



ALBUQUERQUE POLICE DEPARTMENT  
ADMINISTRATIVE ORDERS

SOP 3-6

Effective: 01/16/16 Expires: 01/16/17 Replaces: 04/27/15

## 3-6 SPECIAL SERVICES BUREAU

### 3-6-1 Goal

The goal of the Special Services Bureau is to provide effective and efficient support services to the Department through the preservation of peace and order; the prevention and detection of crime, the apprehension of offenders; the protection of person and property, the performance of the multitude of tasks relating to public welfare and safety.

### 3-6-2 Rules and Responsibilities

#### A. Special Services Bureau

The Department maintains Special Services Bureau, which is comprised of the Mayor's Detail, Risk Management, Special Operations Division, Metro Traffic Division, and Open Space Division.

#### B. Risk Management

1. Ensuring that the Department has a safety/loss prevention program implemented, and that appropriate safety training is conducted.
2. Conducting inspections to ensure the Department adheres to all applicable OSHA safety standards.
3. Safety Officer
  - a. Responsible for planning and implementing the Department's safety/loss prevention program.
  - b. Recommending appropriate safety training.
  - c. Conducting site inspections, and injury/property loss investigations.
4. Risk Manager
  - a. Responsible for recommending and/or implementing safety standards according to OSHA and other regulatory entities.
  - b. Providing technical support to the Chief.
  - c. Perform research on safety, tort liability and workers' compensation issues as required.

#### C. Special Operations

1. Tactical Section
  - a. EOD Sergeant
    - i. This sergeant in charge of the officers who are on-call for Explosive Ordnance Detail incidents.



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- b. SWAT Team Duties
  - i. Crime suppression activities
  - ii. Gang enforcement activities
  - iii. Emergency Response Team activities
  - iv. SWAT operations

c. Canine Unit

- i. This unit is to be utilized to search buildings for intruders and to track wanted subjects. Canine Units are on call 24 hours per day via Communications. If no Canine Unit is on duty, an on-duty supervisor must give approval before calling out the Canine Unit.

D. Metro Traffic Division

1. This Division is composed of Traffic Safety/Administration, DWI, Freeway Unit, Hit and Run Unit, Traffic Squad 1, Traffic Squad 2, Traffic Squad 3, and the School Safety Unit.
2. Traffic Safety /Administration Unit
  - a. Conducts data entry, tracking, and dissemination of all citations. Also performs traffic awareness activities to promote traffic safety.
3. DWI Unit
  - a. Conducts DWI roadblocks, enforces traffic laws as related to DWI's, provides DWI statistics, processes DWI citations, and affidavits, and is responsible for coordinating and keeping files on all DWI documents.
4. Hit and Run Unit
  - a. Investigates and coordinates hit and run accidents documented by station reports or involving offender vehicles that are registered outside of the city limits.
5. Motors Unit
  - a. Enforces traffic laws on the freeway system, investigates traffic accidents to include traffic law enforcement. Is also active in special events, dignitary/funeral escorts. Conducts traffic accident investigations, traffic enforcement activities, special event activities, dignitary/funeral escorts.
6. Traffic Analysis
  - a. Performs a breakdown and reviewing, recording and reporting of accident information so that selective traffic enforcement can be implemented or enhanced.



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7. School Safety Unit

- a. Trains and supervises school crossing guards, and conducting traffic surveys.
- b. This Unit works in conjunction with Traffic Engineering and Albuquerque Public Schools to establish and maintain school crossings within the city.

E. Open Space Division

1. This Division is responsible for patrolling and responding to crimes and calls for service in the city's open space areas.

2. Open Space Section

- a. A captain commands the Section with a lieutenant.
- b. The Section is composed of teams supervised by sergeants.
  - i. Each team responds to calls in districts 1, 2, and 3.

3. Horse Mounted Unit

- a. Provides support and assistance to the Department. This includes but is not limited to high visibility patrols, public relation activities, search and rescue, crowd control, community outreach, and crime suppression tactical plans.

F. APD Academy

1. Recruiting Section

- a. The Section is responsible for recruiting qualified applicants for the positions of police officer, public safety aide, and reserve officer.
  - i. Identify, test, and select the most qualified persons to fill vacancies or added positions that become available within the Department.
  - ii. Persons will be selected following Department guidelines and policies, from among those who possess the necessary skills, knowledge, and abilities required to be most effective.
- b. Polygraph Personnel
  - i. Provides an accurate and reliable investigative tool in the resolution of criminal, and other requests within the jurisdiction of the Department in determining the veracity of the person being tested.

2. Training Section

- a. The Section is responsible for training, assignment, and evaluation of cadet/recruit officers, police service aides, and reserve officers while they are attending the Academy, and on "OJT".



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- b. Basic Training
  - i. Is responsible for training police cadets, lateral transfer officers, and public safety aides.
- c. Advanced Training
  - i. Is responsible for coordinating and planning Department training needs, including Maintenance of Effort (MOE) training, Advanced Training, and Specialized Training.
- d. Physical Wellness
  - i. Is responsible for wellness programs and physical fitness assessments of Department personnel and police applicants. Unit personnel maintain the physical fitness facility, advise, and monitor the physical fitness training for police cadets and Department personnel.
- e. Firearms Range
  - i. Is responsible for the firearms training and qualification requirements for the Department.