



**ALBUQUERQUE POLICE DEPARTMENT
INVESTIGATIVE BUREAU ORDERS**

SOP 5-7

Effective: 10/25/17 Review Due: 10/25/18 Replaces: 01/14/16

5-7 IDENTIFICATION / DISPOSITION UNIT

5-7-1 Policy

It is the policy of the Identification-Disposition Unit to provide the most efficient service, and the most accurate and up-to-date fingerprint supported criminal history information possible to the Albuquerque Police Department, Bernalillo County Sheriff's Department, and all local, state, and federal criminal justice agencies.

5-7-2 Rules and Responsibility

A. Identification Unit

1. The Identification Unit is a 24-hour support unit that is responsible for the distribution, maintenance, classification, and identification all fingerprint-supported criminal history information for juvenile and adult individuals arrested on felony or misdemeanor offenses.
2. John/Jane Does and fingerprints received from other agencies for identification purposes shall also be processed.
3. The Identification Unit is responsible for the reporting of criminal history information to the Department of Public Safety (DPS) and the Federal Bureau of Investigations (FBI).

B. Identification/Disposition Unit Manager

4. The Unit Manager is directly responsible to the Scientific Evidence Division Director for proper supervision and overall harmony of the units. The Unit Manager is directly responsible for the management and integrity of all criminal history information residing in the Identification/Disposition Unit. The Unit Manager is usually assigned to Watch II. Periodically, the Unit Manager may work other shifts to properly evaluate personnel and the unit's workflow.
5. Coordinates with the Courts, District Attorney's Office, Federal Bureau of Investigations, Metropolitan Detention Center (MDC), the NM State Repository, and all local and national law enforcement agencies for obtaining, reporting, and disseminating of fingerprint supported criminal history information.
6. Keeps abreast of any changes in the law and ensures that the unit adheres to laws about the Privacy Act, Arrest Record Information Act, State Law, Gun Control Act, and Brady Law.
7. Is responsible for all court ordered expungements and the sealing of all criminal history information.



**ALBUQUERQUE POLICE DEPARTMENT
INVESTIGATIVE BUREAU ORDERS**

SOP 5-7

Effective: 10/25/17 Review Due: 10/25/18 Replaces: 01/14/16

8. Corrects arrest records and/or responds to citizens challenging their arrest record. Corrects and/or ensures the correction of any erroneous data retained in the Identification Unit.
9. Provides both the ID and Disposition Unit with direction and delegates unit responsibilities.
10. Coordinates schedules for all unit activities to ensure proper staffing of work hours, days off, and vacation time. Approves or disapproves leave requests, overtime, and compensatory time.
11. Provides monthly unit statistical reports.
12. Interviews, screens, and hires all prospective employees.
13. Develops both an ID and Disposition Unit policy and procedures.
14. Evaluates all employees assigned to the unit, recommends reprimands, commendations, and/or civilian of the month candidates. When deemed necessary will perform Internal Affairs Investigations.
15. Continuously seeks recommendations for improving the unit's overall efficiency of the office and its operations.
16. Maintains the Criminal History employee maintenance file.
17. Occasionally will spot check completed fingerprint charts to verify correct pattern interpretation and classification formula. Will provide final decision and/or assist in pattern interpretation and identification, if necessary.
18. Reviews with the Shift Supervisors all double numbers, reason for the error and the employee responsible. Brings the error to the attention of the employee and sees that all documents are corrected. Re-instructs the employee if the error was caused by misinterpretation.
19. Monitors and maintains unit supplies and overtime budget.
20. Resolves firearm denials and/or disputes with citizens and attorneys.
21. Ensures that proper supplies, furniture, and equipment is available and functional for unit personnel and the Metropolitan Detention Center (MDC ID Unit).



ALBUQUERQUE POLICE DEPARTMENT
INVESTIGATIVE BUREAU ORDERS

SOP 5-7

Effective: 10/25/17 Review Due: 10/25/18 Replaces: 01/14/16

22. Provides training in the science of fingerprints to include, searching, and filing of fingerprint cards utilizing the Henry System. Trains outside agencies and personnel in obtaining and rolling fingerprints.

B. Identification Shift Supervisor

1. Responsible to the Unit Manager.
2. Provides direction of personnel assigned to designated shifts.
3. Trains employees in the science of fingerprints to include, searching and filing of fingerprint cards utilizing the Henry formula. Trains in entering, searching and plotting all ridge characteristics, i.e., pattern type, core, delta, and minutia points in the Automated Fingerprint Identification System (AFIS). Trains in obtaining and reading AFIS match reports. Shift Supervisors will also provide training in obtaining and rolling of fingerprints utilizing ink or livescan, taking pictures of applicants, and overall general office procedures. Shift Supervisors provide employee progress reports to the unit manager during their probationary period.
4. Assists in establishing office procedures, communicating changes in unit policy and/or procedures with personnel and assists in providing maximum efficiency.
5. Performs administrative responsibilities such as delegating of duties, decision- making, assisting in interviewing employee candidates, gathers and submits unit statistical monthly data to the Unit Manager and keeps the Unit Manager abreast of any personnel problems that may arise.
6. Provides quality control of all criminal history information entered by unit personnel into the Criminal History database, reviewing all documents for accuracy and clarity of arrest information on all fingerprint cards that are to be forwarded to the Federal Bureau of Investigations (FBI) and the Department of Public Safety (DPS).
7. Provides all AFIS quality control (verification) of all 10 prints entered by unit personnel into the AFIS Latent Cognizant File (LCF) database. Shift Supervisor must ensure:
 - a. Quality of fingerprint cards
 - b. Pattern interpretation entered by fingerprint technicians. If the pattern is different the Shift Supervisor must change pattern type, note on the logbook that the finger was changed and initiate an additional search of the LCF database.
 - c. Retain (disposition) the best possible prints in the LCF database, and purge the marginal prints.



**ALBUQUERQUE POLICE DEPARTMENT
INVESTIGATIVE BUREAU ORDERS**

SOP 5-7

Effective: 10/25/17 Review Due: 10/25/18 Replaces: 01/14/16

8. Reviews and purges from the criminal history database and the AFIS database all post-mortem fingerprints and arrest information and submits to the Unit Manager.
9. Assigns and tracks all fingerprint technician double numbers and miss- identifications to ensure that all information on the double number sheet is thoroughly completed.
10. Classifies, identifies, and prepares fingerprint cards when deemed necessary.
11. The performance of other duties as assigned by the unit manager.
12. Shift Supervisors will be assigned to a respective shift by seniority. The unit manager based on the needs of the unit will designate work hours and shifts.
13. Reviews Evidence backgrounds, which are positive and makes a determination of approval or denial. Verifies arrest and disposition updates on recruiting backgrounds.
14. Handles Evidence applicant inquiries and complaints with information obtained through the Brady Handgun Violence Prevention Act, the Crime Bill, and the Omnibus Appropriations Act of 1997.
15. Assists Evidence applicants to obtain documentation necessary to clear the denial of the gun transfer. Provides information on the proper channels to follow and get arrest and disposition information updated for FBI records.
16. Coordinates information with Alcohol, Tobacco, and Firearm (ATF) Agents, Albuquerque Police Department Legal Advisors, Office of the District Attorney, Bernalillo County District Court, Metropolitan Court, Department of Public Safety, Federal Bureau of Investigations, and other outside Law Enforcement Agencies.
17. Maintains Triple I transaction logs for the Federal Bureau of Investigation audits.
18. Provides certification on various documents.
19. Maintains the criminal history employee maintenance file.
20. The Shift Supervisors reviews all double numbers, the reason for the error and the employee responsible. Brings the error to the attention of the employee and sees that all documents are corrected. Re-instructs the employee if the error was caused by misinterpretation. Ensures that all fingerprints and disposition information are forwarded to DPS and the FBI.



**ALBUQUERQUE POLICE DEPARTMENT
INVESTIGATIVE BUREAU ORDERS**

SOP 5-7

Effective: 10/25/17 Review Due: 10/25/18 Replaces: 01/14/16

21. Corrects arrest records and/or responds to citizens challenging their arrest record. Corrects and/or ensures the correction of any erroneous data retained in the Identification Unit.
22. Evaluates ID Technicians assigned to the unit, recommends reprimands, disciplinary action, commendations, and/or civilian of the month candidates. When deemed necessary will initiate Internal Affairs Investigations.
23. Assists the Unit Manager with monitoring and assigning overtime.
24. Corrects arrest records and/or responds to citizens challenging their arrest record. Corrects and/or ensures the correction of any erroneous data retained in the Identification Unit.
25. Occasionally will spot check completed fingerprint charts to verify correct pattern interpretation and classification formula. Will provide final decision and/or assist in pattern interpretation and identification, if necessary.
26. Reviews with the Technicians all double numbers, reason for the error and the employee responsible. Brings the error to the attention of the employee and sees that all documents are corrected. Re-instructs the employee if the error was caused by misinterpretation.

C. Identification/Disposition Technicians

1. ID Technicians are responsible for the maintenance of the criminal history database, classification, identification and preparation of all fingerprints received in the Identification Unit.
2. Responsible to their assigned shift supervisor.
3. Classification, identification and preparation of fingerprints for all adult and juveniles arrested on felonies and misdemeanors in Bernalillo County. Provides fingerprint identification on all John and Jane Does, fingerprints received from the Office of the Medical Investigator (OMI), and other law enforcement agencies. Assists officers with fingerprint identification requests. Identification will be performed utilizing the Henry System and the Automated Fingerprint Identification System (AFIS).
4. Interprets difficult fingerprint patterns, compares the fingerprints and independently establishes a positive identification. If unable to establish a positive identification the ID technician will request assistance from the Shift Supervisor to complete the final pattern interpretation and submit fingerprints to the FBI for identification.



**ALBUQUERQUE POLICE DEPARTMENT
INVESTIGATIVE BUREAU ORDERS**

SOP 5-7

Effective: 10/25/17 Review Due: 10/25/18 Replaces: 01/14/16

5. Fingerprints and photographs all department personnel.
6. Updates and creates arrest record information in the criminal history database.
7. Assists law enforcement personnel and authorized agents in obtaining rap sheets, mug shots, and fingerprint cards.
8. Issues supplies to the Metropolitan Detention Center on an as needed basis.
9. Assists in the verification of arrest information.
 - a. Peer reviews are assigned to ID Technicians by ID Unit Shift Supervisors.
 - b. Errors found during the peer review will be reported to the shift supervisor for correction.
10. Takes fingerprints from suspects, APD employees, and any outside agency requests.
11. Takes mug shots of suspects, APD employees, and any outside agency requests.
12. Accurately researches arrest, suspect, and disposition information utilizing various automated and manual systems for Evidence gun returns, APD recruiting and employment and Law Enforcement Agency requests.
13. Ensuring the reporting of final disposition information to the Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI).
14. For filing and maintenance of all felony and misdemeanor disposition files.
15. For updating arrest and disposition information in the Albuquerque Police Department's criminal history database.
16. Will maintain new and old number arrest logs and will assign to the Metropolitan Detention Center (MDC) APD/PKG numbers.
 - a. Technicians must verify name, date of birth (DOB) social security number (SSN) in the computerized criminal history database and the manual index card file to determine if there is an existing APD/PKG number issued. Searching must be done separately via soundex and/ or actual name soundex, by SSN, And by DOB.
 - b. Notify the ID officer at the MDC of the issued AFIS and APD/PKG number.
 - c. Log the APD/PKG number, name, DOB, charge, date ID Officers name and initial the arrest number log.
 - d. Retrieve and copy the individuals original fingerprint card and attach a copy of the criminal history database printout and place the documents in the basket awaiting fingerprints to booking documents for Criminal History database entry.



ALBUQUERQUE POLICE DEPARTMENT
INVESTIGATIVE BUREAU ORDERS

SOP 5-7

Effective: 10/25/17 Review Due: 10/25/18 Replaces: 01/14/16

17. ID Technicians will Henry and AFIS classify John/Jane Does and concealing identifications. If the fingerprint technician determines the individual's true identity, technicians will notify the arresting officer and the correctional facility of correct person identification. The arresting officer will be responsible for researching the warrant and re-booking or releasing the person arrested.
18. ID Technicians will classify and identify all fingerprint cards received from MDC, PTC, Juvenile Justice Center, officer requests, and outside agency requests. ID Technicians will follow AFIS and Henry guidelines and procedures. When fingerprint cards are received from MDC, technicians must verify all typed arrest information card in AFIS and correct all errors and add charge information and new personal history information to the criminal history database criminal records.
19. Identification Technicians will process all fingerprint identification requests from outside agencies. ID Technicians must complete and sign the standard response letter, address the envelope, and if necessary, submit all necessary paperwork and a copy of the paperwork to a Shift Supervisor, prior to mailing the request. The copy will be forwarded to the Unit Manager for retention.
20. ID Technicians will process all post-mortem fingerprints received from the Office of the Medical Investigator (OMI).
 - a. All DOA fingerprints will be taped onto a red fingerprint card (form FD-249). The fingerprint card will include:
 - i. The original index name only, (AKA's are not needed).
 - ii. DOB, SSN, FBI, SID and APD numbers.
 - iii. Date deceased, and cause of death will be typed in the charge area. If you do not have the cause of death, type OMI case # _____.
Every set of prints submitted to us from the OMI has a case number.
 - iv. The notifying officers' signature, date, employee number, and agency. To be printed in the area where the right four finger are usually placed.
 - b. ID Technicians are responsible for removing disposition slips from the files and destroying them.
 - c. Provides a copy of the decedent's OMI and original fingerprints and a complete criminal history database (rap sheet) to the Shift Supervisor for verification.
 - d. Files mugs in the deceased photo file. Makes sure that the mug jacket is stamped DOA and initialed.
 - e. Retrieves ID's original fingerprint card. Indicates deceased date, and initials of the technician. Files the fingerprint card in the deceased fingerprint file.
 - f. Retrieves index card and ensure the information was transferred to the criminal history database. Destroys index cards.
 - g. Closes out the book.
 - h. Types a file folder label for the deceased last name, first name, and OCA



ALBUQUERQUE POLICE DEPARTMENT
INVESTIGATIVE BUREAU ORDERS

SOP 5-7 Effective: 10/25/17 Review Due: 10/25/18 Replaces: 01/14/16

number and submits it to the Shift Supervisor for review and purging.

21. Update and create arrest records in the criminal history database.
 - a. ID Technicians will retrieve all index cards, microfilm booking slips, rap sheets, and update the criminal history database with the historical data.
 - b. ID Technicians will retrieve all non-criminal index cards, index cards of individuals 80 years or older, and index cards without any information on the back and file in the over 80's file.
 - c. Will destroy all AKA cards after updating the AKA's in the criminal history database.
 - d. Verifies in the city street directory for the correct street spelling.
 - e. Juvenile index cards will be entered into the criminal history database. If a differing adult number has been assigned to a juvenile turned adult, all juvenile arrest information will then be consolidated into the adult APD/PKG number. The juvenile APD/PKG number will be noted on the arrest screen.
 - f. Comparator cards will be verified by name, DOB, and SSN before entering the comparator card. If it is determined that a comparator card is a double number, the ID technician will retain the APD/PKG number with an FBI number. If both APD/PKG numbers have an FBI number the APD/PKG with the most charges will be retained. Any changes should be noted on the proper log book(s) and mug envelopes. Enter all information on the comparator card and note in the miscellaneous field and arrest field
Comparator Card. If subsequent arrests have been made and a ten print was obtained, only note *Comparator Card* in the arrest field for the DWI arrest that the comparator card was taken. Make a copy of the comparator card and submit it to the Shift Supervisor for verification. Highlight the comparator card and file it in the comparator card file.
 - g. Information entered into criminal history database will be standardized and abbreviated according to the abbreviation list.
22. ID Technicians are directly responsible for their double APD/PKG numbers issued or missed by fingerprint identification. The Shift Supervisors can assign double numbers to technicians when deemed necessary.
 - a. ID Technicians will correct and transfer all information on all documents and the criminal history database.
 - b. ID Technicians will complete each step on the Double Number Check Off Sheet.
 - c. Once the Check Off Sheet is completed and signed, submit all information to the Shift Supervisor.
23. ID Technicians will fingerprint APD candidates for employment, sworn and civilian personnel, and Alarm Ordinance applicants. Fingerprints will be taken with fingerprint ink or the AFIS livescan.
24. ID Technicians will respond to incoming law enforcement and citizen inquiries made by phone, in person, by fax or teletype. When answering phones, ID personnel will answer "ID Unit" and give their name. It must be determined that the requester is authorized to receive arrest record information before any information is released. The appropriate method of response will be determined either by mail, teletype, fax transmittal, phone or in person.



**ALBUQUERQUE POLICE DEPARTMENT
INVESTIGATIVE BUREAU ORDERS**

SOP 5-7

Effective: 10/25/17 Review Due: 10/25/18 Replaces: 01/14/16

- a. When distributing arrest information, ID technicians will initial the rap sheet, mug, and copy of the fingerprint card. Initial the requester's form and place in the appropriate box when completed.
25. ID Technicians will be assigned to shifts determined by semi-annual bidding based on seniority. ID Technicians can also be assigned to shifts by the Unit Supervisor to meet training requirements and unit needs.
26. ID Technicians will maintain juvenile fingerprints and photographs. Arrest fingerprints are received from the Juvenile Justice Center on a daily basis. They are processed in the same manner as adult prints are, with the exception that the index and master fingerprint cards are stamped "Juvenile".
- a. If arrested when reaching adulthood (18 years of age) the person is processed as if it were a subsequent arrest. The juvenile index card information is entered into the criminal history database, and the card is stapled to the back of the new adult master fingerprint card.
27. Provides all AFIS quality control (verification) of all 10 prints entered by unit personnel into the AFIS Latent Cognizant File (LCF) database. Technician must ensure:
- b. Quality of fingerprint cards
 - c. Pattern interpretation is part of the Quality Control Process.
 - d. Every ten print is now retained in the AFIS database after processing.

D. Training Requirements

1. Successfully complete a 40-hour training course in the science of fingerprint identification, interpretation and classification (the Henry System) offered by the Federal Bureau of Investigation (FBI). Upon class completion and certification by the FBI, technicians are required to receive an additional 40 hours of in- house training on searching and utilization of the Henry fingerprint filing system.
2. Successfully complete 40 hours of training and familiarization of the Automated Fingerprint Identification System (AFIS). ID Technicians must become familiarized with the use of the equipment, as well as the technical aspects of fingerprints, plotting and deleting minutia, and interpretation of data retrieved on match reports.

E. Automated Fingerprint Identification System

It is the policy of the Albuquerque Police Department (APD) to have uniformity within the AFIS system. It is the intent of the Department to maintain a quality database that will benefit the entire Law Enforcement and Criminal Justice Community. The Policies and Procedures will ensure consistency and are subject to change to conform to operational changes.



ALBUQUERQUE POLICE DEPARTMENT
INVESTIGATIVE BUREAU ORDERS

SOP 5-7

Effective: 10/25/17 Review Due: 10/25/18 Replaces: 01/14/16

F. Quality Control of Ten Print Cards

ID fingerprint technicians are responsible for the quality control (QC) of all fingerprint cards in AFIS. Technicians will be responsible for verification of pattern type, placement of cores and deltas. Once a card has been QC, ID technicians will finish processing the arrest information by typing and entering the data into the criminal history database.

G. Searching of the AFIS Database

ID fingerprint technicians will search the AFIS database on all ten print cards QC'd. ID technicians will only use the search parameters set by the AFIS system manager unless otherwise directed to change parameters. The ID unit currently searches fingers 1, 2, 6, 7. If fingers 1, 2, 6, 7, are smudged or bandaged, technicians will search other fingers.

H. Ten Print Hand Entry

The only cards that are hand entered are DOA's and cards that do not get dispositioned properly due to system problems. All ten prints are retained in AFIS.

I. Double Numbers

1. Technicians will ensure that a double number sheet is filled out for all double numbers. The criminal history database records will not be purged unless the following is complete:
 - a. Complete every item on the double number sheet.
 - b. Attach only copies of the fingerprint cards. Technicians will submit to the Shift Supervisor a copy of both fingerprint cards. (Original on file and double)
 - c. Attach the original letters to the State and FBI.
 - d. A rap sheet printout of the wrong OCA number issued.
 - e. File the original fingerprint card and mugs with corrections made.
 - i. If you have a double number, circle the number that needs to be purged out of AFIS and write purge next to the number. Also, indicate if it is a juvenile turned adult, different name, DOB, etc. Technicians must run or call warrants on all positive ident (hits) where an individual has lied about his personal information. Notification must also be given to the arresting officer and PTC/MDC ID officer. If the arresting officer is off- duty, the Fingerprint Technician will contact Communications at 833- 7222 and provide them with the arresting officer's name. Communications will be responsible for notifying the officer's watch commander to contact ID. The Technician will advise the watch commander of the person's identity and that the person in jail needs to be released or re-booked.
 - ii. The arresting officer or watch commander will be responsible for researching the warrant and re-booking or releasing the person arrested. ID personnel will log the date, time, and person they spoke with from Communications, the jail, and the watch commander.
 - iii. At no time unless justification of time constraint should a double number be left for the on-coming shift. It is the responsibility of each Technician to complete their own double number.
 - iv. Technicians must manage their time effectively. AFIS should normally be the first step of completing a fingerprint set followed by completion of Criminal History entries.



ALBUQUERQUE POLICE DEPARTMENT
INVESTIGATIVE BUREAU ORDERS

SOP 5-7

Effective: 10/25/17 Review Due: 10/25/18 Replaces: 01/14/16

J. Misidentifications

Technicians will always compare fingerprints to determine if a subject is the same person. The comparison will be made with AFIS or a magnifying glass. Failure to compare prints will result in disciplinary action. All misidentifications will require a letter of explanation to the Shift Supervisor. All misidentifications are subject to disciplinary action.

K. Tally Sheets

Technicians will maintain fingerprint card tally sheets and submit them daily to the perspective Shift Supervisor.

L. AFIS Environment

1. The room temperature should be monitored and should not exceed 72 Degrees Fahrenheit. If the temperature exceeds 72, the Shift Supervisor should be immediately notified. The Shift Supervisor will notify the Unit Manager.
2. No food, drink or paper clips are allowed in the AFIS room or on the AFIS equipment.

M. Priority of AFIS Ten-Print Fingerprint Cards

1. New arrests (new numbers) will have a priority one. All new arrest(s) must be QC before subsequent arrest(s).
2. If there are no new numbers, priority will be given to the fingerprint cards left from a previous shift either from the MDC or the Juvenile Detention Center.

N. Law Enforcement Senior Office Assistant

1. Senior office assistants receive general supervision from the unit shift supervisor or unit manager.
2. Participate in processing, monitoring and maintaining a variety of documents regarding a variety of city programs in assigned area.
3. Assist all professional and supervisory staff with routine and/or administrative clerical duties, and to perform a variety of duties relative to the assigned area of responsibility
4. Maintains department filing systems, records, and databases; develops, implements and modifies filing systems.
5. Prepares and proofreads a variety of documents including general correspondence, fliers, memoranda, and reports.
6. Prepares purchase requests and logs; orders and maintains an inventory of office supplies; orders uniforms, books, magazines, pamphlets and various materials, supplies and equipment as needed.
7. Initiates requisitions, purchase orders and purchase order adjustments within assigned area of responsibility



**ALBUQUERQUE POLICE DEPARTMENT
INVESTIGATIVE BUREAU ORDERS**

SOP 5-7

Effective: 10/25/17 Review Due: 10/25/18 Replaces: 01/14/16

8. Processes vendor invoices for payment; input information into the computer.
9. Prepares and maintains computerized records, rosters, lists, and logs; ensure information currency and accuracy; enter pertinent information into the computer.
10. Responds to requests from department personnel; provide information on department policies and procedures.
11. Answers the telephone and wait on the general public.
12. Assists in the coordination and processing of personnel actions.
13. Immediately file back all original fingerprint cards.
14. Maintain the master photograph file. This file contains the mug photographs of adults and juveniles arrested on felonies and misdemeanors in Bernalillo County and of all police applicants and police personnel.
15. Senior Office Assistants will respond to incoming law enforcement and citizen inquiries made by phone, in person, fax or teletype. When answering phones, ID personnel will answer "ID Unit" and give their name. It must be determined that the requester is authorized to receive arrest record information before any information is released. The appropriate method of response will be determined either by mail, teletype, fax transmittal, phone or in person.
 - a. When distributing arrest information, Senior Office Assistants will initial the rap sheet, mug, and copy of the fingerprint card. Initial the requester form and place in the appropriate box when completed.
 - b. On high profile cases, Senior Office Assistants will not distribute the last mug. Senior Office Assistants will photocopy the mug and distribute copies until additional originals are received from the Criminalistics Photo Lab.
16. Answer and place phone calls, write down and relay messages, refer callers or visitors to proper office personnel. Provide information and general directions to callers in compliance with instructions. Arrange, schedule and confirm appointments and meetings. Maintain the fingerprint appointment book. This book is to schedule those persons needing to be fingerprinted by identification personnel.
17. Receive, sort and route incoming mail. Compose and prepare routine correspondence according to general instructions. May originate correspondence of a routine nature.
18. Senior Office Assistants will order and ensure all unit supplies are ordered at the beginning of each month. Contact vendors for prices and coordinate with the unit manager small purchase orders. Compute simple statistics such as percentages and discounts itemize and subtotal monthly unit supply expenditures and submit to the unit supervisor.
19. File fingerprint cards in the master file after the fingerprints have been processed completely through the Automated Fingerprint Identification System (AFIS).
20. Law Enforcement Senior Office Assistants will be assigned to a respective shift by seniority. The unit supervisor, based on the needs of the unit, will determine work hours and shifts.



ALBUQUERQUE POLICE DEPARTMENT
INVESTIGATIVE BUREAU ORDERS

SOP 5-7

Effective: 10/25/17 Review Due: 10/25/18 Replaces: 01/14/16

21. Notarizes necessary documents and fingerprint cards.

O. Evidence and Recruiting Backgrounds

1. Verify that all information is provided on the APD Handgun Checklist and Police Applicant Checklist.
2. Verify the applicant's information through the Motor Vehicle Department (MVD) to ensure the name, DOB, and SSN are correct. If different than listed on the forms, the technician will note the additional information on the checklist.
3. Print or type the Interstate Identification Index (Triple I) request form with the date, agency, applicant's name and DOB. All NCIC Triple I requests will be logged by the person inquiring and submitted to the Disposition ID Tech Supervisor.
 - a. Technicians will review all Triple I requests. If there is a charge that is questionable as to a felony or misdemeanor, and/or an arrest with an open disposition, Disposition Technicians will teletype the arresting agency to obtain clarity of charges and disposition information.
 - b. Technicians will research and determine if all deferred, pretrial, or pre-prosecution probation dispositions have been successfully completed.
 - c. If the DOB is prior 1956 and is not automated, the Triple-I will come back with an FBI number and indicate that the FBI number is to run in three days. The three days is to allow for the record to be updated.
4. Verify all applicants through the criminal history database by name, SSN, and DOB. If the applicant is positive, print arrest record information (rap sheet). Research the Metropolitan Court (MC), District Attorney's Office (DA), and Bernalillo County District Court (DC) for dispositions on all charges. Pull index cards and microfilm and update arrests and disposition information in the CCH database.
 - a. Update the arrests on the index card and utilize the information on the microfilm booking slips and rap sheets.
 - b. Felony dispositions are obtained from DA and DC. The DA's information is on-line (automated) from 1984.
 - c. Misdemeanor dispositions are obtained from MC. If an arrest is prior 1984, Metropolitan Court may be unable to provide the disposition information.
 - d. Update the disposition information and all other arrests about that case (FTA, FTC, GJI) in Tiburon/CR the criminal history database. Place initials and the updated date below the disposition information.
 - e. Retrieve all final disposition (green) forms, type the disposition, and initial the typed form. Type the disposition in the criminal history database exactly like it appears on the final disposition form.
 - f. When the index card and microfilm are retrieved, and the information is updated in the criminal history database, indicate on the miscellaneous screen "IP" for index pulled, "***" for microfilm pulled, and date pulled.



ALBUQUERQUE POLICE DEPARTMENT
INVESTIGATIVE BUREAU ORDERS

SOP 5-7

Effective: 10/25/17 Review Due: 10/25/18 Replaces: 01/14/16

5. Verify arrest information in the IBM Mainframe (P600). First verify by last name, first initial, DOB, and place an X on the ALL field and then verify by SSN and place an X on OFFENSE field. If applicable, print the applicant's adult and juvenile suspect, cited, and arrest information.
6. Verify arrest information in the AS/400 New World System. Utilize Global Inquiry (20) by name alone, DOB alone, and SSN alone. If applicable, print the applicant's adult and juvenile suspect, cited, and arrest information. Check and print victim information for attempted and threatened suicides.
7. Verify Wants and Warrants. Enter the applicant's last name, first name, DOB, and SSN.
8. If any part of the background investigation is positive, Technicians will note positive on the checklist next to the appropriate section. Technicians will submit all Evidence and Recruiting backgrounds to the Disposition ID Tech Supervisor.
9. Technicians will log all Evidence backgrounds in the Disposition ID Tech Supervisor logbook. After review and approval from the Disposition ID Tech Supervisor, the logbook will be initialed and dated.
10. Technicians will maintain and submit to the Disposition ID Tech Supervisor at the end of each month an individual monthly status log.
11. The ID Unit will accept Statement of Intent for the Return of A Firearm held by the Albuquerque Police Department, Evidence Unit by personnel of the Evidence Unit only.
12. The Evidence personnel will time stamp the Evidence Return of Firearms forms before placing them in the In Basket.
13. The Disposition ID Tech Supervisor will make a recommendation in writing to the Evidence Unit to qualify or disqualify the transfer of the firearm from the Evidence Unit to the citizen requesting possession.
14. The Disposition ID Tech Supervisor will make a copy of the APD Handgun Checklist and a copy of the Evidence Return of Firearm form for record purposes on backgrounds that pass and return all original paperwork to the Evidence Unit. The Disposition ID Tech Supervisor will make a copy of the APD Handgun Checklist, the Evidence Return of Firearm form, and the reason for denial and return to the Evidence Unit on backgrounds that are denied and the original paperwork will remain with the Disposition Unit until the background passes.



**ALBUQUERQUE POLICE DEPARTMENT
INVESTIGATIVE BUREAU ORDERS**

SOP 5-7

Effective: 10/25/17 Review Due: 10/25/18 Replaces: 01/14/16

P. Final Disposition Reporting

1. Verify final disposition with District Attorney's Office (DA) and County District Court (DC). DA and DC case numbers are on the final disposition paper to use as a cross-reference.
2. Pull all disposition (green) forms that appear in the criminal history database that pertain to the case (original arrest, GJI, FTA, FTC, warrants). Also, locate all disposition forms with alias names.
3. Type the plea and if pled to charges other than arrest charge(s) and sentence on the GJI. If no GJI, type on the initial arrest. If no initial arrest, type on first final disposition (green) form (FTA, FTC).
4. All Failure to Comply (FTC) dispositions will be found in DC, will have a separate disposition than the GJI/initial arrest. Failure to Appear (FTA) dispositions will have a CR number that can be cross-referenced to DC records and will be referenced back to the GJI or initial arrest.
5. Update the disposition information in the criminal history database, initial and date. Submit all typed disposition forms to the Disposition ID Tech Supervisor for review.
6. Inscribe the case number with permanent marker onto the top-center of each page of officer or DA letter.
7. Scan the officer of DA Letter into the evidence management system database.
8. Returned scanned letters to evidence.
9. Transfer officer disposition instructions from the Evidence portal into the evidence management system database.

Q. Law Enforcement Backgrounds

1. Technicians will perform all backgrounds for APD and other Law Enforcement agencies. Technicians will check the criminal history database, index cards, and microfilm for all arrests. Dispositions will be obtained through the District Attorney's Office, Bernalillo County District Court, and Metropolitan Court for the arrests residing in the criminal history database. Verification must be made on all A.K.A.'s used by the individual.
2. Technicians will update disposition information in the criminal history database and type the final disposition (green) form. Arrest record and disposition information will be typed on a clearance letter. Type a return envelope if one is not provided.



ALBUQUERQUE POLICE DEPARTMENT
INVESTIGATIVE BUREAU ORDERS

SOP 5-7

Effective: 10/25/17 Review Due: 10/25/18 Replaces: 01/14/16

3. The clearance letters will be reviewed by the Disposition ID Tech Supervisor for clarity, accuracy and certification.
4. A copy of the clearance letter will be made and attached to the original request and kept on file. The clearance letter will be mailed to the law enforcement agency.

R. Gun Denials

1. For illegal drug possession, current use, or a conviction of controlled substance within the past year.
2. If an individual is under indictment or has been convicted in any court of a crime punishable by imprisonment for a term exceeding one year.
3. If the person is a fugitive from justice or subject of an active criminal warrant. This includes misdemeanor warrants.
4. If the person is subject to a court order restraining the individual from harassing, stalking, or threatening his child, an intimate partner or child of such partner.
5. If the person has been convicted in any court of a misdemeanor crime of domestic violence.
6. Military, Medical (Mental), and Citizenship records are not verifiable. Therefore, the firearm release request associated with charges under these conditions will be denied only if the person voluntarily reveals:
 - a. That they are illegally or unlawfully in the United States.
 - b. Has been discharged from the Armed Forces under dishonorable conditions.
 - c. Having been a citizen of the United States and has renounced their citizenship.
7. Having been adjudicated mentally incompetent and has been committed to a mental institution.
8. All felony arrests with open dispositions will be held until final disposition is obtained. The Disposition Unit will research APD's arrest(s) for final dispositions. To obtain a disposition from an outside agency, the Disposition Unit will Teletype the arresting agency for a final disposition. If there is no response from the arresting agency, the burden is placed on the citizen to obtain the disposition. If there is no disposition available, i.e., the individual was arrested, released and did not go to court, the Disposition Unit will accept a certified copy from the courts indicating there are no felony records available. On all deferred sentences for felony convictions, APD Disposition Unit requires a certified Order of Dismissal or Satisfactory Order of Dismissal from the courts.



ALBUQUERQUE POLICE DEPARTMENT
INVESTIGATIVE BUREAU ORDERS

SOP 5-7

Effective: 10/25/17 Review Due: 10/25/18 Replaces: 01/14/16

9. Attempted suicide and/or threatened suicide within one year. The gun will be held for one year from the date of the incident.

S. Dress Code

1. ID Unit personnel may wear suits, dresses, skirts, pants, and shirts with a collar, Sneakers, dress shoes, boots, sandals, or the unit uniform. Personnel must be clean and well-groomed at all times.
2. Clothing items that will not be worn are T-shirts, sweatshirts, jogging suits, spandex pants/skirts, tank tops, crop tops, torn clothing, faded jeans, and thongs.
3. Personnel will utilize discretion when wearing mini skirts and dresses.