



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-56

Effective: 11/13/2024 Review: 11/13/2025 Replaces: 01/26/2023

2-56 USE OF FORCE: REPORTING BY DEPARTMENT PERSONNEL

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

[1-61 Internal Affairs Force Division \(IAFD\) \(Formerly 7-2 and 7-3\)](#)

[2-8 Use of On-Body Recording Devices \(Formerly 1-39\)](#)

2-53 Use of Force: Definitions

2-57 Use of Force: Review and Investigation by Department Personnel

B. Form(s)

[PD 1117 Use of Force Recorded Narrative Guide](#)

[PD 1118 Use of Force Written Narrative for Involved and Witness Officers](#)

C. Other Resource(s)

None

D. Rescinded Special Order(s)

None

2-56-1 Purpose

The purpose of this policy is to outline the requirements for reporting uses of force by Albuquerque Police Department (Department) personnel.

2-56-2 Policy

It is the policy of the Department to properly report and document all uses of force.

N/A 2-56-3 Definitions

For definitions specific to use of force, refer to SOP Use of Force: Definitions.

7 2-56-4 Reporting Procedures

5 A. Use of Force Reporting Procedures

1. All Department personnel who used or witnessed any level of force, while on-duty or off-duty, regardless of rank, shall:



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- a. When the scene is secure, and it is reasonably safe to do so, after Level 2 and 3 use force, call rescue to the scene;
- b. Not discuss the use of force with other involved and witness Department personnel until the interview and narratives are completed;
- c. Following any use of force, notify their on-duty supervisor when the scene is secure and safe to do so. If the employee's immediate on-duty supervisor is involved or unavailable, they shall notify another on-duty supervisor;
- d. Stay logged on the call of a use of force, or show of force incident, until relieved by the responding on-duty supervisor or unit responsible for conducting review/investigation;
 - i. If the employee needs to leave the scene for essential investigative responsibilities, they shall notify the responding supervisor.
- e. Provide the responding supervisor access to their On-Body Recording Device (OBRD) to review footage of the incident while on scene;
- f. Document in a Uniform Incident Report and/or Supplemental Report any involvement in the use of force incident if they were on-scene or assisted with any aspect regarding the incident, including if they transported the individual;
- g. Complete the appropriate force reporting documentation;
 - i. Department personnel shall include in their written narrative, regardless of the level of force classification:
 1. The reason for the initial police presence;
 2. The lawful objective for detention and/or seizure;
 3. A specific description of the facts that led to the use of force, including the behavior of the individual;
 4. The individual's level of resistance; and
 5. A description of each type of force used and justification for each use of force.
 - ii. Department personnel shall not use boilerplate, canned, or conclusory language (e.g., "guided to the ground," "offered resistance") when providing a narrative of a use of force incident.
- h. Provide a written force narrative to the on-scene supervisor by the end of their shift;
- i. After the on-scene investigation is complete, upload the data from their electronic control weapon (ECW), if discharged; and
- j. Upload OBRD footage capturing all use of force incidents in which they witnessed force, ordered force, used force, or were otherwise involved as directed by a supervisor by end of their shift consistent with SOP Use of On-Body Recording Devices.
 - i. If Department personnel are not physically capable of uploading their OBRD footage by the end of their shift during which the use of force incident occurred, the employee's immediate supervisor, or their designee, shall ensure the OBRD footage from the affected employee's OBRD is uploaded by the end of the employee's shift during which the use of force incident occurred.



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2. A supervisor who authorized a use of force shall document the circumstances for authorizing the force in a Supplemental Report.

N/A

3. If a supervisor ordered, was involved in, witnessed a use of force, or was a victim of the individual's action, they shall:
 - a. Not be involved in the classification or review of the force incident (refer to SOP Use of Force: Review and Investigation by Department Personnel for sanction classifications and additional duties);
 - i. A supervisor who was involved in a use of force shall ensure that another on-duty supervisor responds to the scene to investigate an employee's use of force.
 - b. If they ordered force, document the circumstances for ordering the force in the Use of Force Written Narrative for Involved and Witness Officers form; and
 - c. If they were involved in or witnessed a use of force, complete a Use of Force Written Narrative for Involved and Witness Officers form.

N/A

4. Supervisors shall classify force according to the procedures outlined in SOP Use of Force: Review and Investigation by Department Personnel, and contact the appropriate investigative team upon determining force was used.

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B. Procedures for Reporting Non-Force Incidents

1. Department personnel shall document in a Uniform Incident Report the use of low level control tactics.
2. Department personnel shall document in a Uniform Incident Report the circumstances of an inadvertent covering of an individual with a weapon.
3. Ensure the appropriate questions related to low-level or non-force are answered in the records management system.

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C. Procedures Following Other Reportable Incidents

1. Following an allegation of use of force, Department personnel shall:
 - a. Notify the on-duty supervisor when the scene is secure and it is safe to do so and document the incident in a Uniform Incident Report.
 - i. If the on-duty supervisor determines that the incident is a use of force, follow the procedures in this SOP.
 - ii. If the on-duty supervisor determines that the incident is non-force, the Blue Team entry will be routed through the chain of command for review and approval.



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2. Following an accidental discharge of an intermediate weapon system that does not strike a person, Department personnel shall:
 - a. Notify the on-duty supervisor when the scene is secure and it is safe to do so;
 - b. Remain logged on the call until relieved by the responding supervisor or investigator;
 - c. Provide the responding supervisor access to review OBRD footage on scene, if available;
 - d. Document the incident in a Uniform Incident Report;
 - e. Upload OBRD footage, if available, by the end of shift; and
 - f. If the incident involved the accidental discharge of an ECW, upload the data from the ECW after the on-scene investigation is complete.
3. Following an accidental discharge of an intermediate weapon system that strikes a person, Department personnel shall:
 - a. Follow the procedures in this SOP.
4. Following an accidental discharge of a firearm that does not strike a person, Department personnel shall:
 - a. Notify the on-duty supervisor when the scene is secure and it is safe to do so;
 - b. Remain logged on the call until relieved by the responding supervisor or investigator;
 - c. Provide the responding supervisor access to review OBRD footage on scene, if available;
 - d. Document the incident in a Uniform Incident Report; and
 - e. Upload OBRD footage, if available, by the end of their shift.
5. Following an accidental discharge of a firearm that strikes a person, Department personnel shall:
 - a. Follow the procedures in this SOP.

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D. Unreported Uses of Force

1. Department personnel, regardless of rank, shall immediately report an unreported use of force incident to an on-duty supervisor when they have knowledge that the use of force by another officer has not been reported.