

TITLE: PATROL OPERATIONS

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PURPOSE

The purpose of this directive is to provide policy and procedure for patrol functions within the Santa Fe Police Department’s Patrol Division.

DISCUSSION

The most visible segment of the Department is the uniformed patrol officer. The officer’s appearance, demeanor, and actions are under constant scrutiny by the public. The patrol component provides those services most commonly associated with law enforcement.

One of the most important factors governing the successful outcome of any criminal investigation is the initial handling by the first officer on the scene. Notes, observations, evidence collection, witness identification, statements, suspect information, crime scene protection, and directing resources until properly relieved are all essential elements of the initial crime scene examination.

Although this directive primarily guides uniformed patrol operations, much of it is applicable to investigative functions as well as other components of the Department.

POLICY AND PROCEDURE

PRELIMINARY INVESTIGATIONS

68.1.01 The preliminary investigation begins when an officer becomes aware of or is assigned the responsibility of responding to a crime or other call for service.

68.1.02 The preliminary investigation continues until such time as the initially assigned officer reaches a successful conclusion, or the postponement or transfer of responsibility will not jeopardize the successful conclusion of the investigation.

68.1.03 Preliminary investigation usually includes:

- Securing the crime scene;
- Providing aid or summoning aid to the injured;
- Processing the crime scene;
- Determining if an offense had actually occurred and if so, the exact nature of the offense;
- Determining the identity of the suspect(s) and effecting an arrest if it can be accomplished at the scene;
- Furnishing other field units with descriptions, method and direction of flight, and other relevant information concerning wanted persons or vehicles;
- Identify witnesses to obtain all preliminary information;
- Collection of evidence or securing evidence until Crime Scene Techs arrive to process evidence;
- Obtaining written statements from victims, witnesses and suspects;
- Accurately and completely recording all pertinent information in proper form;
- In ALL instances where first aid is required prior to the ambulance’s arrival, the officer shall perform ONLY that level of aid for which he/she has been trained and certified in.
- If CPR is necessary, the officer will perform CPR as needed and will do so with the CPR mask provided by the Santa Fe Police Department.
- Assigned officers, in all cases not EIC’ed (Entered Into the Computer-No Police Report Required), will do an ‘Offense/Incident Report or a supplemental report, reporting the incident fully and accurately.
- ALL police personnel, regardless of rank, who enter a crime scene and/or have had any official involvement with the investigation,

are required to submit a detailed supplemental report, at the direction of the On-Duty Patrol Commander or the commander in charge of the scene.

68.1.04 Officers shall write reports of their involvement in significant events such as automobile crashes, assisting other agencies, and similar incidents.

68.1.05 In unusually serious or complex crimes, the preliminary investigation may be conducted by specialists, i.e., Detectives. These cases include, yet are not limited to:

- Homicides;
- Fatal motor vehicle accidents;
- At the discretion and/or direction of the specialized section unit commander, upon the request of the On-Duty Patrol Commander.

68.1.06 In all felony cases, the assigned patrol officer may be responsible for preparing a crime scene sketch, or photograph the crime scene when directed to do so by the On-Duty Patrol Commander. The sketch or photographs should include the following:

- Dimensions;
- Relation of the crime scene to other buildings, geographical features and/or roads;
- Address, floor and/or room number as appropriate;
- Location of victim;
- Date and time of preparation;
- Names of the person(s) preparing the sketch;
- Direction of north,
- Location of items of physical evidence collected.

NOTE: A rough sketch and photographs should be made at the scene, so that a final drawing to scale can be made at a later time and/or date.

- A. The assigned patrol officer is encouraged to utilize a Major Crime Scene Packet on complex investigations. The Major Crime Scene Packet is an evidentiary document and will need to be submitted as evidence.

68.1.07 Officers shall comply with all constitutional requirements during criminal investigations. Special attention should be paid to the following:

- A. Coercion or involuntary nature of any confession and/or admission. The use of threats, force, promises, etc., SHALL NOT be permitted to obtain any information from a suspect.

B. PROHIBITED ACTIVITIES AT A CRIME SCENE

1. DO NOT touch, move or alter anything at the scene, unless absolutely necessary. If you do, RECORD ITS STATE before touching, moving, or altering, and record the fact that something was touched moved or altered.
2. DO NOT use tobacco products within the secured crime scene area.
3. DO NOT litter nor add anything into the crime scene area.
4. DO NOT flush toilets nor run tap water in the sinks and/or bathtubs. If it has been done, RECORD IT.
5. DO NOT release any information to anyone. This includes all media and newspaper inquiries. For further information, refer to DIRECTIVE 77.1 MEDIA RELATIONS.
6. DO NOT allow the news media to enter the secured crime scene area or to interfere with law enforcement operations at the crime scene.

NOTE: News media representatives and their photographers are to be given access to situations that require their presence, such as scenes of major fires, natural disasters, or other such catastrophic events, and the perimeters of crime scenes. Media will be provided with adequate vantage points and accurate information for the proper reporting of the incident, provided they do not interfere with the law enforcement operations at the scene of the incident. Cooperation and coordination between the media and the police should assure fair and impartial reporting to the public.

7. DO NOT move about within the secured crime scene area nor allow other persons to do so, unless it is absolutely necessary.

NOTE: IF YOU ARE NOT SURE if an activity is allowed or prohibited, ASK the On-Duty Patrol Commander.

ENTER INTO COMPUTER (EIC) CODES

68.1.08 Enter Into the Computer (EIC) means the report will be made and entered in the department's computer system by communications/dispatch personnel. The officer WILL NOT be required to submit a written report on the incident, however, he/she will be required to provide such information as necessary for communications/dispatch personnel to complete the EIC's narrative portion.

A. An officer will have the authority to EIC (Enter Into the Computer—no report required) a call, using the following codes:

1. NO CONTACT: No one was contacted, i.e., the complainant, the victim, witnesses, the suspect(s), etc., or the condition reported was not found, CODE A.
2. No report required, CODE B.
3. AMBULANCE/ASSISTANCE: Not involving any criminal activity, CODE C.
4. FIRE/ASSISTANCE, CODE D, unless Arson is suspected and a report and follow up are required.
5. TRAFFIC OFFENSE: Illegally parked vehicles, abandoned vehicles, speeders, etc. CODE E.
6. Referred to other agency, CODE F.
7. Canceled by complaint, CODE H
8. SECURE ALARMS, CODE I.
 - a. ICA>>>> ALARM SECURE-CANCELLED BY ALARM COMPANY
 - b. IM>>>> ALARM SECURE-MULTIPLE ACTIVATION

- c. IP>>>>> ALARM SECURE-POWER FAILURE
- d. IT>>>>> ALARM SECURE-TELEPHONE FAILURE
- e. IW>>>>> ALARM SECURE-WEATHER

9. ESCORT, CODE J

10. PRIVATE PROPERTY MOTOR VEHICLE ACCIDENT: Where no injury, damage to a structure or a DUI (Driving Under the Influence) violation has occurred, CODE K.

11. Animal Services call, CODE L.

12. Served Orders of Protection, CODE S.

NOTE: These Procedures shall not prohibit the officer from contacting the On-Duty Patrol Commander for authorization to EIC a call using any of the above codes, if the officer is unsure if a police report is required.

HOMICIDE

68.1.09 Preliminary Investigation

- A. Record date, type of call, case number and time call was dispatched.
- B. If first notification is received in person, detain this person for detectives, if the person is willing. If the person is unwilling to remain for some reason, obtain sufficient identification and information for the follow-up detective. Notify communications of the call and the call's location.
- C. Proceed immediately to the assigned call's location.
- D. While enroute to the call listen for and observe any pertinent information that may be related to the call, i.e., vehicles, suspects, witnesses and other possible victims.
- E. Upon arrival, record time and notify communications that you are at the scene.

- F.** Enter the immediate crime scene area to identify the victim. Once the victim has been identified, the officer shall render aid and contact Emergency Medical Services immediately for assistance.
- NOTE:** Officers entering must try not to disturb the scene while the focus must remain on officer safety.
- G.** Record the time the ambulance was requested.
- H.** If circumstances indicate the victim is near death or dying, attempt to obtain a Dying Declaration using the following recommendations:
- 1.** Ask the victim:
 - a.** Do you believe you are about to die?
 - b.** Who injured you?
 - c.** How did it happen?
 - d.** What is your name?
 - e.** Where do you live?
- I.** The backup officer will accompany the victim in the ambulance to the hospital to obtain a possible Dying Declaration of any statements made by the victim. This officer will also maintain control of the victim's clothing and property as evidence. The backup officer's patrol unit will remain at the scene and secured, prior to leaving with the ambulance.
- J.** Notify the On-Duty Patrol Commander of the situation, if not already present.
- K.** Detain the suspect, if present.
- L.** If the ambulance crew was present before your arrival, determine if the crew or anyone else moved the victim or any items within the crime scene. If there were any items moved, record the following:
- 1.** What alterations were made;
 - 2.** When the alterations were made;
 - 3.** Purpose of the movement;
 - 4.** Person who made the alteration.
- M.** Whenever practical, the Dying Declaration should be audio or visually recorded.
- N.** Record the names and ambulance number of the ambulance crew present at the scene.
- O.** Exclude ALL persons, including police personnel who DO NOT have an official function at THE SCENE.
- 1.** Be careful not to chase off witnesses or the suspect, who may still be present.
 - 2.** If it is NECESSARY for a doctor or clergyman to enter the scene, they are to be escorted by an officer, in and out of the scene, and cautioned about touching or moving anything.
- P.** If the suspect has fled the scene, initiate an "All Points Bulletin." Provide as much suspect information as possible to officers and surrounding agencies.
- Q.** Attempt to identify the entire crime scene, including paths of entry and exit, and areas that may include evidence.
- 1.** Secure and protect the scene, by establishing a perimeter using isolation and physical barriers such as ropes, cones, crime scene tape and other equipment as necessary.
 - 2.** Request additional officers if needed to protect the crime scene.
- R.** Locate, identify and isolate any witnesses at the scene for detectives, to prevent witnesses from talking to each other.
- S.** Record any alterations to the crime scene that were made as a matter of investigative necessity.
- T.** Record names, addresses, dates of birth and telephone numbers, etc. of all persons present at the crime scene.
- U.** Attempt to obtain the victim's name and personal information.
- V.** Initiate and maintain a chronological Crime Scene Log, recording the names and agencies of ALL persons entering the crime scene. In addition, record the names, addresses, etc. of ALL civilians who may HAVE to enter the crime scene.

1. This log shall reflect the time of entry and exit for each person.
- W.** Establish a path for entry and exit into the crime scene.
1. The path shall be a route that causes the least amount of contamination to the scene.
- X.** Stand by for detectives.
- Y.** Upon arrival of the detective, brief him/her of all information and what has occurred to this point.
- Z.** With the approval of the On-Duty Patrol Commander, assist detectives as necessary.

CRIMINAL SEXUAL PENETRATION

68.1.10 Preliminary investigation

- A.** Upon arrival conduct an assessment of injuries to the victim as a result of the sexual assault.
- B.** The assigned officer shall call the Sexual Assault Nurse Examiner (SANE) Answering Service at 505-989-5952. The SANE will determine if the examination will occur at the hospital or at the Solace Center, if the victim consents.
1. When a victim is taken to the hospital and hospital staff coordinates the SANE, this results in the victim being billed for the hospital visit, even if there is no complaint of injury.
 2. If the victim has a complaint of injury please seek medical attention. In this case a hospital visit will result in the victim being billed for the hospital visit. The officer/detective should still call and coordinate the SANE separately if the victim receives medical attention.
 3. If there is no complaint of injury and the officer/detective coordinates the SANE, the victim will not be charged for the examination.
- C.** If the ambulance crew was present before your arrival, determine if the crew or anyone else moved the victim or any items within the crime scene. If there were any items moved, record the following:
1. What alterations were made;
 2. When the alterations were made;
 3. Purpose of the movement;
 4. Person who made the alteration.
- B.** Obtain the victim's clothing as evidence, if available, and package separately in paper bags.
1. If the victim is still wearing the clothing, advise her/him to bring another change of clothing and obtain the victim's clothing from the hospital.
- C.** If the victim is not to be transported by ambulance, take the victim to the hospital if the sexual assault just occurred, or the Solace Center if significant time has passed since the sexual assault has occurred so the victim can be examined and a Sexual Assault Nurses Exam Kit administered, if the victim consents.
1. All juvenile victims shall be taken to the hospital or the Solace Center, unless the parent(s) or guardian(s) refuse consent. If parents or guardians are not available the Children, Youth and Families Department, Social Services Division (CYFD) can give consent.
 2. Upon arrival at the hospital, if the victim is a juvenile, contact shall be made with the juvenile's parent(s), guardian(s) or CYFD, if neither parent(s) nor guardian(s) are available, or contact has not already been made.
- D.** The assigned officers will attempt to locate, identify and isolate witnesses, if any. If witnesses are found, the assigned officers shall obtain handwritten statements from each witness.
- E.** The assigned officer/s will record any alterations to the crime scene that were made as a matter of investigative necessity.
- F.** The assigned officer/s shall initiate and maintain a chronological log, recording the names and agencies of all persons entering the crime scene. In addition, record the names, addresses, etc. of all civilians who may have to enter the crime scene.
1. This log shall reflect the time of entry and exit for each person.

- G. The assigned officer/s shall provide any assistance requested by the Crime Scene Technician in processing the crime scene.
- H. The assigned officer/s shall obtain a recorded statement from the victim, detailing the incident.
1. If the victim appears to be or states that he/she is uncomfortable with an officer of the opposite sex, the On-Duty Patrol Commander shall be notified and the On-Duty Patrol Commander will attempt to provide an officer of the victim's same sex, so a statement can be obtained.
- I. Ensure the victim receives all psychological and medical treatment necessary.
- P. Officers will obtain photographs of all visible injuries.
1. If the person is being treated by the hospital, attempt to obtain a 'Release of Medical Information' form from the person for follow-up investigation.
- Q. Record the name of the nurse who administered the Sexual Assault Evidence Kit (SAEK). If the SAEK is completed record the date and the time you received the SAEK. Ensure the SAEK is submitted into evidence and the submission is documented in your report.
- R. The assigned detective will submit the SAEK to the Department of Public Safety's Forensic Lab for processing.
- S. The officer will brief their Sergeant / Lieutenant on the case. The Sergeant / Lieutenant will determine if Criminal Investigations needs to be contacted on the matter.
- T. In all cases, leave a business card with the handling officer's name and case number.
- U. Prepare a complete, accurate and detailed report of all observations and actions taken.
1. Secure and protect the scene, by establishing a perimeter using isolation and physical barriers such as ropes, cones, crime scene tape and other equipment as necessary.
 2. Request additional officers if needed to protect the crime scene.
 3. Locate, identify and isolate witnesses, if any. If witnesses are found, obtain a handwritten statement from them.
 4. Obtain a verbal and handwritten statement from the victim(s).
 5. Attempt to identify the suspect (s) and relay that information to other officers so they can attempt to locate him/her.

NOTE: If the victim is a juvenile, an attempt shall be made to contact the juvenile's parent(s) or guardian(s) and notify them of the incident.
 6. If no Crime Scene Technician is available, the assigned officer will process the crime scene by doing the following, if needed:
 - a. Photograph the crime scene.
 - b. Photograph physical evidence in place, prior to collection.
 - c. Sketch the crime scene, to include measurements.
 - d. Collect, package, label and retain all physical evidence.
 - e. Dust for latent fingerprints.
 - f. Attempt to collect touch DNA evidence.
- B. In the event of a bank robbery, the detective will ensure that the FBI is notified of the incident. Upon the arrival of FBI personnel, the investigation will be turned over to them and the detective will assist as necessary to support the FBI's investigation.

ROBBERY

68.1.11 Preliminary investigation

- A. The assigned officers shall:

NOTE: Be careful not to chase off witnesses or the suspect, who may still be present.

AGGRAVATED BATTERY

68.1.12 Preliminary investigation

- A. The assigned officer/s shall ensure the crime scene is safe and secured in order to be processed.

- B. The assigned officer will secure and protect the scene, by establishing a perimeter using isolation and physical barriers such as ropes, cones, crime scene tape and other equipment as necessary.
- C. Request additional officers if needed to protect the crime scene.
- D. The assigned officer will attempt to locate, identify and isolate witnesses, if any.
- E. If witnesses are found, the officer shall obtain handwritten statements from each witness and from the victim, unless the victim's injuries or circumstances prohibit doing so, in which case a recorded statement will be taken.
 - 1. If the victim is taken to the hospital, the statement will be obtained there.
 - 2. If the victim is a juvenile, an attempt shall be made to contact the juvenile's parent(s) or guardian(s) or CYFD, if neither parent(s) nor guardian(s) are available, or contact has not already been made and notify them of the incident.
- F. Obtain photographs of all visible injuries.
 - 1. If photographs are to be taken, the officer shall obtain a "Consent to Photograph" form from the person being photographed. If the person is being treated by the hospital, attempt to obtain a 'Release of Medical Information' form from the person for follow-up investigation.
- G. Obtain victim's/suspect's clothing as evidence, if needed.
- H. If no Crime Scene Technician is available, the assigned officer will process the crime scene by doing the following, if needed:
 - 1. Photograph the crime scene.
 - 2. Photograph physical evidence in place, prior to collection.
 - 3. Sketch the crime scene, to include measurements.
 - 4. Collect, package, label and retain all physical evidence.
 - 5. Dust for latent fingerprints.
- I. If the suspect(s) have been identified, the officer will determine if probable cause exists, attempt to interview the suspect(s) if possible, and file a criminal complaint if appropriate.
- J. In all cases, leave a business card with the handling officer's name and case number.
- K. Prepare a complete, accurate and detailed report of all observations and actions taken.

AGGRAVATED ASSAULT

68.1.13 Preliminary investigation

- A. The assigned officer/s shall secure the scene.
- B. Obtain a verbal and handwritten statement from the victim. If the victim is a juvenile, an attempt shall be made to contact the juvenile's parent(s) or guardian(s) or CYFD, if neither parent(s) nor guardian(s) are available, or contact has not already been made and notify them of the incident.
- C. The assigned officer will attempt to locate, identify and isolate witnesses, if any. If witnesses are found, the officer shall obtain handwritten statements from each witness.
- D. Collect, package, label and retain all physical evidence.
- E. If the suspect(s) have been identified, the officer will determine if probable cause exists, attempt to interview the suspect(s) if possible, and file a criminal complaint if appropriate.
- F. In all cases, leave a business card with the handling officer's name and case number.
- G. Prepare a complete, accurate and detailed report of all observations and actions taken.

KIDNAPPING

68.1.14 Preliminary investigation

- A. Suspect and victim information shall be broadcast to all available officers and provided to area law enforcement agencies as soon as practicable.
- B. Record date, type of call, case number and time call was dispatched.

- C. If the crime occurred at the location where the complainant and/or victim were contacted, determine if the scene requires processing.
 - D. If the crime occurred elsewhere, an officer will be assigned to proceed and locate the scene, if possible. The officer will determine if the scene requires processing. If the scene cannot be located, he/she shall immediately notify the On-Duty Patrol Commander.
 - E. The assigned officer will attempt to identify the entire crime scene, including paths of entry and exit, and areas that may include evidence.
- NOTE:** Remember the possibility of multiple crime scenes.
- F. The officer will secure and protect the scene by establishing a perimeter using isolation and physical barriers such as ropes, cones, crime scene tape and other equipment as necessary and request additional officers if needed to protect the crime scene.
 - G. Locate, identify and isolate any witnesses at the scene for detectives, to prevent witnesses from talking to each other.

1. An officer will be assigned to initiate and maintain a chronological log, recording the names and agencies of all persons entering the crime scene. In addition, record the names, addresses, etc. of all civilians who may have to enter the crime scene. This log shall reflect the time of entry and exit for each person.
2. The officer will establish a path for entry and exit into the crime scene. The path shall be a route that causes the least amount of contamination to the scene.
3. Upon arrival of the detective, brief him/her of all information and what has occurred to this point.
4. With the approval of the On-Duty Patrol Commander, assist detectives as necessary.
5. Prepare a complete, accurate and detailed report of all observations and actions taken.

NOTE: Refer to Directive 47.1 for further guidance.

BURGLARY/BREAKING AND ENTERING

68.1.15 Preliminary investigation

- A. If the victim and/or responsible party cannot be located, assess the scene, taking into account all presently available information and the condition of the scene, and determine if a reasonable person would believe that a burglary or breaking and entering has been committed.
- B. If it has been determined that a burglary or breaking and entering has been or may have been committed, call for a Crime Scene Technician to assist. If no Crime Scene Technician is available, the scene will be processed as follows:
 1. Attempt to locate point of entry and/or exit;
 2. Photograph crime scene;
 3. Sketch crime scene, to include measurements;
 4. Collect, package, label and retain all physical evidence;
 5. Photograph physical evidence in place, prior to collection;
 6. Dust for latent fingerprints.
- C. Obtain all information on property taken, to include:
 1. Make/brand names.
 2. Model numbers.
 3. Serial numbers.
 4. Identifying marks, features or inscriptions.
 5. Color.
 6. Size.
 7. Material (cloth, leather, vinyl, metal, plastic, etc.).
- D. If a gun (handgun, rifle, etc.) was stolen and make, model, serial number and caliber is available, the gun shall be entered into NCIC.
- E. If the victim and/or responsible party were not contacted, a reasonable attempt will be made to secure the premises or vehicle.
- F. Attempt to locate and identify witnesses, if any. If witnesses are found, a handwritten or recorded statement shall be obtained from each witness.

G. If the suspect(s) have been identified, the officer will determine if probable cause exists, attempt to interview the suspect(s) if possible, and file a criminal complaint if appropriate.

H. In all cases, leave a business card with the handling officer's name and case number.

Prepare a complete, accurate and detailed report of all observations and actions taken.

LARCENY

68.1.16 Preliminary investigation

A. Obtain all information on property taken, to include:

1. Make/brand names.
2. Model numbers.
3. Serial numbers.
4. Identifying marks, features or inscriptions.
5. Color.
6. Size.
7. Material (cloth, leather, vinyl, metal, plastic, etc.).

D. If a gun (handgun, rifle, etc.) was stolen and make, model, serial number and caliber is available, the gun shall be entered into NCIC.

E. Collect, package, label and retain all physical evidence.

F. Attempt to locate and identify witnesses, if any. If witnesses are found, a handwritten or recorded statement shall be obtained from each witness.

G. If the suspect(s) have been identified, the officer will determine if probable cause exists, attempt to interview the suspect(s) if possible, and file a criminal complaint if appropriate.

H. In all cases, leave a business card with the handling officer's name and case number.

I. Prepare a complete, accurate and detailed report of all observations and actions taken.

UNLAWFUL TAKING OF A MOTOR VEHICLE/ATTEMPT TO LOCATE MOTOR VEHICLES

68.1.17 Preliminary investigation

A. Contact the owner and/or the responsible party.

NOTE: The responsible party MUST have Power of Attorney from the vehicle's owner.

B. Obtain the following information:

1. Owner's and/or responsible party's name, if not the same, and personal information.
2. Location of incident.
3. Date and time of incident.
4. Complete information on stolen vehicle.
5. Suspect information and/or description.
6. Suspect's present location and/or location of stolen vehicle, if known.
7. Suspect's vehicle description, if any.
8. Description of incident.

C. The stolen vehicle affidavit shall be completed and shall be signed by the owner and/or the responsible party.

D. If the owner and/or responsible party are not available to sign a stolen vehicle affidavit or the vehicle information is not available, initiate an 'Attempt to Locate' for said vehicle.

E. Detain the suspect, if present.

F. Initiate an "All Points Bulletin" for the stolen vehicle, to include suspect information, if available.

G. Collect, package, label and retain all physical evidence.

H. The stolen vehicle shall be entered into NCIC and appropriate paperwork is provided to Dispatch for NCIC compliance.

I. Attempt to locate and identify witnesses, if any. If witnesses are found, a handwritten or recorded statement shall be obtained from each witness.

J. If the suspect(s) have been identified, the officer will determine if probable cause exists, attempt to

interview the suspect(s) if possible, and file a criminal complaint if appropriate.

- K. In all cases, leave a business card with the handling officer's name and case number.
- L. Prepare a complete, accurate and detailed report of all observations and actions taken.

RECEIVING/POSSESSION/RECOVERY OF STOLEN PROPERTY/MOTOR VEHICLE

68.1.18 Preliminary Investigation

- A. Take possession of the property. If the property is not present, proceed to the property's location, if possible, and take possession of the property.
- B. Record the information from the property or vehicle, to include:
 - 1. Make/brand names.
 - 2. Model numbers/name
 - 3. Serial numbers/VIN number.
 - 4. Identifying marks, features or inscriptions.
 - 5. Color.
 - 6. Size, if applicable.
- C. Determine if the property/vehicle is stolen. This may include, but is not limited to the following:
 - 1. NCIC
 - 2. Police records, reports and hot sheets.
 - 3. Contact the owner, if known.
- D. If it cannot be determined that the property is stolen and it was received from a person claiming to be the property's owner, return said property to the person. Obtain this person's name and personal information.

NOTE:The property will be returned to the person that the property was taken from, unless a third party claiming ownership has documented proof of ownership.
- E. If it cannot be determined that the property is stolen and no owner can be established, the property will be taken into safekeeping, with the exception of abandoned vehicles.
- F. If the property is determined to be stolen, the following shall be done:

- 1. If the property is valued over \$250.00, the property shall be taken as evidence or photographed and released with approval from the District Attorney's Office.
 - 2. If the property is valued under \$250.00, the property will be photographed and returned to the person providing proof of ownership.
 - 3. If the property is valued under \$250.00 and no owner can be established, the property shall be taken as evidence.
- G. If a vehicle:
 - 1. Ensure prompt notification of the recovery to:
 - I. the owner,
 - II. the reporting agency,
 - III. other appropriate persons.
 - H. The vehicle and its contents are processed for any items of evidentiary value.
 - I. The chain of evidence is maintained.
 - J. The vehicle shall be released to the owner or his/her designee.
 - K. If the owner or his/her designee is not available to retrieve their vehicle from the location of the recovery, the vehicle shall be impounded. All reasonable attempts shall be made to contact the owner or his/her designee. If no contact is made with the registered owner, a certified letter to the registered owner shall be sent by the end of the officer's shift to provide notification of the vehicle recovery and location where the vehicle is impounded.
 - L. If the property was determined to be stolen and was obtained from a person other than the complainant, and this person knows said property is stolen or has reason to believe said property to be stolen, detain him/her.
 - M. Attempt to locate and identify witnesses, if any. If witnesses are found, a handwritten or recorded statement shall be obtained from each witness.
 - N. If the suspect(s) have been identified, the officer will determine if probable cause exists, attempt to interview the suspect(s) if possible, and file a criminal complaint if appropriate.

- O. If the property/vehicle was in NCIC, remove the property/vehicle from NCIC or contact the ORI, so it may be removed and appropriate reports are provided to dispatch for documentation of the removal.
- P. Prepare a complete, accurate and detailed report of all observations and actions taken.

ARSON/FIRE CALL

68.1.19 Preliminary investigation

- A. Ensure the Fire Department has been notified.
- B. If the Fire Department is not present, determine if any person(s) are in the immediate area of the fire and remove them to safety, if possible.
- C. Determine if anyone is injured. If someone is injured, and an ambulance is not present, ensure an ambulance is enroute. Administer appropriate first aid procedures, as needed.
- D. The assigned officer should utilize, yet is not limited to: more police personnel; physical barriers; traffic cones; crime scene tape; the police vehicle to block the streets and intersections to re-route traffic and pedestrians away from the immediate area. The officer should coordinate his/her efforts with the needs and requirements of the Fire Department personnel and the public's safety at the scene.
- E. Ensure that the Santa Fe Fire Department Commander contacts the Arson Task Force Commander through Dispatch.
- F. Locate and contact the owner and/or the responsible party, if possible. If the owner and/or responsible party are found, obtain his/her name and personal information for the Fire Department and the department's Arson Task Force.
- G. Assist Fire Department personnel as needed.
 - 1. Ascertain if arson was committed, based upon the Arson Task Force investigator determination. If so, the On-Duty Patrol Commander shall be notified.
 - a. An EIC is permissible if there is no indication of arson.
 - b. A written report is required if the Arson Task Force investigator indicates that arson is suspected.

- H. Collect, package, label and retain all physical evidence.
- I. Attempt to locate, identify and identify witnesses, if any. If witnesses are found, a recorded and/or handwritten statement shall be obtained from each witness.
- J. If the suspect(s) have been identified, the officer will determine if probable cause exists, attempt to interview the suspect(s) if possible, and file a criminal complaint if appropriate.
- K. If arson is suspected, prepare a complete, accurate and detailed report of all observations and actions taken.

FORGERY

68.1.20 Preliminary investigation

- A. The original Forgery Affidavit(s) shall be taken as evidence.
- B. The original forged check(s) shall be taken as evidence, if available. Check(s) shall be packaged, labeled and retained, accordingly.

NOTE: Handle the check(s), prior to packaging them in a manner as not to destroy any latent fingerprint evidence.
- C. Detain the suspect, if present.
- D. If video tape/still frames of the suspect(s) were obtained, collect if readily available, if not, advise the victim and/or complainant to retain them for detectives.
- E. Collect, package, label and retain all physical evidence.
- F. Attempt to locate, identify and identify witnesses, if any. If witnesses are found, a recorded and/or handwritten statement shall be obtained from each witness.
- G. If the suspect(s) have been identified, the officer will determine if probable cause exists, attempt to interview the suspect(s) if possible, and file a criminal complaint if appropriate.
- H. In all cases, leave a business card with the handling officer's name and case number.

- I. Prepare a complete, accurate and detailed report of all observations and actions taken.

FRAUD

68.1.21 Preliminary investigation

- A. Collect, package, label and retain all physical evidence.
- B. Attempt to locate, identify and identify witnesses, if any. If witnesses are found, a recorded and/or handwritten statement shall be obtained from each witness.
- C. If the suspect(s) have been identified, the officer will determine if probable cause exists, attempt to interview the suspect(s) if possible, and file a criminal complaint if appropriate.
- D. Prepare a complete, accurate and detailed report of all observations and actions taken.

FRAUDULENT USE OF A CREDIT CARD/ATM CARD

68.1.22 Preliminary investigation

- A. Verify that the credit card(s) ATM card(s) are stolen with the credit card company/bank. If the card(s) have not been reported stolen to the credit card company/bank, an attempt will be made to contact the victim from information obtained from the credit card company/bank, if possible.
- B. Collect, package, label and retain all physical evidence.
- C. If video tape/still frames of the suspect(s) were obtained, collect if readily available, if not, advise the victim and/or complainant to retain them for detectives.
- D. Attempt to locate, identify and identify witnesses, if any. If witnesses are found, a recorded and/or handwritten statement shall be obtained from each witness.
- E. If the suspect(s) have been identified, the officer will determine if probable cause exists, attempt to interview the suspect(s) if possible, and file a criminal complaint if appropriate.
- F. In all cases, leave a business card with the handling officer's name and case number.
- G. Prepare a complete, accurate and detailed report of all observations and actions taken.

EMBEZZLEMENT

68.1.23 Preliminary investigation

- A. Collect, package, label examine and retain all physical evidence.
- B. If the suspect(s) are in custody, read the suspect(s) their Miranda Warnings, and have the suspect(s) sign and initial the "Advise/Waiver of Constitutional Rights" form.

NOTE: If at ANY time the suspect(s) exercise their constitutional rights to an attorney, or to remain silent, ALL questions regarding the crime will STOP. For further direction, refer to the directive entitled "Administration of Miranda Warnings."

- C. Attempt to obtain a statement from the suspect(s) (verbal, written or recorded).
- D. Attempt to locate and identify witnesses, if any. If witnesses are found, a recorded and/or handwritten statement shall be obtained from each witness.
- E. If the suspect(s) are not in custody but have been identified, the officer will determine if probable cause exists, attempt to interview the suspect(s) if possible, and file a criminal complaint if appropriate.
- F. In all cases, leave a business card with the handling officer's name and case number.
- G. Prepare a complete, accurate and detailed report of all observations and actions taken.

WORTHLESS CHECKS

68.1.24 Preliminary investigation

- A. If the check(s) involved were returned by the bank as "Account Closed" or "Insufficient Funds", a Worthless Check Packet from the District Attorney's Office shall be given to the victim and/or responsible party.
- B. In all cases, leave a business card with the handling officer's name and case number.

FALSE IMPRISONMENT

68.1.25 Preliminary investigation

- A. If the crime occurred at the location where the complainant and/or victim were contacted, determine if the scene requires processing.
 - B. If the crime occurred elsewhere, the BACKUP OFFICER will proceed, and locate the scene, if possible. The officer will determine if the scene requires processing. If the scene cannot be located, the officer shall immediately notify the On-Duty Patrol Commander.
 - C. If the scene requires processing, the assigned officer will exclude all persons, including police personnel who do not have an official function at the scene.
 - D. If the crime scene requires processing, and if no Crime Scene Technician is available, the assigned officer will process the crime scene.
 - E. A recorded and/or handwritten statement will be obtained from the victim(s).
NOTE: If the victim is a juvenile, an attempt shall be made to contact the juvenile's parent(s) or guardian(s) or CYFD, if neither parent(s) nor guardian(s) are available, or contact has not already been made and notify them of the incident.
 - F. Attempt to locate, and identify witnesses, if any. If witnesses are found, a recorded and/or handwritten statement shall be obtained from each witness.
 - G. If the suspect(s) have been identified, the officer will determine if probable cause exists, attempt to interview the suspect(s) if possible, and file a criminal complaint if appropriate.
 - H. Prepare a complete, accurate and detailed report of all observations and actions taken.
- B. Obtain all information on property damaged, to include:
 1. Make/brand names;
 2. Model and serial numbers;
 3. If property is a vehicle; all pertinent vehicle information.
 - C. Collect, package, label and retain all physical evidence.
 - D. Attempt to locate and identify witnesses, if any. If witnesses are found, a handwritten or recorded statement shall be obtained from each witness.
 - E. If the suspect(s) have been identified, the officer will determine if probable cause exists, attempt to interview the suspect(s) if possible, and file a criminal complaint if appropriate.
 - F. In all cases, leave a business card with the handling officer's name and case number.
 - G. Prepare a complete, accurate and detailed report of all observations and actions taken.

NARCOTICS/CONTROLLED SUBSTANCES VIOLATIONS

68.1.27 Preliminary investigation

- A. This procedure shall be used ONLY after a suspected controlled substance has been located, regardless of the initial situation or assigned call.
- B. If a felony arrest is to be made, prior to making the arrest, an attempt to field test the substance(s) shall be made.
- C. Request additional officers, if needed. A minimum of one (1) backup officer shall be requested, if one is not already present.
- D. Frisk and detain the suspect(s) and all other person(s) with the suspect(s). REFER TO DIRECTIVE 55.1 FOR PROCEDURES FOR STOP AND FRISK.
- E. Identify all person(s) being detained, to include names and personal information.
- F. The BACKUP OFFICER(S) will be responsible for controlling and observing all detained person(s).
- G. All suspected controlled substances and/or drug paraphernalia shall be collected and noted as to

CRIMINAL DAMAGE TO PROPERTY / GRAFITTI

68.1.26 Preliminary investigation

- A. If the victim and/or responsible party cannot be located, assess the scene, taking into account all presently available information and the condition of the scene, and determine if a reasonable person would believe that a criminal damage to property has been committed.

where each item(s) was located, and should be photographed in place prior to collection.

- H. For further direction, refer to the Department Directives entitled "Submission of Evidence, confiscated Property and Found Items and Collection and Preservation of Evidence."
- I. If any of the collected items constitute a felony crime, the On-Duty Patrol Commander shall be notified.
- J. All reasonable attempts will be made to identify the suspected controlled substance and the amount of the suspected controlled substance. (i.e., Field Test Kit, personal knowledge and observations, suspect(s) statements, etc.).
- K. If the substance(s) cannot be identified, all detained person(s) will be released only if there are NO other pending criminal charges or warrants for them.
- L. IN ALL CASES, with the exception of misdemeanor possession of marijuana, the substance(s) shall be submitted to the New Mexico Department of Public Safety Crime Laboratory for analysis.
- M. Officers shall have the option to issue a municipal civil citation for the charge of misdemeanor possession of marijuana.
- N. Prepare a complete, accurate and detailed report of all observations and actions taken.

CRIMINAL SEXUAL CONTACT

68.1.28 Preliminary investigation

- A. Contact the victim and ascertain if medical attention and/or assistance are necessary. If so, summon an ambulance and administer appropriate first aid procedures. Record the time the ambulance was requested.
- B. Ascertain if the victim bathed, urinated or changed clothing since the incident occurred.
- C. If sexual penetration was achieved, use the Criminal Sexual Penetration Procedure.
- D. Record the names and ambulance number of the ambulance crew present at the scene.

- E. Obtain the victim's clothing as evidence if available.
- F. All juvenile victims shall be taken to the hospital or Solace Center, unless the parent(s), guardian(s) refuse consent. If parents or guardians are not available the Children, Youth and Families Department, Social Services Division (CYFD) can give consent.
- G. Upon arrival at the hospital, if the victim is a juvenile, contact shall be made with the juvenile's parent(s), guardian(s) or CYFD, if neither parent(s) nor guardian(s) are available, and contact has not already been made.
- H. The BACKUP OFFICER will attempt to locate, identify and isolate witnesses, if any. If witnesses are found, the officer shall obtain handwritten statements from each witness.
- I. The BACKUP OFFICER shall collect, package, label and retain all physical evidence, if any.
- J. The assigned officer shall obtain a recorded statement from the victim, detailing the incident.
 - 1. If the victim appears to be or states that he/she is uncomfortable with an officer of the opposite sex, the On-Duty Patrol Commander shall be notified and the On-Duty Patrol Commander will attempt to provide an officer of the victim's same sex, so a statement can be obtained.
- K. The assigned officer shall obtain photographs of all visible injuries.
 - 1. If photographs are to be taken, the officer shall obtain a 'Consent to Photograph' form from the person being photographed. If the person is being treated by the hospital, attempt to obtain a "Release of Medical Information" form from the person for follow-up investigation.
- L. If the suspect(s) have been identified, the officer will determine if probable cause exists, attempt to interview the suspect(s) if possible, and file a criminal complaint if appropriate.
- M. In all cases, leave a business card with the handling officer's name and case number.
- N. Prepare a complete, accurate and detailed report of all observations and actions taken.

WEAPONS INFRACTIONS**68.1.29 Preliminary investigation**

- A. Detain the suspect(s) and all other person(s) with the suspect(s).
 - 1. Conduct a frisk for weapons if there is a reasonable articulable suspicion that a suspect is armed. REFER TO DIRECTIVE 55.1 FOR PROCEDURE.
- B. If it is determined that the weapons infraction is a felony offense, the On-Duty Patrol Commander shall be notified.
- C. Identify all person(s) being detained, including names and personal information.
- E. The BACKUP OFFICER(s) will be responsible for controlling and observing all detained person(s).
- E. All weapons shall be collected and noted as to where each weapon(s) was located.
- F. A check through NCIC shall be made on all weapon(s) found and on all person(s) being detained.
- G. If no arrest is to be made, the weapon(s) will be returned to the person(s) from whom they were received.
- H. Prepare a complete, accurate and detailed report of all observations and actions taken.

HOSTAGE SITUATIONS / BARRICADED SUBJECTS**68.1.30 Preliminary investigation**

- A. Request additional officers.
 - 1. A minimum of one (1) backup officer shall be requested, if one is not already present.
- B. The safety of the police, the hostage(s), and the public are the most important considerations in any hostage situation.
- C. Approach the scene with caution.
- D. Be aware of sniper fire and DO NOT use your siren when approaching the scene.
- E. The On-Duty Patrol Commander shall be immediately notified.

- F. Establish an inner perimeter to contain the suspect and location. Containment is the primary consideration at the onset of any tactical operation. Responsibility of the containment team is to assure the suspect is not allowed movement, which would compromise efforts to take the suspect into custody.
- G. Notification of the Special Weapons and Tactics (SWAT) Commander and brief him/her of the situation requiring the deployment of the SWAT Team. Notification to ALL SWAT Team members will be made and information as per avenues of ingress and location of Command Post and/or Staging Area should be provided upon initial contact, thereby reducing the amount of over the air radio transmissions.
- H. Establish an outer perimeter to assist in the redirection of traffic entering the target area. This is to include both vehicular and pedestrian traffic, to include members of the media.
- I. Officers assigned to the outer perimeter will be required to place their vehicles in a manner, which would prohibit vehicular traffic from entering the secure area. Placement of the vehicles in this fashion would also serve as a deterrent to exiting the area should the target subject obtain a vehicle.
- J. Identification of an arrest team assigned to take control of the suspect should he/she suddenly surrender.
- K. Establish a Command Post, which is not in view of the target area, but remaining in close proximity.
 - 1. Considerations in selecting a Command Post should include the availability of phones, restroom facilities, food and water.
 - 2. The Command Post should accommodate personnel assigned to assist in the tactical operation, including but not limited to SWAT Team members, Fire and ambulance personnel, crisis negotiators. All Administrative staff will remain at the Command Post and will communicate with SWAT Team personnel only through the SWAT Commander.

- L. Designation of an officer assigned to the initial case for the purpose of maintaining a chronological log of all activities occurring at the scene, gathering of intelligence and coordinating radio communications prior to the arrival of the SWAT Team.
- M. Notification of Fire and Ambulance/Rescue personnel and confirmation of their estimated time of arrival to the command post.
- N. Notification of agencies sharing a common jurisdictional boundary with the City of Santa Fe.
- O. Identification of buildings surrounding the target which may require evacuation.
- P. Upon arrival of SWAT Commander, or Team Leader a briefing of the aforementioned as per their status toward completion.
- Q. Members of the media as identified in Department Directive entitled "Police/Press (Media) Relations" will be briefed as per the ongoing SWAT operation. The PIO will be assigned and will not release any information prior to consultation with the SWAT Team Commander.

CHILD ABUSE/NEGLECT/EXPLOITATION

68.1.31 Preliminary investigation

- A. Separate the victim(s) from the possible suspect(s).
- B. If the victim has a complaint of an injury and/or any visible injuries, the victim shall be taken to the hospital.

NOTE: Parental consent is NOT required for the victim to be medically treated, for photographs to be taken or to obtain any statements.

- C. If the victim was not taken to the hospital, the victim should be taken to the police station.

NOTE: It shall be the assigned officer's responsibility to notify the Children, Youth, and Family Department (CYFD).

NOTE: Record the date, time and the person's name that was contacted.

- D. The BACKUP OFFICER shall exclude all persons, including police personnel who do not have an official function at the scene.
- E. If the crime occurred at the location where the complainant and/or victim were contacted, determine if the scene requires processing.
- F. If the crime occurred elsewhere, the BACKUP OFFICER will proceed and locate the scene, if possible. The officer will determine if the scene requires processing. If the scene cannot be located, the officer shall immediately notify the On-Duty Patrol Commander.
- G. If it has been determined that the scene requires processing and no Crime Scene Technician is available, the BACKUP OFFICER will process the crime scene. by doing the following, if needed:
 1. Photograph the crime scene.
 2. Photograph physical evidence in place, prior to collection.
 3. Sketch the crime scene, to include measurements.
 4. Dust for latent fingerprints.
- H. An officer will be assigned to attempt to locate, identify and isolate witnesses, if any. If witnesses are found, the officer shall obtain handwritten and/or recorded statements from each witness.
- I. The CYFD shall be contacted and advised of the situation if the child is NOT removed, yet a suspicion exists that harm has or may occur. Notification shall be made immediately. It is the officers' responsibility to ensure the child is placed in a safe situation until an investigation can be completed.
 1. Record the date, time and the person's name that was contacted at CYFD.
- J. Obtain a recorded statement from the victim, unless the victim's injuries or circumstances prohibit doing so.

- K. Obtain photographs of all visible injuries.
 - 1. If photographs are to be taken at the hospital, the officer shall obtain a 'Consent to Photograph' form from the CYFD. If the person is being treated by the hospital, attempt to obtain a 'Release of Medical Information' form from the person for follow-up investigation.
- L. Obtain victim's/suspect's clothing as evidence, if needed.
- M. If the suspect(s) have been identified, the officer will determine if probable cause exists, attempt to interview the suspect(s) if possible, and file a criminal complaint if appropriate.
- N. In all cases, leave a business card with the handling officer's name and case number.
- O. Prepare a complete, accurate and detailed report of all observations and actions taken.

FRAUDULENT REFUSAL TO RETURN RENTAL/LEASED PROPERTY

68.1.32 Preliminary investigation

- A. Determine if the victim and/or the responsible party has sent a certified letter to the suspect(s) at the address listed on the rental/lease agreement and if it has been at least 72 hours since it was mailed. If a certified letter has not been mailed, recommend he/she do so.
- B. Attempt to locate, identify and identify witnesses, if any. If witnesses are found, a recorded and/or handwritten statement shall be obtained from each witness.
- C. If the suspect(s) have been identified, the officer will determine if probable cause exists, attempt to interview the suspect(s) if possible, and file a criminal complaint if appropriate.
- D. In all cases, leave a business card with the handling officer's name and case number.
- E. Prepare a complete, accurate and detailed report of all observations and actions taken.

CUSTODIAL INTERFERENCE

68.1.33 Preliminary investigation

- A. Obtain a copy of the legal document granting the right of custody to the victim and/or complainant. If a copy is not available, obtain the original document so that a copy may be made and then return the document.
- B. Obtain the child's name, personal information and a current photograph of the child, if available.
- C. Obtain the child's present location, if known.
- D. If the child is present, determine if there is reason to believe that any person may attempt to take the child away from the person who has the right to custody of that child. If so, the child will be taken into temporary custody and the On-Duty Patrol Commander shall be notified, if not already present.
- E. If the child is not present, proceed to the child's location, if local and known.
- F. If the child is located, check on the child's welfare. Determine if any person will flee with the child without good cause and with the intent to deprive any person having the right of custody of that child, permanently, or for an extended period of time. If so, the child will be taken into temporary custody and the On-Duty Patrol Commander shall be notified, if not already present.
- G. If the child's location is not local, contact the agency which has jurisdiction in that area and request they perform the above.
- H. If the child is not located, the child shall be entered into NCIC as missing, including any suspect information and/or suspect vehicle information.
- I. If the child is taken into temporary custody, determine if the child is or has been a victim of child abuse, child neglect and/or exploitation:
 - 1. If so, the officer shall take the child into custody and notify the CYFD. If CYFD is notified, record the date, time and the person's name that was contacted at CYFD.
 - 2. If not, the child shall be placed with the person whose right of custody is being

enforced, if available. If they are not available, the officer shall take the child into custody and notify the CYFD.

- J. In all cases when the child is located, obtain a recorded statement from the child, unless the child's injuries or circumstances prohibit doing so.
- K. If the suspect(s) have been identified, the officer will determine if probable cause exists, attempt to interview the suspect(s) if possible, and file a criminal complaint if appropriate.
- L. In all cases, leave a business card with the handling officer's name and case number.
- M. Prepare a complete, accurate and detailed report of all observations and actions taken.

MISDEMEANOR BATTERY

68.1.34 Preliminary investigation

- A. Obtain a recorded and/or handwritten statement from the victim, unless the victim's injuries or circumstances prohibit doing so, in which case a recorded statement will be taken.
 - 1. If the victim is taken to the hospital, the statement will be obtained there.
- B. If the victim is a juvenile, an attempt shall be made to contact the juvenile's parent(s) or guardian(s) and notify them of the incident.
- C. Obtain photographs of all visible injuries.
 - 1. If the person is being treated by the hospital, attempt to obtain a 'Release of Medical Information' form from the person for follow-up investigation.
- D. Obtain victim's/suspect's clothing as evidence, if needed.
- E. If the suspect(s) have been identified, the officer will determine if probable cause exists, attempt to interview the suspect(s) if possible, and file a criminal complaint if appropriate.
- F. In all cases, leave a business card with the handling officer's name and case number.
- G. Prepare a complete, accurate and detailed report of all observations and actions taken.

MISDEMEANOR ASSAULT

68.1.35 Preliminary investigation

- A. Obtain a recorded and/or handwritten statement from the victim.
 - 1. If the victim is a juvenile, an attempt shall be made to contact the juvenile's parent(s) or guardian(s) and notify them of the incident.
- B. If the suspect(s) have been identified, the officer will determine if probable cause exists, attempt to interview the suspect(s) if possible, and file a criminal complaint if appropriate.
- C. In all cases, leave a business card with the handling officer's name and case number.
- D. Prepare a complete, accurate and detailed report of all observations and actions taken.

SHOPLIFTING/FALSELY OBTAINING SERVICES

68.1.36 Preliminary investigation

- A. Obtain all information on property taken, to include:
 - 1. Make/brand names.
 - 2. Model numbers.
 - 3. Serial numbers.
 - 4. Color
 - 5. Value.
- B. Obtain a copy of the "Store Theft/Loss Prevention Report."
 - 1. Non-departmental forms, i.e., store reports, trespass statements, etc., SHALL NEVER be signed by the officer, with the exception of a receipt for property taken as evidence.
- C. If the total value of the item(s) taken exceeds \$500.00, use the "Larceny" Standard Operating Procedure for felony larceny.
- D. If the total value of the item(s) taken does not exceed \$500.00, you shall have the following options:
 - 1. Issue the suspect(s) a Uniform Non-Traffic (Misdemeanor) Citation, in conformity with Directive 4.1.

2. Arrest the suspect(s) and complete a Criminal Complaint form.
- E. If the suspect(s) are juveniles, contact the Juvenile Probation Office to consult on the matter. You shall have the following options:
1. Arrest the juvenile(s) if approval for incarceration is granted by the Juvenile Probation Office.
 2. Release and/or refer the juvenile(s) through a written report, to the Juvenile Probation Office.
 3. Counsel and release the juvenile(s) to their parents or guardian.
- F. In all cases where the total value of the item(s) taken does not exceed \$250.00, the item(s) will remain with the victim and/or responsible party.
- G. In all cases, leave a business card with the handling officer's name and case number.
- H. Prepare a complete, accurate and detailed report of all observations and actions taken.

UNATTENDED DEATHS/SUICIDES

68.1.37 Preliminary investigation

- A. Enter the immediate scene to view the body.
1. ONLY OFFICER(s) should enter the scene, using one path for entry and exit.
- B. Determine if the person is dead or dying.
- C. If there is possibility of life, summon an ambulance and administer appropriate first aid procedures. Record time ambulance was requested.
- D. Notify the On-Duty Patrol Commander of the situation, if not already present.
- E. Record the names and ambulance number of the ambulance crew present at the scene.
- F. Determine, using all current and available information, if the incident is a homicide, suicide or unattended death.
- G. IN ALL CASES where there is any doubt as to the cause of death (homicide, suicide or unattended death), IMMEDIATELY STOP, secure the scene and notify the On-Duty Patrol Commander. The On-Duty Patrol Commander will then make the determination and decide if the Investigation's Division needs to be notified.
- H. If a homicide, use the "Homicide" Procedure.
- I. If an unattended death, obtain the following information:
1. Person's name and personal information.
 2. Person's Doctor's information.
 3. Possible cause of death.
 4. Date and time person was found dead.
 5. Name and personal information of the person who first discovered the body.
 6. Next of Kin's name and personal information, if available.
 7. Description of incident.
- J. If a suicide, obtain the following information:
1. Person's name and personal information;
 2. Apparent cause of death, i.e., self-inflicted gunshot wound, drug overdose, etc.
 3. Date and time the person was found dead.
 4. Name and personal information of the person who first discovered the body.
 5. Date and time person was last seen or heard from alive.
 6. Name and personal information of the person who last saw or heard from the deceased person alive, if available.
 7. Mental state of the person prior to the incident, i.e., depressed, angry, etc., if known.
 8. Take possession of the suicide note, if any and if possible.
 9. Next of Kin's name and personal information, if available.
 10. Description of incident.
- K. If a suicide, the assigned officer shall photograph the body, the scene, and any and all possible evidence.
- L. IN ALL CASES, notify the OMI. Record the time he/she was notified.

- M. If a suicide, the BACKUP OFFICER will attempt to locate, identify and isolate witnesses, if any. If witnesses are found, the officer shall obtain handwritten or recorded statements from each witness.
- N. Upon the OMI's arrival, brief him/her of all information and what has occurred to this point. Record the OMI's name and time of arrival.
- O. Assist the OMI, as needed.

NOTE: The OMI has custody/control of the victim's body and all physical evidence in or on the body.

- P. If no Crime Scene Technician is available, the assigned officer will process the crime scene by doing the following, if needed:
 1. Photograph the crime scene.
 2. Photograph physical evidence in place, prior to collection.
 3. Sketch the crime scene, to include measurements.
 4. Collect, package, label and retain all physical evidence other than items seized by OMI.
 5. Dust for latent fingerprints.
- Q. In all cases, leave a business card with the handling officer's name and case number.
- R. Prepare a complete, accurate and detailed report of all observations and actions taken.

GANG ACTIVITY

68.1.38 Preliminary investigation

- A. This procedure shall be used when there is gang related activity and probable cause or reasonable suspicion that a crime has been committed or about to be committed. These suspicions or the probable cause must be explained in your report.
- B. Identify all involved persons, including their names and personal information.
- C. Identify any vehicle(s) involved, including all pertinent vehicle information, i.e., make, model, color, license plate number, etc.

- D. A check through NCIC shall be made on all persons and/or vehicles identified above, for any wants and/or warrants.

RESIDENTIAL/COMMERCIAL ALARMS

68.1.39 Preliminary investigation

- A. Stand by for the arrival of the backup officer, if available.
- B. Upon the arrival of the backup officer, check the premises for any open doors/windows and/or signs of forcible entry.
- C. If the premises appear secure, advise Dispatch and return to service.
- D. When the resident/owner is not on scene, leave a business card with the responding officer's name and actions taken.

AMBULANCE ASSIST

68.1.40 Preliminary investigation

- A. Assist ambulance personnel as needed.
- B. If additional patrol officers are required, the On-Duty Patrol Commander shall be notified.
- C. E.I.C. is allowed if there is no reason to believe a criminal act has occurred.

OPEN DOORS/WINDOWS

68.1.41 Preliminary investigation

- A. Stand by for the arrival of the backup officer, if available.
- B. Determine if entry can be gained into the premises through the open door and/or window.
- C. Check for signs of damage and/or forcible entry.
- D. An attempt shall be made to contact the responsible party.
- E. If entry can be gained, a check of the interior of the premises will be made.
- F. If anyone is found on the premises, determine if they have a legal right to be there.
- G. If no responsible party can be located:
 1. A reasonable attempt will be made to secure the premises. A business card

shall be left with the officer's name and actions taken.

- H. The information shall be passed on to the oncoming shift, which will be responsible for maintaining a 'Close Patrol' and attempting to notify the responsible party.

LOUD PARTY/MUSIC

68.1.42 Preliminary investigation

- A. Contact the responsible person at the party's location or where the music is coming from.
- B. Obtain the responsible person's name and personal information.
- C. Inform the responsible person of the complaint.
- D. If this is the first complaint received regarding the loud party and/or music, request the responsible person to lower the noise level and/or control his/her guests.
- E. If this is a second or subsequent complaint, the On-Duty Patrol Commander shall be notified and the appropriate enforcement action will be taken.

NOTE: Nothing in this standard procedure prevents the officer from taking the appropriate enforcement action on the first complaint regarding the loud party and/or music, depending upon the circumstances.

CIVIL STANDBY

68.1.43 Preliminary investigation

NOTE: This procedure DOES NOT apply to any repossessions or civil disputes. It only applies to domestic disputes.

- A. ONLY necessary items (i.e., clothing, medication, baby food, children's clothing, etc.) will be taken from the premises.
- B. Inform the complainant that any items where ownership is in dispute shall remain on the premises.
- C. Inform ALL parties involved that your ONLY purpose for being present is to maintain order and keep the peace.

- D. Prior to leaving the premises, refer ALL parties involved to the Santa Fe County Sheriff's Office for any further assistance.

WELFARE CHECK

68.1.44 Preliminary investigation

- A. Proceed to the location of the welfare check.
- B. Attempt to make contact with the person whose welfare is to be checked.
- C. If no one is contacted, check for signs of foul play and/or unusual circumstances, i.e., broken or open windows, unusual odors, blood, etc.
- D. Check the location for any vehicles that may belong to the person whose welfare is being checked. Also check with any neighbors for any additional information.
- E. If entry is determined to be necessary, based on information provided and with the approval of the On-Duty Patrol Commander, the following steps will be taken:
 1. Attempt to obtain a key to the residence from the responsible party, the landlord, a relative, etc.
 2. Look for any open windows, unlocked doors, etc.
 3. The last resort is to break into the residence, causing as little damage as possible, i.e., a small door window, bathroom window, etc.
- F. If forced entry was necessary and no one is found inside the residence, every effort will be made to re-secure the residence as best as can be done. Photographs of the damage SHALL be taken and all damage noted in the police report. An Offense/Incident Report shall be mandatory if this action is necessary.
 1. A supervisor will complete a Blue Team report and forward a copy through the chain of command, to include Risk Management.
- G. Attempt to notify the complainant of your findings when appropriate.

SUSPICIOUS PERSON/VEHICLE/ACTIVITY**68.1.45** Preliminary investigation

- A. Check the area for the suspicious person/vehicle/activity.
- B. If a person(s) are located, follow the procedures for a field interview stop as outlined in directive 68.1.66.
- C. If a report is not written, based on your findings and with the approval from the On-Duty Patrol Commander, record the person(s) and/or vehicle information on a "Field Interview Report" form in TRACS.
- D. Reports may be required in areas where similar cases are occurring regularly.

DISORDERLY CONDUCT AND OTHER MUNICIPAL LAW VIOLATIONS**68.1.46** Preliminary investigations

- A. If the offense was witnessed by the officer, the officer shall take whatever enforcement action he/she deems necessary and/or appropriate.
- B. If the offense was not witnessed by the officer, and the suspect(s) have been identified, the officer will determine if probable cause exists, attempt to interview the suspect(s) if possible, and file a criminal complaint if appropriate.
- C. In all cases, leave a business card with the handling officer's name and case number.
- D. Prepare a complete, accurate and detailed report of all observations and actions taken.

MENTAL HOLD**68.1.47** Preliminary investigation

- A. After a determination has been made by the officer that the subject(s) needs to be seen by a physician or other mental health care specialist, the officer may detain and transport a person for emergency mental health evaluation and care in the absence of a legally valid order from the court only if:
 - 1. The person is otherwise subject to lawful arrest;

2. The peace officer has reasonable grounds to believe the person has just attempted, or has immediate plans to commit suicide;

3. The peace officer, based upon his own observation and investigation, has reasonable grounds to believe that the person, as a result of a mental disorder, presents a likelihood of serious harm to themselves or others and that immediate detention is necessary to prevent such harm.

B. The subject shall be transported to a hospital or mental health facility for a mental evaluation. Immediately upon arrival at the evaluation facility, the peace officer shall be interviewed by the admitting physician or his designee.

C. A licensed physician or a certified psychologist must certify that the person, as a result of a mental disorder, presents a likelihood of serious harm to himself or others and that immediate detention is necessary to prevent such harm.

D. If the subject(s) are violent, they will be transported by an ambulance, if possible.

E. For transport, refer to 'Transport Procedures/Mental Holds' Standard Operating Procedure for further.

F. Prepare a complete, accurate and detailed report of all observations and actions taken.

PROTECTIVE CUSTODY**68.1.48** As per New Mexico State Statute 43-2-8:

A. A peace officer or public service officer may transport an intoxicated person to his residence when it appears to the peace officer or public service officer that the intoxicated person will thereby become orderly and able to care for his own safety.

B. A peace officer or public service officer may transport an intoxicated person to the nearest health care facility within the county when the peace officer or public service officer has probable cause to believe that the person committed:

- 1. Is disorderly in a public place;

2. Is unable to care for the person's own safety;
 3. Has threatened, attempted or inflicted physical harm on himself or another;
 4. Has threatened, attempted or inflicted damage to the property of another;
 5. Is likely to inflict serious physical harm on himself;
 6. Is likely to inflict serious physical harm on another; or
 7. Is incapacitated by alcohol or drugs.
- C. Prepare a complete, accurate and detailed report of all observations and actions taken.

UNLAWFUL USE OF THE TELEPHONE

68.1.49 Preliminary Investigation

- A. In all cases, refer the victim and/or the responsible party to their phone service provider Risk Management Security Division for further assistance.
- B. If the suspect(s) have been identified, the officer will determine if probable cause exists, attempt to interview the suspect(s) if possible, and file a criminal complaint if appropriate.
- C. In all cases, leave a business card with the handling officer's name and case number.
- D. Prepare a complete, accurate and detailed report of all observations and actions taken.

MAJOR CRIME SCENES

68.1.50 Such scenes include, yet are not limited to: All major felonies; incidents of a volatile nature that may escalate into larger scale disturbances; any incident involving suspects believed to possess diplomatic immunity; all scenes involving government officials which may cause attention to be directed at the Police Department; all scenes in which officers are accused of excessive force; all scenes in which the use of force has injured an officer; all scenes in which an officer has injured a citizen.

- A. Upon receiving notification of a major felony offense, the On-Duty Patrol Commander will

immediately proceed to the assigned call's location.

- B. Assess the situation and determine the immediate manpower and equipment needs.
- C. Delegate manpower and equipment to assure compliance with departmental procedures.
- D. Make the following notifications, either by telephone, in person, police radio or the On-Call list, as needed:
 1. Contact a Detective Commander and inform him/her of the need for a detective.
 2. If a Detective Commander declines the request for a detective and the On-Duty Patrol Commander still sees the need for a detective, the On-Duty Patrol Commander will contact the next commander in the Detective's chain of command.
 3. Patrol Captain.
 4. Deputy Chief of Police or designee, if directed by the Captain.
 5. On-Call Assistant District Attorney.
 6. On-Call Juvenile Probation Officer, if needed.
 7. Office of the Medical Investigator (OMI).
 - a. This office shall be notified any time there is a homicide, unattended death, suicide, etc. Notification may be made by the officer on the scene, a detective or radio communications personnel, at the discretion of the On-Duty Patrol Commander.
 8. Crime Scene Technician.
 - a. If the Crime Scene Technician is not on duty and is called out, the On-Duty Patrol commander will notify the on call Detective at the first reasonable opportunity and inform him/her of the call out.
 9. Police Chaplain.
 - a. Any time there is an incident requiring the notification of the immediate family of a victim(s), whether an accident, death, etc., the Police Chaplain may be utilized, at

the discretion of the On-Duty Patrol Commander.

10. Solace Center.
 11. Ensure notification has been made to Next-of-Kin.
 12. Other agencies/departments.
 13. Press Information Officer or designee.
 14. News media/press.
 - a. Notification of the news media shall fall under the guidelines of the Directive entitled "Police Press Relations."
 15. Special Weapons and Tactics (SWAT) Commander.
 16. Explosive Ordinance Disposal Commander.
- E. Brief/debrief police personnel at the crime scene, as needed.
- F. Ensure all required reports/supplemental reports are submitted by patrol personnel.

BRIEFING/ROLL CALL

68.1.51 Briefing times for Day Shift, Swing Shift, and Graveyard Shift will be designated by the Patrol Division Captain. Briefing will begin promptly at the beginning of each shift.

- A. Supervisors/Commanders will ensure that all patrol personnel scheduled to work are present.
- B. Patrol officers will be briefed on the following information, which has been posted since the last briefing session:
 1. Special Orders.
 2. Hot Sheets.
 3. Stolen Vehicle Reports.
 4. Special Assignments or changes in schedules.
 5. Recent Parolees.
 6. Any pertinent teletypes.
 7. Departmental BOLO's from the previous two shifts.
 8. New directives and/or changes in any directives.

9. Any special problems/hazards for that shift or a particular area
10. Training bulletins.
11. Intelligence bulletins.

C. The following assignments will be made:

1. Area Assignments:

- a. Officers will be assigned to a specific patrol area.
- b. Criteria to be considered for the assignment of officers to patrol areas/beats should include, but are not limited to:
 - I. Manpower
 - The area's workload (Calls for Service), based upon CAD (Computer Aided Dispatching) statistics, Hot Sheet information and firsthand knowledge.
 - Special problems, hazardous areas and special assignments.
 - Shift being worked (time of day, day of week, etc.).
 - II. Weather conditions (snow, rain, etc.).
 - Areas may be subject to change based upon any change in the above criteria.

- c. This does not prohibit officers from handling 'Calls for Service' in other areas as the need exists.

2. Lunch Hours:

- a. Ensure that a lunch period is scheduled for each employee if the time permits. (per union contract)
- b. Lunch hours may be altered during the course of the shift, as needed.
- c. No last hour lunch periods shall be scheduled on a regular basis.

- D. Supervisors/Commanders will evaluate the officers' readiness to assume patrol duties.

INTER-DEPARTMENTAL COMMUNICATIONS

68.1.52 The Patrol Division should encourage and support the exchange of information with specialized and support sections for the purpose of coordinating performance. This may include, but is not limited to the following:

- A. The attendance of patrol supervisors at the Investigations briefings/roll call and vice versa.
- B. The exchange of daily bulletins, i.e., Hot Sheets, Inter-Departmental Intelligence/Information Relay Forms.
- C. Staffing of new divisional directives, allowing the review of such directives by supervisors in other division and/or sections and/or units.
- D. Crime Reduction Strategy meetings.

FACILITIES

68.1.53 The On-Duty Patrol Commander shall be responsible for immediately reporting any unsafe working conditions in the work area to the Administrative Deputy Chief of Police, verbally and in writing.

68.1.54 All department personnel shall ensure the security of all areas that are restricted and that the doors leading to those areas are closed and locked properly.

FOLLOW-UP INVESTIGATIONS

68.1.55 Where practicable, the officer shall follow-up on their investigation until all leads are exhausted.

68.1.56 Supplemental reports will be submitted detailing the progress of the investigation until the case is solved or inactivated.

68.1.57 In certain instances the follow-up responsibility may be assigned to another officer, such as:

- When the initial investigation is conducted by an officer out of his/her normally assigned area, the officer who is responsible for the area will be responsible for the follow-up investigation;
- When the follow-up investigation would require the officer to travel an excessive distance from

his/her assigned area and remain for extended period;

- When an detective or supervisor responds to the scene and assumes investigative responsibility.

ARRESTS

68.1.58 Arrested subjects shall be handcuffed in accordance with Directive 58.1, Restraint and Transportation of Prisoners.

68.1.59 Arrested subjects shall be searched in accordance with Directive 55.1, Search and Seizure.

68.1.60 Arrested subjects who are not processed into the Santa Fe County Jail shall be released on in accordance with Directive 4.1, Limits of Authority.

68.1.61 Arrested subjects shall be read their Miranda Rights and a response indicating they understood them elicited prior to any questioning concerning any criminal offense in which the arrested subject is suspect.

68.1.62 When the arrested subject is to be processed into the Santa Fe County Jail:

- A complaint affidavit shall be completed and delivered to the County Jail with the arrested subject.

FIELD INTERVIEW AND FIELD INTERVIEW REPORTS

68.1.63 Field interviews are intended to deprive actual and potential offenders of some of their initiative in selecting the time, place and circumstances for the commission of their crimes. A valid field interview situation should follow the below criteria to prevent misuse and to avoid adverse citizen reactions. All field interviews should be documented on the departmental field interview report form in TRACS, and, when circumstances dictate, an Offense/Incident Report shall be completed.

- A. A valid field interview stop should be based on a reasonable suspicion that a suspect has committed, is committing, or is about to commit a crime. This reasonable suspicion must be based upon rational and articulable facts, which may be less than probable cause, but must be more than just a feeling or hunch. The Santa Fe Police Department recommends that

several of the following factors be present when justifying a stop:

1. Presence in an area which is usually not frequented at that time of day.
2. High crime area.
3. Presence in an area that does not fit routine activity in the area.
4. Nervousness.
5. Flighty manner of movements.
6. Known drug-trafficking area.
7. Hand movement (as if attempting to conceal an item(s)).
8. Eyewitness information.
9. Information received from a concerned citizen.
10. CI information.
11. Co-defendant information.
12. Personal knowledge of the defendant's drug use.
13. Defendant's statement.
14. Other suspicions (must be listed on FI card).

B. On a field interview stop, the officer may request the suspect's name, address and an explanation of his/her actions. The suspect may be detained for a reasonable amount of time. A detention on less than probable cause should be brief. You may detain a person only so long as you are diligently pursuing a means of investigation that is likely to confirm or dispel your suspicion quickly. You may not detain a person longer than is necessary to accomplish the legitimate purpose of the stop. If the suspect won't say anything, or tells you he/she won't give you any information, the officer may not force or otherwise compel the person to divulge the requested information. There must be articulable reasons to distinguish the suspect from someone else who may just happened to have been in that location.

NOTE: An anonymous tip by itself is not sufficient to establish reasonable suspicion, nor is simply being present in a high crime area.

C. Whenever a field interview report has been completed, the Field Interview Reports are entered into the records management system by the Records Section staff. Field Interview Reports can be reviewed by officers and detectives in the records management system.

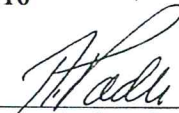
CLOSE PATROL

68.1.64 Close patrols consist of the assigned area officer periodically monitoring the location in an effort to identify activity believed to be other than normal at the specified location or at the request of a citizen. Close patrols shall only be assigned when urgently required, and are subject to officer availability. They are not to be expected at regular intervals.

FOR PREPARATION OF CASE PLANS REFER TO 69.1.19.

DRAFTED (sfs) 07/16

APPROVED: _____



Andrew Padilla
Chief of Police

Date: 07/24/18