. Officers will refrain from serving a warrant if there is conflicting information or uncertainty as to the warrant's validity. Documentation will be sent to the follow-up investigators concerning the contact.
 - 2. The officer, with knowledge that a warrant exists, has reasonable grounds to detain a subject pending receipt of confirmation. This level of knowledge is below that of probable cause.
- C. Under normal circumstances, officers attempting to serve warrants should make contact with the subject prior to initiating confirmation proceedings. "Confirmation of the warrant's validity prior to service" does not mean "prior to contact". Confirmation of the warrant's validity is made prior to affecting the physical arrest of the subject named on the warrant. This does not preclude an officer from taking those precautions that are necessary to protect him/her or another, while awaiting confirmation of the warrant.
- D. Warrants may be confirmed by telephone or dispatch.
- E. Officers may arrest a subject for whom a warrant has been issued, on that warrant, under the following circumstances:
 - 1. Anytime, in a public place,
 - 2. At the subject's private residence:
 - a. If the officer has been invited inside, or
 - b. If the subject has come outside of the residence



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3. If the officer is invited into a third-party's residence or is inside pursuant to a legitimate purpose.

2-02-12 WARRANTS

- A. The assigned officer will secure the following item when no previous warrant exists:

Complaint, which alleges the felony offense and names the suspect as the offender by presenting all available information and facts to a District Attorney. This also applies to juveniles.

- B. When the officer prepares the complaint, he/she will take it to the assistant District Attorney for review and signature.
- C. When officers have arrested a suspect, after the warrant has been registered, the felony warrant will be held in the warrant file with the notation that the suspect is in jail or a detention facility and where.
- D. Officers contacting citizens for the sole purpose of serving a misdemeanor warrant(s) will do so under the following restricted circumstances only if:
 1. The citizen is observed in a public place, or
 2. The citizen is in a residence or other private place between the hours of 0800 and 2200 on non-holidays.
 3. Exceptions to these restrictions must be approved under exigent circumstances by the on-duty supervisor.

2-02-13 ADVISEMENT OF RIGHTS

- A. The Fifth Amendment includes the right against self-incrimination. Case law covering Miranda warnings has established guidelines to help officers decide when warnings must be administered. Miranda applies only to custodial interrogation.
 1. If a reasonable person in the suspect's position believes that he/she is not free to leave, then Miranda applies.
 2. The officer's view of what constitutes custody and that of the suspect may differ. Officers must remember that the reasonable belief of the suspect is what counts.
- B. In determining whether a suspect is free to leave the police officer's presence, a court looks at the circumstances of the interrogation.
 1. If police questioning is conducted in a police car or at the police station, the environment may be construed to be a coercive one, and the interview is custodial.
 2. Practically speaking, an arrest or physical restraint of a suspect places him or her in custody, and Miranda warnings must be administered before the officer asks questions about the offense.



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C. Miranda warnings must be given when:

1. The suspect reasonably believes that he/she is in custody, and
2. The suspect is interrogated.



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- D. To achieve uniformity in administering Miranda warnings, police officers will advise suspects, verbatim:

CUSTODIAL INTERVIEW WARNING (MIRANDA)

YOUR RIGHTS

Before we ask any questions or you make any statements, you must understand your rights.

You have the right to remain silent and refuse to answer any questions at any time.

Anything you say can and will be used against you in court of law or other proceedings.

You have the right to talk to a lawyer for advice before answering any questions and to have a lawyer with you during any questioning now or in the future.

If you cannot afford a lawyer, one will be provided for you without cost.

If you decide to answer questions now, you have the right to stop answering questions at any time you desire.

Interviewee response:

I have read this statement or have had my rights read to me and I understand what my rights are. I am willing to make a statement and answer questions. I understand and know what I am doing. No promises or threats have been made against me and no pressure or coercion of any kind has been used against me.

Interviewee will sign form at end of this section.

- E. After the rights have been read and understood, and if the person wishes to waive them, the officer will have the suspect sign the waiver of rights form (2-02-A). Officers must stop questioning whenever the suspect invokes the right to silence.
1. After the suspect has been charged, officers may not try to elicit incriminating evidence unless the suspect waives the right to counsel.
 2. If the suspect has been charged and has requested counsel, officers will not try to obtain a waiver unless the suspect initiates conversation with the officers.
- F. Officers will take care when advising juveniles of their rights to ensure that the rights are understood before securing a waiver. Officers will honor the child's request to speak to a parent or guardian before waiving his or her rights. Whenever possible, the child's parents should be present while the child's rights are explained and the waiver obtained.



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G. Miranda warnings do not apply to the following routine situations:

1. Brief on-scene questioning,
2. Identification procedures such as fingerprinting, conducting a line-up, sobriety tests,
3. Volunteered, spontaneous statements (however, once the officer has heard the suspect express spontaneous incriminating statements, the officer then must advise the suspect of Miranda rights and obtain a waiver before undertaking additional questions),
4. Brief investigative detention,
5. Roadside questioning during routine traffic stops,
6. Routine booking questions attendant to arrest,
7. Questioning by private persons.

H. When an officer urgently needs information from a suspect because lives are in imminent danger, officers may delay giving Miranda warnings until the officers have received information sufficient to dispel the emergency.

I. There are no firm guidelines governing when fresh warnings must be given. In considering whether previously administered Miranda rights have become legally stale, investigators must consider:

1. The length of time between first warnings and later interrogations,
2. Whether warnings and later interrogation were given in the first place,
3. Whether warnings and later interrogations were by the same or different officers,
4. The extent to which the later statement differed from a previous one,
5. The apparent intellectual and emotional state of the suspect.



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CUSTODIAL INTERVIEW WARNING (MIRANDA)

YOUR RIGHTS

Before we ask any questions or you make any statements, you must understand your rights.

You have the right to remain silent and refuse to answer any questions at any time.

Anything you say can and will be used against you in court of law or other proceedings.

You have the right to talk to a lawyer for advice before answering any questions and to have a lawyer with you during any questioning now or in the future.

If you cannot afford a lawyer, one will be provided for you without cost.

If you decide to answer questions now, you have the right to stop answering questions at any time you desire.

I have read this statement or have read to me of my rights and I understand what my rights are. I am willing to make a statement and answer questions. I understand and know what I am doing. No promises or threats have been made against me and no pressure or coercion of any kind has been used against me.

UNM Police Department
Investigator Conducting Inquiry

Subject's Signature

Witness Date

Time Place



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2-03 SEARCHES

POLICY

UNM PD officers are authorized to make lawful searches and seizures in accordance with applicable Federal, State, or Local law.

RULES AND PROCEDURES

2-03-01 GENERAL INFORMATION

A. Criteria for Conducting Searches.

A search of a premise, property, or person may be conducted by officers when one of the following conditions exist:

1. A search warrant has been issued by a court with jurisdiction, or
2. A judge with jurisdiction has been contacted by telephone and has authorized a search to be executed, or
3. The search is conducted incident to arrest, or
4. The owner of the property, premise, or vehicle to be searched gives lawful consent, or
5. The search is limited to a frisk and pat down for weapons, where the officer has articulable reasons to fear for his/her safety.
6. Search of a vehicle under exigent circumstances.
7. At the scene of a crime.
8. Exigent circumstances, as where the public is endangered.
9. Inventory searches of seized vehicles or other property.

B. Officer Compliance with Search Procedures.

In each instance the officers executing a search will do so in a manner prescribed by this procedure and within the scope authorized by Federal, State or Local law.

C. Documentation of Search.

Each search will be properly documented in accordance with this directive.

D. Control of Seized Property.

All property seized in any type of search will be properly marked, cataloged and submitted to the Evidence Room.

E. Field Searches of Prisoners.

Officers will use a search method in which they have received training.



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2-03-02 SEARCH WARRANTS

- A. A search warrant is the written authorization by a court of jurisdiction for any officer of the jurisdiction to enter the property or premises of any individual for the purpose of conducting a search and seizing evidence to be used in a criminal prosecution.
- B. Officers will apply for a search warrant when there is probable cause to believe that a search will disclose:
 - 1. Stolen, embezzled, or contraband property,
 - 2. Property which has been used, or is intended for use, or is being used to commit a criminal offense, or
 - 3. Property constituting evidence of a criminal offense.
- C. An affidavit for a search warrant presented to the judge will contain the following:
 - 1. The name or a full description of the person or place to be searched,
 - 2. The items or articles intended to be seized,
 - 3. The factual reason or reasons believed to justify the search, and
 - 4. The signature, placed under oath, of the person making application for the search warrant.
- D. Pursuant to the law or code, upon receiving an affidavit for a search warrant, the judge may question the person making the affidavit. If satisfied that grounds for the application exist or that there is probable cause to believe that they exist, the judge will issue the warrant that contains the following:
 - 1. The name or full description of the person or place to be searched,
 - 2. The items or articles to be seized,
 - 3. The reason or reasons for its issuance,
 - 4. The date of its issuance, and
 - 5. The signature of the judge.
- E. A search warrant issued by a judge must be served and executed by an officer.
- F. Unless otherwise authorized by the judge signing the warrant, and noted on the warrant, the warrant will be served and executed between 6:00 a.m. and 10:00 p.m.
- G. The search warrant will be served and executed within ten days of its issuance. Failure to serve and execute the warrant within this period invalidates the warrant. If this situation occurs, or is foreseen, officers may:
 - 1. Notify the judge and make written application for an extension of the ten day limit, or
 - 2. Resubmit the search warrant to the issuing judge after attaching an addendum to the affidavit with information detailing reasons for the delay and establishing probable cause for the search.



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- H. Once the search warrant is executed, the officer will promptly deliver to the issuing judge a complete list of the items or articles seized. This list will be prepared in the presence of the person from whom such property was taken, or another witness, and will be signed by such person or witness, as well as by the law enforcement officer.

2-03-03 TELEPHONIC SEARCH WARRANTS

- A. In accordance with law or code, officers may be permitted to contact a judge by telephone to receive authorization to conduct a search and seizure when exigent circumstances exist.
- B. Prior to contacting a judge for a telephonic search warrant, officers will consult with the appropriate prosecutor and receive authorization for the warrant.
- C. Circumstances where officers and supervisors may want to apply for search authorization by telephone include, but are not limited to the following, when probable cause exists that:
1. A suspect in a serious violent crime will flee the jurisdiction if not located and immediately apprehended.
 2. Evidence in a felony crime will be destroyed if not immediately located and seized.
 3. Evidence in a felony crime will deteriorate and be destroyed; or become un-testable; or, substantially change in its nature or makeup because of passage of time, exposure to elements, or exposure to other chemicals or substances.
- D. Officers conducting a telephonic search and seizure will prepare an affidavit for search as described in the Search Warrant Procedure of this directive and provide it to the judge or the judge's designee within twenty-four hours of the execution of the telephonic warrant.

2-03-04 WARRANTLESS SEARCHES

- A. In accordance with federal law or code, no officer may search or seize any property without a warrant unless:
1. He/she has reasonable cause to believe that the person in possession of such property is then and there engaged in the commission of an offense, or
 2. The search is incident to a lawful arrest and for the protection of the arresting officer, or is incident to such an arrest and for the purpose of seizing evidence of the commission of the offense for which the defendant is arrested.
 3. The search is of a stopped vehicle where the officer has reason to believe evidence of criminal activity exists and would be lost, should the vehicle be allowed to leave (exigent circumstance).
 4. At the scene of a crime where evidence may deteriorate and be destroyed; or become un-testable; or, substantially change in its nature or makeup because of passage of time, exposure to elements, or exposure to other chemicals or substances (exigent circumstance).



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5. The officer has reasonable cause to believe evidence would be destroyed by the person in possession of the evidence (exigent circumstance).
 6. The search is an inventory search of a seized vehicle or other property.
 7. When verbal or written consent has been obtained.
- B. Officers will consult with a supervisor, before searching any person, premise, or property in all other situations not governed by this directive, when they believe they are legally authorized to execute a search without a warrant.
- C. Officers conducting a search and seizure without a warrant will document the events circumstances, and their justification for conducting the search and seizure in an offense or supplemental report. All items seized during a search without a warrant will be properly marked, cataloged, and submitted to the Evidence Room.

2-03-05 SEARCH INCIDENT TO ARREST

- A. A search incident to an arrest must follow the arrest.
- B. A police officer conducting a search incident to an arrest is permitted to use whatever degree of force is reasonable and necessary.
- C. A police officer making a search incident to an arrest may search only the following places:
1. The entirety of the person being arrested, and
 2. The areas in the immediate control of the person being arrested into which he/she could reach for a weapon or for evidence; the purpose of this search must be to:
 - a. Protect the officer;
 - b. Prevent escape; or
 - c. Prevent the destruction of evidence.
 3. Accessories carried by the suspect may be searched incident to a full custodial arrest, if they are within the area in which the defendant might reach to grab a weapon or an item of evidence.
- D. During a search incident to an arrest, a police officer may seize the following things:
1. Anything in the permissible area that is evidence of the offense for which the officer has probable cause to make the arrest.
 2. Anything in the permissible area that is evidence of any other offense.
 3. Anything else which is outside of the permissible area that is evidence of the offense for which the officer makes the arrest or of any other offense if:
 - a. The evidence is in plain view of the spot where the officer makes the arrest, and
 - b. The officer's discovery of the evidence is inadvertent, that is, the officer neither knows the location of the evidence nor intends to seize it before he/she goes to make an arrest.



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2-04 RESTRAINT AND TRANSPORTATION OF PRISONERS

POLICY

It is the policy of the University of New Mexico Police Department to place primary importance on officer safety and welfare of the prisoner while transporting prisoners and during the transfer of prisoners in custody.

DEFINITION:

Prisoner

For the purpose of this section, a prisoner is anyone under arrest or in protective custody.

RULES AND PROCEDURES

2-04-01 SEARCHING PRISONERS

- A. When making an arrest, an officer shall carefully search the prisoner and take possession of all weapons and evidence prior to placing the prisoner in the police vehicle.
- B. In the event the prisoner is turned over to another officer for transportation, the transporting officer shall take the same precaution.
- C. If possible, prisoners will be searched by personnel of the same sex. If personnel of the same sex are not immediately available at the arrest scene, officers will search for weapons consistent with approved officer survival techniques.
- D. All vehicles used to transport prisoners will be searched at the beginning of each shift and again before each prisoner transport to ensure that no weapons or contraband is available to the prisoner. After delivering the prisoner to his/her destination, the officer will again search the vehicle to ensure that the prisoner did not hide contraband or other evidence.

2-04-02 HANDCUFFING AND RESTRAINTS

- A. Use of restraints to secure prisoners is limited to the following department approved restraining devices that personnel have been trained in their use:
 1. Double locking handcuffs, double locking leg shackles, the "Passive Restraint System" (P.R.S) when appropriate and/or department issued flex cuffs.
 2. Officers will indicate what restraint was used in an incident report.
- B. All prisoners will be handcuffed behind their backs and remain so restrained while being transported to a detention or medical facility.



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1. Exceptions may be made for the elderly, invalids, ill or injured individuals, or other persons with physical handicaps which preclude the use of handcuffs.
 2. Very careful evaluation and discretion must be utilized by officers in determining when exceptions apply. The nature of an individual's illness, injury, or physical handicap must be weighed against the threat the individual poses to the officer. Partial restraint is preferable to no restraint at all.
- C. Handcuffs and leg shackles will be double locked when in use.
- D. Prisoners shall not be handcuffed to any part of the vehicle.
- E. Prisoners shall not be "hog tied" (handcuffed, with legs restrained and pulled up behind prisoner) or placed in a position where they are forced to lay face down while handcuffed during transport.

2-04-03 TRANSPORTATION OF PRISONERS

- A. Prisoners are prohibited from communicating with civilians, including attorneys, during transportation.
- B. Transporting Prisoners in a Timely Manner.
1. Officers should minimize the time prisoners are kept at a scene and transport the prisoners as soon as practical.
 2. If an officer has a prisoner, and the officer may have to remain at the scene, the officer will ensure that an assisting officer transport the prisoner as soon as possible.
 3. Stopping to respond to the need for law enforcement services while transporting a prisoner should be considered only when the risk to the prisoner is minimal.
- C. Officers should not transport prisoners of the opposite sex (i.e. one or more male prisoner(s) with one or more female prisoner(s)) at the same time. If possible, two officers should be assigned to perform these duties when necessary.
- D. Prior to beginning the transport of a juvenile or subject of the opposite sex, the officer will notify the dispatcher of his/her location, destination, starting mileage at the scene, and ending mileage upon arrival of the destination.
- E. If a prisoner is transported in a vehicle with a prisoner barrier, he/she shall be seated in the right rear passenger seat, properly handcuffed and secured with a seat belt. When more than one prisoner is transported in a vehicle with a prisoner barrier, all prisoners will be properly handcuffed and secured with a seatbelt. At no time will a prisoner be transported in the front passenger seat of the vehicle equipped with a prisoner barrier.



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- F. If one prisoner is transported in a vehicle without a prisoner barrier, the prisoner will be seated in the right front passenger seat properly restrained and secured with a seatbelt. If two officers are available, the prisoner is seated in the rear passenger seat behind the front passenger seat. The second officer will be seated in the rear passenger seat behind the driver.
- G. One transport officer should not attempt to transport more than one prisoner in a vehicle without a prisoner barrier.
- H. Vehicles used primarily for the transportation of prisoners will have the driver separated from the prisoner by a prisoner barrier.
- I. Under no circumstances shall one officer attempt to transport more than one violent prisoner. If necessary, officers should pair up to transport violent prisoners. The police unit not being used shall be properly parked and secured.
- J. All vehicles used in transporting prisoners will have the child door lock feature activated or a similar device that prevents the door from being opened from inside the rear seat compartment.
- K. Officers shall not stop the transport of a prisoner to respond to other law enforcement needs, such as calls for service, motor vehicle violations, etc. unless exigent circumstances, such as requiring lifesaving measures, exist. The care and safe transport of the prisoner is the transporting officer's primary responsibility. When other responding officer(s) arrive, they shall assume responsibility for managing the exigent circumstance. Under no circumstance will an officer transporting a prisoner become involved in a pursuit or assist in one. Refer to Pursuit Policy section 2-24.
- L. If a prisoner is being transported to a health care facility, he/she shall be restrained at all times. If restraints must be removed for treatment, the prisoner will be closely monitored by the officer. This will prevent an escape or injury to the health care providers or officer.
 - 1. Such restraints may include handcuffs and shackles.
 - 2. At no time will the prisoner be left unattended while at the health care facility.
 - 3. The officer shall notify the health care facility personnel of any issues related to the prisoner's escape potential, suicidal tendencies, or any other security concerns.
- M. Violent mentally disturbed prisoners or prisoners who are violent due to drug overdose require medical evaluation prior to incarceration. Restraint and transportation should be accomplished by rescue/ambulance with an officer present at all times.
- N. When an officer transports a prisoner to a medical facility and the prisoner is admitted by the attending physician, the officer will immediately notify his/her supervisor.



Effective: 11/01/2016
CALEA Standard(s)--

Revised:

- O. Due care should be taken when transporting handicapped individuals. Officers are responsible for ensuring that necessary handicap aids as well as prescription medicines are transported and made available to the prisoner at the appropriate time. Prescription drugs must be turned over to the medical staff at the detention center.
- P. Officers will secure firearms in their assigned police vehicle or the detention facility's designated gun lock box.
- Q. Officers will remove restraining devices when directed by the receiving detention facility's staff, or when the prisoner is properly controlled and secure.
- R. Officers will submit the proper paperwork to the appropriate person at the receiving detention facility and, when necessary, the officer will ensure that proper signatures are obtained on paperwork to be returned to the agency.
- S. The transporting officer will notify receiving agency personnel of any potential medical or security risks posed by the prisoner.
- T. In the event of an escape of a prisoner prior to or during transportation, the transporting officer will immediately notify communications and his/her immediate supervisor, initiate an attempt to locate for the escapee, and prepare an offense/incident report of the escape.

2-04-04 HANDLING OF VIOLENT, COMBTIVE PRISONERS

- A. Officers will utilize "Passive Restraint System" only when necessary to stabilize a violent individual from a demonstrated intent to injure himself or another.
 - 1. The P.R.S. will be used for only as long as is absolutely necessary, and will be removed as soon as practical.
 - 2. As long as the P.R.S. is applied to a prisoner, officers will constantly monitor the prisoner, ensuring his/her physical health is not in danger.
 - 3. If there are signs of a problem that requires medical attention, officers will summon AFD rescue immediately.
- B. Officers must guard against leaving the individual or allowing the individual to go into the chest down position as this could cause positional asphyxia.
- C. Officers will check the PRS prior to use to ensure the straps are in good condition and the tensioning device is working properly.
- D. Officers will not utilize a passive restraint procedure by themselves. A minimum of two officers will be utilized.
- E. The subject will then be moved to the "Downed Search" position (on his/her side) or maneuvered to his/her knees. This will ensure the subject has a clear unobstructed airway.



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Revised:

- F. The subject will then be placed in a patrol car in an upright seated position, and seat-belted in.
- G. The subject will be transported with a second officer riding in the vehicle. The secondary officer's duties are to ensure that the subject remains seated upright and maintains an open clear airway.
- H. Subjects who are under the passive restraint will always be transported with a second officer riding in the vehicle. Under no circumstances will a subject who is under passive restraint be allowed to remain in the face down prone position.
- I. Officers will promptly notify a supervisor when they have used the PRS device.
- J. Officers will determine if the subject's behavior warrants the use of protective padded headgear.
- K. Officers will treat any injuries received by the subject while utilizing the device the same as S.O.P. (Reporting Uses of Force).
- L. The arresting officer will write a detailed offense/incident report outlining the use of the restraint device.

2-04-05 HANDLING OF SPITTING PRISONERS

- A. Officers encountering prisoners who spit will utilize the Department issued "Spit Sock" as follows:
 - 1. The spit sock will be placed over the head of the prisoner to prevent the transfer of saliva.
 - 2. The spit sock is designed to be used only once and will be disposed of in an appropriate receptacle when removed.
- B. No other method will be utilized to control this action. The spit sock will only be used to deter spitting and will NOT be used for any other purpose.
- C. An Offense/Incident Report will be submitted to document the use of the spit sock.

2-04-06 DISPATCH

Shall record the time of departure, time of arrival, departure mileage and arrival mileage as reported by the transporting officer.



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2-05 EVIDENCE COLLECTION AND PRESERVATION

POLICY

UNM PD policy is to provide for the orderly collection, receipt, storage, and disposition of evidence in a manner consistent with nationally accepted standards.

RULES AND PROCEDURES

2-05-01 GENERAL

- A. This directive provides guidelines for collecting and preserving evidence found at the most common types of crime scenes.
 - 1. Officers assigned the task of processing a crime scene will seek guidance on collection and preservation when dealing with unusual evidence or evidence not previously encountered.
 - 2. This guidance may be sought from experienced investigators, local evidence technicians from APD or the crime laboratory that will analyze the evidence.
 - 3. When an officer lacks the training to collect the necessary evidence at a crime scene, a more experienced officer or an evidence technician from another law enforcement agency should be contacted to collect the evidence. Agreements with other agencies may be appropriate based on the level of training of the agency's officers.
- B. Officers will maintain the chain of custody on all evidence collected from a crime scene by limiting the number of persons handling the evidence from the point of collection to the point of securing the evidence in the agency evidence temporary storage lockers. If the evidence is too large for the storage locker, the officer will call the ECT.
- C. Officers will ensure the evidence collection and preservation process is thoroughly documented in the appropriate case file report.
- D. All evidence collected from any crime scene will be placed in the agency's evidence storage lockers by the end of the collecting officer's shift, unless supervisory approval is given to keep the evidence longer. Evidence retained beyond the end of the officer's shift will be documented.
- E. All currency collected for evidence will be placed in a separate envelope or package and sealed with tamper proof evidence tape, including a completed money tally sheet.
- F. All evidence incorrectly packaged or submitted with discrepancies will be placed in a refusal evidence locker that only the shift sergeants will have access to. The shift sergeant will be notified by e-mail that evidence has been refused by the evidence technician and corrective action is needed. The shift sergeant will be responsible for contacting the submitting officer for immediate correction and resubmittal of evidence.



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2-05-02 LATENT FINGERPRINTS

When appropriate, officers will attempt to locate and lift latent fingerprints from areas or items found within a crime scene that officers are responsible for processing.

1. Officers will dust for latent fingerprints using approved fingerprint dusting powder, brushes, and lifting tape.
2. The officer who lifts the print will sign, date, and place the incident number on the back of the card. The officer will also write on the back of the card a brief description, of where the print was found.
3. The fingerprint card will be placed in an envelope and sealed. The outside of the envelope will be labeled with the evidence item number, the date the fingerprint was located, the incident number, and the officer's name, initials and badge number.

2-05-03 FIREARMS RELATED PROCESSING

- A. Officers will ensure any firearms seized for evidence processing are handled carefully and only to the degree needed to make the firearm safe.
- B. Bullets and/or cartridges seized from crime scenes will be placed individually in small containers. Each bullet or cartridge should be protected from movement against surfaces that could mar the markings on the bullet or cartridge.

Seizing officers will label the containers with information described in step 2 of the Latent Fingerprints procedure.

- C. Officers will take precautions to protect from contamination any item, piece of clothing, human body, or hands of a suspect or victim that are suspected of having been struck by a bullet, or fired a firearm, so examinations and tests can be performed.

The hands of a suspect and/or victim should be protected with paper bags until the tests for trace evidence, can be performed.

2-05-04 EVIDENCE CONTAINERS

- A. Containers used to protect evidence may be plastic or paper bags, envelopes, boxes, etc. Factors to consider when deciding which type to use are:
 1. Does the item of evidence need to be protected from air?
 2. What is the size of the item?
 3. What type of tests will be performed on the item? Some plastic bags may give off fumes that will potentially contaminate the evidence and give false positives. Plastic bags may also obliterate latent fingerprints on some types of metal items.
 4. Is the item going to be stored in the ECR or shipped to a crime laboratory? Items that will be shipped or transported some distance need to be protected from jostling, dropping, etc.



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2-05-06 TIRE PRINTS/FOOTPRINTS

- A. Officers will evaluate the need to preserve tire or foot prints before beginning other crime scene processing tasks based on their location and current weather conditions. If tire or footprints are outside in inclement weather, officers will take steps to protect the prints from the elements and process as soon as possible.
- B. Officers will photograph the tire or foot prints prior to preserving the prints in plastic or plaster casts.

Officers will photograph the subject print with the camera at a ninety- degree angle to the print. A tape measure, ruler, or measurement device will be placed alongside the print.

- C. Once the footprint or tire print has been photographed officers will attempt to preserve and lift the print using a plastic or plaster cast.
 - 1. The casting material will be applied using the manufacturer recommended process. The material will be marked, while still moist, with the casting officer's initials, the date, and the case number.
 - 2. Once the cast is dry and has been lifted, it is packaged in an appropriate container for its size and weight. The container is labeled with the information described in 2-05-02, Latent Fingerprint procedure.

2-05-07 TRACE EVIDENCE

- A. Trace evidence usually refers to the types of materials or substances that are transmitted or transferred from human bodies, clothing, shoes, carpeting, furniture, foods, etc., when they come in contact with other items, such as, clothing, shoes, carpeting, furniture, foods, human bodies, etc. A partial list of this type of evidence is:

- | | | | |
|---------|-----------|----------|-------------------------------|
| 1. Skin | 3. Fibers | 5. Semen | 7. Fingerprints |
| 2. Hair | 4. Blood | 6. Soil | 8. Grass, leaves, twigs, etc. |

- B. The importance of this type of evidence is that it may identify a specific individual and connect that individual to a crime scene, body, sexual assault victim, etc.
- C. Officers will collect items that may contain any type of trace evidence in such a way as to preserve and protect the trace evidence from becoming contaminated, lost, or destroyed. Some types of trace evidence, i.e., blood, semen, etc. may deteriorate with time. Therefore, officers will ensure these types of trace evidence will be packaged and transported, or shipped to the appropriate crime laboratory, as soon as possible.

2-05-08 CHAIN OF CUSTODY

The evidence chain of custody will be documented on the *Receipt for Evidence or Property*, including transfer of evidence to other agencies and submission to the crime laboratory. If the evidence is refused by the evidence technician, please follow the chain of custody procedures.



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2-05-09 EVIDENCE/PROPERTY CUSTODY FORM

The *Evidence/Property Custody Form* will be used upon collection or seizure of all evidence including during the service of search warrants. The form is designed to provide copies for the owner of the property, the court system, and the case file. The original will be kept with the evidence/property.



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2-08 HATE-BIAS CRIME REPORTING

POLICY

UNMPD will accept reports from anyone who wishes to report a hate/bias crime. Incidents identified as a hate/bias crime will be investigated.

RULES AND PROCEDURES

2-08-01 HATE AND BIAS CRIMES

- A. The University of New Mexico Police Department has been identified as one of several locations throughout the University campus as a STOP THE HATE Intake Center. The purpose of the intake center is to allow anyone who feels they have been a victim of a Hate/Bias crime the opportunity to report such an incident. A sign will be posted outside the dispatch center identifying the Police Department as an Intake Center. The following procedures will be followed:
- B. Any person(s) who come to the Police Department wishing to report a Hate/Bias crime will be provided with a University of New Mexico Hate/Bias Incident Reporting Form to fill out. During dayshift hours the individual can be directed to the Operations Division Commander for assistance in reporting the incident. If the Commander cannot be reached and the individual would like to speak with someone, then an officer will be dispatched to assist.
- C. If immediate police action is necessary, the dispatched officer will handle the situation like any other call. If no immediate action is necessary, the officer will obtain all the information and forward it to the Commander for follow up and possible assignment. The officer will ensure the reporting person is provided with the Commander's name and office number. If an incident is identified as a Hate crime requiring further investigation the Police Department will be responsible for conducting and completing the case.
- D. Copies of the University of New Mexico Hate/Bias Incident Form should be maintained by dispatch and made available upon request.



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University of New Mexico Hate/Bias Incident Reporting Form

Instructions: This report allows the University of New Mexico to monitor and effectively respond to activity that negatively impacts the campus climate, our sense of community and the well-being of our academic community. If you have been the subject of or a witness to a bias incident, please complete and submit this report to the Office for Equity & Inclusion. The University will protect your anonymity and confidentiality to the extent permitted by law. At times, information will need to be shared among University personnel in various departments and offices in order to conduct a thorough investigation. The University of New Mexico would like to thank you for completing and submitting this report.

1. Date _____ time _____ a.m./p.m. of alleged hate/bias incident.

2 Location (Address) of hate/bias incident _____

3. Nature of hate/bias incident (check all that apply):

Age Spousal Affiliation Medical Condition Mental/Physical Disability

Color/Race Veterans Status Gender Sexual Orientation Gender Identity

Religion Ancestry/National Origin Other (please identify) _____

4. Describe the hate/bias incident. Please be as specific as possible (attach extra pages as needed):



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CALEA Standard(s)--

Revised:

5. Were you: the victim a witness

6. Would you like to be contacted about the hate/bias incident you are reporting?

Yes, I would like to be contacted about the hate/bias incident I am reporting.

No, I would not like to be contacted about the hate/bias incident I am reporting.

Contact information for person reporting alleged hate/bias incident.

Name

Local Address

E-mail address

Phone

7. Has this incident been reported to any other departments or offices at the University of New Mexico?

Yes, I reported this hate/bias incident to _____

No, I have not reported this hate/bias incident to any other departments or offices at the University of New Mexico

8. University status of person making report:

Student Faculty Staff Consultant/Contractor Visitor

I affirm that the above information is true and accurate to the best of my knowledge.

Signature of reporter

Date

Office for Equity & Inclusion
Scholes Hall, Room 240
I University of New Mexico
Albuquerque, NM 87131-0001
Phone: 505-277-1238
Fax: 505-277-8275
www.unm.edu/-diverse



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2-09 BIASED BASED PROFILING

POLICY

The University of New Mexico Police Department respects and protects the constitutional rights of all individuals during law enforcement contacts and/or enforcement actions. Enforcement decisions will not be predicated on the basis of an individual's race, color, national origin or ancestry, citizenship status, language spoken, religion, gender, gender identity, sexual orientation, age, disability, or economic status. Biased-based policing and/or profiling in the Department are unacceptable practices that will not be tolerated.

DEFINITION:

BIASED-BASED POLICING/PROFILING:

The interdiction, detention, arrest or other treatment of an individual because of a characteristic or status, i.e., race, color, national origin or ancestry, citizenship status, language spoken, religion, gender, gender identity, sexual orientation, age, disability, or economic status.

RULES AND PROCEDURES

2-09-01 GENERAL

- A. Biased-based policing/profiling by any member of this Department is prohibited. Investigative detentions, field contacts, traffic stops, arrests, searches, property seizures and forfeiture efforts will be based on a standard of reasonable suspicion or probable cause in accordance with Statutory and constitutional provisions and interpretations.
- B. Officers may take into account the reported race, ethnicity or national origin of a specific suspect or suspects in the same way they would use specific information regarding height, weight, hair color, etc.
- C. Department personnel will provide the same level of police service to every citizen regardless of their race, color, national origin or ancestry, citizenship status, language spoken, religion, gender, gender identity, sexual orientation, age, disability, or economic status.

2-09-02 SUPERVISOR DUTIES

- A. Supervisors will ensure that all personnel are familiar with this policy.
- B. Supervisors will monitor the activities of personnel in order to identify behaviors that may be indicative of a violation of this policy.



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- C. Supervisors, when notified, will respond to all citizen complaints of biased-based policing / profiling. Supervisors will not discourage citizens from filing complaints of biased-based policing / profiling and will avoid actions that could be interpreted to constitute intimidation, coercion, or threatened retaliation against citizens to discourage or prevent them from filing complaints. Supervisors will ensure the complaint is handled in accordance with established Department policy.

2-09-03 DUTIES OF PERSONNEL

- A. Any member of this Department who is aware of a violation of this section shall immediately report the violation to a supervisor.
- B. Personnel shall not discourage citizens from filing complaints of biased-based policing/ profiling and will avoid actions that could be interpreted to constitute intimidation, coercion, or threatened retaliation against citizens to discourage or prevent them from filing complaints.



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2-12 RESPONDING TO ALARMS

POLICY

The UNM Police Department will respond to different types of alarms throughout the campus on a priority basis. Officers and dispatchers will summon additional resources and agencies as necessary to ensure public safety and the protection of UNM's property and assets. Some of the buildings are unique and pose certain hazards. Dispatch will have the hazardous information in their C.A.D.'s to relay to the responding officers. Officers will be aware of the unique situations and hazards before responding. Officers will respond accordingly.

TYPES OF ALARMS:

Hold-Up Alarm – A silent alarm that is transmitted to the UNM PD dispatch center. Holdup alarms generally notify police that a robbery is in progress at a financial institution, such as the Bursar's Office or the Credit Union at the SUB. This type of alarm is manually transmitted.

Fire Alarm – *Emergency Services (Fire/Police) needed* - a “fire alarm” (potential fire) is occurring in a building, dispatch accordingly

Fire Alarm Supervisory - *No Emergency Services needed* – this is an alarm system “off normal condition”, notify Alarm Shop or designated personnel on the “phones/notification list”

Fire Alarm Trouble – *No Emergency Services needed* - this is “maintenance condition” on the alarm system, notify Alarm Shop or designated personnel on the Alarm Center “phones/notification list”

Burglary Alarm/Audible alarm - *Emergency Services (Police) needed*, - an “intrusion” (potential break in) is occurring in a building area, dispatch accordingly

Panic/Duress Alarm - *Emergency Services (Police) needed*, a threatening situation involving two or more people (potentially hostile) is occurring in a building area, dispatch accordingly

Hold Up Alarm – *Emergency Services (Police) needed*, a robbery is occurring at a “cash handling area” within a building, dispatch accordingly

Medical Alarm - *Emergency Services (Rescue/EMS, Police) needed*, a person is having a threatening physical/health/medical situation and requires urgent/immediate assistance, dispatch accordingly

Chemical/Hazardous Material Alarm - *Emergency Services (Fire/Hazmat, Police) needed*, - a potentially hazardous (environmental/personal) is occurring in a building area, utilize/ notify designated personnel on the Alarm Center “phones/notification list”, dispatch accordingly



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Temperature, Humidity, Flooding, Maintenance Alarms - *No Emergency Services needed*, - these are all environmental, or equipment “off normal” conditions” in a building area, utilize/ notify designated personnel on the Alarm Center “phones/notification list”,

Trouble, AC Power Loss, Low Battery, Tamper, COMBUS, or anything without a clear understandable definition - *No Emergency Services needed*, - notify Alarm Shop or designated personnel on the Alarm Center “phones/notification list”

Silent Alarm- Silent alarms generally notify police that entry has been gained to a building where a code is needed for access.

Fire Alarm- Fire alarms are generally an audible alarm alerting the occupying public of a possible fire and should cause the public to leave the occupied structure or residence.

RULES AND REGULATIONS

The following alarms will require a specific response as noted below:

2-12-01 HOLDUP ALARM

A. Dispatcher Responsibilities

1. A minimum of two officers should be immediately dispatched to all hold-up alarm calls. This may necessitate holding other non-priority calls or may require an officer to leave a non-priority call to respond to one of these alarms.
2. If two officers are not available or cannot break free of another call, assistance may be requested from APD for back-up.
3. If an authorized user of any hold-up alarm contacts dispatch, indicating that he/she believes that they accidentally set off the alarm.
 - a. Dispatchers should obtain their name and location.
 - b. Advise the person who set off the alarm that at least one officer will continue to respond. Advise the person to exit the office or building to wait for officers. Because buildings are large and have multiple alarm systems, be certain to determine exactly where the person will meet the officer(s). This will afford the greatest safety for the person, the office or area and for the officers.
 - c. Notify responding officers that the alarm may have been accidentally set off, and that the person who activated the alarm is on scene. Provide the name or description of the person who will meet with officers, as well as the location.



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NOTE: Effective immediately, dispatchers will discontinue the practice of calling the location of the alarm and reading a script to someone who answers the phone. Too many users of hold-up alarms have not been instructed in this protocol.

B. Officer Responsibilities

1. Response to a hold-up alarm is a priority 1 response.
2. Respond (Code 2) as quickly and safely as possible without use of the siren, slowing down before arrival to avoid making their presence known.
3. Officers will practice "invisible" deployment upon arrival taking safe positions to avoid cross-fire.
4. Some of UNM's businesses do not provide for adequate cover/concealment.
5. The first responding officer will evaluate the situation and advise dispatch whether to initiate telephone contact to determine the validity of the alarm.
6. In the event, an employee/manager does not show up at the designated location to contact officers, the shift supervisor or OIC will make the decision to enter the business.
7. If officers need to make entry, officers should be aware of safety consideration such as cross fire, occupant safety, and the number of possible offenders.
8. In the event of an actual holdup, the responding officers will:

Request additional units as needed to secure the perimeter and evacuate civilians.

9. If the alarm is an accidental activation, someone from the area should meet officers outside of the building, or at the very least outside of the alarmed area. Dispatchers will convey this information to responding officers.

2-12-02 SILENT/AUDIBLE ALARMS:

A. Dispatcher Responsibilities

1. Upon receipt of a silent alarm in dispatch, immediately dispatch two police units, if available.
2. Provide additional information for officers or staff. This may include instructions to enter the campus or building at a specific point or other relevant information. Some alarms pose a higher threat level to the officers. Any hazardous or possible dangers will be relayed to the officers. These include but are not limited to the responses to; Crystal Growth, any site housing irradiators, BSL 2 LAB, Animal Research Lab, or a freezer alarm.
3. Continue to monitor the situation via radio traffic.
4. Notify the on-call alarm tech.



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5. “Restore” – follows detection status of a particular “armed zone”. An example would be a “Burglary Alarm” signal is received at the Alarm Monitoring Station for a “door” (armed zone), followed by “ Restore”. This means that this particular door was opened/violated (Burglary Alarm Signal), & that same door is now physically “closed”(shut). As long as that “Alarm System’s area is still “Armed”(or turned on) that same door is still capable of sending “Burglary Alarm Signals” and also “Restores” every time it is physically “opened/violated” & “closed”(shut) again. Generally the “restore” signal is more useful to Alarm Technicians than it is to the Alarm Dispatcher.
6. “Open After Alarm” – will be generated when that particular Alarm System has been “disarmed”(turned off) and an “alarm condition” has occurred sometime during that “armed period”(while the system was turned on)

B. Officer Responsibilities

1. Response to a silent alarm is a case by case priority response. Dispatch will notify the officer of the responding priority.
2. Respond as quickly and safely as possible without use of the siren, slowing down before arrival to avoid making their presence known.
3. Officers will practice "invisible" deployment upon arrival taking safe positions to avoid cross-fire.
4. If officers need to make entry, officers should be aware of safety consideration such as cross fire, occupant safety, and the possibility of an employee who forgot their code.

2-12-02 FIRE ALARM

A. Dispatcher Responsibilities

1. Upon receipt of a fire alarm in dispatch or citizen report of a fire, immediately dispatch two police units, if available. This is a Priority 1 call.
2. Notify the fire department, report and provide any information that is available.
3. Provide additional information for officers or staff. This may include instructions to enter the campus or building at a specific point or other relevant information.
4. Contact medical personnel as appropriate if reports of injuries are received.
5. Continue to monitor the situation via radio traffic.
6. Notify the on-call alarm tech.
7. If an actual fire is discovered, notify the Safety, Risk Services on-call staff member.
8. If false alarm, notify responsible party for alarm reset.
9. “Restore” – follows detection status of a particular “armed zone”. An example would be a “Burglary Alarm” signal is received at the Alarm Monitoring Station for a “door” (armed zone), followed by “ Restore”. This means that this particular door was opened/violated (Burglary Alarm Signal), & that same door is now physically “closed”(shut). As long as that “Alarm System’s area is still “Armed”(or turned on) that same door is still capable of sending “Burglary Alarm Signals” and also “Restores” every time it is physically “opened/violated” & “closed”(shut) again. Generally the “restore” signal is more useful to Alarm Technicians than it is to the Alarm Dispatcher.



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10. “Open After Alarm” – will be generated when that particular Alarm System has been “disarmed”(turned off) and an “alarm condition” has occurred sometime during that “armed period”(while the system was turned on)

B. Officer Response

1. Officers shall respond to all fire alarms that are received by dispatch and to any fire or suspected fire that may be called in by the public.
2. Upon arrival, officers should determine if fire or smoke is visible or if the building’s fire alarm is sounding. If it is safe to enter the building, officers should check the fire alarm panel or annunciator panel. These should direct the officer to the area of the building from where the alarm is originating. Check the area of the alarm. If there is no evidence of a fire, advise dispatch so the fire department can be notified if not already on scene.
3. In the event of an actual fire:
 - a. The initial concern for officers upon arrival is the safety of persons in the affected building. If it is obvious that a fire exists, officers should ensure that evacuations are underway and should assist where possible with evacuations.
 - b. The tendency of officers may be to enter the building in an effort to save lives. Officers, who elect to enter a building that is obviously on fire, must evaluate that they have no breathing apparatus, equipment or training to respond to fire situations. It is important that police do not become victims who will later need to be rescued.
 - c. Once the fire department is on scene, responsibility for fire suppression, care of anyone who is injured, continued evacuations, and confirmation that no one is in the building shifts from police to fire fighters.
 - d. After the fire department arrives, police duties shift to crowd control and traffic control:
 - 1) Establish perimeters that are safe for on-lookers.
 - 2) Establish an area for media that may be on scene.

C. Supervisor Response to actual fire:

1. The sergeant or OIC at the scene of a fire shall make contact with the fire commander and shall maintain necessary contact.
2. The sergeant or OIC will ensure that the chain of command is notified of any fire on campus that involves significant property damage or any injury.
3. Media inquiries at the scene of a fire or alarm are generally handled by the AFD. Police should respond to media only if asked to do so by the fire department on-scene commander. Any response to media inquiries at the scene should be discussed with the department’s PIO prior to assuming that responsibility. If authorized, response to the media on scene will be handled by the sergeant or OIC.
4. The sergeant or OIC will ensure that the Safety and Risk Services Department is contacted as soon as possible following the discovery of a fire.



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5. The sergeant or OIC will ensure that all reports, supplemental reports, and evidence are processed prior to the end of the shift.
6. The sergeant or OIC will follow established procedure to contact the on-call detective and/or additional personnel if deemed necessary.

D. Use of Halon Fire Suppression Systems

1. Halon fire suppression systems are sometimes used in areas where sprinkler systems would permanently damage equipment, such as computer systems. Rooms or areas that have Halon systems should be posted. **DO NOT ENTER** an area with a Halon system during a fire or fire alarm without appropriate breathing apparatus. A Halon system suppresses a fire by removing oxygen from the air.
 - a. A list of areas that are protected by Halon systems will be maintained in dispatch.
 - b. It is the responsibility of the senior day shift dispatcher to update the list at least semi-annually.

E. Use of Digital Dialers

Digital Dialers are programmed to send a pre-recorded message to dispatch over the E-911 system. If this alarm is received in dispatch, immediately dispatch police and contact the fire department for a HAZMAT response. Notify responding officers that they should **NOT ENTER THE BUILDING** due to the possible of presence of chemicals that can cause significant injury.

- a. There is a high gas alarm from CHTM (Center for High Technology Materials at 1313 Goddard SE) that is currently transmitted to dispatch.
- b. Another digital dialer is in use at Crystal Growth.



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2-13 ACTIVE SHOOTER INCIDENTS

POLICY

It is the policy of the University of New Mexico Police Department to protect life. Officers responding to an Active Shooter incident shall accomplish this goal by immediately using any means at their disposal to make contact with the active shooter(s) and stop the criminal activity. This may include arrest, containment, or the use of deadly force. The killing and injuring of innocent individuals must be stopped immediately.

Use of Force directives and other policy considerations are in effect in any incident involving the use of force and are to be adhered to except as described in this policy for the purpose of utilizing directed fire for the protection of the lives of citizens and officers during a response to an Active Shooter incident.

ALL ON-DUTY SWORN OFFICERS WHO ARE NOT ON AN EMERGENCY CALL SHALL RESPOND TO THE ACTIVE SHOOTER INCIDENT.

DEFINITIONS:

Active Shooter

Any individual(s) whose activity is causing death or serious bodily injury. The activity is not contained and there is a risk of death or serious injury to individuals. The overriding objective appears to be that of mass murder, rather than other criminal conduct, such as robbery, hostage taking, etc.

Immediate Deployment

The swift and immediate deployment of law enforcement resources to an on-going, life threatening situation, where delayed deployment could otherwise result in death or serious bodily injury to innocent persons.

Directed Fire

Is a more limited technique in which deadly force is aimed at a specific known threat in order to stop incoming fire from the threat. This may provide time for police officers to distract an active shooter, to take a new position without being fired upon, or to achieve another objective. Directed fire is not indiscriminate fire ... each round is a use of deadly force. In very limited circumstances, where there exists a direct threat to life, firing on an offender's location is a valid and necessary response to protect innocent lives, which includes the police.

Contact Officer

Active shooter situation is to go in immediate pursuit of the active shooter. The main objective of the first officer at the scene is to make contact as soon as possible and stop the active shooter by arrest, containment or the use of deadly force. They will continue past victims and distractions. If able to do so they will relay their location and the number of suspects and type of weapons being used.



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Contact Team

Arriving officers will immediately go to the assistance of the Contact Officer and stop the active shooter by arrest, containment, or use of deadly force. They will relay the location of victims to the rescue team. One officer at the scene will assume the role of the team leader, relaying intelligence information to the incident commander so they will be able to make decisions on where to direct the arriving units. If possible, at least one officer in the contact team should have a shotgun or rifle.

Rescue Team

Additional arriving officers on the scene will form a Rescue Team, whose mission is to locate and remove injured victims, and direct uninjured victims out of the building. The rapidly changing dynamics of the incident may put officers in contact with the suspect(s), requiring officers to assume the role of a Contact Team.

Incident Commander

The first supervisor or the officer in charge (OIC) to arrive at the scene, who is not part of a Contact or Rescue Team, will become the Incident Commander (IC), and will establish a command post at a safe location, close enough to the scene to handle command and control functions and support responding officers. (Refer to the 7 Critical Tasks).

RULES AND PROCEDURES

2-13-01 RESPONSE

A. Dispatcher Responsibilities:

1. Dispatch the call immediately.
2. Broadcast information to responding units: location and number of suspects (if known), type(s) of weapons involved and safe approach route.
3. Secure a radio frequency for the operation.
4. Notify the chain of command.
5. Notify additional resources as needed.
6. Call the appropriate emergency responders to assist in the case of an evacuation/sheltering-in-place.

B. Officer Responsibilities:

1. Request immediate back-up.
2. Contact officer (s) will engage the threat immediately. (First officer on scene will assess the situation, form a plan, and respond to the threat. Not recommended, but a single officer may have to act alone in order to save lives. That officer will become the contact officer. Ideally a contact team is needed.)
3. Additional officers will take action to stabilize the scene. (additional officers will either be part of the contact team or form a rescue team.)
4. Depending on the circumstances, evacuate or shelter-in-place citizens from within the perimeter. (Needed to add responsibilities if situation turns into a hostage or barricaded situation.)



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C. Supervisor or OIC Responsibilities:

1. The first arriving supervisor or OIC not part of the contact team will serve as the IC.
2. He/she will assume responsibility for directing the incident.
3. Obtain information at the scene as soon as possible (who, what, where, when, how).
4. Ensure scene is stabilized (Make sure the scene is contained so it does not expand or go mobile).
5. Choose a safe staging area for arriving personnel. (Establishing a command post. Reverting back to the 7 critical tasks.)
6. Form additional rescue teams as necessary.
7. When outside agencies arrive, ensure that proper communications are established and maintained.
8. Coordinate with Emergency Operations Center (EOC) Operations Chief.
9. The decision to reoccupy an evacuated building will be made by the EOC director.

D. Other responsibilities are coordinating with other agencies, investigating officers, and medical personnel. Ensuring alert system is activated. Accounting for all officers and utilizing all available resources.



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NOTES



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2-14 PERSONS NEEDING MEDICAL ATTENTION

POLICY

Department policy is to ensure that adequate medical attention is provided to all incapacitated or injured persons, including those under arrest. Officers should make all due effort to provide adequate medical assistance to persons who are ill or injured. Officers are reminded that they are responsible for the general welfare of persons in their custody. This includes protecting detainees from injury, as well as ensuring that they receive adequate medical treatment for any injuries. The arrested individual must be protected from all individuals who would attempt any physical harm to his/her person. He/she must be transported in a safe manner to the jail facility.

RULES AND PROCEDURES

2-14-01 INCAPACITATED PERSONS

- A. Officers who are dispatched to or come upon a person who is incapacitated by illness or injury shall immediately secure the scene of any hazards (i.e. electrical lines, weapons) to protect the officer and others from further danger.
- B. Officers shall then make an effort to determine the nature of the injury by interviewing the victim or witnesses where available. The officer should note any obvious injuries or medical alert information (i.e. "dog tags," Medic-Alert bracelet, prescription labels).
- C. The officer should request, through dispatch, a rescue/ambulance unit to respond. This request should include as much information as possible about the victim and injuries. If the victim is also a victim of crime, appropriate law enforcement actions should be initiated.
- D. The officer should administer first-aid and monitor the victim's status until medical personnel arrive and assume treatment.
- E. Officers should attempt to obtain a status for the victim prior to their transport by ambulance, if necessary. A report shall be prepared only if a UNM student is transported, which shall include the victim's information, status, and transport location. If the incident occurs as part of a crime, the Officer shall ensure that any evidence is secured until processed by a Field Investigator.
- F. Officers should make a diligent effort to notify a family member of the hospitalization of an incapacitated person. If a family member is unable to be found, the victim's information should be entered into NCIC per NCIC policies.



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2-14-02 ARRESTS OF PERSONS NEEDING MEDICAL ATTENTION

- A. If an arrested person is in need of medical attention and is refused at MDC for medical reasons, or it is assumed because of his condition that he would be, officers should immediately arrange for the detainee's transport via ambulance to an appropriate medical facility, usually UNMH.
- B. Upon arrival at the medical facility, the officer should immediately notify the physician or nurse on duty. If it is determined that the detainee can be released by means of criminal citation, then the officer should initiate this procedure and release the detainee to hospital staff for treatment. In the event that the detainee is not eligible for citation and will be admitted or will remain at the hospital for an extended period of time for treatment, the officer should notify his/her supervisor who will then determine the need for a guard detail.
- C. Officers should maintain custody of detainees at all times, unless their presence would interfere with necessary medical treatment, or until relieved by another officer or supervisor. When an officer is asked to leave a detainee for medical treatment, he/she should take all reasonable steps to prevent the detainee's escape, and remove themselves to the nearest available area which would allow the officer to observe the detainee and resume custody of the detainee after treatment.
- D. A detainee should not be handcuffed to a fixed object, unless he/she is receiving treatment in a hospital bed. A detainee may be handcuffed to the hospital bed, provided the officer is present or relieved by medical staff. The officers shall remove handcuffs or restraints at the direction of medical staff.
- E. Upon release from medical treatment, officers should immediately notify their supervisor of the termination of the guard detail and transport the detainee to MDC.
- F. Arresting officers are responsible for ensuring that appropriate arrest and prosecution paperwork is completed for approval and forwarding.
- G. Detainees who are the subject of arrest for any felony violation, warrant hold, or serious misdemeanor which would prevent the detainee from receiving a citation release, must be guarded by an officer at all times.
- H. In determining the need for a guard detail, the officer should consider the following:
 - 1. The seriousness of the offense,
 - 2. The previous criminal record of the detainee (to include escape),
 - 3. Available staff on the shift,
 - 4. Expected treatment time for the detainee.
- I. Officers should note in the incident report that the detainee was treated at the medical facility and released or indicate when the detainee was transported to a detention facility. A supplemental report can be used if necessary depending on the duration of treatment at the medical facility.



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2-15 ADMINISTRATION OF OPIATE OVERDOSE MEDICATION (NALOXONE)

POLICY

It is the policy of the University of New Mexico Police Department that sworn personnel who will be administering nasal Intra-Nasal Naloxone are properly trained in the use of Naloxone, consistent with New Mexico State Laws and Department procedures.

The objective is to reduce the severity of injuries and fatalities due to opioid-involved overdoses when an officer arrives at the scene of a suspected overdose prior to the arrival of emergency medical services. This policy applies to all commissioned members of UNMPD.

DEFINITIONS:

- A. Intra-Nasal Naloxone (Narcan) – A prescription medication that can be used to temporarily reverse the effects of an opiate overdose-
- B. Administration of Opioid Antagonist - The administration of an opioid antagonist by an authorized person.
- C. Naloxone Administration Program - A training and administration program that prepares Department sworn personnel to administer an opioid antagonist.
- D. Naloxone Administration Program Director – The Department’s designated director who manages the Naloxone Administration Program for police officers.
- E. Opioid - Containing or derived from opium, including but not limited to morphine, heroin, fentanyl, etc.
- F. Opioid Antagonist - A drug that nullifies in whole or in part the use of an opioid. The opioid antagonist is limited to naloxone or other medications approved by the Department.

RULES AND PROCEDURES

2-15-01 OVERDOSE RESPONSE AND USE OF NALOXONE BY OFFICERS

- A. Officers are Primarily responsible for providing a safe environment for themselves, the public, and emergency medical services (EMS) personnel.
- B. Intra-Nasal Naloxone shall only be administered when it is safe to do so and only by a trained officer. In the event that an officer arrives on the scene of an unconscious subject whose condition may be caused by an opiate overdose, the officer should operate under standard operating procedures to ensure officer safety and that the scene is safe before considering the administration of Intra-Nasal Naloxone.



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- C. Once the scene is safe, the officer shall call for Emergency Medical Services (EMS). If EMS has not arrived and their arrival is not expected within one to two minutes, the officer should consider administering Naloxone according to their training. Consider administering naloxone, as taught, if the individual is unresponsive and has diminished breathing or is not breathing.
- D. When feasible, but without delaying administration, have a minimum of two officer's present with the individual to ensure the scene is safe before administering naloxone.
- E. Officers should be aware that the individual may wake up and become combative soon after they administer naloxone and be prepared to protect themselves, if necessary.
- F. Officers will use medical gloves when administering naloxone.
- G. Officers will advise EMS personnel if and when they administered naloxone and the total amount of doses administered.

2-15-02 THE NALOXONE ADMINISTRATION PROGRAM DIRECTOR SHALL:

- A. Maintain the Department's NMDOH Naloxone Administration Program registration.
- B. Ensure the naloxone is maintained and stored in accordance with the manufacturer's guidelines.
- C. Report all administration of Naloxone to the New Mexico Human Services Department, Harm Reduction Program (NMHSD) using the NMHSD-approved reporting format; and maintain the following documentation.
 - 1. Naloxone administration training records for all Trained officers while they are active in the program and for at least three years thereafter.
 - 2. Naloxone Administration Program records, including naloxone inventory records, Trained officers training records, and Naloxone Administration Program usage records.
 - 3. Copies of NMHSD medical protocols, NMDOH reporting forms, and Naloxone purchase and maintenance records.



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2-15-03 NALOXONE TRAINED OFFICERS

- A. Nothing in this Standard Operating Procedure (SOP) shall be construed to impose civil or criminal liability on any trained officer, consistent with NMSA 1978, § 24-23-1. 2.
- B. Trained Officers will:
 - 1. Complete an initial naloxone administration training program.
 - 2. Every year complete a refresher Naloxone administration training course.
 - 3. Comply with NMHSD protocols for response to suspected opioid-induced overdose.
 - 4. Report all responses to suspected opioid-induced overdose to the Naloxone Administration Program Director.

2-15-04 NALOXONE STORAGE AND REPLACEMENT

- A. Inspection of the Intra-Nasal Naloxone kit shall be the responsibility of the officer and shall be conducted each month and note the expiration date and condition.
- B. Naloxone will be stored in accordance with the manufacturer's instructions avoiding extreme cold, heat, and direct sunlight. Extra precaution may need to be taken when naloxone is stored during summer months in a hot patrol vehicle.
- C. Missing, damaged or expired Naloxone kit(s) will be reported directly to the on-duty supervisor. The officer will report the issue to the Naloxone Program Director for a replacement.
- D. After use, replacement kit(s) will be requested.
- E. Trained officers are required to maintain the Intra-Nasal Naloxone kit within their assigned unit at all times while on duty.

2-15-05 ATTACHMENTS

Use of Naloxone Overdose Response Instructions/flow chart
ATTACHMENT A

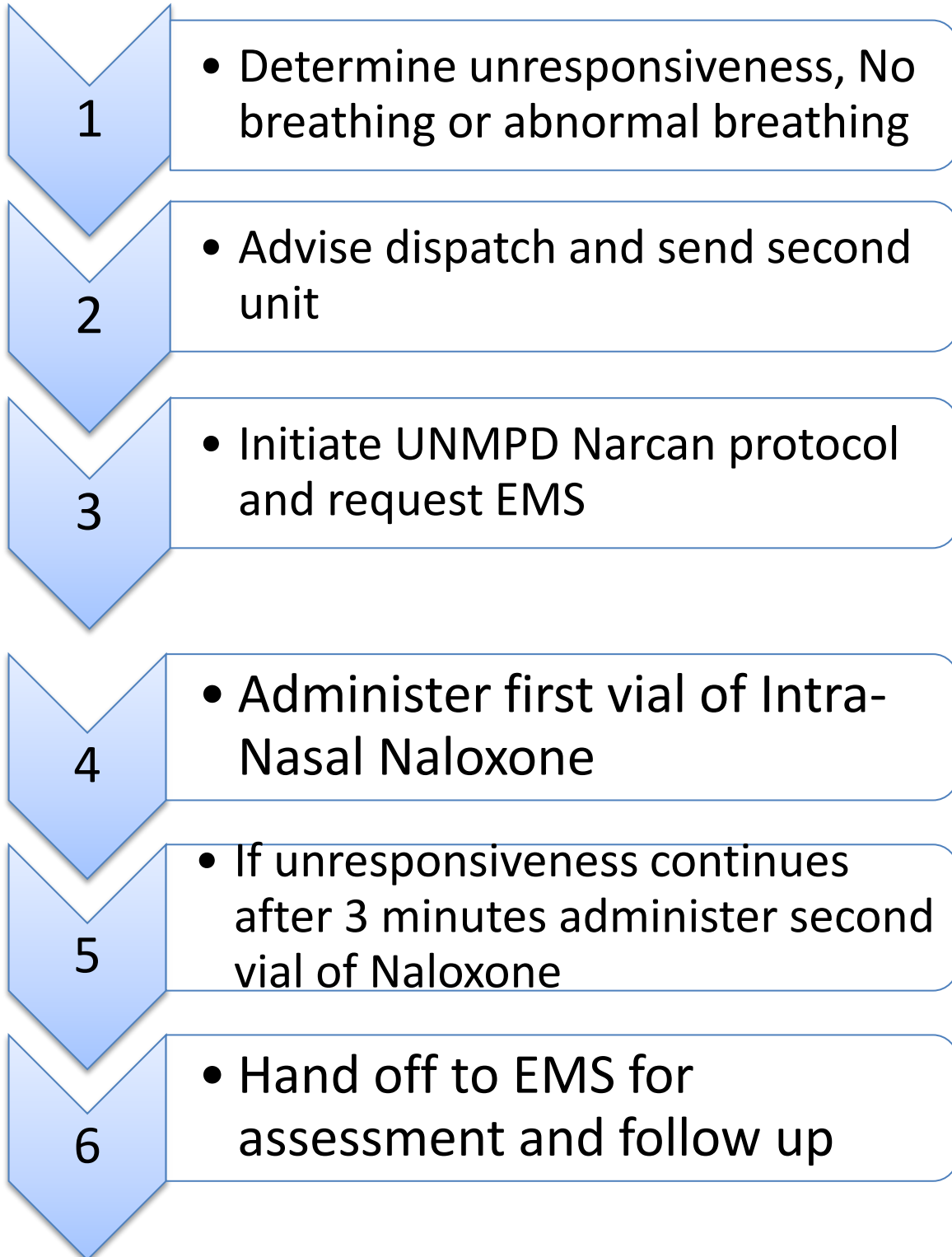


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ATTACHMENT A

UNMPD Overdose Response with Naloxone





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2-17 ESCORT PROCEDURES

POLICY

The UNM Police department offers on campus escort services to anyone needing an escort from an on-campus location to another on-campus location 24 hours a day, 7 days a week. The following rules and procedures will be followed regarding on campus escorts.

RULES AND PROCEDURES

2-17-01 GENERAL

- A. When a dispatcher receives a call requesting an escort, the dispatcher will obtain the name of the individual, the exact location of the escortee and their destination. The dispatcher will prioritize the escort request to ensure those calls requiring immediate assistance are handled first.
- B. The Security Officers will fill out the escort log with the required information in addition to the daily activity report. UNM PD will provide escorts to all students, faculty and visitors requesting an escort. The escortee can be picked up from any North, Main or South campus location including the Family Housing Units. UNM PD escorts will be limited from an on-campus location to another on-campus location 24 hours a day, 7 days a week. A photo ID is required from the individual at the time of the escort.
- C. Escorts may be refused if the individual is intoxicated or abusive. If the requesting individual is intoxicated, the on-duty supervisor or OIC shall be notified. A report will be written outlining the reason for the denial of service. Sergeants or the OIC will ensure that any individual who is denied an escort for being intoxicated is not left in a condition or situation that would endanger their safety.
- D. UNMPD will not provide medical escorts. In a medical emergency, Security Officers will request, through dispatch, rescue/ambulance units to respond. Security Officers should administer first aid until rescue personnel arrive and assume responsibility.



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2-18 COURT

POLICY

Department policy is to ensure that personnel appear for court, pre-trials, Motor Vehicle Division hearings, and Dean of Students (DOS) hearings properly prepared and attired.

RULES AND PROCEDURES

2-18-01 SUBPOENAS

- A. All subpoenas for officer appearances, documents or other discovery requests will be immediately forwarded to the Court Liaison or their designee.
- B. All personnel will promptly deliver all subpoena information in the Court Liaison or their designee who will enter the information into the database and distribute the subpoena to the appropriate department personnel for action.
- C. Department personnel who receive subpoenas to appear in any court matter or hearing will appear at the date and time specified.
- D. Department personnel who receive a request for action in a court matter, such as an order to provide discovery or schedule an evidence review, shall promptly comply.
- E. Request for action in court matters that result from law enforcement duties of an officer's previous employment with UNMPD will not be compensated for unless the request for action is scheduled during the officer's regular shift. No overtime, use of a departmental vehicle or compensation for per diem and/or mileage will be authorized outside the officer's normal duty hours.

2-18-02 SPECIAL COURT NOTICES

Personnel notified by "Special Court Notice, in lieu of a subpoena or posted court notice will appear at the date and time specified.

2-18-03 NOTIFICATION TO COURTS OF VACATION, LEAVE TIME AND TRAINING

- A. Personnel who have cases pending in Metropolitan, District, Federal Court or any other hearing board (MVD, DOS etc.) and wish to take vacation, other leave, or attend training will notify their supervisor and the Court Liaison immediately upon receiving a court appearance notice.
- B. The Court Liaison or their designee will assist the officer in completing the appropriate continuance or rescheduling request. Officers are responsible for ensuring that these continuance requests are submitted to the court or hearing agency, and will check with the court or hearing agency to receive the disposition of the request.



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- C. Continuance or rescheduling requests for vacation or training must be submitted to the court no later than thirty days before the scheduled appearance date.
- D. Officers are responsible for attending all hearings, including those scheduled during leave, unless the continuance is approved by the court or the court absence is approved by the Operations Lieutenant.
- E. Training does not relieve personnel of their responsibility to appear in court when properly notified. Officers receiving appearance notices for times when they are scheduled for in-state training shall notify their supervisor of their unavailability for training, so that the training may be rescheduled or cancelled.
- F. Officers who are on extended leave must contact the Metropolitan Court scheduling office to prevent appearances from being scheduled during this leave.

2-18-04 COURT, PRE-TRIALS, DOS AND MVD HEARING ATTENDANCE AND MISSED COURT

- A. All personnel directed to appear in court, pre-trials, MVD or DOS hearings must appear on time and be prepared to testify. A subpoena, special court notice, or notices of MVD or DOS hearing are considered an order to appear.
- B. Personnel shall have all documentation and evidence necessary for testimony. Personnel are responsible for obtaining these items in a timely manner so that they are available to the officer for the appearance.
- C. Personnel shall wait for defense attorneys to arrive for Metropolitan Court pre-trials fifteen minutes from the time of the scheduled hearing.
- D. If an attorney calls to inform the officer that he/she will be late, the officer shall wait an additional 15 minutes unless he/she is expected in another court case.
- E. When personnel receive special court notices, subpoenas, MVD or DOS hearing notices requiring simultaneous appearances, the higher court notice shall take precedence between courts; courts shall take precedence over MVD hearings. Personnel shall notify the lower court of the second subpoena and shall attend the court of higher jurisdiction.
- F. When personnel are scheduled for court, MVD, or DOS hearings and are unable to appear because of unforeseen circumstances, they shall notify the on duty supervisor and the court at the earliest possible time, prior to the scheduled appearance.

If an officer is going to be late for court due to a call for service or other police action, the call may be made by dispatch.

- G. Appropriate excuses for calling in for court are:



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1. Sick: a note from the officer's physician will be required should he/she call in sick more than once in a 12 month period.
 2. Family Emergency: This only pertains to rare and unforeseen circumstances that necessitate the officer's presence. Officers shall make all arrangements for the care of their children before the court date. In the event an officer must miss court or pretrial or MVD hearing because of a sick child, a note from the attending physician may be requested from the officer's supervisor during the officers next scheduled tour of duty.
- H. Inappropriate excuses for missing court will be evaluated on a case by case basis. Examples of inappropriate excuses are non-mandatory overtime, training, day off, vacation not approved for within 30 days, and range training.
- I. When submitting leave requests, officers must ensure that they have no pending court commitments. If an officer receives a subpoena or notice of hearing while on approved leave, it will be the supervisor's responsibility to ensure that the court is notified and a continuance is requested.
- J. When personnel miss court or MVD hearings for which adequate notice was given, they will be subject to disciplinary action.
- K. Upon completing a scheduled hearing, personnel will notify the records office of the hearing disposition.

2-18-05 COURTROOM ATTIRE

- A. Male officers not in uniform shall be attired in a dress suit or sport coat, slacks, and a tie. Female officers not in uniform shall be attired in pant suits, dress suits, dresses, dress pants, or skirt and blouse. Dress shoes or dress boots shall be worn by both male and female officers.
- B. Personnel in civilian attire or uniform will conform to rules concerning the securing of firearms or other weapons. The only exceptions will be uniformed personnel responding to a call or emergency at the courthouse.
- C. Unarmed personnel will not be expected to make arrests for infractions committed in their presence unless ordered by a judge.

2-18-06 COURTROOM DEMEANOR

- A. Personnel will be punctual and have the case properly prepared to include presentation of collected evidence.
- B. Personnel shall show the utmost respect and attention for the court.
- C. Personnel shall testify reputably, accurately, and professionally.



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2-18-07 JURY DUTY

- A. Personnel called for jury duty will be paid their regular salary while serving on a jury. Any monies received by personnel for serving on a jury must be paid to the University.
- B. Any monies paid to personnel while serving as a witness shall be paid to the University. Personnel called as a witness in cases as a result of their employment with UNM PD, will be paid their salary and travel expenses.

2-18-08 TESTIMONY IN CIVIL CASES

- A. Failure to obey a subpoena may be deemed contempt of court.
- B. Officers will accept service of a civil case subpoena naming them From the Office of Legal Counsel whether or not fees are attached.
- C. If the civil case is one which involves a pending claim or suit against the officer, Department, or University, or if the officer believes there may be potential liability, the officer will notify their supervisor.
- D. Supervisors will notify the Operations Commander who will notify Risk Management and Legal Counsel within 24 hours of subpoena service.
- E. Officers appearing in civil court during their regular duty hours will endorse the check "payable to the University of New Mexico" and return it to their supervisor attached to the subpoena. The supervisor will forward them to the Operations Commander.
- F. When an officer is not required to appear in court, any checks received will be returned to the issuing party by the officer.
- G. Officers appearing in civil court during off-duty hours may either keep the check or submit an overtime slip in the same manner as other court overtime, if the case is as a result of employment with UNM PD.
- H. Officers will not be permitted to take vacation or comp time solely for the purpose of collecting the witness fee.

2-18-09 CONFERRING WITH ATTORNEYS

- A. Civil Cases - when contacted by private attorneys on civil cases in which the University has no interest and which did not arise from UNM employment, officers will:
 - 1. On-duty officers should respond to questions from private attorneys by telephone, whenever possible.



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2. If a telephone conference is not sufficient, the officer may schedule an off-duty conference, but will not be compensated by the University.
3. No overtime and/or comp time slips will be accepted by supervisors for off-duty conferences between officers and attorneys on civil cases.

B. Criminal Cases

1. Officers will meet with defense attorneys when requested to do so. The District Attorney's office will be briefed on the intended meeting and given the option of attending.
2. A subpoena is not required for officers to meet with defense attorneys.

C. Conflict of Interest Testimony

If it appears that the testimony will be directed against another Officer or law enforcement agency, subpoenaed personnel will notify their supervisor and contact Risk Management prior to giving any testimony or deposition.

2-18-10 DISCOVERY AND EVIDENCE REVIEW

- A. Requests for document discovery or evidence review shall be promptly complied with and documented in the case file. Documentation shall include the name and position of the person receiving the documents, a copy of the subpoena or request, and a list or copy of all items provided.
- B. In cases where requests are for items which are not available, the requestor will be notified of this and the conversation noted. Requests which appear to be for items out of the scope of discoverable material, or otherwise unreasonable, shall be forwarded to the District Attorney's office (for D.A. prosecuted cases) or the University's Legal Counsel (for officer prosecuted cases).

2-18-11 DEAN OF STUDENTS DISCIPLINARY HEARINGS

Attendance and testimony is mandated when requested by the Dean of Student's office as part of their disciplinary review into student conduct as a result of actions taken within the scope of employment with UNM PD.



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2-20 TRAFFIC OPERATIONS

POLICY

To establish procedures and guidelines for officers responsible for enforcing traffic laws, investigating vehicle accidents, and providing traffic control and direction.

RULES AND PROCEDURES

2-20-01 TRAFFIC ENFORCEMENT

Officers should take appropriate action for each violation of traffic law witnessed or reported to the police department. The ultimate goal is to achieve voluntary compliance with traffic laws and thereby promote a safe minded campus specific to vehicular, bicycle, and pedestrian traffic. All enforcement actions will be accomplished in a fair, impartial and courteous manner using one of the following three methods:

1. **Verbal Warning** - A verbal warning is a proper alternative enforcement action by police officers in response to some violations. Police officers may use verbal warnings at their discretion in areas in which traffic crash potential is minimal.
2. **Citations** - The issuance of a traffic citation is applicable in most cases for those violators who commit a minor traffic offense that jeopardizes the safe and efficient flow of vehicular and pedestrian traffic, whether those violations are moving, parking or safety and equipment violations, pursuant to New Mexico Statutes (Chapter 66 – Motor Vehicles) and local municipal ordinances.
3. **Physical Arrest** - Officers may affect the arrest of any person in violation of a traffic crime as allowed by the traffic laws within the jurisdiction.

2-20-02 VEHICLE ACCIDENT INVESTIGATION

- A. Officers will investigate traffic collisions following the guidelines contained in the State of New Mexico Uniform Crash Report Instruction Manual, NM Statutes and university policies.
- B. When investigating accidents involving hazardous materials, officers may not have the technical knowledge or equipment to fully handle these types of incidents, or to determine the full extent of danger involved. Officers must rely on other personnel and resources available in the metropolitan area to handle these incidents. Additionally, specially trained collision investigators may be requested to aid in investigation of traffic collisions involving death or serious bodily injury.
- C. Refer to the University of New Mexico Administrative Policies and Procedures Manual Policy 7780 for all accidents involving university vehicles.



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2-20-03 IMPOUNDS AND TOWING

Officers are routinely faced with the question of whether to impound or tow motor vehicles for purposes of safekeeping property, securing evidence, or protecting the public, among other reasons as provided within the New Mexico Statutes. All vehicles towed and/or impounded at the direction of a department member shall be inventoried and properly documented.

2-20-04 HIGH RISK STOPS

- A. Known risk/high-risk traffic stops can be one of the most dangerous and stressful situations that an officer will handle. Proper unit deployment and positioning are essential. Each officer participating in the stop should know what their responsibility will be during the stop. This is accomplished through good communication between the officers.
- B. Officers shall not engage in high-risk stops except when the officer(s):
 - 1. Believe that the person to be stopped has committed a crime of violence, where a weapon was either used or implied or serious injury occurred.
 - 2. Have probable cause to believe or reasonable suspicion that a felony has been committed, or
 - 3. Believe that a high-risk stop is necessary for officer and community safety.
- C. Officers must follow established UNM Police Department policy for Use of Force in all high-risk stop situations.

2-20-05 TRAFFIC CONTROL AND DIRECTION

- A. Both sworn and non-sworn Department members will use discretion, established procedures and techniques, and proper equipment to ensure the safety of the motoring public, bicyclists, and pedestrians at:
 - 1. Collision scenes.
 - 2. Traffic hazard locations.
 - 3. Inclement weather damage areas.
 - 4. Fire scenes.
 - 5. Malfunctioning traffic lights.
 - 6. Any location where traffic and/or pedestrian control is needed.
- B. While directing traffic or standing in a roadway, members are required to wear their reflective safety vest. During inclement weather, members may wear departmental approved coats in lieu of the reflective vest. Other traffic control equipment, such as traffic flashlights, flares or high visibility flags may also be used. When directing traffic at an intersection, the safest area to stand is the middle of the area.



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2-20-06 DUI ENFORCEMENT

UNMPD officers will actively enforce all state drug and alcohol laws within the course of their duty. The decision to arrest is usually determined by the observed driving behavior and/or involvement in an accident, field sobriety tests, and observation of the violator's condition.

1. An individual will be considered under the influence of intoxicating alcohol and/or drugs if the substance(s) influenced the suspect's driving ability to the *slightest* degree.
2. Officers stopping or detaining a driver under the influence (DUI) and determined to be under the legal limit will have the discretion to cite and release the subject to a responsible party. Subjects arrested for DUI should be booked under the following circumstances:
 - a. The subject is violent or combative.
 - b. The subject is being charged with aggravated DUI.
 - c. The subject's level of intoxication poses a threat to themselves or others.



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2-24 PURSUITS

POLICY

Department policy is to initiate a pursuit only when an officer has reasonable grounds to believe the offender presents a clear and immediate serious threat to the safety of other motorists or the public, which is ongoing and prior to the pursuit beginning, or the offender has committed or is committing a violent felony. Pursuits should always be discontinued when a situation of unreasonable danger to officers or other persons including the violator exists, which outweigh the competing public interests involved in the apprehension of the violator.

DEFINITIONS

Motor Vehicle Pursuits

A motor vehicle pursuit is an active attempt by a law enforcement officer operating a departmental vehicle to apprehend one or more occupants of another moving vehicle, when it is reasonably apparent that the driver of that vehicle is aware of that attempt and is resisting apprehension by increasing speed in excess of the posted speed limit, disobeying traffic laws, or attempting to elude the officer through evasive maneuvers or tactics.

Marked Unit

A police vehicle of this agency that is equipped with an exterior rooftop light-bar, siren and authorized police vehicle insignia.

Unmarked Unit

A police vehicle of this agency that is equipped with interior front and back emergency equipment and siren but no authorized police vehicle insignias.

Initiating/Primary Pursuit Unit

The police unit that initiates a pursuit or any other unit that assumes the lead position in a pursuit is the primary unit.

Supervisor

For the purposes of this section, “supervisor” includes on-duty supervisors and Officer in Charge (OIC) who are directly involved and actively monitoring the particular incident.

Violent Felony

Violent felonies for the purpose of this section are as follows: homicide, criminal sexual penetration, armed robbery, kidnapping/false imprisonment, felony aggravated battery inflicting great bodily harm, and aggravated assault with a deadly weapon.

Clear and Immediate Serious Threat

A threat which is present prior to the pursuit and which represents a willful disregard by the occupants of the vehicle of the rights and safety of others which reasonably places the public in imminent danger of great bodily harm or death.



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High Risk Stop

A high risk stop (felony stop) is a method of stopping, removing, disarming, and detaining occupants of a vehicle who are believed to be dangerous, violent, and/or armed with a deadly weapon. The high risk stop utilizes officers, cover, and assigned areas of responsibility and structured orders to stop a vehicle and remove occupants while reducing the risk of danger to citizens and the responding officers.

RULES AND PROCEDURES

2-24-01 INITIATING/PRIMARY PURSUIT UNIT RESPONSIBILITIES

A. An officer may initiate a pursuit when at least one of the following factors exists:

1. Reasonable grounds to believe the offender presents a clear and immediate threat of death or serious injury to others or who the officer has probable cause to believe poses a clear and immediate threat to the safety of others that is ongoing and that existed prior to the high speed pursuit.
2. The offender has committed or is committing a violent felony and allowing escape would put the public in imminent danger of great bodily harm or death.

B. If one of the factors in subsection “A” above are present, the officer shall also consider the following factors prior to initiating the pursuit:

1. The seriousness of the offense for which the pursuit was initiated;
2. The current driving behavior exhibited by the offender(s);
3. The time of day;
4. Road, weather, and vehicle conditions;
5. Any other risk presented by the pursuit itself;
6. Knowledge of the offender’s identity and possible destination and previous activities that may make apprehension at a later time feasible;
7. Amount of motor vehicle and pedestrian traffic.

C. Officers involved in pursuits must continually question whether the seriousness of the crime (s) reasonably warrants continuation of the pursuit.

1. At any time during a pursuit when an officer or supervisor determines that the danger to the public or officer(s) outweighs the need for immediate apprehension, the pursuit will immediately be discontinued.
2. The decision of an officer or supervisor to terminate a pursuit for safety considerations is not subject to review, and the officer’s supervisor will not be criticized nor disciplined for that decision.
3. Officers initiating and sustaining pursuits are responsible for the outcome of their actions and compliance with this policy.
4. Supervisors who allow pursuits to continue are responsible for the outcome of their actions and for compliance with this policy.



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- D. Prior to engaging any emergency equipment to effect the stopping of a vehicle, the officer should attempt to note the license plate number and vehicle description
- E. Any officer initiating a pursuit shall immediately notify dispatch that a pursuit is in progress, giving the following information:
 - 1. Reason for the pursuit;
 - 2. Present location and direction of travel;
 - 3. Vehicle speeds involved in the pursuit;
 - 4. Description of vehicle and occupants, license plate number;
 - 5. Number of occupants in the vehicle;
 - 6. Any safety factors that need to be noted;
 - 7. If a hostage is involved, this fact, along with a description and exact location of the hostage in the vehicle, if known.
- F. All pursuits shall be conducted using “code 3” full emergency equipment.
- G. Radio transmissions on the progress of the pursuit:

The primary officer is responsible for broadcasting the progress of the pursuit until arrival of a secondary unit, who will then assume that responsibility.
- H. Vehicles involved in pursuits:
 - 1. Unmarked units may initiate a pursuit only if the unit is equipped with a siren and red flashing lights.
 - 2. When a marked unit with a roof mounted light bar joins the pursuit, unmarked units will terminate the participation in a pursuit.
 - 3. Unmarked units will not join a pursuit in progress.
- I. Officers with a prisoner or any other passenger which is not a certified law enforcement officer will not initiate or become involved in a pursuit.
- J. After a supervisor is notified of the pursuit, it may only continue with specific authorization from the supervisor.
- K. Vehicles involved in the pursuit will be spaced appropriately, allowing ample reaction time and distance. Police vehicles will come to a stop at a red light or stop sign prior to entering intersections.



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2-24-02 ASSISTING/SECONDARY PURSUIT UNITS SHALL:

- A. Engage all emergency equipment.
- B. Notify communications of their identity.
- C. Assume radio communications responsibility, allowing the primary unit to devote complete attention to the pursuit.
- D. Officers will not parallel or caravan a pursuit; however officers may proceed into the area of a pursuit if directed by the controlling supervisor to assist at the termination point of the pursuit.
- E. No more than two police vehicles will become actively involved in a pursuit, unless specifically authorized to do so by a supervisor.
- F. Officers involved in a pursuit will not attempt to pass the primary unit unless the primary unit is unable to continue or instructed to do so by that unit.

2-24-03 SUPERVISOR RESPONSIBILITIES

- A. The ranking supervisor will be in command of the pursuit. It is essential that the supervisor constantly monitor radio transmissions in order to ensure that any motor vehicle pursuit has met the proper criteria and that the pursuit is managed in accordance with this policy.
- B. Upon being notified of a pursuit, the supervisor shall:
 - 1. Assume command from origination through conclusion
 - 2. Ensure that affected surrounding public safety agencies are notified
 - 3. Assist the primary unit with the necessary support requested
 - 4. Request aerial assistance from the Albuquerque Police Department through dispatch.
 - 5. Once aerial assistance has responded and has a visual on the pursued vehicle, all ground units involved in the pursuit will shut down emergency equipment and cease emergency driving activities. The supervisor will direct and control ground units in a manner to constrict the perimeter surrounding the vehicle for apprehension of the offenders.
 - 6. Discontinue the pursuit when necessary
 - 7. Proceed to the termination point to provide guidance and supervision
 - 8. If a supervisor orders a pursuit be terminated, he/she will direct the officers involved to immediately meet with him/her at a designated location
 - 9. Notify the chain of command as soon as possible.
- C. At the conclusion of the pursuit, the supervisor will:
 - 1. Fill out the “Police Pursuit Post Incident Review Form”



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2. Forward the form, police reports, a digital copy of the radio transmissions, and any other documents to the operations commander by the end of the shift.
3. The operations commander will review the pursuit to determine compliance with this policy. The commander will conduct a meeting with the supervisor and officers involved to thoroughly review the pursuit. The commander will prepare a written report of the review to the Chief of Police within 24 hours of the incident. A briefing will then be held wherein both the positive and negative aspects of the pursuit can be used as a training aide.

2-24-04 DISPATCHER RESPONSIBILITIES

When advised that a pursuit is in progress, the dispatcher shall:

1. Promptly restrict the channel to emergency transmissions;
2. Immediately notify the supervisor of the units involved, the reason for the pursuit, the speed, the direction of travel, and any public safety concerns noted by the primary unit. Broadcast which supervisor is in command;
3. Notify APD dispatch of the pursuit and request aerial support if available;
4. Notify adjoining jurisdictions of any pursuit entering that jurisdiction and request assistance;
5. Relay information continuously to officers if an outside agency becomes involved in a pursuit on campus.

2-24-05 STOPPING A PURSUED VEHICLE

- A. Officers will use high risk stop (felony stop) procedures if possible.
- B. Deliberate contact, blocking, ramming, boxing, and forcing the pursued vehicle into any obstacle is prohibited.
- C. The use of roadblocks to terminate a pursuit is prohibited.
- D. During a pursuit, officers may only use deadly force in defense of their lives or the lives of others.
- E. Firearms will not be discharged from a moving vehicle.
- F. Using deadly force solely to terminate a pursuit is prohibited.
- G. Mechanical Tire Deflation System:
 1. The mechanical tire deflation system is an acceptable method of terminating a pursuit when authorized by a supervisor. Only those officers who have received training in the device are authorized to deploy the system.
 2. The mechanical tire deflation system will not be deployed on two wheeled vehicles unless the use of deadly force is justified.
 3. Under no circumstances will an officer place him or herself in the direct path of a pursued vehicle when deploying a mechanical tire deflation system.



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2-24-06 TERMINATING A PURSUIT

- A. When a pursuit leaves the campus boundaries, the officer will terminate the pursuit if:
1. Directed to do so by a supervisor;
 2. A UNMPD supervisor is no longer in command of the pursuit;
 3. Requested to do so by the jurisdictional agency;
 4. When radio communications are unavailable and communication becomes a safety issue.
- B. When a pursuit by another agency enters the campus, the responsible supervisor will:
1. Ensure the department policy is adhered to. If not, request the pursuing agency to terminate the pursuit.
 2. Ensure every attempt is made to assist the pursuing agency in limited participation by blocking intersections to allow unrestricted and safe passage of vehicles involved in the pursuit.
 3. Assist outside agency in the apprehension of offenders once the pursued vehicle is stopped.
 4. Ensure containment and preservation of the location where a pursuit is terminated.



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2-30 CRIMINAL INVESTIGATIONS

POLICY

The purpose of the policy is to establish guidelines, standards, and protocols in the investigation of misdemeanor and felony crimes. It is the responsibility of both uniformed officers, and officers assigned to the Detective Unit to carry out investigations in a thorough, efficient, and timely manner. Departmental personnel will assure compliance with any and all constitutional requirements during criminal investigation which include guarding against coercion or involuntary confessions and admissions, failure to inform defendants of their rights, deprivation of counsel, pretrial publicity, etc.

DEFINITIONS

Preliminary Investigation:

This is the initial stage of any investigation. The preliminary investigation includes gathering of evidence, taking statements, etc. Preliminary investigations are initiated when information is brought to the attention of an officer by means of a complaint, a dispatch notice, a telephone conversation, personal observation, or other viable means. Preliminary investigations will be conducted on all felony, misdemeanor crimes and any other incidents of a suspicious nature.

Follow Up Investigation:

A follow up investigation is the continuing and final stages in any investigation, unless the investigation was closed as part of the preliminary investigation. Follow up investigations include written status reports of the investigation, supplemental reports forwarded to the district attorney's office, warrant affidavits, etc.

Follow up investigations include those investigations which were not solved or cleared in the initial stage or where such investigations have either been assigned to an officer within the Detective Unit or are being investigated further by the primary officer.

Primary Officer/Investigator:

The officer assigned primary responsibility and accountability for an investigation.

RULES AND PROCEDURES

2-30-01 IN PROGRESS/PRELIMINARY INVESTIGATIONS

A. Primary officer on Scene/Reporting Officer Duties:

1. Provide aid to injured and secure the scene from hazards.
2. Will conduct a preliminary investigation on all felony and misdemeanor crimes and any other incidents of a suspicious nature.



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3. The primary officer will determine the exact nature of the call and either begin a preliminary investigation or call the appropriate investigative agency, if necessary.
4. The on-duty Sergeant/OIC will be immediately notified if an outside agency is being requested by the primary officer.
5. Determine the size of the crime scene and secure with crime scene tape or other barricades.
6. Prevent unauthorized and non-essential persons from entering the scene, to include police personnel.
7. Log the entry of all persons into and from the scene.
8. Confer with the shift supervisor upon their arrival.
9. Assume control of the scene until relieved by the OIC and/or supervisor.
10. The primary officer will be responsible for completing the initial offense/incident report and will indicate specific information as to the status of assignment for follow up investigations.

B. Shift Supervisor Duties/Responsibilities:

1. Determine the type of investigation necessary.
2. Death investigations and Police Shootings:
 - a. When cursory evidence indicates that an incident may be a homicide or suspicious death, or in incidents involving a police shooting, assign personnel to work with the New Mexico State Police Investigations Bureau, or as directed by the chief of police.
 - b. Ensure that scenes involving obviously dead victims are preserved and the body is not disturbed.
3. Designate an officer in charge for each crime scene. This person shall answer to the shift supervisor.
4. Request the dispatcher make notifications to specialized units, detectives, or outside agencies as necessary.
5. Designate additional personnel for scene security, witness canvass, field investigation, etc. as needed.
6. Consult with the assigned detective, special unit, or outside agency liaison on a regular basis for case updates.
7. Ensure that subordinate personnel understand and complete assigned tasks.
8. Designate appropriate media area, away from danger and away from the scene itself.
9. Answer basic media inquiries, giving only general information which is or would be available on a public police report. Direct specific media inquiries to the public information officer.
10. The Patrol Lieutenant shall have overall responsibility for the incident and shall coordinate between all scenes and command personnel.



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C. Detective/Investigating Officer Responsibilities:

1. An officer in charge of the crime scene shall be designated by and answer to the shift supervisor. The officer in charge of the crime scene shall be responsible for designating all tasks to be performed at a scene. This shall usually be the lead detective of the case, or officer responsible for the investigation and shall make all requests for assistance through the shift supervisor.
2. Determine what tasks should be performed to conclude the incident at this scene. This should be done with the intention of collecting all necessary evidence and preparing a thorough case for prosecution. He/she shall designate these tasks to officers on their scene and shall ensure that these tasks are completed as designated.
3. Evaluate the size of the initial crime scene and adjust as necessary to prevent contamination of the scene and unnecessary intrusion by media or non-essential personnel.
4. Designate the scope and type of field investigation required and communicate this to the Field Investigator. Identify all evidence which is relevant to the incident and communicate this to the Field Investigator. Obtain all reports from Field Investigators for inclusion in the case jacket.
5. Prepare, or designate to others, the preparation of necessary supplements documents (narrative supplements, criminal complaints, investigation notes) for reporting and court cases.
6. Ensure that all witnesses have been identified and interviewed.
7. Coordinate with the incident commander as requested or needed to provide regular updates.
8. Present the case and all reports, in a timely manner, to the supervisor of detectives, or designated supervisor, for review and approval.
9. Prepare the case for presentation to the appropriate prosecutor.

D. Field Investigator Responsibilities:

1. Field Investigators shall answer to the officer in charge of the crime scene.
2. Responsible for collecting and documenting all evidence requested by the officer in charge of the crime scene, in a manner consistent with training and currently accepted professional practices.
3. Provide regular updates to the officer in charge of the crime scene.
4. Log and tag all evidence collected.
5. Submit all reports and evidence sheets to the officer in charge of the crime scene in a timely manner. This shall be done at the conclusion of the incident, prior to the end of an investigator's tour of duty, unless otherwise directed.

2-30-02 FOLLOW UP INVESTIGATIONS

- A. Follow up investigations remain assigned to the primary officer unless otherwise specified by the on-duty Sergeant/OIC or Lieutenant of Detectives.
- B. It is the responsibility of the investigating officer's immediate supervisor to ensure that a proper and thorough investigation is completed.



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- C. It is the responsibility of the Lieutenant of Detectives to ensure that a case preparation check list form is completed on all felony cases, regardless if they are submitted to the district attorney's office or not. (A copy of the check list is included following the policy rules.)
- D. A conclusion and the status of the completed case must be included in the last paragraph of the supplemental report. An example is:
 - 1. This case should be considered (case status is inserted here) and is being sent to the Bernalillo County District Attorney's Office for review and possible prosecution.
 - 2. The following options will be used for case status:
 - a. Case Unfounded
 - b. Case Cleared by Arrest
 - c. Case Exceptionally Cleared
 - d. Case Open: Pending Arrest of Person
 - e. Case Closed: Pending Further Leads
- E. Monthly case logs and review:
 - 1. All officers/detectives will complete a monthly case log for open/active cases. The case log will be submitted to the officer's/detectives immediate supervisor.
 - 2. All patrol sergeants will ensure that case logs are submitted each month for review. A case review will be conducted with each officer and a copy of all case logs will be forwarded to the lieutenant of detectives.
 - 3. The lieutenant of detectives will review all monthly case logs on all active cases to ensure accountability throughout the investigative process and submission to the district attorney's office. A compiled monthly case review log of all open/active cases will be forwarded to the commander of operations.
- F. The lieutenant of detectives will also maintain a tracking file on all cases submitted to the Bernalillo County District Attorney's Office along with any updated dispositions.
- G. The lieutenant of detectives will be responsible to ensure that the completed cases are forwarded to Records to ensure proper distribution and ensure the disposition of the case is updated on the Clery daily crime log.
- H. All officers and supervisors will refer to policy 2-31 regarding Sexual Assault Investigations.



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2-31 SEXUAL ASSAULT INVESTIGATIONS

POLICY

It is the policy of the University of New Mexico Police Department to establish and maintain coordinated investigative activities dealing with sexual assault/abuse victims of the University of New Mexico community. All officers will receive annual training specific to the latest trends, research, legal updates, and/or case studies regarding sexual misconduct/assaults.

RULES AND PROCEDURES

2-31-01 GENERAL

- A. Officers need to remember that the alleged victim has been intimately violated, and great care must be exercised during any interview so as to not further upset the victim. Officers must be constantly aware of their own sexual attitudes and select words that will not negatively influence the victim.
- B. Sexual Misconduct Assault and Response Team (S.M.A.R.T.) - A specially trained team of personnel from the Police Department, Student Health and Counseling Center, CARS, and the Dean of Students, SANE, and the Rape Crisis Center of NM whose mission is to provide comprehensive, coordinated care to members of the University of New Mexico community in the event of a sexual assault. (See Appendix A).
- C. Officers will be assigned to the Sexual Misconduct Assault and Response Team by the Chief of Police; appointments will be reviewed annually.
- D. A department S.M.A.R.T. coordinator will be appointed by the Chief of Police; appointments will be reviewed annually.

2-31-02 RESPONSIBILITIES

A. Uniformed Officers

- 1. The first duty of the officer is to aid the victim (obtain medical attention at once).
- 2. Secure and protect the crime scene, if and when the location is known. (Refer to SOP Section 2-30 Criminal Investigations for guidance during the investigative phase).

NOTE: If the crime occurred off campus, Dispatch will notify the agency having jurisdiction.

- 3. Transport or arrange transportation for the victim to the SANE unit in order for a sexual assault kit or treatment to be administered. If the victim refuses transportation or arranges their own, it will be noted in the original offense report.



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4. Complete the original offense report.
 - a. Any information about a victim of a sexual assault **will** be put on the face sheet of the original offense report. Personal information will be listed on a person's supplemental report.
 - b. Only a short (generic) narrative will be written in the original offense report. All facts of the sexual assault will be written on a narrative supplemental report.
 5. Brief the responding S.M.A.R.T. officer, transfer investigative case responsibility, and assist the S.M.A.R.T. officer as needed.
- B. Patrol Sergeant/Officer in Charge (OIC) – it is the responsibility of the patrol sergeant or OIC to ensure the following is accomplished:
1. Notify the on call Sexual Misconduct Assault and Response Team officer through dispatch.
 2. Notify Sexual Assault Response Team coordinator.
 3. Notify both Operations Lieutenant and Lieutenant in charge of Investigations.
 4. Supervise protection of the crime scene.
 5. Coordinate and communicate all crime scene activities with responding officer.
 6. Responsible for continued campus coverage.
 7. Complete significant event notification form, if after UNM business hours.
- C. Sexual Misconduct Assault and Response Team (S.M.A.R.T.) Officers
1. S.M.A.R.T. officers will be the primary investigators assigned to sexual assault related crimes and will conduct all aspects of follow-up investigations to include responding to the scene when requested by dispatch and assume investigative case responsibility.
 2. Due to the sensitive nature of sexual assault cases and the specific questions asked of the victims in order to establish the elements of the crime, only S.M.A.R.T. personnel will obtain formal statements from the victim and/or offender.
 3. The department S.M.A.R.T. coordinator, or their designee, will be responsible for the coordination and liaison of all aspects of sexual assault investigations with the detective unit, individual S.M.A.R.T. officers, and other university S.M.A.R.T. members.
 4. S.M.A.R.T. officers will coordinate and/or receive approval of follow-up investigation time with the S.M.A.R.T. coordinator or their designee.

2-31-03 MEDICAL ATTENTION

- A. If the victim has not already received medical attention at a SANE unit prior to the officer being called into the case, the victim should be informed by the officer why a medical examination is necessary.
1. To safeguard the victim's physical and mental health.
 2. To help provide evidence necessary for successful prosecution of the offender.



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- B. All conscious and coherent victims have a right to refuse medical attention.

2-31-04 DETAILED INVESTIGATIVE INTERVIEW

- A. All victim interviews will be conducted by a S.M.A.R.T. officer who is specially trained and assigned to the university Sexual Misconduct Assault and Response Team: If consent is given by the victim, a member of the university Sexual Misconduct Assault and Response Team, Rape Crisis center advocate, or a friend may be permitted to be present during the interview.
- B. Conduct the interview as soon as possible after the SANE examination. Be as flexible as possible if the victim has a preference as to officer attire (i.e., uniform vs. plain clothes), and location of interview.
- C. A complete narrative supplemental report should include a detailed account of the incident from the time the victim reported the matter to police. Officer observations of victim's physical and emotional should be included in the report.

2-31-05 COLLECTION OF EVIDENCE

- A. A field investigator will be called to process the scene.
- B. If the victim was attacked at his/her residence or is at the residence when reporting the crime, instruct the victim not to change clothing, wash or rinse any body cavity prior to being seen by medical personnel.
- C. The victim should be informed that all clothing worn at the time of the assault is evidence and will be collected by the SANE unit for submission to the crime laboratory in the event that the victim pursues prosecution.
- D. If the victim is not in need of emergency medical attention, instruct the victim to take along a change of clothing to the SANE unit.
- E. If the victim has already changed clothing, ask for all clothing worn during the attack and assume custody.
- F. If the attack occurred at the victim's residence, inform the victim that it will be necessary to collect additional evidence from the area in which the attack took place, such as bedding, etc.

NOTE: The number of people handling the evidence collected must be restricted. All evidence collected by the SANE unit should be turned over to the S.M.A.R.T. member assigned as primary investigator. All officers will follow established evidence procedures with respect to packaging and inventorying the evidence.



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- G. The primary investigator assigned will assume responsibilities for receipt of the kit and clothing from the SANE unit and notify the evidence technician for evidence follow up and transportation to the crime lab.

2-31-06 SUPPORT FOR THE VICTIM

- A. The department is part of the University-wide Sexual Misconduct Assault and Response Team. The Sexual Misconduct Assault and Response Team is composed of a member of the LoboRESPECT Advocacy Center, a SANE nurse, a counselor, the Dean of Students, the Rape Crisis Center of NM and a specially trained officer from this department.
- B. In the event that a victim reports a sexual assault to the department, the department's S.M.A.R.T. coordinator will initiate University-wide sexual assault response procedures, where applicable.
- C. The LoboRESPECT Advocacy Center or UNM's Health and Counseling Center or Counseling, Assistance & Referral Services (CARS) will provide support and counseling for victims of sexual assault.

Instruct the victim to inform counseling personnel that they need a "S.M.A.R.T. response." "S.M.A.R.T. responses" generate immediate SHAC attention. All other referrals are on a priority basis.

- D. The Rape Crisis center will be called if consent is given by the victim.
- E. S.M.A.R.T. officers shall inform the victim of the Dean of Students availability and services.
- F. S.M.A.R.T. officers shall inform the victim of Title IX of the Education Amendments of 1972 and UNM's Office of Equal Opportunity procedures for filing a claim.



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APPENDIX A

UNIVERSITY SEXUAL MISCONDUCT ASSAULT AND RESPONSE TEAM

The following is a brief synopsis of key components of the University of New Mexico's Sexual Misconduct Assault and Response Team. This is provided to make the University community aware of the existence of such a team, as well as the means of accessing these resources. The mission of UNM's Sexual Misconduct Assault and Response Team is to provide comprehensive, coordinated care to members of the community in the event of a sexual assault. The following departments have expressed a commitment to interact with each other in such a way as to provide this care.

Any of the departments below will, upon contact by a victim of sexual assault, activate appropriate procedures with consent of the victim of sexual assault. SANE will, with the permission of the victim:

- A. Provide or obtain emergency medical treatment as necessary.
- B. Collect medical evidence in accordance with legally established procedures.
- C. Provide medical follow-up as necessary.

University Police will, with the permission of the victim:

- A. Investigate reported cases of sexual assault.
 - 1. Conduct interview with the victim.
 - 2. Collect evidence at the site.
- B. Provide a follow-up investigation necessary for successful prosecution by the DA's office.

The LoboRESPECT Advocacy Center, the UNM's Health and Counseling Center (if student) or the Counseling, Assistance & Referral Services (CARS) (if staff or faculty) will, with the permission of the victim:

- A. Provide face-to-face crisis counseling for the victim of sexual assault.
- B. Provide support during police investigation.
- C. Provide follow-up in the form of individual or group counseling for the victim of sexual assault.

The Dean of Students Office will, with permission of the victim, provide a review of the sexual assault complaint, and when appropriate, issue a temporary sanction to assure the safety of the victim.



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2-33 DOMESTIC VIOLENCE

POLICY

It is the policy of the University Of New Mexico Police Department to respond to all reports of domestic violence and take appropriate law enforcement action as defined in current New Mexico state statues. University of New Mexico Police Department will ensure that safety is provided for all involved parties and assistance is given to victims and witnesses. All officers will receive annual training specific to the latest trends, research, legal updates, and/or case studies regarding domestic violence.

DEFINITIONS:

As used in the Family Violence Protection Act [40-13-1 NMSA 1978]: the following terms for this policy shall be interpreted to have the following meanings:

Domestic Violence

means any incident by a household member against another household member resulting in:

1. Physical harm;
2. Severe emotional distress;
3. Bodily injury or assault;
4. A threat causing imminent fear of bodily injury by any household member;
5. Criminal trespass;
6. Criminal damage to property;
7. Repeatedly driving by a residence or work place;
8. Telephone harassment;
9. Stalking;
10. Harassment;
11. Harm or threatened harm to children residing in the home or residing elsewhere who would be considered a household member

Household member

means a spouse, former spouse, family member, including a relative, parent, present or former stepparent, present or former parent in-law, grandparent, grandparent in law, child, stepchild, grandchild, co-parent of a child, or a person with whom the petitioner has had a continuing personal relationship. Cohabitation is not necessary to be deemed a household member.

1. Co-parents means persons who have a child in common, regardless of whether they have been married or have lived together at any time.
2. Petitioner Protected party means a person protected by an order of protection.
3. Respondent Restrained party means a person who is restrained by an order of protection.



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4. Family protection order is an order granted for the protection of victims of domestic abuse. Also, may be called a “Domestic Violence Order” or DVO. These orders indicate the court decisions regarding the incident, and specifically describe the acts the court has ordered the respondent (or offender) to do or refrain from doing. These orders may be served by any law enforcement officer, and any law enforcement officer may make an arrest on the basis of the order provided they have probable cause to believe that the order has been violated.

2-33-01 RULES AND PROCEDURES

- A. An arrest shall be made without a warrant when the officer is at the scene of a domestic disturbance and has probable cause to believe that the person has committed an assault or a battery upon a household member. According to New Mexico state statute 31-1-7 (Arrest without warrant; liability.) No peace officer shall be held criminally or civilly liable for making an arrest pursuant to this section, provided he/she acts in good faith and without malice.
- B. Officers who are dispatched to a domestic violence/abuse call will take whatever steps are reasonably necessary to protect the victim from further domestic abuse.
- C. Officers shall advise victims of domestic violence of the remedies available under the Family Violence Protection Act, (40-13-1 to 40-13-7 NMSA 1978), the right to file a written statement or request for an arrest warrant and the availability of domestic violence shelters, medical care, counseling and other services.
- D. If requested, provide for or arrange for transportation of the victim to medical facility or place of shelter.

Officers may request assistance from outside agencies for transporting victims when they are available.
- E. If requested by the petitioner, officers will accompany the victim to their residence on campus to remove clothing and personal effects required for immediate needs and the clothing and personal effects of any children in the care of the victim. Officers will also assist in placing the petitioner in possession of the dwelling or premises or otherwise assist in execution or service of the Order of Protection.
- F. Officers will complete an Initial offense report on every incident of domestic disturbances they are dispatched to or come into contact with on duty, regardless of whether or not an injury was sustained, an assault was committed, or enforcement action was taken.
- G. The department will provide each officer with “Domestic Violence Packets” which will contain all the necessary information that a victim will need to guide them in the process of filing for a Family Protection Order. Officers will also provide victims of domestic violence with a “Domestic Violence Packet” and will direct them in the steps necessary to obtain a Family Protection Order. The Domestic Violence Packets will be available in both Spanish and English.



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CALEA Standard(s)--

Revised:

- H. When an arrest has been made but the offender is taken to the hospital for treatment, an officer will stay with the prisoner until such time as the prisoner can be transported to the Metro Detention Center and booked. Hospital holds will not be placed on prisoners arrested pursuant to the Family Violence Protection Act (Domestic Violence), even when the applicable charges involve only misdemeanor offenses. An officer is responsible for remaining with and guarding the prisoner.

2-33-02 RELEASE AND NOTIFICATION PROCEDURES FOR DOMESTIC VIOLENCE CALLS.

- A. When an offender in a domestic violence incident is being released from custody, it is the responsibility of the holding facility to inform the arresting agency of the impending release. The arresting agency must make a reasonable attempt to notify the victim that the offender is being released from custody. Pursuant to 40-13-7 NMSA.
- B. In order to comply with the above requirement the following steps will be followed by department personnel:
1. The initial officer making an arrest at a domestic violence call will obtain the call CAD number from the dispatcher. This number will be given to the victim. The notification ID consists of two parts - the ORI number and the CAD number for the arresting agency.
 2. The initial officer will use the Victim Notification Information Worksheet to capture information essential to the notification process. The officer will ask the victim for, and record contact names and associated contact information that can be used to notify the victim when the offender is released from custody, such as telephone numbers and addresses.
 3. The officer will advise the victim that they can call the phone number the officer provides them if they wish to provide additional contact information in the future.
 4. The officer will advise the booking officer at MDC that this is a domestic violence case, and will include the notification "ID" number in the facts of arrest section. Officers will then advise the booking officers that UNM Police dispatch must be notified prior to the release of the offender.
 5. The reporting officer will notify the UNM dispatch center of the contact number where the victim wishes to be notified before they leave the booking area.
 6. Upon completion of the Victim Notification Information Worksheet, the officer calls the New Mexico Offender Release Notification Center (768-CARE), reporting the contact information collected. This call should be made on-scene as soon as possible.
 7. If the offender has been arrested, the officer should call in the Victim Contact Information prior to completion of the booking.
- C. If a Domestic Violence Warrant or Domestic Violence Summons is issued, the Officer should call the Victim Contact Information prior to the end of shift.
- D. If the victim refused to provide Victim Contact Information, the officer should still call the New Mexico Offender Release Notification Center and report:



Effective: 11/01/2016
CALEA Standard(s)--

Revised:

1. That the victim refused to provide Victim Contact Information.
2. Any information in the Uniform Incident Report that might be helpful in notifying the victim.

- E. Victim Contact Information provided by the victim is confidential and will not be released to the public. The officer should take special care not to collect or report Victim Contact Information in the presence of the offender.
- F. After the Notification Center has been contacted, the notification work sheet will be shredded or destroyed.
- G. The officer should transfer the notification identification number from the criminal complaint, domestic violence warrant, to the pre-booking slip prior to booking the offender.

2-33-03 RELEASE OF OFFENDER

- A. Personnel at MDC will contact the UNM Police department dispatch when the offender is being released and provide the appropriate “CAD” number.
- B. UNM dispatchers or officers working dispatch will reference the correct telephone number for the victim and will make three attempts to contact them. The first attempt should be made within thirty minutes of our notification. All three attempts should be made within the first two hours after notification has been received. If contact is not made after the third attempt, officers will leave contact information in a conspicuous place at the residence with contact information to UNMPD and will have dispatchers note all the attempts to contact in CAD.
- C. In cases where the victim does not have a telephone, an officer will be dispatched, one time, to the victim’s residence to make notification of the offender’s release. If the victim lives off campus or has moved to a location off campus, the law enforcement agency having primary patrol responsibility for that area will be contacted and requested to make notification. In either case, a report will be written by the dispatched officer regarding the notification and/or request for assistance from an outside agency of such request. Additionally, the dispatched officer will ensure that CAD is updated regarding notification.
- D. The victim’s contact number or location will not be given to anyone other than law enforcement personnel.

2-33-04 ENFORCEMENT OF FAMILY PROTECTION ORDERS

- A. Officers shall arrest without a warrant any person whom the officer has probable cause to believe has violated a current and valid Order of Protection (this includes the following orders: stipulated order of protection, a temporary order of protection and an emergency order of protection).



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CALEA Standard(s)--

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1. When the Order of Protection (as outlined above) is deemed valid and the officer has probable cause that a violation of an Order of Protection has occurred, the officer shall place the offender under arrest.
 2. Validating Orders of Protection: Attempts can be made to confirm the Order of Protection as you would a warrant. The Bernalillo County Sheriff's Office Warrants Division maintains a file of many but not all Orders of Protection and is open 24 hours a day. When an officer comes in contact with a party suspected of violating an Order of Protection, verification of the order may be made by contacting UNM dispatch, who will contact the Warrants Section of BCSO to verify the order.
 3. If unable to validate the Order of Protection an arrest may be made if the following criteria are found by the officer and the officer has probable cause:
 - a. The order gives the name of the parties.
 - b. The order contains the date the order was issued.
 - c. If the order has an expiration date and is not expired.
 - d. The order indicates against whom the order is to be enforced.
 - e. The order contains the name of the issuing court.
 - f. The order is signed by, or on behalf of a judicial officer.
- B. Officers will obtain a copy of the Family Protection Order and attach it to the report.
- C. If officers are at the scene of a domestic disturbance and the victim states that a protection order has been filed but not served, officers may then serve the petitioners copy to the respondent. The respondent shall be permitted to comply with the order and, if this is not done, an immediate arrest shall be made.

2-33-05 FOREIGN PROTECTIVE ORDERS

- A. All out-of-state Protective Orders shall be enforced as written, including provisions, which grant relief not available in New Mexico.
- B. All Foreign Protective Orders are presumed valid upon presentation to law enforcement officers. Foreign Orders do not have to be filed in District court to be valid and enforceable.
- C. Some Foreign Orders may have been filed in District Court and available for verification through BCSO Warrants.
- D. Arrest Procedures for Foreign Protective Orders:

When a Foreign Protective Order is presented to the Law Enforcement officer by the complainant, the officer shall:

 - a. Determine if the order is current.
 - b. Determine whether the conduct is prohibited by the order.



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NOTE: FOR DIFFERENT REASONS, SOME FOREIGN PROTECTION ORDERS DO NOT HAVE EXPIRATION DATES ON THEM. EVEN THOUGH NO EXPIRATION DATE IS CONTAINED ON THE ORDER, THE OFFICER SHALL ACCEPT THE STATEMENT (WRITTEN OR ORAL) OF THE COMPLAINANT THAT THE ORDER IS CURRENT.

- c. The officer shall inquire if the order has been filed in the Court of Jurisdiction. If the order has been filed; it may be verified through the BCSO Warrants Section.
- d. The officer shall assume that the respondent was given notice of the Protective Order and its contents.
- e. If the officer has probable cause to believe that the Foreign Order has been violated, the officer shall arrest for violation of the order and charge violation of order of protection 40-12-6. The same violation of a local order.

2-33-06 EMERGENCY ORDERS OF PROTECTION

A. Emergency Orders of Protection (EOP's) are domestic violence emergency orders that officers may obtain outside the normal operational hours of District Court. The orders can be obtained telephonically from an on-call District Court Judge between the hours of 1700 on Friday through 1700 on Sunday. They can only be obtained on holidays that are in conjunction with a weekend. An EOP is good for only 72 hours from the date and time of issuance, or by 5 pm on the first full judicial business day, whichever comes later. For example, if an officer obtained an EOP on a Thanksgiving Thursday, the EOP will still be in force until 5pm on Monday, since the court will be closed for four days. This is to ensure that a victim maintains emergency protection until they have the opportunity to go to District Court on a full judicial business day. If a domestic violence victim needs protection for a longer period of time, they must take their request personally to the District Court Domestic Violence Office.

1. Officers will determine if an Emergency Order of Protection is appropriate based upon the following criteria:
 - a. Probable cause exists that domestic abuse has occurred.
 - b. Victim(s) wants an order of protection issued.
 - c. Victim and/or children are in danger of, or believe there is a danger of another act of domestic violence.
2. If the above criterion exists, officers need to complete 1 through 4 on the application for Emergency Order of Protection.
3. Officers must contact a District Court Judge for approval of the EOP.
 - a. Officers may utilize the Albuquerque Police Department Victim Resources Unit to facilitate the approval of the EOP.
 - b. A district court judge is on-call every weekend and can be contacted at pager 251-4009 or cell phone 249-1786.



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- c. Officers must provide the Judge with a brief description of the facts surrounding the incident and provide facts as to why the EOP should be approved.
 - d. If the Judge denies the EOP, officers must indicate in their report the name of the Judge and the reason for the denial. The incomplete application does not have to be saved in this instance.
 4. After approval by a Judge, officers need to complete numbers 7 through 9 on the application indicating the Judge's approval. Officers should circle on the application, in number 9, the manner by which they obtained approval. EOP's must be signed off by a supervisor prior to being submitted to the court. Where the application calls for the officer's badge number, officers should use their four-character numerical man number.
 5. EOP's are to be distributed as follows:
 - a. If the offender is present at the scene, officers are to complete the proof of Service portion of the application and serve the offender with the pink copy.
 - b. The yellow copy is given to the victim.
 - c. The white (top page) is the court original and must be attached as the top page of the Officer's offense/incident report for Record's distribution. Records will separate the court original application from the Officer's report and notify Security. Security will deliver this document by the next business day and place it in the Victim's Assistance Unit's box on the 5th floor of BCSO headquarters, outside the BCSO Chief of police office. Employees of the District Court Domestic Violence office will retrieve the original from this box and take it to District Court. The Domestic Violence office has to have all EOP's by noon on Tuesday.
 - d. The goldenrod copy of the application should be affixed to the officer's offense/incident report for departmental documentation.
 - e. If the offender has fled/left prior to the officer's arrival and cannot be served, the offender's copy of the EOP shall be left with the victim so that the offender can be served when and if he/she returns.
- B. A copy of the EOP must be faxed to SO Warrants at 468-7183 as soon as possible but no later than the end of the officer's shift so that the EOP and/or proof of service can be verified later by any other officer or agency. This will assist others in knowing if service was completed or needs to be completed. Officers shall include in their offense/incident report the fact that the order was faxed to Warrants. It is also recommended that Officer's call Warrants ascertaining if they received the fax.
- C. If you are an Officer responding to a call where an EOP has already been issued and the offender is present but has not yet been served, do the following:
 1. Obtain the pink copy from the victim and serve the offender.
 2. Complete a regular departmental return of service form.



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CALEA Standard(s)--

Revised:

3. Fax a copy of the return of service to Warrants as soon as possible, but not later than the end of the Officer's shift, in order that proof of service may be later verified by another Officer or agency. As previously stated, it is recommended that the Officer call Warrants confirming receipt of the Return of Service.
4. Officers must attach the Return of Service as the top page of their offense/incident report for Record's distribution. Records will separate the Return of Service from the offense/incident report and handle it as outlined in section VII, A, 5 of this SOP.
5. If the responding Officer learns that the call is just a follow-up to the original call and there has not been another instance of domestic violence/abuse, all the officer needs to do is serve the offender, complete a Return of Service, and document the information on a supplementary report.

D. Officers should proceed with criminal charges and/or arrests as they normally would in any other domestic violence situation. EOP's are just as enforceable as any other domestic violence order and violations are to be handled in the same manner as booking on a Temporary or Extended Order of Protection.

E. All other applicable procedures relating to Domestic Violence also apply to EOP's.

2-33-07 VICTIM/WITNESS ASSISTANCE

The Department shall provide assistance to victims and witness of crime in cooperation with other states and local agencies and as provided for by State and local law.

- A. Confidentiality – The confidentiality of victims and witnesses will be maintained and their role in case development will be kept confidential to the extent consistent with applicable law.
- B. Information to be provided to victims and witnesses – At the time the initial /preliminary investigation is conducted, the primary officer will provide the following information to the victim (s) and witnesses:

In all cases:

- a. The officer's badge number, name and work phone with the CAD number indicated on the DV Packet or Business card.
- b. Emergency and Non-emergency phone numbers available 24 hours a Day: * UNMPD Emergency dispatch number (911) or 505-277-2241.
- c. UNMPD case follow-up information (UNMPD Detectives).

C. A Domestic Violence Packet, as outlined in the Domestic Violence section of SOP.

D. A number to call to report any additional information and/or to receive follow-up information about a case.



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- E. The District Attorney's Victim Witness Assistance Program number (841- 7020) for victims of violent crimes. The advocates can provide comprehensive victim assistance which includes emotional support, criminal justice information, assistance in filing Crime Victims Reparation applications for medical, funeral, and psychological counseling expenses, notification and support for next-of-kin, referrals and crisis intervention.
- F. If there is no leads at the time of the preliminary investigation, and the initial Officer is closing the case, pending further leads, Officers shall advise the victim of that fact so as to not give false hope to the victim.

2-33-08 CIVIL SERVICE OF COURT ORDERS OF PROTECTION

- A. Officers shall serve District Court Orders of Protection under the following circumstances.
 - 1. Officers at the scene of a domestic call can serve if requested to do so.
 - 2. If the petitioner requests that an officer serves the order.
 - 3. The respondent (offender) must be physically served with the order.
 - 4. The petitioner must have a copy of the valid District Court Order in his possession.
 - 5. Before serving the respondent with the court order, officers will have communications make contact with the Warrants Section of the Bernalillo County Sheriff's Office and determine if the order has already been served:
 - a. If service has not been made, officers will promptly serve the Order of Protection on the respondent.
 - b. If service has been made and the Order of Protection prohibits the respondent from being on the premises, officers shall arrest the respondent.
- B. Any officer serving a Civil District Court Order as outlined above will fill out a "Sheriff's Return of Service" form and fax a copy to the Bernalillo County Sheriff's Office, Warrants Division, prior to the end of the officer's shift.
- C. The original "Return of Service" form will be attached to his/her police report. Records will separate the court original application from the Officer's report and notify Security. Security will deliver this document by the next business day and place in a drop box for the Bernalillo County Sheriff's Office, Warrants Division.

2-33-09 FOLLOW-UP INVESTIGATIONS

If an Officer or Detective conducts a follow-up investigation the following information will be provided to the victim/witness either verbally or by using handout material.

- 1. Update on case status.
- 2. Explanation of process involved in prosecution of their case and their role in prosecution.



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3. Any additional requirements imposed on the victim/witness i.e., attending line-ups, interviews, etc.
4. Means by which property taken as evidence may be returned and the times and location for the return of this property, if applicable.
5. Availability of District Attorney Victim/Witness Assistance Program.

2-33-10 RESPONSE TO THREATS OR INTIMIDATION OF VICTIM/WITNESSES

- A. Victims and Witnesses will be advised to notify the UNM Police Department immediately, any time they are threatened or intimidated. Appropriate assistance will be provided to any victim/witness including, but not limited to:
 1. Advising the victim/witness on procedures and process for reporting, filing, and prosecuting intimidation of a witness/victim, as outlined in N.M. State Statue 30-24-3.
 2. Initiating the appropriate investigation.
 3. Advising the victim/witness of any additional services available.
- B. Officers will inform other agencies of threats or intimidation of a victim/witness, if necessary, when the victim/witness or suspect is located in a different jurisdiction.



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2-35 MISSING PERSON/CERTIFICATE OF EVALUATION

POLICY

To provide guidance to officers when dealing with commitment procedures regarding persons covered under NMSA 43-1-10 (Mental Health & Developmental Disabilities), the following rules and regulations will be followed.

RULES AND REGULATIONS

2-35-01 GENERAL

- A. Missing Persons entered into NCIC via Certificate of Evaluation (C of E), NMSA 43-1-10
- B. When Dispatch gets the initial call in reference to a walk away from MHC or UNMH ER, the call will be broadcast to all officers to attempt to locate (ATL) the missing person. It is the responsibility of the primary officer to meet with the attending physician (RP), a psychologist, or a qualified mental health professional licensed for independent practice who is affiliated with a community mental health center or core service agency as is defined in the New Mexico State Statutes, ordering the Certificate of Evaluation to obtain additional information and ensure the physician has signed a Certificate of Evaluation (C of E). The officer must have a copy of the signed order in their possession (before taking any action). Once the officer has received the C of E, the officer must notify Dispatch.
- C. Dispatch will enter the missing person into NCIC.
- D. In the event that the officer is unable to locate the subject, Dispatch will notify the agency in the jurisdiction where the subject lives and request that they send an officer to the missing person's residence in an attempt to contact the subject. An ATL will be sent via teletype to all surrounding agencies. It is the primary officer's responsibility to provide a copy of the report to Dispatch and a copy for the detective unit for follow up.
- E. A C of E expires as specified on the document (usually 72 hours) for both MHC and UNMH ER.
- F. In all missing person cases, the detective assigned to conduct the follow-up investigation will make contact with the reporting party (RP) to determine if the C of E is still in effect.
- G. If the reporting party wants the C of E to continue, an updated document will be submitted to Dispatch. The detective will attempt to locate the subject, request an officer from the jurisdiction where the subject resides to check his/her residence, and have dispatch send out an ATL via teletype to surrounding areas.



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- H. In the event that the reporting party does not want the subject returned after the specified time on the document expires, the detective will complete a supplemental report with the reporting party's information and decision not to have the subject returned. Once the supplemental has been completed, dispatch will be notified to clear the subject from NCIC.



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2-40 EVIDENCE, SAFEKEEPING ITEMS, AND LOST-FOUND ITEMS

POLICY

All police officers will be prepared to identify, collect, document, and preserve any item entrusted to the University of New Mexico Police Department whether it is determined to be evidence, safekeeping items, lost and found items or contraband.

The UNM Police Department individual who collects or receives evidence, contraband, safekeeping items, and/or lost and found items is responsible for handling those items in a manner that does not cause damage or loss of the item.

DEFINITIONS:

- A. Evidence
Items helpful in forming a conclusion or judgment concerning criminal activity.
- B. Safekeeping Items
Items that have no evidentiary value that are accepted by University Police Department personnel for the purpose of safely securing the items until returned to the owner or disposed of.
- C. Lost and Found Items
Items accepted by University of New Mexico Police personnel for the purpose of securing the item until the items owner is determined and the item returned.
Monetary value of all items received by the University of New Mexico Police Department is not a consideration in accepting the item or the care in which it is maintained.

RULES AND PROCEDURES:

2-40-01 EVIDENCE

- A. The following actions will be accomplished by the individual in charge of a crime scene, normally the first responding officer, field investigator, or a detective. The shift supervisor has the overall responsibility to ensure compliance with this policy.
- B. Protecting the scene
 - 1. The first officer to arrive will establish a perimeter around the scene directing the placement of additional officers to ensure scene security.
 - 2. Establish an entry/exit log to the crime scene recording as a minimum, the following information:
 - a. Name
 - b. Title
 - c. Department
 - d. Entry and exit times



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1. Crime scenes may be released once the investigating officer or detective has completed the scene investigation.
2. In cases where a death has occurred, ensure that no one enters the crime scene and disturbs the body or area until OMI has completed their investigation.
3. Document any items that were moved or disturbed by EMS, AFD, or prior to police arrival.

C. Photographing the scene

1. Photographs will be taken during a preliminary scene survey. No items will be disturbed until photographs are complete.
2. The officer processing the scene will maintain a record of each photograph taken by logging:
 - a. Case number.
 - b. Location of photograph.
 - c. Date and time of photograph.
 - d. Photographer's name.
 - e. A brief description of camera being used.

D. Collection of evidence

1. Prior to collecting evidence, take measurements of the evidence location.
2. Officers must not expose themselves to toxic or dangerous elements without proper protection.
3. Ensure that the evidence is not contaminated.
4. Perishable items will not be tagged into evidence. If the item is needed for prosecution, the officer will have an F.I. photograph it. After being photographed, the item will be returned to the owner or properly disposed of. If the item has an identifying tag attached, the tag can be placed into evidence.
5. Contraband will also be disposed of in the same manner as perishable items.
6. If the item is too large for the evidence lockers, the evidence will be placed in the locked safekeeping room and a copy of the property tag will be placed in the property custodian's mailbox.

E. Marking evidence

1. The officer receiving or collecting the evidence will attach an evidence tag firmly to the object marked with the officer's name, date/time received, item number, and case number. This action will be done at the time the officer collects the evidence.
2. Neither officers nor UNM PD shall be listed as the owner or finder of property being tagged into evidence.
3. It will be the responsibility of the officer who tagged evidence improperly to correct any deficiencies and resubmit the evidence by his/her next duty shift.



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F. Packing of evidence

1. Body fluids and perishable items will be stored in the refrigerator in the briefing room; all other types of evidence will be secured in the evidence lockers.
2. Officers must choose a container that is suitable in size and construction for the type of evidence being secured.
 - a. Moist items may not be placed into airtight or plastic containers.
 - b. Wet items should be air dried to the extent possible prior to being placed into an evidence container.
 - c. If additional drying is necessary, notify property custodian.
3. When tagging pills, capsules, etc., into evidence, the tagging officer will count the individual pills and note the number on the Property Record under description.
4. Controlled substance items will be separated by type when tagged, e.g., marijuana and cocaine will not be placed in the same bag or on the same evidence tag.
5. Controlled substances and paraphernalia will not be packaged together.
6. Green freshly pulled marijuana will be secured in a paper bag or box with an evidence tag attached to it with the words "green marijuana" placed in the remarks section.
7. Drug labs will not be accepted into evidence. Officers will not enter a suspected drug lab. APD will be called to the scene at which time UNM Police will assist in their cleanup and investigation.
8. An evidence tag will be used for each item of evidence.
9. A property record will be completed which may list more than one item related to the same case.
10. Evidence bags, packages will be sealed with evidence tape.
11. Officers will write their initials or name and the date on the evidence tape, so that half the name and date is on the tape and half is on the package.
12. Pocket or folding knives will be closed when possible. Hunting knives will be kept in the knife sheath unless trace evidence will be destroyed. Long knives, razor blades, and any other objects with sharp cutting edges will have the edges protected by covering with cardboard or other suitable material and with the material taped securely into place to prevent accidental injury.
13. Money, firearms, ammunition, and drugs will be packaged separately.

G. Chain of Custody

Officers are required to maintain a chain of custody of all evidence collected. This is accomplished through the use of the UNM Police Department Property tag. Chain of custody is necessary in order to ensure the integrity of the evidence is maintained.

H. University of New Mexico Property Record and Property Tag

Samples of these forms are contained in attachment A.



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I. Return of Evidence

After submission to the evidence room, officers may not return items of evidence without a court order or case officer's permission. It is the responsibility of the property custodian to return the items.

J. Viewing and Checking out Evidence from the Evidence room.

1. When items are required from evidence for any purpose, officers will sign the Chain of Custody portion of the Property Tag and "check out log".
2. Officers will check out evidence that relates to a court case for which they are subpoenaed to ensure successful prosecution.

K. Disposition of Evidence

1. Officers must report the disposition on all cases when returning evidence to the evidence room and sign the release form (attachment B), if the evidence is no longer needed.
2. After a case has been assigned to a detective, the original officer relinquishes authority for that case. The detective who assumes investigative responsibility for the case shall have the authority to advise the property custodian to release or dispose of case evidence.

2-40-02 SAFEKEEPING PROPERTY

- A. Safekeeping items are normally recovered from an individual after arrest. These items have no evidentiary value; however the individual is not allowed to maintain possession while in custody.
- B. These items will be collected from the individual and a property record completed to include all items taken. Those items along with the property record are then placed into the safekeeping room for return at a later date. The original sheet will be attached to the report and the copy will serve as a receipt to the arrested individual.
- C. Items received from an individual remain the personal property of that individual and the UNM Police department is responsible for the securing of that property until it is claimed by the owner. It is therefore incumbent upon the officer and the department to maintain the property in the condition in which it was received.
- D. Upon return of the property, the owner must produce a valid ID to the department. The items listed under that name may be returned to the owner.
- E. The officer will request that the owner inventory the property, to ensure condition and accountability of all items received.
- F. The owner must sign the property record upon return of the property attesting that all items were returned and in their original condition. A copy of the owner's driver's license or other form of identification will be attached to the property record.



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2-40-03 LOST AND FOUND PROPERTY

- A. Lost and found items are those items normally turned into the department when the owner of the property is not known. These items will be accepted and logged on the University of New Mexico Safekeeping Form or on the UNMPD After Hours Lost and Found Inventory Sheet.
- B. The property will be maintained in its original condition until claimed by the owner or properly disposed of according to state statute.
- C. Small items (i.e. wallets, keys etc.) will be stored in the Lost and Found office, excluding money, weapons, or drugs.
- D. Property received by the department will be safeguarded against theft and damage after receipt by department personnel. Lost and found items may be received by personnel employed by the UNM Police Department other than police officers; however the safekeeping requirement remains the same.
- E. Lost and found items may be returned to the owner provided the owner can prove ownership of the item. Normally a receipt or correct description of the item is sufficient.
- F. The individual returning the item will ensure that the Inventory Sheet or the Property Record reflects the individual returning the property and a signature of the person receiving the property.
- G. Those items stored in the lock box will be turned over to the Lost and Found Office no later than the next business day after receipt by the on Duty Supervisor. The Lost and Found Office personnel will accept responsibility for the items from that point forward.

2-40-04 MONEY

- A. All money received either for the purpose of evidence; safekeeping or lost and found will be accounted for on a UNM Police Department Property Record Form.
- B. Money will be counted in the presence of a verifying officer and secured in an evidence locker.
- C. By the end of each week, unclaimed money will be deposited into UNM Bursar's Account.

2-40-05 UNCLAIMED PROPERTY

- A. Any unclaimed property in safekeeping or lost and found may be sold at public sale pursuant to the regulations in NM State Statute 29-1-14.
- B. Should the owner not claim property after the required 90 day period, the finder may claim the property.



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CALEA Standard(s)--

Revised:

- C. University employees are prohibited from claiming property found on University premises.

2-40-06 FIREARMS STORAGE

- A. Firearms are normally received by the UNM Police Department for one of two purposes, evidence or safekeeping.
- B. In all cases, the firearm must be rendered safe prior to storage. If the officer receiving the firearm is not familiar with rendering the firearm safe, the on-duty supervisor must be called. The individual accepting the firearm is responsible for the safe handling of the firearm. Ammunition will be removed from the firearm.
- C. Firearms received as evidence, will be accounted for using normal evidence handling procedures stated earlier in this SOP.
- D. Firearms received as safekeeping and storage will be collected as follows:

An officer will receive the firearm via a property record form. The firearm will then be secured in an evidence locker. The property record will accompany the firearm in storage.

- E. UNM PD will advise the following to the owner of the firearm.
 1. The owner must contact the property custodian as soon as possible during normal business hours to complete the initial firearm storage documentation.
 2. The owner may only retrieve their firearm during normal duty hours, Monday through Friday, by contacting the property custodian.



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CALEA Standard(s)—83.1; 83.2

2-41 SAFEKEEPING PERSONAL PROPERTY

POLICY

Safekeeping is meant for those items that have been taken from an individual who has been arrested/contacted and their personal items cannot be taken to MDC and/or other detention/care facility. UNM PD officers will ensure property kept for safekeeping is returned to the owner whenever possible.

RULES AND PROCEDURES

2-41-01 GENERAL

A. All items placed into the safekeeping room shall be listed on the safekeeping log and the safekeeping/disposition notice shall be filled out in its entirety to include name of owner, case number and inventory number. Also, the signature of the suspect/ subject or initials of officer needs to be on the form indicating the owner of the property has been advised that their property will only be held for 90 days from date collected and then disposed of.

B. Items listed below will not be accepted into safekeeping:

- a. Food or perishable items
- b. Weapons
- c. Drugs / Drug Paraphernalia
- d. Explosives / Accelerants
- e. Bio Hazards, Chemicals, Blood / Blood Borne Pathogens or wet, moldy or soiled items
- f. Money

All bags, packages, suit cases etc., shall be inventoried without exception. Food and perishable items can be disposed of in a regular trash container. The disposition of items b. through f. will be made according to federal and state law, University policy, and the department SOP. When in doubt, officers will consult with their supervisor for proper disposition of item(s).

C. LOST and FOUND items stored in Safekeeping

1. After hours, weekends, or whenever lost and found is closed, to accommodate officers these items shall be recorded on Lost and Found Forms/Logs and placed in safekeeping. Officers will either take lost and found items to lost and found at their earliest convenience or e-mail the Evidence Technician to take these items to lost and found if officers are unable to take the items.
2. All Evidence shall be entered into AGIS and placed into evidence lockers or in safekeeping if the item is too big.
3. Every sworn officer has access to the Safekeeping Room and will authorize the releasing of Safekeeping property. Officers must complete a Property Release Form before the property can be released.



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CALEA Standard(s)—83.1; 83.2

- D. Officers will complete the Safekeeping and Disposition Notice Form which must include:
 - 1. Date
 - 2. Time
 - 3. Case #
 - 4. Name of owner/receiver
 - 5. Some form of identification from receiver
 - 6. Clear and Detailed Description of property released
 - 7. Receiver signature
 - 8. Releasing Officer's signature

- E. After completion of Safekeeping and Disposition Notice Form, the officer will place form in the Property Custodian's mailbox.

- F. Officer will then see that property is returned to the owner.

- G. Officers will ensure the receipt with all attending paperwork (Property Record sheet, photocopy of driver's license, etc.) is placed in the mailbox for the Property Custodian.

- H. The log book still needs to be completed including date and reason for release.



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Revised:

3-01 VIDEO CAMERA SECURITY

POLICY

This policy is to regulate the use of video security cameras as a public safety, security, emergency response and crime prevention tool on University of New Mexico campuses. The University is committed to enhancing the quality of life of the campus community by integrating the best practices of technology used for safety and security.

This policy applies to all campuses, departments and personnel of the University of New Mexico when installing and utilizing video security systems on campus.

RULES AND PROCEDURES

3-01-01 GENERAL PRINCIPLES

- A. UNMPD is committed to enhancing the quality of life of the campus community by integrating the best practices of public and private policing with state-of-the-art technology.
- B. The purpose of using video cameras is to deter criminal activity and assist UNMPD with increasing the safety and security of students, faculty, staff and visitors along with protecting the property and assets of the university community.
- C. Video monitoring/recording for security purposes will be conducted in a professional, ethical and legal manner. Personnel involved in video monitoring will be properly trained and supervised in the responsible use of this technology. Violations of the Procedures for video monitoring/recording referenced in this policy will result in disciplinary action consistent with the rules and regulations of the UNMPD SOP.
- D. Information obtained through video monitoring/recording will be used exclusively for safety, security and law enforcement purposes. Information obtained through video monitoring/recording will only be released when authorized by the Chief of Police or designee according to the procedures established in this policy.
- E. Video monitoring /recording of public areas for safety and security purposes will be conducted in a manner consistent with existing University policies. The code of practice for video monitoring/recording prohibits monitoring/recording based on the characteristics and classification of race, religion, gender, age, sexual orientation, national origin, disability, etc.
- F. Video monitoring/recording of public areas for security purposes at the University is limited to uses that do not violate a reasonable expectation of privacy as defined by law.

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CALEA Standard(s)--

Revised:

3-01-02 RESPONSIBILITIES

- A. The Chief of Police or designee is authorized to oversee and coordinate the use of video security cameras for monitoring/recording for safety, security, and investigative purposes at the University. All University areas using video cameras are responsible for implementing this policy in their respective operations. UNMPD has primary responsibility for disseminating the policy and assisting other units implementing the policy and procedures.
- B. The Chief of Police or designee has the responsibility to authorize all video security systems and cameras for safety, security, and investigative purposes at the University. All security camera installations shall follow UNM Security Operations Task Force Design Guidelines and Specifications. In the absence of guidelines or specifications, decisions will be made by the Security Operations Director.
- C. UNMPD and the UNM Security Operations Task Force will monitor new developments in the relevant law and in security industry practices to ensure video security monitoring at the University is consistent with the highest standards and protections.
- D. UNMPD shall be solely responsible for the approval and oversight of temporary or permanent security cameras on campus. Schools, departments and offices desiring installation and use of security cameras shall submit a request for such installation to UNMPD. All proposals for the deployment of security cameras will include proposed sites for the placement of notifying signs. Installation, maintenance, repair, replacement, or removal of video security systems or components shall be the financial responsibility of the requesting school, department or office.
- E. All new installations of security cameras scheduled after the effective date of this policy must be in compliance with the terms and conditions of this policy, related standards and must meet the minimum technical specifications identified by the UNM Security Operations Task Force.
- F. Existing installations must be brought into compliance with this policy and related standards at the time units initiate repair, replacement or upgrades of camera systems or components. Non-functional or unauthorized systems or components are not allowed and must be reported to the Security Operations Director for repair, replacement, or removal at the expense of the installing department.

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CALEA Standard(s)--

Revised:

- G. Use of video by Police will be in compliance with US Department of Education FERPA regulations for Law Enforcement and Health or Safety Emergencies. The Chief of Police or designee will review all requests regarding the release of recorded video to ensure redaction of all Personally Identifiable Information related to protected student records. No release or review of recorded video images will occur without authorization by the Chief of Police and the Office of University Counsel. Exceptions to redaction: recorded video images directly related to a criminal investigation, prosecution, or subpoena.
- H. The Chief of Police, with input from the UNM Security Operations Task Force shall make the determination regarding the placement of video security cameras that are applicable to the provisions of this policy. Determining locations for cameras shall be based on factors such as areas with increased pedestrian traffic, traffic problems, law enforcement and security best practices, analysis of available crime and other relevant data, and areas that would benefit from increased observation by UNMPD personnel.
- I. The maintenance and testing of the video security system shall be the responsibility of the Security Operations Director. Malfunctioning or damaged equipment shall be repaired, or removed as quickly as possible following notification at the expense of the installing department. Maintenance of video security cameras shall be completed as needed but at a minimum annually. Cost for maintenance will be the responsibility of the department who requested and paid for the installation, if not covered by a maintenance agreement.
- J. Annually, based on crime incident analysis and other relevant data, the Chief of Police with input from the UNM Security Operations Task Force, will evaluate existing locations of video security cameras. Based upon this assessment, cameras may be repositioned or added and those deemed no longer necessary will be removed.

3-01-03 PROCEDURES

- A. All public safety personnel involved in video monitoring/recording of public areas will perform their duties consistent with this policy.
- B. The department who requested the installation will pay for the Facilities Management Sign Shop to post signage at appropriate locations. Signage will state: This Area may be Subject to Video Monitoring by the University of New Mexico Police Department.
- C. Recorded video will be stored for a period of 30 days (unless specific requirements exists) unless retained as part of a criminal investigation or court proceedings (criminal or civil), or other bona fide use as approved by the Chief of Police and the Office of University Counsel.

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CALEA Standard(s)--

Revised:

- D. Video recorded images will be stored in a secure location with access by authorized personnel only.
- E. The Chief of Police or designee may, on a case by case basis, authorize the viewing of recorded video by university personnel consistent with US Department of Education FERPA regulations for Law Enforcement, and Health or Safety emergencies.
- F. The Security Operations Director will train Authorized Users in the appropriate use of the video security systems equipment, technical, legal and ethical parameters of appropriate camera use and their responsibilities, including but not limited to:
 - 1. Authorized Users will receive a copy of this policy and provide written acknowledgement that they have read and understood its contents.
 - 2. Authorized Users will NOT monitor/record individuals based on characteristics of race, religion, gender, age, sexual orientation, national origin, disability or other classifications protected by University Policy. Authorized users will monitor based on suspicious behavior, not individual characteristics.
 - 3. Authorized Users will NOT spot and continuously view people becoming intimate in public areas unless it appears criminal activity is occurring.
 - 4. Training shall include the protection of personal privacy and information, including protected health and student information covered under federal and/or state law.
 - 5. The processes related to security and disclosure of any video recorded or viewed.
 - 6. Mobile video equipment and hidden surveillance cameras may be used in criminal investigations. Mobile video equipment may be used in non-criminal investigations in specific instances creating significant risk to public safety, security and property as authorized by the Chief of Police. Portable hidden cameras and recording equipment will only be used for criminal investigation by the University of New Mexico Police Department with the approval of the Chief of Police or the Office of University Counsel.

3-01-04 EXAMPLES OF VIDEO MONITORING AND RECORDING OF PUBLIC AREAS

Legitimate safety and security purposes include, but are not limited to the following:

Protection of students, faculty, staff, and visitors.

Protection of facilities, assets and property: Building perimeter, entrances and exits, lobbies and corridors, receiving docks, special storage areas, laboratories, cashier locations etc.

Protection of intellectual property of the University or restricted information and materials as provided by federal law or regulations.

Monitoring of Access Control Systems. Monitor and record restricted access transactions at entrances to buildings and other areas.

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CALEA Standard(s)--

Revised:

Verification of security alarms: Intrusion alarms, exit door controls, hold-up alarms.
Video patrol of public areas: Transit stops, parking lots, public streets, shopping areas.
Criminal Investigations
Protection of pedestrians: Monitoring of pedestrian and vehicle traffic activity.

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CALEA Standard(s)--

Revised:

NOTES



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CALEA Standard(s)—47.1.13

Revised:

3-02 BOMB THREATS AND SUSPICIOUS PACKAGES

POLICY

Department policy is to provide information to guide police personnel in their response to a bomb threat or suspicious package incident in order to maximize the safety of all students, faculty, staff and visitors on campus.

DEFINITIONS

Bomb threat:

Maliciously stating to another person that a bomb or other explosive has been placed in such a position that property or persons are likely to be injured or destroyed. (NMSA 30-20-16).

Suspicious Package:

Any item which may contain explosives or other hazardous materials which are designed to injure persons or damage property.

Hazardous Device:

A suspicious package which, based on observations or investigation by trained personnel, is reasonably believed to contain explosives or other hazardous materials which are designed to injure persons or damage property.

RULES AND PROCEDURES

3-02-01 RECEIVING A THREAT OR REPORT OF SUSPICIOUS PACKAGE

- A. Any member of the department who receives a report of a bomb threat or suspicious package shall immediately transmit this report to the on-duty supervisor and dispatcher.

Members who receive a report of a bomb threat shall document the threat on the "UNM Bomb Threat Card" (see Attachment #1), and shall make all effort to obtain as much information as possible from the reporting party.

- B. No member of the department shall make ANY promise to a suspect or reporting party regarding UNM's response to the threat or package.
- C. Upon receiving a report of a bomb threat or suspicious package, the dispatcher shall immediately enter the call into CAD.
- D. If receiving a call directly from the suspect, document any caller ID information from the phone or ANI/ALI 9-1-1 system. If receiving a report from a secondhand party, advise the person initially receiving the report to push, "TRF**" on their UNM phone to assist Telecom in tracing the call.
- E. Advise the reporting party to remain on scene to be interviewed by officers, or if a threat is imminent direct the reporting party to a safe place to meet an officer.



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3-02-02 RESPONSE

A. Supervisor Responsibilities:

1. Upon receiving a report, the supervisor shall immediately respond to the location of the threat or package.
2. The supervisor shall ensure that the reporting party is interviewed as quickly as possible by a UNMPD officer.
3. If it is determined that the report is based on a valid threat or suspicious package, establish a command post a safe distance from the incident. This location should be at a distance sufficient to allow for the safe operation of electronic communication devices, and with sufficient space to accommodate responding units or agencies (no less than 500 feet).
4. If it is determined that the report is based on a valid threat or suspicious package, the supervisor shall immediately notify UNMPD command staff, through the chain of command, beginning with the Operations Commander or his/her designee.
5. In cases where a UNM PD supervisor believes that there is an imminent threat discovered, supervisors shall order an evacuation or shelter in place of the immediate area, to protect persons from imminent harm.
6. The Chief of Police, or designee, shall be the only one authorized to order an evacuation of a UNM facility and will also be responsible for notifying the appropriate UNM Vice President of the incident.
7. Supervisors shall maintain records at the command post regarding personnel location, assignments, search locations and status, and notifications made.

B. All Members

1. All responding officers shall park their vehicles a safe distance from the location (usually 500 feet) so that they are available for use during the incident. The supervisor will advise dispatch of the safe route for responding patrols.
2. All responding officers shall advise the dispatcher of their arrival prior to arriving on scene, and shall turn off all electronic transmitting devices, to include all two-way radios, cellular phones, MDTs, pagers, and similar devices before they enter the danger zone. (within 500 feet).
3. All members on the scene shall use land-line phones (if within 500 feet) to communicate with UNMPD dispatch, or a command post, as directed by the supervisor. During the incident, all members shall check in, via land-line phone if within 500 feet or cell phone if outside 500 feet, with the dispatcher or command post at least every ten minutes, unless otherwise directed by the supervisor.
4. Officers shall attempt to obtain as much information from the reporting party about the threat or package and shall immediately transmit this information to the supervisor, either in person or by land-line telephone.
5. Officers shall refrain from disclosing specific information about the threat to non-involved persons.



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3-02-03 SEARCH OF THE SCENE

- A. If it is determined that a valid threat has been received, and if time permits, the supervisor shall initiate a search of the premises.
- B. Searches should be conducted by police personnel, and should not utilize non-police personnel, unless approved by the Chief of Police or his/her designee.
- C. If an evacuation is ordered, officers should not be utilized to conduct a search, or otherwise reenter an evacuated area without the authorization of the Chief of Police or designee. The Chief of Police or designee shall make the decision on a case by case basis.
- D. Officers shall be designated by the supervisor to conduct a search of the area, in teams of not less than two persons.
- E. Officers shall report the completion of a search to the supervisor via land-line phone.
- F. Upon completion of a search where no device was located, the supervisor shall notify the Chief of Police, or his/her designee, who will notify the Vice President who will authorize re-occupancy.

3-02-04 SUSPICIOUS PACKAGES

- A. Upon receiving a report of a suspicious package, the on-duty supervisor shall respond to the scene and establish a command post and secure the scene, by establishing a perimeter and removing persons from a reasonable blast area.
- B. Any officer who discovers a suspicious package shall not disturb or molest it in any way and shall immediately report it to the supervisor.
- C. Upon receiving a report of a suspicious package, the supervisor shall notify the APD Bomb Squad unit, through APD communications.
- D. Upon arrival, the Bomb Squad supervisor shall assume command of the suspicious package incident, and UNMPD shall support this effort in every reasonable way.
- E. No person may enter a scene unless authorized by the Bomb Squad supervisor.



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3-02-05 REPORTING PROCEDURES

- A. An incident report shall be completed for each incident and classified as "Suspicious Package", "Bomb Scares Unlawful, 30-20-16" or other crime as appropriate.
- B. Reports shall include all supervisor/command post notes, UNM Bomb Threat Card or other notes/statements from the reporting party as supplemental, nonpublic, documents.
- C. Reports shall be completed and submitted to the shift supervisor at the conclusion of the event and to the Operations Commander.



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3-04 SIGNIFICANT ALERTS

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 and the designated University personnel are adequately informed about noteworthy incidents.

RULES AND PROCEDURES

3-04-01 SIGNIFICANT INCIDENTS

Significant Incidents shall include but may not be limited to:

- A. Death or serious injury to an officer;
- B. Death or serious injury to staff, student or faculty member;
- C. Death or serious injury to others that is a result of a police action;
- D. Homicide;
- E. Arrest of suspect(s) that poses a danger to the community;
- F. Any and all violent crimes;
- G. Arrest of a "High Profile" individual (i.e., someone who is in the position of public trust, University staff or faculty, a student athlete);
- H. Any incident that could be of media interest.

3-04-02 RESPONSIBILITY FOR NOTIFICATION

Dispatchers will be responsible for sending out significant event notifications.

1. Open the "sig-alert" icon on computer.
2. The form is preloaded with designated email addresses.
3. Dispatchers will fill out the forms with the appropriate information.
4. The supervisor or Officer in Charge (OIC) will ensure adequate information is being disseminated.
5. The significant event notification (sig-alert) will be sent out once the supervisor or OIC approves the information being disseminated.



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3-05 JUVENILES AND JUVENILE DETENTION LOGS

POLICY

Personnel of the University Of New Mexico Police Department are expected to follow these basic guidelines in handling juvenile-related incidents. Department members will use the least coercive actions, among reasonable options while preserving public safety, order, and individual liberty.

RULES AND PROCEDURES

3-05-01 TAKING JUVENILES INTO CUSTODY

A. Arrest/Temporary Custody: Any police officer shall take into temporary custody any juvenile:

1. Upon order of a juvenile court; or
2. Under authority of an arrest warrant
3. Pursuant to the laws of arrest, without a warrant, if there are reasonable grounds to believe the juvenile has committed a delinquent act or is incorrigible.
4. If there are reasonable grounds to believe that the child has run away.
5. The decision to arrest a juvenile will, in most cases, comply with the policy concerning the arrest of adults.
6. Juvenile has committed a criminal act or a delinquent act.
7. Juvenile has been apprehended in commission of a criminal act or a delinquent act.

B. Regarding the arrest/temporary custody of a juvenile, the officer will:

1. Notify the parent/legal guardian, or custodian that the juvenile has been taken into custody.
2. If released, include in the offense report the name, address, and telephone number of the person to whom the juvenile was released. Give preference to releasing the juvenile to a parent or guardian unless impractical or detention has been ordered by the juvenile court. Consider the gravity of the offense, the age of the offender, etc.
3. Advise pertinent parties of the possible enforcement dispositions
4. Consult a supervisor before releasing a juvenile involved in a violent offense or large monetary loss.

C. Juveniles will be continuously monitored when within the limited access areas of the department. Juveniles are to be kept separate from any adult detainee. The officer having custody of the juvenile will document in the offense report a time log while the juvenile is being detained to include as applicable:

1. Initial time of contact
2. Entry into the police facility
3. Release



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4. Transport from the facility

- D. Only keep the juvenile in custody long enough for investigation, identification, and release to parent/guardian or transport to an appropriate agency or facility. Officers will comply with the 6-hour regulation mandated by the Juvenile Justice Delinquency Prevention Act and not hold a juvenile for more than 6 hours without the approval of a supervisor. Deviation from this regulation must be approved by a supervisor and documented in the incident report.
- E. While some states have established a minimum age for prosecution, New Mexico has no minimum age requirement for trying a child as a delinquent child.
- F. Illegal Immigrants will not be transported to Juvenile Court solely on their alien status, but will be handled in accordance with disposition alternatives guidelines.

3-05-2 CUSTODIAL INTERVIEWS

- A. It is preferred that custodial interviews with juveniles are audio and/or video recorded. In addition to procedures followed in adult interviews, officers may:
 - 1. Confer with a juvenile's parent, legal guardian, or custodian during an interview if you feel it will not interfere with the investigation.
 - 2. Do not exceed two hours unless extenuating circumstances exist. Said circumstances will be documented in the report narrative.
 - 3. If more than two officers are present at an interview, the circumstances will be documented in the report narrative.
 - 4. May explain to the juvenile any department policies or juvenile criminal justice system procedures that apply to the case at hand.
- B. In accordance with a juvenile's right to be represented by counsel, law enforcement officers shall not have contact with juveniles that are held in detention at any time unless the Public Defender assigned or the minor's private attorney is notified and give his/her consent for the contact. The three exceptions to the above are as follows:
 - 1. In the event the juvenile violates the law while detained; as an example, assaults on other youth or staff and/or property damage then law enforcement shall be called and the officer will be allowed to investigate the circumstances. If the officer completes and submits a referral, then the above restriction applies;
 - 2. If detained youth is believed to be a victim and that circumstance is being investigated;
 - 3. May interview juvenile detainees without first contacting counsel with prior authorization from the District Attorney's Office when said juvenile(s) is an investigative lead or witness/ non-suspect.



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- C. A juvenile's voluntary admissions must be preceded by a knowing and intelligent waiver of his or her constitutional rights. In all instances provide clear and concise written documentation to support that the waiver and admissions made by a juvenile were obtained without force, fear, threat, or promise of any kind.

3-05-03 INVESTIGATION PROCEDURES

- A. All procedures regarding evidence pertaining to the case investigation and/or arrest of a juvenile will be followed in the same manner as in an adult case/arrest.
- B. Fingerprints/Photographs: Juveniles will not be photographed and fingerprinted on a routine basis. If the investigating officer determines that fingerprinting and photographing of the juvenile is necessary (i.e. serious offenses such as felonies), request to do so from the supervisor. Obtain other forms of identification (i.e. hair, blood, urine, nail scrapings, breath, or handwriting samples) upon consent or by court order and impound as evidence.
- C. Constitutional Rights: Juveniles have the same constitutional rights as adults in all matters of interviews, searches, etc.
- D. Whenever possible obtain the juvenile's signature and write the case number at the top of the Miranda Rights form with the report. Also obtain information on the juvenile's level of education and grade average to indicate ability to understand. If an officer believes that the juvenile is incapable of intelligently understanding the Miranda Rights due to age or mental condition, do not question the individual.
- E. A request to call an attorney or a parent **MUST** be accommodated. Parents or legal guardians may act as legal counsel. If a parent requests to be present during the interview, the parent must be allowed to attend the interview unless one of the following occurs:
 - 1. The parent is disruptive.
 - 2. The juvenile does not want the parent present.
 - 3. The parent is a suspect in the investigation.
 - 4. The situation is an emergency and there is a threat to persons or property if the interview is delayed for the arrival of a parent/guardian.
 - 5. Video or voice recording of a minor without parental consent is allowed as long as the recording is made during or as a part of a law enforcement investigation.

3-05-02 JUVENILE DETENTION LOGS

When officers are holding juveniles in custody at the UNM PD they must record this detention on the New Mexico Secure Log which is located in the briefing room. This log will be submitted to the JJAJ Compliance Officer on a quarterly basis in compliance with New Mexico State Statute 32A-2-4.1.



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3-08 EMERGENCY NOTIFICATIONS AND TIMELY WARNINGS

POLICY

A timely warning notice or emergency notification is specifically related to compliance with the federal Clery Act, which requires colleges and universities to notify students and employees whenever there is a threat that a serious crime is ongoing or may be repeated so that campus community members can protect themselves from harm.

In the event of a substantiated serious safety concern, either on campus property or in the near vicinity of the campus, numerous and diligent efforts are made to advise members of the campus community. The university takes its duty seriously to inform students and campus community members of threatening situations and how they can best protect themselves from harm. As a result, information about crime related and other potentially threatening situations is provided in an accurate and timely fashion. UNMPD will release information which can be used by students and the campus community members to reduce their chances of becoming victims.

DEFINITIONS

Emergency Notification (Lobo Alert):

An immediate threat to the health and safety of students or employees occurring on campus.

Timely Warning (Lobo Advisory):

A Clery crime that is considered to represent a threat to students and employees.

RULES AND PROCEDURES

3-08-01 GENERAL

A. When UNMPD learns of crimes covered by the Clery Act, it will consider whether to issue a campus-wide Lobo alert or advisory about the threat. A Lobo alert or advisory may be issued if, in the judgment of the Chief of Police or designee and the Clery Coordinator, a crime or potential crime constitutes a serious or continuing threat to the campus community. Whether to issue a Lobo alert or advisory (and the content of the warning) is decided on a case-by-case basis, considering all the facts, including the nature of the crime, the continuing danger to the campus community, the promotion of safety, and the possible risk of compromising law enforcement efforts.

B. TYPES OF INCIDENTS OR SITUATIONS

1. Emergency situations that are life threatening. Examples include, but are not limited to:
 - a. Persons with weapons with intent to use
 - b. Threat of violent crime
 - c. Situations where the identity of suspect (s) is not known
 - d. Assault (physical or sexual)



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2. Any act or immediate threat of interpersonal violence. Examples include, but are not limited to:
 - a. Domestic or relationship situations
 - b. Hate crimes
 - c. Consistent pattern of violent behavior.
3. Serious acts or threats to campus-owned or personal property.
4. Situations where serious injury may or have occurred. Examples include, but are not limited to :
 - a. Building collapse
 - b. Fire
 - c. Hazardous material spill
5. Situations that cause major disruption to campus operations. Examples include, but are not limited to:
 - a. Transformer fire
 - b. Weather-related situations
 - c. Power outages
 - d. Water emergencies
 - e. Serious acts or threats to campus property
6. All Clery Act crimes which represent a serious or continuing threat to the person and/or property of students and employees. Examples include but are not limited to:
 - a. Homicide
 - b. Sex Offense
 - c. Robbery
 - d. Aggravated Assault
 - e. Burglary
 - f. Motor vehicle theft
 - g. Arson
 - h. Hate crimes

3-08-02 RESPONSE

When a member of the UNM PD becomes aware that one of the above listed offenses or incidents have occurred, he/she shall notify the patrol lieutenant. The patrol lieutenant will complete the timely warning justification sheet and review the circumstances of the incident with the Operations commander and request approval for the Lobo alert or advisory notification.



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CALEA Standard(s)—

Revised:

1. The decision to issue a Lobo alert or advisory is made in coordination and consultation by the Chief of Police or designee, UNM Emergency manager, and the Clery Coordinator. In an extreme emergency, the notification process will be implemented at the sole direction of the Chief of Police or designee.

If the decision is not to issue a Lobo alert or advisory, the reason in support of the decision must be articulated on the form by the patrol lieutenant and approved by the chief of police or designee.

2. Once the decision is made to issue a Lobo alert or advisory, the Emergency manager for the university or executive staff will be responsible for the content of the message and issuing the lobo alert or advisory.
3. The alert or advisory will contain the following information:
 - a. Description of the incident, including location, date and time
 - b. Physical description of the suspect (when deemed appropriate)
 - c. Photograph, if available, or composite, if information is specific
 - d. Apparent connection to previous incident, if applicable
 - e. Information that will promote safety and potentially aid in the prevention of similar crimes (e.g., crime prevention or safety tips)
 - f. UNM PD agency contact information
 - g. Other information deemed appropriate by the chief of police or designee.
4. The information is disseminated to campus community members via a variety of mechanisms or mediums. UNM will use one or more of the following means:
 - a. UNM Electronic mail accounts
 - b. Text messaging to cell phones for those enrolled in UNM's text message alert service
 - c. Twitter
 - d. Facebook
 - e. Information will be provided on the UNM Webpage
 - f. UNM Siren system, if applicable
5. The Public Information Officer (PIO) will serve as a liaison with UCAM, either responding to media requests for information or facilitating contact with the appropriate UCAM representative. The PIO or UCAM will not typically issue a Lobo alert or advisory except in an extreme emergency.

3-08-03 RETAINING RECORDS

Timely warning justification sheets will be forwarded to the Clery coordinator within 48 hours. The Clery coordinator is responsible for maintaining all supporting documentation for timely warnings.



Effective: 11/01/2016
 CALEA Standard(s)—

Revised:

ADVISORY AND ALERT ASSESSMENT PAGE

Date of Incident: _____

Date of Report (if different): _____

Time of Report: _____

Notified by: _____

Timely Warning Elements

	YES	NO	
1.			Does this involve a Clery Crime, including a Clery related hate crime?
2.			Did this occur on the UNM Campus, UNM Sponsored Trip or other property that is Leased or Owned by UNM?
3.			Was this reported to a CSA or a law enforcement agency?
4.			Does this constitute a serious or continuing threat to UNM Students and/or UNM employees?
5.			Does this incident constitute a significant emergency or dangerous situation involving an imminent or impending threat to the health or safety of students or employees on the UNM Campus?

If 1 – 4 are YES, then issue Timely Warning (Advisory – Lobo Advisory)!

If 1 – 5 or just #5 is a YES, then issue an Emergency Notification (Alert – Lobo Alert).

Incident Specifics

Clery Crimes

Criminal Offenses	
<input type="checkbox"/>	Homicide
<input type="checkbox"/>	Sex Offense
<input type="checkbox"/>	Robbery
<input type="checkbox"/>	Aggravated Assault
<input type="checkbox"/>	Burglary
<input type="checkbox"/>	Motor Vehicle Theft
<input type="checkbox"/>	Arson

Hate Crimes

Hate Crimes	
<input type="checkbox"/>	Criminal Offense
<input type="checkbox"/>	Larceny-Theft
<input type="checkbox"/>	Simple Assault
<input type="checkbox"/>	Intimidation
<input type="checkbox"/>	Destruction/Damage/Vandalism
<input type="checkbox"/>	
<input type="checkbox"/>	

What happened?

Where?

Reported to?

Disposition? (LoboAlert, LoboAdvisory, nothing, etc.)

Prevention Tips:

Completed By: _____ Title: _____

Signature: _____ Date: _____



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CALEA Standard(s)—81.1; 81.2; 81.3;

4-02 POLICE DISPATCHER SOP AND DISPATCHER OT SCHEDULING

POLICY

UNM PD policy is to follow established guidelines, standards, and protocols in the use of communications equipment and information in the dispatch center to maximize consistency in services, ensure officer safety, and the effective use of emergency and non-emergency resources.

RULES AND PROCEDURES

4-02-01 GENERAL

In order to fulfill the department's mission, it is necessary to create and maintain a system by which the Dispatch Center can be effectively directed and controlled. As part of the overall training process, written directives are provided to all personnel to guide them in the performance of their duties.

4-02-02 AUTHORITY OF DEPARTMENT PROCEDURES

- A. The Chief of Police has the authority to compile, adopt and publish this document, to be hereafter referred to as Standard Operating Procedures (SOP). This SOP may be updated from time to time in order to reflect changes. Changes may occur in updated training, change in UNM, State, or federal policies or laws. Violations of this SOP may subject the individual(s) to disciplinary action, remedial training or both. Each occurrence will be evaluated on a case by case basis. Department memorandums, not inconsistent with this SOP, may be issued to clarify provisions of this SOP.
- B. This SOP is intended only to regulate the conduct of personnel performing in the position of Police Dispatcher. It applies to civilian dispatchers and to sworn officers performing the duties of a Police Dispatcher.

4-02-03 RESPONSIBILITY OF ALL DEPARTMENT PERSONNEL

- A. It is the responsibility of all Department personnel to familiarize themselves with the contents of this SOP and to comply with it. Ignorance or misunderstanding of any of the provisions of this SOP will not be accepted as a defense against disciplinary action.
- B. It is the responsibility of the individual performing the duties of Police Dispatcher to have a working knowledge of this SOP, NCIC Policies and Procedures, UNM Board of Regents Policies Handbook (Red Book) and New Mexico State Statute 29-7C-7 through 29-7C-9 (Public Safety Telecommunications Training).

4-02-03 CHAIN OF COMMAND

The on-duty dispatcher will report to the on-duty shift supervisor.



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 CALEA Standard(s)—81.1; 81.2; 81.3;

4-02-04 DISPATCH CENTER

The Dispatch Center will be considered "LIMITED ACCESS". Only on-duty dispatchers, on-duty supervisors, and on-duty officers will be permitted in the Dispatch Center. Officers will limit their time spent in Dispatcher Center to official business only. At no time will anyone be permitted to stay extended periods of time, unless assigned to that area. UNMPD personnel will be responsible for enforcement of this requirement.

4-02-05 RADIO COMMUNICATIONS

- A. The department shall coordinate the delivery of law enforcement and security services to the UNM community with requests from the public, students, staff and Department personnel by radio, telephones, and other communications equipment. Dispatchers will monitor the APO southeast radio channel.
- B. 10-83 Calls. When an officer requests 10-83, the dispatcher will activate the alert tone and announce that the air is 10-3 and all other units are to go to an alternate channel. The dispatcher will ask the requesting officer for further information regarding the 10-83 request. The dispatcher will monitor both channel 1 and channel 2. When the incident that required the air to be 10-3ed is over, the air will be 10-8 and all units advised to change back to their original channel.
- C. Use of Equipment. The department's equipment is to be used for "OFFICIAL USE ONLY" and as follows:
 - 1. The approved "TEN CODE" shall be used when transmitting.
 - 2. All time references shall be in military time (24-hour clock).
 - 3. Necessary language will be short and relevant.
 - 4. When feasible, lengthy messages shall be given over the telephone.
 - 5. Personnel shall be impersonal on the radio. Jokes, wisecracks or voice inflections that reflect or indicate irritation, disgust or sarcasm will not be used.
 - 6. When receiving a call from a patrol, they will be acknowledged by voice. At no time will a "click" be an acceptable acknowledgment
 - 7. Victim's names will not be transmitted over the air.
- D. Phonetic Alphabet The phonetic alphabet shall be used for spelling out unusual names, locations or when radio communications are poor. When spelling out a word, use only the following phonetic alphabet:

A	ADAM	I	IDA
B	BOY	J	JOHN
C	CHARLES	K	KING
D	DAVID	L	LINCOLN
E	EDWARD	M	MARY
F	FRANK	N	NORA
G	GEORGE	O	OCEAN
H	HENRY	P	PAUL



Effective: 11/01/2016 Revised: 05/20/2022
 CALEA Standard(s)—81.1; 81.2; 81.3;

Q	QUEEN	V	VICTOR
R	ROBERT	W	WILLIAM
S	SAM	X	X-RAY
T	TOM	Y	YOUNG
U	UNIFORM	Z	ZEBRA

E. The following are authorized terms and abbreviations for transmitting radio messages:

1. NCIC National Crime Information Center
2. OMI Office of the Medical Investigator
3. SO Sheriff's Department
4. PD Police Department (specify what agency)
5. DA District Attorney
6. AFD Albuquerque Fire Department
7. TOT Turned over to
8. SRC Student Resident Center

Additional terms and abbreviations are permitted provided that they are readily recognized and are of an official nature.

F. The Ten Code. Whenever possible, the TEN CODE will be adhered to when transmitting. The following TEN CODE is authorized and utilized for this Department.

10-1 RECEIVING POORLY	10-23 SEX OFFENSE/EXPOSURE
10-2 RECEIVING WELL	10-24 DIRECT TRAFFIC
10-3 STOP TRANSMITTING	10-25 MAKE CONTACT
10-4 MESSAGE RECEIVED/OK	10-26 AUTO REGISTRATION
10-5 RELAY MSG	10-27 INVESTIGATION
10-6 UNAVAILABLE FOR DISPATCH	27-0 FORGERY
10-7 OUT OF SERVICE	27-1 MURDER/HOMICIDE
10-8 IN SERVICE/AVAILABLE	27-2 RAPE
10-9 REPEAT TRANSMISSION	27-3 ROBBERY
10-10 WELFARE CHECK	27-4 ASSAULT/BATTERY
10-11 ANIMAL CALL	27-5 BURGLARY
10-12 DRIVERS LICENSE CHECK	27-5A AUTO BURGLARY
10-13 WEATHER/ROAD CONDITIONS	27-6 THEFT/FRAUD/EMBLEZZLE
10-14 ESCORT	27-6B BICYCLE THEFT
10-15 FAMILY FIGHT	27-6C CATALYTIC CONVERTER THEFT
10-16 PRISONER	27-7 AUTO THEFT
10-17 PICKUP/DELIVER ITEM	27-8 SHOOTING
10-18 INTOXICATED SUBJECT	27-9 STABBING
10-19 RETURN TO STATION	10-28 MISSING PERSON
10-20 LOCATION	10-29 CHECK FOR WANTED
10-21 CALL BY TELEPHONE	10-30 JUVENILE



Effective: 11/01/2016 Revised: 05/20/2022
 CALEA Standard(s)—81.1; 81.2; 81.3;

- | | |
|-------------------------------------|------------------------------------|
| 10-31 SUSPICIOUS PERSON/SITUATION | 10-49 ANY TRAFFIC |
| 10-32 FIGHT IN PROGRESS | 10-50 NO TRAFFIC |
| 10-33 FIRE | 10-51 MESSAGE |
| 10-34 OFFICER/MEET OFFICER | 10-52 ALARM-AUDIBLE |
| 10-35 PROWLER/PEEPER | 10-53 ALARM)-SILENT |
| 10-36 CORRECT TIME | 10-53P PANIC ALARM |
| 10-37 SHOPLIFTER | 10-54 TRAFFIC STOP |
| 10-38 VANDALISM | 10-55 REQUEST FOR AMBULANCE |
| 10-39 DISTURBANCE/DISORDERLY PERSON | 10-56 ARRIVE ON SCENE |
| 10-39-1 LOUD MUSIC PARTY | 10-57 NARCOTICS |
| 10-39-2 HARASSMENT | 10-58 DOA |
| 10-39-3 THREATS | 10-59 BOMB THREAT |
| 10-39-4 HARASSMENT | 10-65 KIDNAPPING/ABDUCTION/HOSTAGE |
| 10-40 MENTAL PATIENT | 10-66 NATURE CALL |
| 10-41 NEIGHBOR DISPUTE | 10-69 SNIPER |
| 10-42 REPORT | 10-73 OPEN BUILDING |
| 10.43 REQUEST FOR RESCUE | 10-74 TAC PLAN/DIRECTED ACTIVITY |
| 10-43-1 SUICIDE | 10-80 ARMED SUBJECT |
| 10-44 ACCIDENT-NO INJURIES | 10-81 RIOT/CIVIL DISTURBANCE |
| 10-45 ACCIDENT-W/INJURIES | 10-82 COVER OFFICER REQUEST |
| 10-46 REQUEST WRECKER | 10-83 OFFICER IN TROUBLE |
| 10-47 INTOXICATED DRIVER | 10-89 BUILDING CHECK |
| 10-48 USE CAUTION | 10-99 OFFICER TAKEN HOSTAGE |

G. CODES:

- | | |
|----------|-----------------------|
| CODE-1 | ROUTINE |
| CODE-2 | EXPIDITE |
| CODE-3 | EMERGENCY |
| CODE-4 | CANCEL |
| CODE 900 | OFFICER WELFARE CHECK |

- KEY KEY ASSIST
 JUMP JUMPSTART

4-02-06 CALL PRIORITIES

Calls for service received in the Dispatch Center will be prioritized under the following criteria:



Effective: 11/01/2016 Revised: 05/20/2022
CALEA Standard(s)—81.1; 81.2; 81.3;

A. PRIORITY 1

1. Homicides
2. Rape / Sexual Assaults
3. Robbery
4. Assaults / Battery with weapons
5. Burglaries in progress
6. Larcenies in progress
7. Shootings
8. Stabbings
9. Domestic Disputes Involving Weapons
10. Fights involving weapons
11. Accidents with injuries
12. Silent alarms
13. Fire Alarms
14. Any call where human life may be in immediate danger
15. Missing children
16. Hazardous Materials Spills (HAZMAT)
17. Crystal Growth Alarms
18. Nuclear Engineering
19. Request for assistance from officers (any agency)
20. Attempted/ declared suicides
21. Down and outs
22. Non-life-threatening rescue call
23. Intoxicated/ Disorderly individuals
24. Missing Persons -possible foul play or under 18
25. Animal Research Alarms
26. BSL 3 Lab Alarms
27. Prowler calls

B. PRIORITY 2

1. Accidents without injuries
2. Audible alarms
3. Auto thefts
4. Assaults / batteries not involving weapons/injuries
5. Burglaries (not in progress)
6. Larcenies (not in progress)
7. Domestic disputes (not in progress / no weapons)
8. Fights / Disturbances no weapons involved
9. Missing Persons (No foul play - over 18)
10. Shoplifter calls (offender in custody)

C. PRIORITY 3

1. Larcenies (No suspect in custody or apparent evidence)
2. Vandalism (minor damage)
3. Bill skips (shoplifting)



Effective: 11/01/2016 Revised: 05/20/2022
CALEA Standard(s)—81.1; 81.2; 81.3;

4. Harassing telephone calls
5. Additions to reports or supplements
6. Simple assaults (Delayed)
7. Reports for insurance
8. Civil matters
9. Request for officers but there has been a delay between occurrence and reporting
10. Nuisance type calls (i.e. loud music, speeding cars)
11. Public relation calls
12. Motor assists
13. Abandoned property / vehicles

- D. Calling parties reporting Priority 2 or 3 incidents will be informed of any possible delays. The on-duty supervisor will be briefed of the type of incident, priority of the incident, and the reason units have not been dispatched.
- E. Units/ Patrols will not be dispatched off campus or to non-UNM properties without the approval of the on-duty supervisor. If there is an immediate threat to life or property and the jurisdiction cannot be readily determined or is in dispute, an officer will be dispatched. The dispatcher will contact the appropriate jurisdiction and request them to meet the officer at the off-campus location.
- F. Units should be pulled from lower priority calls to respond to higher priority calls.
- G. Shift Supervisors will be briefed when calls are pending and will decide the order of pending calls.

4-02-07 DATA TERMINALS / NCJC / CJIS

- A. The following resources are located within the Communication Center. The information obtained from these resources will only be disseminated to authorized personnel. This includes information pertaining to misdemeanor warrants, felony warrants, Motor Vehicle records, Domestic Violence Orders and other information gained from the following Department automated systems. The on-duty Dispatcher will not permit the viewing of system screens by unauthorized personnel.
 1. NCIC
 2. NMCIC
 3. NLETS
 4. WIITS (Warrants used through the Internet or telephone)
 5. Motor Vehicle Department Records (Vehicle and Driver Licenses)
 6. CJIS
 7. Other sources within the Communications room
- B. All individuals performing the duties of Police Dispatcher will be completely familiar with all security requirements as published in this SOP, NMLETS, NLETS, NMCIC and NCIC manuals regarding the operation of the automated equipment and the safe guarding of the printed products that are produced.



Effective: 11/01/2016 Revised: 05/20/2022
CALEA Standard(s)—81.1; 81.2; 81.3;

- C. The information obtained from the automated systems is confidential and for official use by law enforcement officers. Dispatchers will only generate an inquiry upon the request of a commissioned law enforcement officer or in performance of their official duties.
- D. NCIC / CJIS Printed Products. All printouts from NCIC/CJIS will be shredded by the dispatcher who generated the print out prior to the end of their shift. Exceptions will be those printouts that are required to be attached to reports and/or used in on-going investigations. It will become the officer's responsibility for safeguarding the information contained on the printouts. At no time will the printouts be provided to non-law enforcement or non-departmental personnel without the approval of a Commander or above.
- E. Triple I Requests. All requests for Triple I's will be approved by a shift supervisor or a detective. The on-duty dispatcher will ensure that all requests are recorded on the NCIC Triple I log. The approving supervisor will sign the Triple I log book verifying the request.
- F. NCIC Administrative Messages. All administrative messages will be used for "Official Use Only". Each message will be logged in the NCIC Message Log.
- G. Hit Confirmation Request. Upon receipt of a hit confirmation, person, vehicles, or items, the dispatcher must respond within 10 minutes with a Confirmation Response. The dispatcher must verify that a valid report is present before sending a Confirmation Response. Request and Response will not be done by use of the telephone.
- H. Stolen Vehicle Entries / Removals.
 - 1. Stolen Vehicle Reports. Upon receipt of a stolen vehicle report, the following actions will be completed:
 - a. Enter the vehicle's information into NCIC system
 - b. Enter the vehicle's information onto the NCIC Log
 - c. Make copies of the report and all print outs and place them into the NCIC Active file folder.
 - d. Return the original report to the officer
 - 2. Entering reports will not be delayed or turned over to the next shift without the approval of the shift supervisor or above.
- I. Recovered Vehicle Reports.
 - 1. Outside Originating Agency. When the Dispatch Center is made aware of a recovered stolen vehicle from an outside agency, the dispatcher will verify that a valid report is on file within the department. If the report is confirmed the dispatcher will cause a hit confirmation to be sent to the requesting agency.



Effective: 11/01/2016 Revised: 05/20/2022
CALEA Standard(s)—81.1; 81.2; 81.3;

The use of the telephone will not meet the requirement of this verification. If the vehicle is confirmed request from the finding agency the following items:

- a. the location of the vehicle,
 - b. condition of the vehicle, drivable / damaged,
 - c. location to be towed and the Tow Company.
2. UNM. When the Dispatch Center is notified of a recovered stolen vehicle and the originating agency is UNM, the dispatcher will verify the validity of the report by checking the NCIC Active file folder. A reply must be made within 10 minutes to the requesting agency. If the report is verified, the dispatcher will remove the vehicle from NCIC. If the vehicle is released to the owner on scene, the vehicle will be removed from NCIC immediately. (The vehicle will not be released. until the removal is confirmed)
- J. Stolen / Recovered Items. When the on-duty dispatcher receives a report that meets NCIC guidelines for stolen or recovered items, the entry and/or removal of those items will be accomplished by the end of the dispatcher's shift. If time does not permit, approval of the on-coming shift supervisor will be required before passing the report to the on-coming dispatcher for completion.
- K. Missing Juveniles / Persons. Upon receipt of a signed and approved report on a missing juvenile, the on-duty dispatcher will enter that person immediately into NCIC as a Missing Juvenile.
- If the juvenile meets the established criteria for an AMBER ALERT, the shift supervisor will be immediately notified. Once confirmed by the shift supervisor, the dispatcher will initiate the AMBER ALERT notifications immediately, NO DELAYS.
- L. Missing Person's Report Upon receipt of a missing person report where there is no "foul play" considered or they are not considered a threat to themselves or others, the entry of the individual will be made by the on-duty dispatcher as soon as possible. When "foul play is a factor or the individual is considered a threat to themselves or others, the entry will be made as soon as possible, but no later than 30 minutes.
- M. Removal of Missing Juveniles/ Persons from NCIC. Upon being notified that a reported missing person is found, the on-duty dispatcher will remove the individual from NCIC upon receipt of a police report or NCIC message. The remove will be made as soon as possible.
- N. Warrant Confirmations.
1. Local Warrants. The dispatcher will contact the Bernalillo County Sheriff's Department (BCSO) Warrants at 768-1432 to request check and verification of in county warrants. At least two identifiers will be used to verify the suspect's identity. Identifiers are: Name, date of birth, social security number, address, and driver's license number. It is the officer's responsibility to determine what



Effective: 11/01/2016 Revised: 05/20/2022
CALEA Standard(s)—81.1; 81.2; 81.3;

identifiers are used. Once the warrant is verified, the dispatcher will request a copy of the warrant be faxed to the Metropolitan Detention Center.

2. Out of County. The dispatcher will send a Hit Confirmation to the originating agency to verify the warrant. At least two identifiers will be used to verify the identity of the suspect. It is the officer's responsibility to determine what identifiers are to be used. Once the warrant is verified, a copy of the warrant will be faxed to the Dispatch Center. Copies of the NCIC printouts will be retained for the officer's report.
3. NOTE: If vehicles, items or persons must be entered into NCIC and a dispatcher is not on-duty, the report containing the information will be taken to the State Police office on Carlisle Ave and the on-duty dispatcher will accomplish the entry and maintain the report on file.

4-02-08 TELEPHONE SYSTEMS

- A. The telephone systems within the Dispatch Center are for "OFFICIAL USE ONLY".
- B. Quest 911 / Telecommunications 911. Upon receipt of a 911 call and the call is verified as an emergency, the dispatcher will enter the information into a CAD. At a minimum, the displayed information on the 911 screen will be entered. If an emergency is verified or the caller is evasive, an officer will be dispatched. If the location is not within the jurisdiction of UNM PD, the dispatcher will transfer the call to the appropriate agency. If a 911 hang-up is received, an officer will be dispatched to investigate. At no time will a 911 call be dropped or ignored. If the 911 is a nonemergency the calling party will be requested to call back on a non-emergency line.
- C. If a 911 call is received and the emergency is outside the jurisdiction of UNM, the dispatcher will attempt to transfer the calling party to the appropriate agency. If this cannot be accomplished the dispatcher will contact the appropriate agency and relay the information.
- D. Quest 911 System Failure. If the on-duty Dispatcher is made aware of a system failure of the Quest 911 system, upon approval, the dispatcher will contact the Quest 911 repair number so they can check the line. If a repair cannot be made immediately calls will be switched to APD. Always brief the shift supervisors of the system failure and when it is repaired.
- E. Campus Ring-Down Phones. Upon receipt of a ring down call the dispatcher will obtain the reason for the call. Any time a ring down is received and there is no response, an officer will be dispatched to the ring down phone. The locations of the ring down phones can be cross referenced by the phone number displayed.



Effective: 11/01/2016 Revised: 05/20/2022
CALEA Standard(s)—81.1; 81.2; 81.3;

- F. Hearing Impaired Phone. Each Dispatcher will ensure that they are familiar in using the Hearing Impaired Telephone also referred to as TTY. The Dispatch Center may also receive calls from New Mexico Relay, a state service providing the hearing impaired and speech impaired with operators who are equipped with TTY s.
- G. Long Distance Calls. Each dispatcher will be issued a long-distance access code for making long distance calls. Long distance calls will only be made for Official Use Only.

4-02-09 ALARMS

- A. The Dispatch Center is the focal point for the University's alarm system. The on-duty dispatcher will be responsible for the monitoring of the system, acknowledgement of alarms, dispatching of officers and notification of alarm personnel. All alarm activations will require a response and will be entered into the CAD. Certain facilities on the University require timed response.
- B. Crystal Growth Facility/ 1313 Goddard SE. Due to the sensitivity of the facility, the dispatch of officers will be accomplished without delay. Upon arrival of the responding officers, the officers will look for the indicator lights located inside of the facility. Based upon the lights, the Dispatcher will follow the established response check list. If the Albuquerque Fire Department or other outside agencies are dispatched, the Dispatcher will ensure that responding agencies are aware that this facility is a HAZMAT facility.
- C. Nuclear Engineering. Federal requirements dictate that responding officers arrive on scene at the facility within 3 minutes. If AFD or other outside agencies are dispatched to this facility to assist, the Dispatcher will ensure that responding agencies are aware that this facility is a HAZMAT facility.
- D. Fire Alarms. Upon receipt of a fire alarm, officers and AFD will be dispatched.
- E. HAZMAT. Upon confirmation of a valid HAZMAT event, AFD will be notified and briefed on the event. AFD HAZMAT Team will be the primary first responder.

4-02-10 STAFF NOTIFICATION

With the vast resources located throughout the University, certain individuals / agencies must be notified when certain events occur. The below listed events are at the minimum that will require notifications to be accomplished by the on-duty Dispatcher and / or the on-duty supervisor. The on-duty supervisor or lieutenant may dictate further notifications.

4-02-11 COMPUTER ASSISTED DISPATCH (CAD)

- A. The CAD is the Departments official blotter for activities / incidents. Dispatchers will ensure that all entries into the CAD are accurate, complete and accomplished in a timely manner. The CAD provides for two types of entries.



Effective: 11/01/2016 Revised: 05/20/2022
CALEA Standard(s)—81.1; 81.2; 81.3;

- B. Quick Call and Regular CAD Call. For each type of entry, the Dispatcher will ensure that complete, accurate and timely information is entered.
1. All requests for service will be entered in a Regular CAD Call. Dispatchers will avoid the use of personal abbreviations in the narrative. As the call progresses, this information will be entered into the narrative.
 2. Dispatchers will ensure that all open CAD's are completed before being relieved, unless a situation extends beyond their tour of duty. In this event, on-coming dispatchers must be thoroughly briefed.
 3. Dispatchers will log and clear all officers, dispatchers and security into the CAD as they report to duty or depart. (It is noted that the CAD will not be used as a time clock for duty / pay.)
 4. When officers are transporting individuals, the beginning / ending mileage and beginning ending location will be entered into the CAD.
 5. Campus security officers will indicate the beginning and ending mileage of escorts to dispatch over the radio. This information will not be entered in the CAD, but recorded in their escort log.
 6. When entering a CAD, the address/ location will not be overridden.
- C. APD SE Area Command channel will be monitored in the dispatch center.

4-02-12 DISPATCH CENTER EQUIPMENT

- A. Upon shift change, the on-coming Dispatcher will ensure that all equipment within the Dispatch Center is functioning properly. If an item is found to be in need of repair, the on-coming Dispatcher will contact the appropriate agency for repair. If during the shift an item is found to be malfunctioning, the Dispatcher will contact the appropriate agency or the on-shift supervisor, if not during business hours. A CAD entry will be made detailing the item in need of repair and what actions were taken.
- B. Radio malfunctions will be reported to the shift supervisor, and then to the administrative commander. CAD malfunctions will be reported to the administrative, and then to the designated computer tech.

4-02-13 PASS ONS

It is the responsibility of each Dispatcher to check the shift pass-ons (previous shift's activity—calls for service, reports, etc.) at the beginning of each shift, via email.

4-02-14 DISPATCH CENTER RESOURCE BOOKS

The Dispatch Center maintains several reference books, point of contact books, and rosters that require continual updating. It is the responsibility of the day-shift Dispatcher to ensure that the books are current.

4-02-15 ESCORTS

The Dispatch Center is the focal point for Campus Escorts. The following guidelines will be used for all escorts.



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CALEA Standard(s)—81.1; 81.2; 81.3;

1. Escorts will be provided from campus to another on-campus location 24 hours, 7 days a week.
2. Escorts will not pickup individuals from off campus and bring them to campus.
3. Escorts will be dispatched as soon as possible. If there is an expected delay, the calling party will be advised, if possible.
4. If an escort is conducted by an officer, the beginning and ending mileage/ locations will be entered into the CAD. Escorts provided by security officers will be recorded in their escort log, not in the CAD.
5. Officers will provide escorts to possible security risks.

4-02-16 GENERAL RESPONSIBILITIES

The below listed responsibilities are at a minimum:

1. Report to work prepared for your shift.
2. Use of alcoholic beverages is prohibited 8 hours prior to work.
3. If calling in sick for your shift, you will contact the on-duty shift supervisor.
4. Your attention will be focused on your primary duties. The use of personal items will not distract your attention from your duties.
5. Refer to collective bargaining agreement “Work Schedules” for lunch breaks and other issues regarding work schedules (current CWA contract).
6. Dispatchers will not use the personal cell phones to conduct department business.
7. Dispatchers cannot leave their post until they are properly relieved by another dispatcher or the dispatch supervisor. A police officer cannot relieve a dispatcher except for short breaks during the shift.

4-02-17 IN-SERVICE TRAINING REQUIREMENTS

- A. It is the responsibility of each Dispatcher and the training coordinator to track the In-Service training requirements as outlined in NMSS 29-7C-7. Training requests will be submitted through the chain of command for approval.
- B. The Department's Dispatcher Training Coordinator will be the Administrative Lt. The Coordinator will ensure:
 1. A roster of Certified Department Dispatchers is maintained
 2. For each Dispatcher number of training hours received and number needed.
 3. Submit proof of training to the Director, New Mexico Training Academy no later than March 1st of the year subsequent to the year in which the requirements are met (NMSS 29-7C-7B).
 4. Submit quarterly reports to the Director of the status of each Dispatcher. The Coordinator will use the state prescribed form (NMSS 29-7C-8)
- C. Dispatchers who are new to the department will complete an in-service dispatcher training program.



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4-02-18 MUTUAL AID

Due to the geographic location of the University, other agencies may call upon UNM PD for assistance. For non-emergency requests, the approval of the shift supervisor will be obtained before dispatching officers. For in-progress or emergency requested backup, officers will be dispatched. The shift supervisor will be briefed on the situation. If the Dispatch Center is contacted by a local business for a non-emergency call, the business will be transferred or directed to the appropriate agency.

4-02-19 PERSONNEL ROSTER / PRIVACY ACT OF 1974

The Dispatch Center maintains rosters of Department and University personnel. The information contained on the roster will not be released without the consent of the individual, the commander, or higher. All rosters are subject to the Privacy Act of 1974.

4-02-20 LOST AND FOUND ITEMS

When the Lost and Found department is closed, found items turned into the Dispatch Center will be secured in the lost and found box in the dispatch room, or if too large, in the safekeeping room. A completed Property Receipt Form will be attached to the item. If the owner of the item can be located, the Dispatcher will attempt to make contact. The item will only be released upon positive identification of the owner. Items turned in at special events will be secured in the same manner by an officer or dispatcher working that event. SOP policy 2-41 will be followed.

4-02-21 MEDIA POLICY

All inquiries will be referred to the shift supervisor.

4-02-22 REQUESTS FOR TOW TRUCKS

When an officer requests a tow truck, the department's on-call list will be used. If the responding wrecker service fails to arrive within 30 minutes, the next tow truck may be called.

4-02-23 EMERGENCY NOTIFICATIONS

Delivering emergency messages is a legitimate function of law enforcement agencies. The two categories are death notifications and emergency notifications.

1. Death Notifications. Do not accept out-of-state death notifications over the telephone. Out-of-state callers will be instructed to contact the local law enforcement agency and request a NCIC message be sent. The dispatcher will provide the ORI number to the caller. Upon receipt of the message, the shift supervisor will be briefed and the UNM PD Chaplain contacted. If the UNM PD Chaplain is unavailable, contact the APD Chaplain.
2. Emergency Messages. Emergency messages are welfare checks, medical emergency notifications, etc. These messages are received by an outside agency over NCIC. If the outside agency has no NCIC capability, a fax may be accepted.



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4-02-24 OVERTIME SCHEDULING FOR DISPATCHERS

A. Emergency Overtime

In cases of emergency overtime, the most readily available employee will be utilized. When two employees are working a shift, then inverse seniority will be utilized the first time and will be rotated from then on.

B. Mandatory Overtime

If overtime is required that is not a continuation of any particular employee's job assignment, the overtime will be offered to any volunteers based on seniority and accumulative hours credited. If no one volunteers, the supervisor will designate an employee based on inverse seniority. An employee that works the shift overtime will be moved to the bottom of the list and the shift overtime will be rotated upward from then on. An employee can agree to work the shift for overtime pay or adjust their work schedule in lieu of overtime pay.

4-02-25 RAVE/GUARDIAN ACTIVATIONS

A. Rave Guardian is a smart phone application connected to the University of New Mexico through user email accounts. The following features concern the access and use of Rave Guardian:

1. Only UNM students, faculty, and staff with a smart phone and a UNM email account will be able to utilize Rave Guardian.
2. Rave Guardian is an opt-in system that requires the user to download and install the application on their smart phone.
3. Rave Guardian has three separate types of activations: Emergency, Tips, and a Safety Timer.

B. Dispatcher Responsibilities

1. Emergency Activation:
 - a. When the emergency activation is initiated it will set off an alert on the dispatch console. Dispatchers will immediately dispatch officers in the area of the GPS signal, which will be provided within the features of the application. Dispatch will make attempts to contact the phone number given for the activation. If information is gained from the user, dispatch will immediately relay the information to responding officers.
 - b. Officers will respond and check the welfare of all emergency activations in UNMPD's jurisdiction.



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- c. Dispatch will only clear the emergency activation once the situation has been resolved by the officer.
- d. If the emergency activation occurs out of UNMPD's jurisdiction dispatch will transfer the call accordingly using the GPS location given within the features of the application. All available information will be relayed by dispatch to the responding police agency.
- e. A C.A.D. will be created for all emergency activations. All emergency activations will include "RAVE ACTIVATION" in the narrative of the C.A.D.
- f. All emergency activations will be put into the C.A.D. as a "10-31" (Suspicious Persons/Situation) until the nature of the emergency is determined. The dispatcher is responsible for updating the type of call and level of priority once it has been determined.
- g. The emergency activation will not be cleared until the responsible police agency has resolved the activation.

2. Tips (Rave Guardian/Anonymous):

- a. Dispatchers receive anonymous tips through the police department's webpage, via email. The dispatcher will forward the anonymous tip to an on-duty officer or detective and create a CAD event which will include the pertinent information regarding the tip.
- b. Rave Guardian users will have the ability to send "real time" tips to the UNMPD dispatch. When a tip is received an alert will sound on the dispatch console. Dispatchers will open the tip.
- c. Dispatchers will have the ability to communicate with the user submitting the tip through instant messaging on their console. Dispatchers will try and get telephone communications established with the user giving the tip unless the user wishes to remain anonymous. The user sending the tip will also have the ability to send a picture regarding the tip.
- d. Any pictures and documentation of the tip will be saved in a folder designated on the dispatcher's console. The C.A.D. number will be associated with the tip for future identification.
- e. If several tips are received for a single incident, they will be added to the same C.A.D. All tips will include "RAVE ACTIVATION" in the narrative of the C.A.D.
- f. All tips will be put into the C.A.D. as a "10-31" (Suspicious Persons/Situation) until it is determined what the nature of the emergency is.



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The dispatcher is responsible for updating the type of call and level of priority once it is determined.

- g. Dispatchers will assess the tip for relevance and priority status. Dispatchers will dispatch officers according to the priority and relevance of the tip. If there is a question on the priority and relevance the supervisor on duty or OIC will make the final determination.
- h. Any tips received outside UNMPD's jurisdiction will be forwarded to the appropriate police agency. All pertinent information will be relayed to the appropriate agency by the dispatcher.
- i. The tip will not be cleared by the dispatcher until all the listed steps in this policy are followed.

3. Safety Timer:

- a. The Safety Timer allows the users to set timed parameters when travelling to another location, either on or off campus. The user can define or set one or more persons to be their guardian. If the safety timer expires the chosen guardian will be notified through their RAVE application that the timer has expired. The chosen guardian will initially try and contact the user. Dispatch will not receive an automatic notification on their console when the SAFETY TIMER expires. If the user who set the SAFETY TIMER cannot be directly contacted by the chosen guardian, the chosen guardian will have the responsibility to immediately notify the police.
- b. Dispatchers will obtain as much information as possible. The chosen guardian will have the last known GPS location of the user who set the safety timer and any helpful information such as: identifiers, phone numbers, last known locations and so forth.
- c. A C.A.D. number will be created for all SAFETY TIMER EXPIRATIONS when a guardian contacts the police department. All calls received from a chosen guardian in reference to safety timer expirations will include "RAVE GUARDIAN" in the narrative of the C.A.D.
- d. All SAFETY TIMER EXPIRATIONS will be put into the C.A. D. as a "10-31" (Suspicious Persons/Situation) until it is determined what the nature of the emergency is. The dispatcher is responsible for updating the type of call and level of priority once it is determined.
- e. If the last known GPS location and/or the set destinations are out of UNMPD's jurisdiction, the caller will be transferred to the appropriate agency. All available information will be relayed by dispatch to the responding police agency.



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4-03 CHIEF'S/SPECIAL EVENT OVERTIME

POLICY

UNM Police Department will provide guidelines for the administration of all departmental personnel who volunteer for Chief's/Special Event Overtime.

RULES AND PROCEDURES

4-03-01 OFFICERS

- A. Chief's Time is open to officers on a voluntary sign-up basis.
 - 1. Officers cannot sign up for other officers.
 - 2. A recruit may be allowed to work up to 2 Chief's time events as part of their field training, but they will be assigned to a Field Training Officer and a Daily Observation Report (DOR) will be completed.
 - 3. Probationary officer may be allowed to work these overtime assignments as determined by the chief of police or his/her designee.
- B. If enough officers do not sign up to work a special event, officers may be required to work by using inverse seniority.
- C. If an officer is absent for 2 consecutive overtime assignments within 90 days without the Administrative Services lieutenant's permission (except when an emergency precludes giving notice) that employee will not be allowed to work any Chief's time for 6 months.
- D. Restrictions - Officers cannot sign-up for or accept an assignment for Chief's Time if:
 - 1. On Administrative Leave.
 - 2. On Suspension.
 - 3. On Sick Leave, FMLA, or Catastrophic Leave.
 - 4. The officer has physical/medical restrictions which affect his/her ability to perform all the essential functions of a field officer.
 - 5. The Chief of Police exercises his/her authority to deny Chief's Time to any officer.
- E. Compensation for working Chief's Time:
 - 1. Officers and Supervisors will be compensated at their current rate of pay at time and one half.
 - 2. The number/rank of personnel requested is determined by event, and/or the vendor requirements, e.g., an event may require a commanding officer (lieutenant or above) and/or a superior officer to supervise officers.
 - 3. The Administrative Lieutenant has the final authority to determine the appropriate number of personnel and supervisor(s) to assign to the event.



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4. Officers are limited to 16 hours of total work for any given day. For example, if an officer has worked 10 hours on shift, he/she may sign up for a maximum of only 6 hours of Chief's Time for the same day.
5. Vendors occasionally request officers for an event on short notice. The Administrative Services Lieutenant will contact Dispatch to call for officer(s) to fill the assignment. This will be done on a limited, emergency only basis.
6. Officers who are unable to work a scheduled Chief's Time assignment are responsible for finding a replacement. Any officer working as a replacement is responsible for ensuring he/she does not exceed 16 working hours per day.

Notify Administrative Services lieutenant if they are working as a replacement.

7. The department may request officers who have specific skills/experience to work events based on the nature of the assignment duties.
 8. Approval of Chief's Time Documents
 - a. An officer's overtime slip will accurately reflect the actual time worked.
 - b. Officers receive a minimum of two hours Chief's Time pay for any time worked under two hours.
 - c. If officers arrive at an assignment that has been canceled without the officer's knowledge, they will receive two hours pay.
 - d. A supervisor Signature on the overtime slip will confirm that the officer actually worked the hours indicated.
 - e. All officers who work a Chief's Time assignment will submit the original Overtime slip to their immediate supervisor. The supervisor will ensure that there is not a conflict between the regular hours worked and the Chief's Time hours worked.
- F. Officers working Chief's Time assignments will adhere to the following Standing Orders:
1. While working a Chief's Time assignment, stay on the main radio channel unless otherwise directed.
 2. While working a Chief's Time assignment, officers will adhere to all Department rules and regulations as if they were on normal duty hours. Violations of this policy may result in disciplinary action.
 3. Officers working a Chief's Time assignment requiring a supervisor will be under the command of that supervisor for the duration of the assignment.
 4. Personnel shall report for Chief's Time assignments on time. Should personnel be late for any reason, they will:
 - a. Notify the on-duty supervisor who will determine whether to notify the event sponsor.
 - b. Document his/her actual arrival time on the paperwork.
5. Upon arrival at a Chief's Time assignment, officers will:



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- a. Advise Dispatch of their assignment. At the conclusion of the Chief's Time assignment, officers will advise Dispatch that they are out of service.
- b. Notify the on-duty supervisor or OIC of the assignment, times and location, if the assignment is unsupervised.
- c. Meet with the supervisor/contact person for specific instructions.
- d. Be monitored by the on-duty supervisor or OIC working Chief's Time in their area. The on-duty supervisor will ensure that officers are properly equipped for their assignment, i.e., traffic vests and helmets when directing traffic, etc.
- e. Will be corrected by the on-duty supervisor for any minor violations of Department policies/procedures at the time they are discovered. Major infractions will be reported to the chain of command for investigation.

G. Civilians will not accompany the officer on any Chief's Time assignment.

H. Officers shall not leave their assignment to respond to other calls for service except in life threatening situations or if otherwise directed by a supervisor.

I. The Chief of Police reserves the right to mandate that officers work a specific event based on the safety and security needs of that event.

4-03-02 DISPATCHERS/SECURITY OFFICERS

A. Special event overtime is open to dispatchers and security officers first on the basis of seniority and then based on the least number of overtime hours credited to each employee.

The Dispatch/Security Officers immediate supervisor will keep a running master list of the employee's overtime hours which they have been charged.

- a. The list is sorted prior to each event with the employee with the fewest charged hours at the top. Overtime is first offered to those with the least charged hours. Hours are charged not only on hours worked, but include hours offered and refused.
- b. After each event, the master list is recalculated charging the hours to all employees from the top of the list to the person who accepts the assignment. If an employee is on annual leave, sick leave or military leave, the employee will not be charged any hours for that event.
- c. Every July 1, all balances roll back to zero and the list is resorted based on seniority.

B. If enough dispatchers and/or security officers do not sign up to work a special event, a dispatcher and/or security officer may be required to work by using inverse seniority.



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4-04 TIME SHEETS

POLICY

The Time Sheet is an official document used to determine what an employee is to be paid. The Time Sheet meets regulations set by the Fair Labor Standards Act.

RULES AND PROCEDURES

4-04-01 GENERAL

A. The employee is responsible to ensure that they submit a correct time sheet for every pay period.

1. If it is determined the hours on the time sheet are incorrect, the employee will be notified. The employee will be required to correct the time sheet immediately.

If the employee is required to come in on non-scheduled time to fix their time sheet errors, comp or overtime will not be authorized.

2. Failure to turn in a time sheet by the due date will result in the employee receiving a delayed paycheck for the pay period.

B. For the purpose of this policy, “work” shall be defined as any accumulation of hours worked.

C. In order to ensure that personnel have an uninterrupted rest period of at least 8 hours during any 24-hour period, the following shall apply:

Exceptions to subsections above must be authorized by the Chief of Police or designee. Officers exceeding the 16-hour per day limit (excluding court overtime) will notify their immediate supervisor who will obtain authorization from the Chief of Police or designee.

4-04-02 TIME SHEET INSTRUCTIONS FOR NON-EXEMPT EMPLOYEES

These instructions correspond to UNM Time Sheets. The instructions will assist employees in the correct completion of the UNM Police Department Time Sheets: Time sheets must be copied or dragged to employees desktop to ensure hours calculated are correct. Timesheets should be filled out daily.

1. NAME: Completed by Department Timekeeper
2. JOB TITLE: Completed by Department Timekeeper
3. SHIFT: Completed by Department Timekeeper
4. DATES: Completed by Department Timekeeper



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5. REG. HOURS: List only the normal amount of time worked. Do not show Overtime because Overtime and Comp Time will be listed on another part of the form.
 - a. Example: If a normal 8 hour day is worked, then the total should be 8. If an 8 hour day is not worked, then the actual hours worked should be listed.
 - b. Example: If the work hours for the day were from 0800 to 1200 hours, enter 4 hours worked. The remaining 4 hours would be listed wherever the requested leave was authorized. If day off, list D/O, do not leave blank.
6. TOTAL HOURS WORKED: Total hours worked daily will be listed in Total Hours Worked column. This should only include actual time worked.
7. OVERTIME, ANNUAL LEAVE, SICK LEAVE: will be listed in the appropriate column. All Overtime will be listed on the day the Overtime is worked.
8. COMP EARNED: (1.0 rate) COMP EARNED (1.5 rate): Select appropriate column. Do not compute hours at time and half.
9. REGULAR HOURS WORKED: This figure should never exceed hours. If it does not equal 80 hours, a reason should be listed in the remarks section. Example: one day of Voluntary Furlough.
10. OVERTIME: Same as above. The only difference is that Overtime hours will be totaled. All Overtime will be listed on the day the Overtime is worked.
11. REMARKS/EXPLANATIONS: Remark on anything placed in any column, except reg. hours.
12. PAY PERIOD TOTAL: This will be the total number of hours submitted to payroll.
13. SUPERVISOR SIGNATURE: Time Sheets shall only be approved by a supervisor or higher rank. Under no circumstance can personnel approve their own Time Sheet. Supervisors must check for accuracy. A supervisor's signature means that he/she is authorizing payment for listed hours worked.
14. EMPLOYEE SIGNATURE: An employee must sign his/her Time Sheet. If the employee does not sign the Time sheet, indicate "not available for signature" and obtain the signature as soon as possible.

4-04-03 SICK LEAVE AND FMLA REPORTING

- A. If an employee calls in sick for his/her regular shift the employee cannot work any type of overtime on that particular day. The only exception is court. If an employee calls in sick for shift, the employee may still attend court.
 1. If an employee does not plan to attend court because of illness, it is the employee's responsibility to ensure both the on duty supervisor and department Court Liaison (Special Events Lieutenant or the Evidence Technician) are notified.
 2. It is acceptable to leave a phone message for the department Court Liaison (Special Events Lieutenant or the Evidence Technician) who will notify the court.



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B. Family Medical Leave Act (FMLA) is to be used if the federal guidelines for the leave are met. This leave will be for up to twelve (12) weeks in one calendar year, under certain conditions. Request for (FMLA) should be directed to Human Resources for review. Please refer to UNM Policy 3440 (FAMILY AND MEDICAL LEAVE) for more information.

Employee must complete Employee Request for Family and Medical Leave Form 30 days prior to leave or as soon as possible if it is unforeseen and submits to supervisor.



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4-05 SICK LEAVE

POLICY

Sick leave is covered in the University Administrative Policies and Procedures Manual and/or policies that are mutually agreed upon through the collective bargaining contracts negotiated with the employee's respective bargaining unit.

Timely notification is essential if an employee is ill and is unable to report for regular duty, or whenever an employee is injured as a result of a job related injury. In all cases it is the Sergeant's/OIC's/supervisor's responsibility to ensure that adequate staffing is always maintained and the following rules and procedures are followed regarding sick leave.

RULES AND PROCEDURES

4-05-01 GENERAL

- A. Sworn Officers, Campus Security Officers and Dispatchers must report any illness or injury necessitating absence from work to the on-duty supervisor and/or officer in charge (OIC). All sworn officers will call no later than 2 hours before the beginning of shift. Campus Security Officers and Dispatchers should attempt to report 4 hours prior but no later than 2 hours before shift change.
- B. The employee must speak to the on-duty supervisor and/or OIC via a recorded telephone line or in person. Sending a text message, leaving a message via cell phone, email or with another employee (to include the dispatcher) is not acceptable and does not constitute approval of the absence.
- C. In instances where the on-duty supervisor is unavailable to be contacted immediately, it is the employee's responsibility to follow up with messages or calls until contact is made and the leave is approved. Exception: sergeants and civilian administrative staff must still notify their immediate supervisor either by phone or in person.
- D. Supervisors will monitor sick leave balances not less than quarterly (Jan-March; April-June; July-September; October-December). When a pattern of abuse, misuse, or excessive use is identified, the employee will be notified in writing by his/her immediate supervisor.
- E. A physician's statement will then be required to return to work after any future illness/injury, Exception: If you are sick for a mandatory overtime assignment designated by the Chief of Police you will be required to submit a physician's statement upon returning to work.



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4-07 TEMPORARY LIGHT DUTY

POLICY

It is the policy of UNM PD that eligible personnel be given a reasonable opportunity to work in temporary light-duty assignments where available and consistent with this policy. Temporary light-duty assignments, when available, are for sworn and civilian eligible personnel who, because of injury, illness or disability, are temporarily unable to perform their regular assignments but who are capable of performing alternative light duty assignments.

DEFINITIONS

ELIGIBLE PERSONNEL:

Any full-time sworn or civilian member of the UNM PD suffering from a medically certified illness, injury or temporary disability requiring treatment by a licensed health-care provider; who, because of injury, illness or disability, is temporarily unable to perform their regular assignment, but is capable of performing alternative assignments. The licensed health-care provider shall indicate in a medical prognosis that the individuals "Maximum Medical Improvement" will allow the individual to return to full, unrestricted duty.

FAMILY AND MEDICAL LEAVE ACT (FMLA):

Federal law providing for up to 12 weeks of annual leave for workers—in addition to leave provided by the UNM PD due to illness, injury or certain other family conditions/situations.

RULES AND PROCEDURES

4-07-01 GENERAL PROVISIONS

- A. Temporary light-duty positions are limited in number and variety.
 1. Personnel injured or otherwise disabled in the line of duty shall be given preference in initial assignment to light duty;
 2. Assignments may be changed at any time, upon the approval of the treating physician, if deemed in the best interest of the employee or the agency.
- B. This policy in no way affects the privileges of employees under provisions of the Family and Medical Leave Act, Fair Labor Standards Act, Americans with Disabilities Act, or other federal or state law.
- C. Assignment to temporary light duty shall not affect an employee's pay classification, pay increases, promotions, retirement benefits or other employee benefits such as incentive pay for special assignments.
 1. Employees on temporary light duty will not participate in the bi-annual bid for operations.

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2. No specific position within UNM PD shall be established for use as a temporary light-duty assignment, nor shall any existing position be designated or utilized exclusively for personnel on temporary light duty.
3. Light-duty assignments are strictly temporary. Personnel on temporary light duty who are not capable of returning to their original duty assignment shall present a request for extension of temporary light duty, with supporting documentation, to the chief of police or his designee; or pursue other options as provided by employment provisions of UNM, federal, or state law.
4. Employees on temporary light duty are prohibited from engaging in outside employment in which they may reasonably be expected to perform law enforcement functions for which they have been determined physically or mentally unable to perform on behalf of this agency and that form the basis for their temporary light-duty assignment.
5. Depending upon the nature and extent of the disability, an officer on temporary light duty may be prohibited or restricted from wearing the departmental uniform, carrying the service weapon or otherwise limited in employing police powers.
6. Light-duty assignments shall not be allowed for disciplinary purposes.

4-07-02 TEMPORARY LIGHT-DUTY ASSIGNMENTS

A. Temporary light-duty assignments may be drawn from a range of technical and administrative areas that include but are not limited to the following:

1. Administrative functions (e.g. special projects, other duties as assigned),
2. Clerical functions (e.g. filing,)
3. Desk assignments (e.g. background, missing person investigations),
4. Report taking (e.g. walk ins)

B. Requests for and Assignment to Temporary Light Duty

1. Requests for temporary light-duty assignments shall be submitted to the officer's/employee's immediate supervisor. Requests must be accompanied by a statement of medical certification to support a requested reassignment, which must be signed either by the treating physician or other licensed health-care provider.
2. The certificate must include:
 - a. An assessment of the nature and probable duration of the disability.
 - b. Prognosis for recovery including "maximum medical improvement" level.
 - c. Nature of work restrictions and an acknowledgment by the health-care provider of familiarity with the light-duty assignment and the fact that the employee can physically assume the duties involved.
3. The request for temporary light duty and the physician's statement shall be forwarded to the Deputy Chief of Police, who shall make a recommendation regarding the assignment to the Chief of Police or his designee.
4. As a condition of continued assignment to temporary light duty, employees shall be required to submit a doctor's assessment of their condition to their supervisor monthly. Should the doctor's assessment indicate the individual has reached a maximum medical improvement level that would not allow the employee to return to his/her original assignment at any reasonable future date, the Chief of Police may consider terminating the light duty assignment.



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4-10 POLICE MEDIA & P.I.O. DUTIES NOTIFICATION OF SIGNIFICANT EVENTS

POLICY

It is the policy of the UNM Police Department to cooperate fully and impartially with authorized news media representatives in their efforts to gather factual, public information, as long as such information does not compromise on-going investigative efforts or ability to prosecute cases.

The Department will 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 and the designated University personnel are adequately informed about noteworthy incidents.

RULES AND PROCEDURES

4-10-01 PIO DUTIES AND RESPONSIBILITIES

- A. The Public Information Officer (PIO) will serve as a liaison with the media, either responding to requests for information or facilitating contact with the appropriate department manager for response.
 - 1. All media requests must be referred to the Chief's office – Public Information Officer (PIO). The Chief's office – PIO will determine who will respond to the request.
 - 2. During normal business hours, the PIO will provide a single authoritative source for media contacts.
 - 3. After hours, media inquiries should be directed to the shift sergeant or Officer in Charge (OIC) through dispatch.
 - 4. High profile or incidents of a sensitive nature will be coordinated with the chain of command prior to any media comments.
 - 5. The PIO will be cognizant of the provisions of federal and state laws when responding to media requests.
 - 6. The PIO will discuss any proposal to initiate contact with the media for public information purposes with the chief or her/his designee before contacting media.
 - 7. The PIO will consult with and advise the Chief of all contacts with the media.
 - 8. The PIO will coordinate with the university communication and Marketing (UCAM) Director or designee for media requests not of a police nature.
 - 9. The lieutenant assigned to Dispatch & Security will serve as PIO. The lieutenant assigned to Patrol will be the back-up PIO.
- B. The UNM Police Department will make every effort to release information to the media for public dissemination.
- C. Investigative or Sensitive Information - Information that may be released in connection with an investigation of an event or crime includes but is not limited to:



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1. The type or nature of an event or crime,
2. The location, date and time, injuries sustained, damages, and a general description of how the incident occurred;
3. Type and quantity of property taken;
4. Requests for aid in locating evidence, a complainant, witness or a suspect.
5. In instances where the disclosure of the above information may jeopardize an investigation, pose a danger to any person, or is reasonably likely to result in further victimization, the information will not be released without authorization from a higher authority.

4-10-02 SIGNIFICANT EVENTS

Significant Incidents shall include but may not be limited to:

1. Death or serious injury to an officer;
2. Death or serious injury to staff, student or faculty member;
3. Death or serious injury to others that is a result of a police action;
4. Homicide;
5. Arrest of suspect(s) that poses a danger to the community;
6. Any and all violent crimes;
7. Arrest of a "High Profile" individual (i.e., someone who is in the position of public trust, University staff or faculty, a student athlete);
8. Any incident that could be of media interest.

4-10-03 RESPONSIBILITY FOR NOTIFICATION OF SIGNIFICANT EVENT

Dispatchers will be responsible for sending out significant event notifications.

1. Open the "sig-alert" icon on computer.
2. The form is preloaded with designated email addresses.
3. Dispatchers will fill out the forms with the appropriate information.
4. The supervisor or Officer in Charge (OIC) will ensure adequate information is being disseminated.
5. The significant event notification (sig-alert) will be sent out once the supervisor or OIC approves the information being disseminated.



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CALEA Standard(s)—N/A

Revised:

4-15 HEALTH CARE FACILITIES

POLICY

The UNM PD has established procedures to ensure consistent police services to health care facilities.

RULES AND PROCEDURES

4-15-01 DISPATCH RESPONSIBILITIES

Dispatchers will get as much information from the caller to relay accurate information and alert officers to possible dangers involved. Information should include the nature of the call, location, number of subjects involved, description of subjects, any known weapons involved, time delay, last know direction of travel, vehicle description, and history of violence, if known.

4-15-02 PROTECTED HEALTH INFORMATION

- A. Under HIPAA regulations, patient information is restricted. For law enforcement purposes, hospital personnel may disclose certain protected health information. (See Appendix A).
- B. Information may be disclosed to law enforcement officials to help identify and locate a suspect, fugitive, or missing person; to provide information related to a victim of a crime or a death that may have resulted from a crime, or to report a crime. Disclosed information must be limited to name, address, date and place of birth, social security number, ABO blood type and RH factor, type of injury, date and time of treatment, date and time of death, and a description of distinguishing physical characteristics. Other information may be disclosed in response to a court order, warrant, or written administrative request (45 CFR 164.512(f)(2)).
- C. If a conflict occurs when attempting to obtain protected health information, the officer will contact UNM PD's on duty supervisor. If the supervisor cannot resolve the conflict, they will contact the on-call patient care Administrator. If there are legal issues that can't be resolved by the on-call patient care Administrator, the supervisor will contact the on-call HSC (Health Science Center) attorney.
- D. Any protected health information will be reported on a supplemental report, not on an original entry.
- E. Medical staff is obligated to disclose infectious disease information to officers for their protection.



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Revised:

4-15-03 MEDICAL HOLDS

When a subject on a medical hold walks away from the facility and our assistance in locating the subject is requested, officers must confirm the medical hold before taking action. Dispatch will request a copy of the medical hold faxed to the police department. Officers may detain but will not transport a subject until the medical hold is confirmed through the police department. Transports back to the facility will be determined by the officer's evaluation on scene. The officer will determine if an ambulance is needed for the transport.

4-15-04 ILLEGAL SUBSTANCES/DRUG PARAPHERNALIA OR FIREARMS FOUND ON PATIENTS

- A. Hospital personnel may recover illegal substances and drug paraphernalia from patients or from the patient's possessions. If the subject is not being charged, officers will take a report and place the items into evidence for destruction. If charges are being made, officers will establish chain of custody.
- B. Officers will take possession of any firearms to place into evidence or safekeeping.

4-15-05 PROTECTIVE CUSTODY AND TRANSPORTATION OF INTOXICATED PERSONS (NMSA 43-2-18)

- A. Officers will request transport by ambulance for intoxicated persons to the nearest health care facility when the officer believes that the intoxicated person is unable to care for themselves, or is in need of medical attention.
- B. Officers may transport intoxicated persons who have become disorderly to BCMDC for protective custody when it appears that the intoxicated person:
 - 1. has no local residence.
 - 2. Is unable to care for his/her own safety.
 - 3. Constitutes a danger to others if not taken into protective custody.
- C. Officers will complete an incident report on all protective custody incidents.
- D. Officers may utilize sobriety services, when appropriate.
- E. Officers will disclose a subject's possible suicidal tendencies to BCMDC when booking them on criminal charges.

4-15-06 PROTECTIVE CUSTODY REQUESTS FROM MHC

- A. UNMPD officers will respond to protective custody requests for subjects we transported to the facility, and for walk-ins. If a subject is brought to MHC by another law enforcement agency, or by ambulance, MHC will contact them to take responsibility for that subject.



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CALEA Standard(s)—N/A

Revised:

B. When the Mental Health Center requests officers to take a subject we are responsible for to BCMDC for protective custody, officers will transport if:

1. A Protective Custody form is filled out by MHC and signed by a physician.
2. MHC personnel have made arrangements with BCMDC to accept the patient.
3. MHC wants them returned to the facility for a mental evaluation after the patient has detoxified.

4-15-07 EMERGENCY MENTAL EVALUATIONS

As provided for by state statute (NMSA 43-1-10), a law enforcement officer may detain a person for emergency mental evaluation and care at a hospital, mental health center, or other evaluation facility in the absence of a legally valid court order only if:

1. The person is otherwise subject to arrest; or,
2. The officer has reasonable grounds to believe the person has just attempted suicide; or,
3. The officer, based upon personal observation and investigation, has reasonable grounds to believe that the person, as a result of a mental disorder, presents a serious threat of harm to himself or others, and that immediate detention is necessary to prevent such harm.
4. Immediately upon arrival at the evaluation facility, the officer shall be interviewed by the admitting physician. Officers will fill out a Law Enforcement Referral Form for the admitting physician.
5. A licensed physician or certified psychologist has certified that the person, as a result of a mental disorder, presents a likelihood necessary to prevent such harm. Such certification shall constitute authority to transport the person.
6. If a subject is identified as dangerous to him/herself or others, the officer will guard the subject until the evaluation takes place, at which time the mental health facility will assume responsibility for the subject.
7. If a subject is physically injured or has a pre-existing medical condition requiring attention, physical medical care needs will take priority. The subject will be transported to a hospital emergency room. The hospital will then assume responsibility for any mental health care intervention.

4-15-08 SECURING OF WEAPONS AT HEALTH CARE FACILITIES

- A. If an officer is called to a health care facility for any event that requires police intervention, the responding officers will remain armed. In a non-emergency situation, officers will arrange to meet with subject outside of the ward area, if possible.
- B. Non-uniformed officers will conceal weapons when entering MHC and CPH.
- C. If a meeting with HSC Administrators is necessary, officers are encouraged to schedule the meeting at department headquarters.



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CALEA Standard(s)—N/A

Revised:

4-15-09 TRANSPORTS

- A. UNMH Security can transport between UNM facilities unless the subject is violent or there is a criminal matter involved.
- B. Return transports of PCs requested. from BCMDC to MHC will be assigned to an officer by the supervisor on duty. Only those PC's that we transported to BCMDC will be our responsibility to return to MHC. The supervisor will advise BCMDC to have the subject ready for discharge and transport when the officer is available. If the supervisor is unable to send an officer at that time the supervisor can request an alternative method of transport utilizing BCMDC or APD CIT.

4-15-10 JUVENILES

- A. When responding to the Children's Psychiatric Hospital (CPH), officers will request to meet with the designated supervisor or contact person at scene to gather as much information about the subject and incident as possible. When able, officers should utilize the resources available to them from CPH staff in resolving the situation.
- B. Juveniles in need of an emergency mental evaluation after business hours will be taken to MHC.
- C. Runaways from CPH will be handled as a missing child, pursuant to State Statute 32A-10-1 to 32A-14-4.
 - 1. Find out if the child is a danger to himself, and gather as much information as possible.
 - 2. Contact parent or guardian.
 - 3. Enter into NCIC.
 - 4. Contact other agencies, such as APD, BCSO, and APS with information on the child.
 - 5. Contact JPPO to exchange information. (See if subject has been remanded by the court).
 - 6. Fax a letter to the State Registrar's Office (Vital Statistics) on department letter head within 24 hours. The letter will include DOB, Place of Birth, Mother's Maiden name, where the child is missing from, and when police were notified, guardian or parent name, and the name and phone number of the contact person at the police department.
 - 7. When the child is located, the shift supervisor will make sure the State Registrar's Office is notified of the child's return, and is removed from NCIC.



Effective: 11/01/2016
 CALEA Standard(s)—N/A

Revised:

Appendix A
 Privacy of Medical Information
 Exceptions for Law Enforcement Access - (45 C.F.R. 164.512(f))

- #1: "Required by Law" - mandatory reporting laws (164.512(f)(1)(i))
 - #2: Court Order, or warrant or subpoena or summons issued by a judicial officer (164.512(f)(1)(i)(A))
 - #3: Grand jury subpoena (164.512(f)(1)(ii)(B))
 - #4: Administrative subpoena, but only if they meet 3 very specific requirements! (164.512(f)(1)(ii)(C))
 1. "information sought is relevant and material to a legitimate law enforcement inquiry." (Translate that: only ask for information that you need for a real investigation.) AND
 2. "The request is specific and limited in scope to the extent reasonably practicable in light of the purpose for which the information is sought." (translate that: do not ask for the kitchen sink). AND
 3. "De-identified information could not reasonably be used." (Translate that: if you took the person's name, SSN, etc. off of the record, the record would be useless to me in the investigation.)
 - #5: Locate and Identify (164.512(f)(2)); you can only request and obtain 8 types of information: name/address; date/place of birth; SSN; blood type/Rh factor; type of injury; date/time of treatment; date/time of death
 - #6: Crime on premises (164.512(f)(5))
 - #7: Information about victim of a crime (164.512(f)(3))
 (I will not use the information against the victim; law enforcement activity will be adversely and materially affected by waiting until the victim is able to agree ... AND giving me the information is in the best interest of the victim, (PERSON IS INCAPACITATED OR DUE SOME OTHER EMERGENCY CIRCUMSTANCE))
 - #8: Emergency health care worker can report crimes/victims/perpetrators (164.512(6))
 - #9: Victims of abuse, neglect, domestic violence (164.512(c))
 - #10: Disclosure (to) coroners (164.512(g))
 - #11: To avert serious threat to health/safety (164.512(j))
 - #12: National security and intelligence
 - #13: Protective services for the President and others
 - #14: Jails, prisons, law enforcement custody.
- Want to stop provider from telling patients that you have their medical information? 1) make and oral request that the provider not disclose; 2) follow up with a written request within 30 days. Remember to show your badge, and if possible, make your requests in writing, on official letterhead.
- US. Department of Justice (May 2003)



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CALEA Standard(s)—N/A

Revised:

NOTES



Effective: 11/01/2016 Revised:
CALEA Standard(s)—82.1.5; 82.1.8

4-17 DISTRIBUTION OF POLICE REPORTS

POLICY

It is the policy of the UNM Police Department to provide public access to original entry police reports, accident reports, and to other reports as may be required by law. UNM PD does not currently charge for copies of routine police reports. The purpose of this procedure is to establish guidelines, standards and protocols for the dissemination of police reports.

REPORTS-DEFINED

Original Entry Police Report-

This is defined as the original complaint or information filed by a member of the public or upon view by a police officer. This report documents either a criminal or informational event within the jurisdiction of the UNM Police Department.

Supplemental Police Report-

This report generally documents additional information or investigation concerning a particular case. The report, regardless of status, is not available to the public or to non-criminal justice agencies/departments except under due process of law or upon written consent of the Chief of Police or designee.

Investigative Report-

In general, this report functions the same as a supplemental police report, but is filed by officers who are assigned as detectives. It is subject to the same restrictions as a supplemental police report.

Accident (Crash) Report-

This state report form is filed by a police officer and documents information required for reporting traffic collisions. Original entry accident reports are accessible to the public and to insurance companies. Any supplemental or investigative reports are governed by appropriate sections of this SOP.

Voluntary Written Statements-

These reports are generally hand-written by victims, witnesses, or suspects. They provide the investigating officer with a written description of the events of a particular case from the witness standpoint. Statements are not available to the public or to non-criminal justice agencies, except under due process of law or upon written consent by the Chief of Police or designee.

Photographic, Electronic, Computer, Crime Lab or Radio Reports-

This includes all electronic, photographic, computer, crime lab or radio/telephone reports/records that are generated by members of the department concerning a particular case. These types of reports are not available to the public or to non-criminal justice agencies, except under due process of law or upon written consent by the Chief of Police or designee.



Effective: 11/01/2016 Revised:
CALEA Standard(s)—82.1.5; 82.1.8

Daily Crime Log-

Calls for service, typically known as the police blotter, are available to the public online at all times. The daily crime log is maintained in the dispatch center for a seven-day period.

Non-Police Generated Department Reports-

All reports generated by other members of the department are subject to disclosure only under due process of law or upon the written consent of the Chief of Police or designee.

Search or Arrest Warrants-

Search and arrest warrants are typically completed by members of the department and submitted to the courts in conjunction with the District Attorney's office. Once the warrant is authorized and signed by a judge, the warrant is considered to be public record, unless it is sealed by the court. If the signed warrant is a public record it may be shared with the public.

RULES AND PROCEDURES

4-17-01 REQUESTING POLICE REPORTS

- A. Any request through the Inspection of Public Records Act and Freedom of Information Act will follow the guidelines of the UNM Administrative Policies and Procedures Manual – Policy 2300.
- B. Any member of the public may request any original entry police report. This is accomplished by completing a request form (attached as Appendix A) for each requested report. Reports are generally available to the requestor within 3 business days after the request is received. The report may be faxed, mailed or picked-up in person. At this point, the department does not charge a fee for reports.
- C. Persons who request reports must acknowledge receipt of the report by signing for the report. The purpose of this procedure is to ensure that the department is able to track police reports. On occasion, a court may require that the Police Department produce evidence of distribution of police reports.
- D. Assist other agency reports may be released only upon approval of the Chief or designee. Persons, who desire information that is contained in assist other agency reports should contact the originating law enforcement agency.
- E. The designee for purposes of this procedure is the Administrative Division Commander.
- F. Release of Reports to the Media
 - 1. Members of the media are entitled to copies of all original entry police reports, accident reports and search or arrest warrants that have been signed by a judge and determined to be public record. Members of the media who need copies of police reports should be referred to the department's PIO. The PIO will document and include in the case file the names and affiliations of media who are given copies of police reports.
 - 2. If no PIO is readily available, the Records clerk shall ensure that all necessary paperwork is completed in the case file.



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CALEA Standard(s)—82.1.5; 82.1.8

Appendix "A"

UNM Police Department Records Division

Instructions for Obtaining a Copy of a UNM Police Report (Read Carefully)

Complete the information on the attached request form and leave the completed form in the metal slot marked, "Request Forms".

It is important that you complete as much of the information on the request form as possible. We especially need a contact phone number to reach you in case we need more information in order to locate the report.

For your convenience, we can fax a copy of your police report to you. Be sure that you leave a fax number if the report is to be faxed.

If you wish to have the police report mailed to you, be sure to leave a complete mailing address. Your report will be mailed within 3 business days after your request is received. Please allow some time for postal services to mail out your copy.

If you choose to pick up a copy of the police report in person, it will be ready within 3 business days after your request is received. When you return to pick up the copy, use the telephone located by the dispatch window and dial 7-3150 to notify the Records Office that you are present to pick up your copy. The Records Office is open Monday through Friday 8 a.m. to 12 noon & 1 p.m. to 5 p.m.

If you have any questions regarding the procedure, please call the Records Division at 277-3150 or recdiv@unm.edu.

<http://www.unm.edu/-police/>



Effective: 11/01/2016 Revised:
CALEA Standard(s)—82.1.5; 82.1.8

REQUEST FOR INCIDENT/AUTO CRASH REPORT



Effective: 11/01/2016 Revised:
CALEA Standard(s)—83.1; 93.2

4-19 PROPERTY RECORDS AND PROPERTY TAGS

POLICY

UNM PD officers tagging evidence will record all data in the New World Records Management System.

RULES AND PROCEDURES

4-19-01 PROPERTY RECORDS

- A. When officers have evidence that needs to be tagged they are required to utilize the Property/Evidence module of New Worlds Records Management System. Officers will do the following:
 1. Click on Property Room.
 2. Click on the Property Quick Entry.
 3. Complete the necessary fields required to enter evidence.
 4. Officers will then print out the Property Quick Entry, sign and date it.
 5. Officers will complete the UNM Evidence Tag.
 6. The Property Quick Entry form and UNM Evidence Tag form will then be placed into a temporary evidence locker to be picked up by the Evidence Officer.
- B. The Evidence Officer will retrieve evidence, complete entering evidence into property and storing evidence.
- C. Evidence Officer will sign and date the Officers Property Quick Entry form and forward it to Records Manager for filing with original report.
- D. Officers will continue to handle found items and safekeeping property the same way as before by completing a Property Record Form/Safekeeping and Disposition Notice Form.
- E. If officers fail to utilize the property/evidence module the evidence/property will be rejected until officers correctly record the evidence/property.



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CALEA Standard(s)—83.1; 93.2

NOTES



Effective: 11/01/2016
CALEA Standard(s)—N/A

Revised:

4-22 SEX OFFENDER REGISTRATION & NOTIFICATION ACT

POLICY

UNM Police Department will comply with the Sex Offender Registration and Notification Act (SORNA) which became effective on July 1, 2005.

RULES AND REGULATIONS

4-22-01 REGISTRATION OF SEX OFFENDERS

- A. The UNM Police Department has been charged with registering sex offenders, pursuant to the New Mexico Sex Offender Registration and Notification Act (SORNA) which became effective on July 1, 2005.
- B. The Act requires a person who is a sex offender convicted either in-state or out-of-state and who is employed, enrolled, volunteering or carrying on a vocation at an institution of higher education to register with the registrar of that institution, the local university police, or the county sheriff of the county in which the higher education institution is located and the county sheriff of the county in which the person resides.
- C. Any member of the Police Department who is asked should refer any person who needs to register to Dispatch to complete the registration form. Whoever accepts a completed SORNA form must sign their name and the date they received it in the space provided at the bottom of the registration form.
- D. SORNA creates criminal penalties for sex offenders who do not register, so it is imperative that UNM PD personnel are diligent in documenting the receipt of this form. Completed forms should be promptly forwarded to the Deputy Chief.
- E. Sex offenders from UNM's branch campuses are also required to register with this Police Department. The Act also requires that the sex offender register not only with the Police Department, but also with the Registrar's Office. The Police Department and the Registrar's office have agreed to share information so registrants do not need to register in both places.
- F. Police Department personnel are immune from lawsuit for our administration of SORNA requirements as long as we follow these established procedures. Questions concerning this directive should be addressed to the Deputy Chief. Requests for information under the Inspection of Public Records Act (IPRA) should be directed to the University Custodian of Public Records (the "Custodian"), in the Office of University Counsel.



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CALEA Standard(s)—N/A

Revised:

NOTES



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CALEA Standard(s)--

Revised:

4-26 INTERNAL AFFAIRS INVESTIGATIONS

POLICY

It is the policy of the UNM Police Department to investigate all complaints regarding any service within the department and take whatever action is necessary and appropriate to maintain the integrity of the department.

Citizens are also encouraged to bring any question or concern about policies and procedures to the attention of the Police Department. Complaints may be made either informally or formally. Informal complaints will be forwarded to the appropriate supervisor of the involved employee. All formal complaints will require final supervisory review utilizing the Final Recommendation Form.

RULES AND PROCEDURES

4-26-01 INFORMAL AND FORMAL COMPLAINTS

- A. A citizen wishing to make an informal complaint will be directed to the appropriate supervisor if currently on duty. If the appropriate supervisor is not available, basic information of the complaint will be taken by any on duty supervisor and then forwarded to the appropriate supervisor within the chain of command of the involved employee. The supervisor will ensure the complainant that their complaint will be followed up and they will be notified regarding the findings of their complaint if it is not immediately resolved.
- B. A citizen wishing to file a formal complaint should complete a written Citizen Complaint Form. These forms will be kept in Dispatch or can be accessed from the Forms folder located in the M drive.
- C. An internal complaint is a complaint which is initiated by any police employee against any other police employee and will be handled at the lowest level of the police department by the immediate supervisor of the affected employee, unless otherwise directed by the chief or designee.
- D. All formal citizen and internal complaints will be forwarded to the Chief of Police for evaluation, investigative direction, and final decisions on all personnel matters.
- E. If a citizen or internal complaint warrants further investigation, to include investigation into criminal wrongdoing, the appropriate Commander will assign the case to a member of the Police Department, if appropriate. A Citizen Police Complaint (CPC) number or (I) number will be assigned to each formal complaint.
- F. All formal complaints will also be handled in accordance with university policies and procedures and/or collective bargaining contracts, to include confidentiality and the procedures of Garrity warning (Garrity v. New Jersey, 385 U.S. 493 (1967)).
- G. All complainants of any formal complaints will be notified of the findings of the complaint in writing by the Chief of Police or designee.



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CALEA Standard(s)--

Revised:

FORM 4-26-A

UNIVERSITY OF NEW MEXICO POLICE DEPARTMENT
CITIZEN COMPLAINT FORM

INSTRUCTIONS

This form should only be completed if you wish to initiate a complaint against the Department or an employee(s). Written complaints must be filed within ninety calendar days of the incident to be accepted. If you would rather attempt to resolve this issue with the employee's supervisor, you may contact the employee's supervisor directly. For assistance, please contact the UNM PD at (505) 277-2241 during business hours.

IF YOU DECIDE TO FILE A COMPLAINT

Please complete the complainant information and statement portions below. Once the form is completed and signed it may be delivered or mailed to the UNM PD at 2500 Campus Blvd, Albuquerque, NM 87103.

COMPLAINANT INFORMATION

NAME: _____
(First) (Middle) (Last)

ADDRESS: _____
(Street Name and Number)

(City) (State) (Zip Code)

TELEPHONE: Home _____ Cell/Work: _____

Date and Time of Incident: _____

Address where incident happened _____

NOTE: This complaint form along with other necessary documentation will be forwarded to the Chief of Police for evaluation and investigative direction. You will be notified by certified mail, at your above listed address, of the final disciplinary findings (normally within 60 days after the complaint has been filed.)



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CALEA Standard(s)--

Revised:

FORM 4-26-A

WITNESSES

Name: _____

Address: _____

Phone Number: _____

Name: _____

Address: _____

Phone Number: _____

Name: _____

Address: _____

Phone Number: _____

(If more, please list on a separate sheet.)

Names of officers you are complaining about: _____

Would you be interested in mediation to resolve this complaint?

End of Statement

The information provided in this statement is true and factual to the best of my knowledge. I understand that I may be required to appear for further interview or to provide other investigative assistance as necessary.

Complainant's Signature: _____

Complainant's Date of Birth: ____/____/____



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CALEA Standard(s)--

Revised:

FORM 4-26-A

MEDICAL RECORDS RELEASE

(Date)

(Name of Medical Facility)

I, _____, DOB _____, SSN, _____

do hereby authorize the above-named medical facility to release to the bearer of this document any and all records of my medical treatment and/or diagnosis on, I do hereby waive my rights to privacy normally maintained between doctor and patient. I do hereby release the above-named medical facility and/or the attending physician from any and all liability.

(Signature of Patient)

(Printed Name of Patient)

(Signature of Party Receiving Said Record)

(Date Received)



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CALEA Standard(s)--

Revised:

FORM 4-26-A



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CALEA Standard(s)—33.1

Revised:

5-01 TRAINING

POLICY

The department is committed to a continuous process of training by which aptitudes, skills, and abilities of department personnel are developed and maintained. Training is employed to enhance effectiveness, correct remedial deficiencies, and support career development. The department will provide in-service training which focuses on reinforcement, retention, and refinement of basic skills.

RULES AND PROCEDURES

5-01-01 RESPONSIBILITY

- A. The Chief of Police has designated the responsibility of department training and its coordination, both internally and externally, to the Operations Commander, or designee.
- B. The Operations Commander, or designee is responsible for the following training activities:
 - 1. Ensure that all applicable mandated training requirements are met.
 - 2. Documents all training.
 - 3. Coordinates, approves and schedules specialized training.
 - 4. Plans, develops, and implements training programs.
 - 5. Maintains department records.
 - 6. Maintains liaisons with federal, state, and local agencies.
 - 7. Maintain schedules and course content of upcoming training opportunities.
- C. Certified instructors who provide in-service training or supervisors who provide or facilitate in-service training shall submit an attendance roster to the Operations commander when such training is completed.

5-01-02 TRAINING OPPORTUNITIES

- A. Any employee who requests training shall do so according to the following procedure:
 - 1. Complete a departmental request training form.
 - 2. Provide course information, such as title, date(s), cost, location, and a brief description of the course, attaching a copy of the course brochure and registration form, if available.
 - 3. Sign the request form and forward to immediate supervisor.
 - 4. The supervisor will make a recommendation and forward to the patrol lieutenant.
 - 5. The patrol lieutenant will make a recommendation and forward to the operations commander within five work days.



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CALEA Standard(s)—33.1

Revised:

6. The operations commander will notify the officer and the employee's supervisors of a decision within five work days, if possible.
7. The department will provide a university-owned vehicle for personnel to attend in-state training and seminars, if a vehicle is available. An employee's normal work schedule may be changed to accommodate training needs.
8. Out of state travel will be governed by UNM Business Policies and Procedures #4030.

B. Attendance /Conduct

1. Personnel are expected to be attentive with proper demeanor, be respectful to both persons in attendance and the instructors, and in no way discredit the department. If a course involves preparation in advance, an employee will complete required assignments. Unless otherwise authorized by instructor, acceptable attire for training courses will either be the duty uniform or civilian attire appropriate for the course being attended. Personnel should inquire in advance, if he or she is in doubt, as to the appropriateness of his or her attire. Unless unforeseen circumstances arise, personnel are required to attend assigned training course(s). Failure to attend all or part of a training course may result in disciplinary action.
2. Advanced Training Records - Responsibilities of Personnel Failure to complete assigned training sent via email may result in disciplinary action. Personnel who cannot attend an assigned training course must notify the Operations Commander two weeks prior to the start of the program. Personnel are responsible for ensuring that their advanced training files are updated and accurate. Personnel are responsible for sending certificates gained upon completion of any training to the Operations Commander for placement in their training file.



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5-03 FIELD TRAINING OFFICER PROGRAM

POLICY

The Field Training Officer Program is a three phase program. The program is comprised of training tracks within each phase which is designed to provide the University of New Mexico Police Department with high quality, professional police officers. A recruit officer will be assigned to a track depending upon their status on the date of hire. This program will standardize the training for all newly hired individuals

DEFINITIONS

Field Training Officer Supervisor

A Lieutenant assigned the responsibility for the management of the overall Field Training Officer Program.

Field Training Officer Coordinator

A sergeant assigned to assist the FTO Lieutenant.

Field Training Officer

A police officer who has at least two years of law enforcement experience who has been selected and trained to work as a trainer of a newly hired officer.

Recruit Officer

A newly hired police officer in probationary status. The UNM Police Department may hire individuals who have yet to attend a certified police academy or individuals who are currently certified as a New Mexico Police Officer. In both instances, the individual must complete the Field Training Officer Program.

Field Training Officer Program

A three-phase program designed to provide quality training to newly hired officers by experienced UNM police officers enabling the newly hired officer to perform their duties at the base level.

Field Training Officer Guide

Provides the FTO with information concerning the program and outlines the day to day requirements for training.

Field Training Officer Book

A record of recruit's training and their progress. This book will be available for recruit officer to review during their training period and become a permanent part of their departmental training file upon completion of the program.

Daily Observation Reports

A record of recruit's training. The FTO is responsible for the daily completion and review of this report with the recruit. The DOR's are maintained in the Field Training Book and available for review by the Chain of Command.



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CALEA Standard(s)--

Revised:

RULES AND PROCEDURES

5-03-01 GENERAL

- A. It is the responsibility of the Field Training Officer to keep the shift sergeant and FTO Coordinator aware of the status of the recruit officer. The FTO Coordinator will work closely with the Field Officer Training Lieutenant and with the FTO in all training issues involving the recruit officer.
- B. Field Training Officers are under the supervision of the Field Training Officer Supervisor with regards to the FTO program. The FTO Lieutenant is responsible for assigning the recruit to the FTO and ensuring that all training and associated documentation is correct and timely. The department may temporarily reassign a FTO to meet the training needs of the department

5-03-02 FIELD OFFICER TRAINING PROGRAM DEFINED

- A. Phase I, consists of the police officer training and certification provided at the NMDPS Police Academy. Newly hired individuals without previous training must attend and pass the police academy prior to progressing to the next phase. Previously commissioned must attend and pass the New Mexico Law Enforcement certification course if not currently certified as a police officer by the State of New Mexico prior to progressing to the next phase.
- B. Phase II, consists of fourteen weeks of field training divided into four training blocks. The department may at its discretion accelerate a recruit officer through this phase of their training based on their prior police experience and performance. The training will consist of six weeks of training divided into three blocks. Recruit officers with prior police experience will be required to obtain twenty to twenty-four DOR's. Final approval authority for accelerating an individual is obtained from the Operations Commander through the FTO Supervisor.
 - 1. Training Block 1 for a recruit officer is four weeks in length, during which time the recruit is assigned to their first FTO. This period of time is expected to be an introduction to police work. The FTO is expected to do most of the work while the recruit observes and learns what is expected of the patrol officer. The recruit should be consistently scoring in the 3 to 4 area of the Daily Observation Report (DOR), by the end of this period. The FTO and the recruit are considered a one person unit during this block and should not be separated except in the case of an extreme emergency, as determined by the shift supervisor. Training for recruit officers may be reduced to two weeks in length based on their prior police experience and their performance during this phase of training.



Effective: 11/01/2016
CALEA Standard(s)--

Revised:

2. Training Block II for a recruit officer is four weeks in length, during which time the Recruit is assigned to another FTO, on a different shift if possible. The recruit will be expected to assume approximately 70% of the work load by the end of this training period. The recruit should be consistently scoring in the 4 or above area of their DOR.s. The FTO and the recruit are still considered a one person unit throughout this period. Training for recruit officers may be reduced to two weeks in length based on their prior police experience and their performance during this phase of training. In addition, at the FTO discretion, they may be considered a two person unit.
3. Training Block III for a recruit officer is four weeks in length, during which time the recruit is assigned to another FTO, on a different shift if possible. The recruit will be expected to assume 90% of the work load by the end of this training period. The recruit should be consistently scoring in the 5 or above area of their DORs during this training period. The recruit must have demonstrated to the FTO that they are capable of performing the duties of a police officer with minimum assistance. Training for recruit officers may be reduced to two weeks in length based on their prior police experience and their performance during this phase of training. This phase of training would be considered a two person unit. The FTO may elect to shadow the recruit who is expected to perform the duties of a solo officer during this evaluation period.
4. FTOs will complete and review the DORs with the recruit at the end of each training day. Sergeants will conduct a review of the DOR forms weekly at a minimum and complete the Supervisors Weekly Evaluation. Normally this task would be performed at the end of each training week. The sergeant will review the training with the recruit and FTO, identify any training problems, and to work to correct those problems.
 - a. Progression from Block I-III requires the recruit to successfully complete the tasks of the previous block and receive a recommendation from their current FTO to progress.
 - b. Progression to training Block IV for a recruit officer requires the recommendation of all three FTO's and the FTO lieutenant to the Operations Commander. Upon approval of the Operation Commander, the trainee may progress. The Field Training Book must be complete and available for review prior to progressing to Training Block IV. Based upon recommendation of the FTO Coordinator and FTO Lieutenant a recruit officer may by-pass training Block IV.
5. Training Block IV for a recruit officer is two weeks in length, during which time they are re-assigned to their initial FTO and shift. The recruit is expected to perform the duties of a solo officer during this evaluation period. The first FTO is assigned to shadow the recruit during this period providing guidance as necessary. The FTO may wear civilian clothing during this block, allowing the general public to identify the recruit as the officer in charge. DOR's are also required during this phase of training. Upon successful completion of this training block the recruit may progress to Phase III, upon approval by the Operations Commander.



Effective: 11/01/2016
CALEA Standard(s)--

Revised:

- C. Phase III, will consist of a one year probationary period. The recruit is expected to perform the duties of a police officer under the supervision of the FTO lieutenant. The shift sergeant is expected to monitor the recruit's performance during this period providing guidance as needed. The recruit is considered capable of performing the basic duties of a UNM police officer during this period. Phase III is intended to provide insight to the UNM Police Chief as to the recruit's suitability for police work.
- D. The shift sergeant should complete and submit a Performance Review Form-Probationary/Trial to the chain-of-command on all recruits about to complete the probationary period.

5-03-03 GUIDANCE

- A. The FTO may recommend to the FTO lieutenant that the recruit repeat any portion of the training. These recommendations must be fully justified and documented. The Operations Commander has final authority to approve recommendation.
- B. The FTO may recommend to the FTO lieutenant that a recruit be removed from the training program. These recommendations must be fully justified and documented. Removal from the FTO program may constitute dismissal of employment and would require the final approval of the Chief of Police.
- C. Recruit officers are eligible to perform duties during overtime events after they have completed Phase II, Training Block I. A recruit may work an overtime event as long as they are under the direct supervision of an FTO. It will be the recruit officer's responsibility to assure that a FTO is working the event and that the FTO is willing to supervise them. The FTO will be required to complete a DOR for the event.

Note: A recruit officer will not be replacing any OT assignment that is usually available to a non-probationary officer.

- D. Recruits may at any time during their training request to meet with the FTO Coordinator concerning the FTO program or the conduct of their assigned FTO. This option will be explained to the recruit at the beginning of Phase II, Training Block I by the FTO Coordinator.
- E. The FTO program will be reviewed annually by the FTO lieutenant and FTO's with the goal of making recommendations to the Operations Commander concerning updates to the program.
 - 1. The course content will be reviewed once a year to ensure that it is up to date and complete.
 - 2. The FTO lieutenant will schedule and coordinate a meeting for review purposes.



Effective: 11/01/2016
CALEA Standard(s)--

Revised:

6-01 SUPPLEMENTAL DIRECTIVES

POLICY

When a topic does not require a stand-alone directive but still needs to be explained and addressed, the topic can be placed in this section of the SOP Manual.

TOPICS:

2-07 REPORTS AND DAILY LOGS

All UNM PD reports are computer generated and maintained in the New World Records Management System. Officer activity is also captured electronically and available in the Records Management System.

2-19 LAW ENFORCEMENT OUTSIDE UNM JURISDICTION

When a UNM PD police officer is off duty and outside his/her jurisdiction and observes a situation requiring law enforcement intervention for the protection of life or property, appropriate action may be taken. Officers will contact the jurisdiction and turn the situation over to local authorities as soon as possible. Officers will notify the on-duty UNM PD supervisor and explain the situation and will complete a report detailing the incident.

4-16 RECORDS AND RECORDS MANAGEMENT

All UNM PD records are maintained in the New World Records Management System. All employees accessing records will follow established guidelines for using the system.

4-21 CIVIL DISPUTES

When an officer responds to a call for service and determines it is a civil matter, the officer will advise the calling party that the police department does not get involved in civil matters. The officer will explain what options the party has under the circumstances.

Should parties in the matter be combative, officers will intervene appropriately to keep the peace.



UNIVERSITY OF NEW MEXICO POLICE DEPARTMENT
STANDARD OPERATING PROCEDURES 3rd EDITION



Effective: 11/01/2016
CALEA Standard(s)--

Revised:



Effective: 11/01/2016
 CALEA Standard(s)--

Revised:

INDEX

A		
Accident (Crash) Investigation and Reporting		2-20-02
Active Shooter		2-13
Alarm Response		2-12
Alerts, Significant		3-04
Appearances at Court		2-18
Arrest and Pre-Arrest Procedures		2-02
Authority, Responsibility, and Direction		III
Authorized Firearms & Ammunition,		1-22
B		
Biased Based Profiling		2-09
Body Armor		1-20
Bomb Threats		3-02
C		
Cell Phone, Use of		1-13
Chief's Overtime-Special Event Overtime		4-03
Civil Disturbances		6-01
Civil Litigation	SEE UNM POLICIES & PROCEDURES	
Code of Conduct		1-01
Code of Ethics		II
Communications Procedures, including receiving emergency calls		4-02
Conduct		1-01
Counseling	SEE UNM POLICIES & PROCEDURES	
Court		2-18
Crash Investigation and Reporting		2-20-02
Crime Scene Investigation		2-30
Criminal Investigations		2-30
D		
Digital Recorders		1-26
Discrimination, Sexual Harassment, and Workplace Violence	SEE RED BOOK	
Dispatcher SOP and Scheduling		4-02
Distribution of Police Reports		4-17
Domestic Violence		2-33
Drug Testing	SEE UNIVERSITY BUSINESS POLICIES & PROCEDURES	
DUI Enforcement		2-20-06
E		
Ethics		II
Emergency and Department Vehicles		1-25
Emergency Management		3-03
Escort Services		2-17
Evidence and Property		2-40
Evidence Collection and Preservation		2-05



Effective: 11/01/2016
 CALEA Standard(s)--

Revised:

F	Facilities, Health Care	4-15
	Field Training Officers	5-03
	Firearms & Ammunition	1-22
G	Grooming and Uniforms	1-21
H	Hate/Bias Crime Reporting	2-08
	Hazardous Materials	3-03
	Health Care Facilities	4-15
	High Risk Stops	2-20-04
	Hostage/Barricade Incidents	3-03
I	Impounds and Towing	2-20-03
	Incident Command System and Operational Plans	SEE UNM EMERGENCY MANAGER
	Inclement Weather	1-09
	In-Service Training	5-01
	Internal Affairs Guidelines	4-26
	Inventory Control	1-28
	Investigations, criminal	2-30
	Investigations, Internal Affairs	4-26
J	Juveniles and Juvenile Detention Log	3-05
K		
L		
M	Media Relations-Public Information	4-10
	Medical Attention, Persons Needing	2-14
	Missing Persons	2-35
	Mutual Aid and Emergency Assistance	CONTROLLED BY MOU
	Mutual Shift Exchange	1-10
N		
O	Oath of Office	1-01
	Organizational Chart	I
P	Personal Property Safekeeping	2-41
	PIO and Notification	4-10
	Pre-Arrest and Arrest Procedures	2-02
	Property and Evidence	2-40
	Property Records and Property Tags	4-19
	Pursuits	2-24
Q		



Effective: 11/01/2016
 CALEA Standard(s)--

Revised:

R

Receiving Emergency Calls	4-02
Recorders, Tape/Digital	1-26
Recording Media-Use of Cell Phone	1-13
Records and Records Management	6-01
Registration, Sex Offender	4-22
Reports, Distribution Of	4-17
Restraint and Transportation of Prisoners	2-04

S

Safekeeping and Property Release	2-40, 2-41
Searches	2-03
Student Patrol	2-16
Sex Offender Registration and Notification Act	4-22
Sexual Assault Investigations	2-31
Sexual Harassment and Workplace Violence	SEE RED BOOK
Sick Leave	4-05
Significant Alerts	3-04
Social Media	TO BE DETERMINED
Special Event and Chief's Overtime	4-03
Statement of Organization	III
Statutory Authority	III
Suspicious Packages	3-02

T

Tape/Digital Recorders	1-26
Threats, Bomb	3-02
Time Sheets	4-04
Timely Warning	3-08
Towing and Impounds	2-20-03
Traffic Control and Direction	2-20-05
Traffic Enforcement	2-20
Traffic Operations	2-20
Training	5-01
Training Officer, Field	5-03

U

Uniforms	1-21
Use of Tape/Digital Recorders	1-26
Use of Force	2-01

V

Vehicle Equipment, Operations, and Specialty Vehicles	1-25
Victim Witness Assistance	2-33-07
Video Camera Security	3-01

W

Warning, Timely	4-04
Weapons Training and Qualification	1-22
Written Directive System	1-05



Effective: 11/01/2016
CALEA Standard(s)--

Revised:

NOTES