

ALBUQUERQUE PUBLIC SCHOOLS

SECURITY OFFICE

X

HANDBOOK

59997
46665

DARYL R. HARRELL

DIRECTOR

ISSUE # _____

SUBJECT: Rules and Regulations

NCJRS

DIRECTIVE #: 101-1

EFFECTIVE DATE: 7-1-78

PAGE #: 1

JUL 23 1979

Security Department Personnel: **ACQUISITIONS**

101-1 Shall not commit or omit any acts which constitute a violation of any of the rules, regulations, directives or orders of the Department.

101-2 Shall conduct themselves on duty in such a manner as to reflect most favorably on the Department. Conduct unbecoming an officer or employee shall include that which brings the Department into disrepute or impairs the operation or efficiency of the Department.

101-3 Shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their position. Personnel shall perform their duties in a manner which will maintain the established standard of efficiency in carrying out the functions and objectives of the Department.

101-4 Shall be permitted to suspend their assigned duties subject to immediate call for the purpose of having meals during their tours of duty but only for such period of time and at such time and place as directed by their activity commander.

101-5 Shall first discuss any problems with their immediate supervisor. If it cannot be resolved at that level contact the Director for interpretation and/or policy statement clarification.

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- 101-6 Shall obey all criminal laws of the United States of America and of any State and local jurisdiction in which they are present. A conviction for the violation of any criminal law shall be prima facie evidence of a violation of this section.
- 101-7 Shall cooperate fully with the investigators in any internal investigation and shall be afforded all rights and protections provided by law.
- 101-8 Shall report for duty at the time and place required by assignment or order and shall be physically and mentally fit to perform their duties. They shall be properly equipped so that they may immediately assume their duties. Judicial subpoenas shall constitute an order to report for duty under this section.
- 101-9 Shall operate official vehicles in a careful and prudent manner and shall obey all laws and all Departmental orders pertaining to such operation. Loss or suspension of any driving license shall be reported to the Department immediately
- 101-10 Shall notify their supervisor if possible, or someone else in authority before leaving their duty or post for any reason, including illness or injury.

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- 101.11 Shall constantly direct their best efforts to accomplish the functions of the Department intelligently and efficiently. They shall not engage in any activity or personal business which may cause them to neglect or be inattentive to duty.
- 101.12 Shall not feign illness or injury, falsely report themselves ill or injured, or otherwise deceive or attempt to deceive any official of the Department or the system as to the condition of their health.
- 101.13 Shall not solicit or accept, either for himself or another member or employee, gifts, gratuities, or compensation for services performed in the line of duty, other than that which is paid by APS unless authorized by the Director, i.e., state athletic functions, etc.
- 101.14 Shall promptly obey all lawful orders of a superior or orders given via radio. This will include orders relayed from a superior by personnel of the same or lesser rank.
- 101.15 May use tabaccos as long as they do not have to leave their assignment or post for the sole purpose of doing so and are not engaged in traffic direction and control. When they are in direct contact with the public, personnel shall refrain from using tobacco or should obtain permission prior to doing so from the individual with whom they are in direct contact.

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- 101.16 Shall utilize Department equipment only for its intended purpose in accordance with established Department procedures and shall not abuse, damage, or lose Department equipment. All Department issued equipment shall be maintained in proper order.
- 101.17 May engage in outside employment only after written permission has been granted by the Director. Such permission may be terminated at any time at the discretion of the Director.
- 101.18 Shall not possess, store, or bring into any APS facility or vehicle alcoholic beverages, controlled substances, narcotics, or hallucinogens except in the performance of their official duties or as legally prescribed. When such substances are prescribed for use on duty, personnel shall notify their supervisor.
- 101.19 Shall not drink any intoxicating beverages off duty to the extent that it renders them unable to report for their next scheduled tour of duty or discredits the Department.
- 101.20 Shall not publicly criticize or ridicule the Department, its policies, or other personnel in a manner which is defamatory, obscene, unlawful, undermines the effectiveness of the Department, interferes with the maintenance of discipline, or is made with reckless disregard for the truth. Personnel shall not hold themselves out as representing the Department without prior authority.

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- 101.21 Shall not knowingly interfere with the investigations, assigned tasks or duty assignments of another and shall not directly or indirectly by threat or bribe attempt to secure the withdrawal or abandonment of a complaint or charges.
- 101.22 Shall submit all necessary reports on time and in accordance with established Department procedures. Reports shall be truthful and complete. Personnel shall not knowingly enter or cause to be entered any inaccurate, false or improper information.
- 101.23 Shall truthfully answer all questions specifically directed and narrowly related to the scope of employment and operations of the Department which may be asked of them.
- 101.24 Shall have telephones in their residences if available and shall report any changes of telephone numbers or addresses to their superiors and to the Fiscal/Personnel Division within two working days.
- 101.25 Shall wear uniforms or other clothing in accordance with established Departmental procedures. Except when acting under proper and specific orders from a superior, personnel on duty shall maintain a neat, well-groomed appearance.
- 101.26 Shall not use their official position or official identification cards or badges for personal or financial gain, for obtaining privileges not otherwise

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available to them except in the performance of duty, or for avoiding consequences of illegal acts. Personnel shall not lend to another person their identification cards or badges or permit them to be photographed or reproduced. Personnel shall not authorize the use of their names, photographs, or official titles in connection with testimonials or advertisements of any commodity or commercial enterprise without the approval of the Director.

- 101.27 Shall treat the official business of the Department as confidential. Information regarding official business shall be disseminated only to those for whom it is intended. Only then, any information disseminated to anyone will be on a "need to know" basis.
- 101.28 Shall obtain information in a official and courteous manner and act upon it in a proper and judicious manner within the scope of their duties and consistent with established Departmental procedures whenever any person applies for assistance or advice, or makes complaints or reports, either by telephone or in person.
- 101.29 Shall be courteous to the public and other personnel. Personnel shall be tactful, control their tempers, exercise patience and discretions and shall not engage in argumentative discussions even in the face of provocation. In the performance of their duties, personnel should maintain a neutral and detached

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attitude without indicating disinterest or that a matter is petty or insignificant. Personnel shall not use coarse, violent, profane or insolent language or gestures and shall not express any prejudice concerning race, religion, politics, national origin, life style, or similar personal characteristic.

- 101.30 Shall not recommend or suggest in any manner except in the transaction of personal business the employment or procurement of a particular product, professional service or commercial service (such as an attorney, ambulance service, towing service, bondsman, mortician, etc.).
- 101.31 Shall avoid regular or continuous associations or dealings with persons whom they know are under active criminal investigations or indictment or who have a reputation in the community or the Department for present involvement in felonious or criminal behavior, except as necessary to the performance of official duties or where unavoidable because of other personal relationships.
- 101.32 Shall not knowingly visit, enter or frequent a house of prostitution, gambling house, or establishment wherein the laws of the United States, the State, or the local jurisdiction are regularly violated.
- 101.33 Any supervisor wishing to file a complaint against an employee for violation of the above rules and regulations will first discuss the infraction with the employee

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and if in the judgement of the supervisor, a record of the incident should go into the employee's personnel file, the supervisor will fill out a form which will be made available. (A sample is attached to this Directive).

101.34 REPORTING OF APS EMPLOYEES MISCONDUCT

When you as an APS Security Officer receive a complaint or view an APS employee's misconduct that is not severe and evidence is limited, your report should reflect your observations only. Do not list potential charges or probable charges in your report. Simply record what you as an APS Security Officer see. The matter will be handled administratively.

In cases where the incident is a clear violation of law and the evidence is present, arrest and book.

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SUPERVISOR COMPLAINT FORM

I, _____ OIC of Shift _____ do hereby file a formal complaint against _____ for violation of Section _____ of the Security Department Rules & Regulations.

Describe the incident:

This complaint was discussed with _____ on (Date) _____ (Time) _____.

I recommend this complaint be - not be (underline one) placed in _____ personnel file.

Signed: _____

OIC

I have read the above complaint:

Signed: _____

Employee

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Alarm System:

200-1 The responsibility for the maintenance and installation of all systems, including the old tape dialers, is the responsibility of the Security Department.

The following items are set out for your information:

- A. The new system requires no key switches.
- B. The system is turned on and off at a central location.
- C. Personnel, i.e. teachers, staff, custodians should call the security office (842-3751) if they are going to be in the building after normal working hours and on weekends. We, along with the Sheriff's Office and Police Department, waste a great deal of manpower and gasoline responding to alarms that have been set off by our own people.
- D. You are reminded that Dallas Vanderhoof is OIC of the alarm system and in his absence, Mark Shea will handle questions.
- E. Patrol officers will not question the dispatcher regarding a red zone over the radio. You are to

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respond, determine the problem and give the information back to the dispatcher. If you have questions, use the telephone.

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300-1 MOBILE UNITS ON SCHOOL GROUNDS

Mobile units are on-site trailers at APS locations, who have volunteered to watch for vandalism, crimal damage, criminal trespassers, burglars, etc.

They are as follows:

Cibola High School

John McAninch
State police
898-3613 (Home)
842-3084 (Work)

Valley High School

Robert Martinez
State Police
345-9138 (Home)
842-2084 (Work)

Ernie Pyle Mid School

Joe M. Jaramillo
APS Venetian Blind Shop
877-0830 (Home)
765-5950 (Work)

Harrison Mid School

Jose L. Hernandez
APS Security Officer
877-2712 (Home)
842-3751 (Work)

Polk Mid School

John Harlan - Mark Shea
APS Security Officers
873-0186 (Home)
842-3751 (Work)

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Roosevelt/A. Montoya
Mrs. Manuel Flores
School Crossing Guard
281-5368 (Home)

Taylor Mid. School
Marvin Harper
State Police Mechanic
898-7620 (Home)
842-3751 (Work)

Truman Mid. School
Richard Martinez
State Police
836-0673 (Home)
842-3083 (Work)

Alameda Elementary School
Peter Rodarte
General Electric
897-0644 (Home)
867-2304 (Work)

Navajo Elementary School
Johnny Lucero
M & O Heating
873-1454 (Home)
765-5950 (Work)

Rio Ranchos Elementary School
John T. Hayes
State Police
898-0868 (Home)
842-3084 (Work)

Sandoval Elementary School
Benjie Torres
Corrales Village Marshall
898-3683 (Home)
898-7585 (Work)

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M & O Complex

Forrest & Linda Fouch

Linda - APS Security

242-6216 (Home)

842-3751 (Work)

Rio Grande High School

Mike Frances

State Police

(Home)

842-2084 (Work)

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300-2 SCHOOL WATCH PROGRAM

It is to be noted that the Albuquerque Public School Watch Program is a vital link in APS' overall security system and will be treated as such.

Interested patrons who live around our school campuses have been contacted and asked to help us by keeping an eye on the school. These people were furnished with a sticker to be placed on their telephone giving the APS Security Office number and the APD and SO numbers. These patrons were asked to call APS Security if they see suspicious activity and/or potential problems in and around Board of Education property.

All APS Security Personnel will assure that each call from school watch people will receive priority classification and all security personnel will respond with no questions asked.

If the school watch person does not wish to give his or her name, none is required. It is further directed that no tape recordings of any calls will be authorized. Failure to comply with the above instructions will be grounds for disciplinary action.

Remember, it is not your prerogative to assess the validity of calls or make a value judgment thereof. It is your responsibility to respond in a rapid, safe and courteous manner. Full cooperation and assistance will be afforded all callers. Without their assistance, school security is greatly diminished.

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300-3 FIREARMS

All security officers are reminded that under no circumstances will the possession of firearms on duty be allowed.

Anyone found with firearms on their person or in their vehicle will be suspended immediately with a recommendation for termination.

Be advised that routine checks may be conducted by designated OIC's.

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300-3 ONGOING SECURITY CHECKS

A special team of security officers are assigned to determine if APS Schools, AV Equipment and high risk area, etc., are secure.

If the team has found equipment, etc., that is not secure, they will affix a card, which is self explanatory. (See attached)

Your assistance in making every effort to secure your school and property will be appreciated.

APS SECURITY

If this item belongs to you or your school, it might have been ripped off. If we could do it so could a thief. If you have any questions please call APS

Security Officer _____ at 842-3751
Your cooperation will be appreciated,

Thank You,

D. R. Harrell, Director

Date: _____

Albuquerque Public Schools Security Time: _____

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300-4 DAMAGE TO SCHOOLS

If a school sustains vandalism, advise the principal immediately. A decision must be made by the principal regarding use of the facility and/or rooms on the following school day.

If in your judgment the principal will have to make the aforementioned decision and he is called at your request, wait in front of the school in your vehicle until he arrives on the scene. Follow his suggestion re clean up crew and give him any assistance you can render.

If principal has indicated in the past that he wishes not to be notified each time his school is vandalized comply.

Do not call a principal after 11:00 p.m. to ask a question about his building and/or grounds if it can wait until morning. This practice has been abused.

REPORTING VANDALISM

A problem on reporting vandalism is that the officers frequently report the same vandalism that has been reported by another officer, because they are not aware that a report has been made.

If an officer has found a window broken, he is to secure it the best he can; tape

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the window with masking tape, located in his vehicle, and write his initials and the date on the tape. Anyone finding it will know our officers have already reported it. Report the vandalism to the radio dispatcher at security so the vandalism can be called in immediately on the code-a-phone. A work order cannot be excepted by M & O from security until a case # has been assigned. NO ONE is to call the code-a-phone or M & O radio dispatcher to report vandalism.

This is to avoid duplication of vandalism, where it involves M & O to send a work crew.

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300-5 ENERGY CONSERVATION

In view of the current demands on fuel, all dispatchers and OIC's are directed to take the following action.

When dispatching a unit;

- A. Determine which unit is closer to the intended dispatch destination, and
- B. Dispatch the closer unit.

Example:

- A. A unit is at Eldorado High School
- B. Trouble develops at Truman Middle School.
- C. A unit is 10-6 at Valley High School.
- D. Dispatch the unit at Valley High School to Truman Middle School regardless of quadrant assignment

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400-1 PROCEDURES FOR REPORTING VANDALISM

To avoid duplication of work order requests from the security office, the following steps are to be followed:

- A. No calls are to be made directly to M & O Control during the day or at night, and not ever by a security officer.
- B. Call APS Security Control and report any and all repair work orders.
- C. APS Security is to assign case numbers to these before referring them to M & O.
- D. Call M & O on the code-a-phone, giving name of person reporting, case number, brief description of work to be done, time of call and location.

This procedure applies to all security officers, dispatchers, office personnel, etc.

OFFICE PROCEDURES OF INCIDENT REPORTS
(For Officers)

All reports made during the night shift will be turned into the dispatcher for typing as soon as completed. This should be at the end of the shift. The dispatchers will type all reports by the end of his/her shift. Any overflow of reports will be handled by the graveyard dispatcher. All dispatchers will type reports.

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Incident reports during the day shift are to be given to the dispatcher for typing and recording.

OFFICE PROCEDURES OF INCIDENT REPORTS
(For office staff)

The incident report will be logged in a blotter. When completed, an initial with a dash(-) and your man number will be written at the top right hand corner
Example: L-23.

Report will be typed. When completed an initial with a dash(-) and your man number will be written at the top right hand corner. Example: T-23

The case is to be logged into an Incident Case Book. A case number will be written on the top right hand corner under Case Number.

Separation and distribution will be as follows:

- A. Original typed with written copy attached is to be placed in the basket in the front office labeled, "Incident reports."
- B. Green copy to Mr. Harrell, Director of Security.
- C. Gold copy to officer submitting report.

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D. Yellow and Pink to either Joseph O'Neill or John Harlan (determined by incident). Such as:

206 - Mr. O'Neill

Arson - 01
Assault - 02
Burglary - 03
Internal Affairs - 07
Larceny - 08
Robbery - 09
Safety & Security - 010
Sex Offence - 011
Vandalism - 012
Property Recovered - 016

814 - John Harlan

Criminal Tresspass - 04
Drugs and Drinking - 05
Demonstrations or
Disruptions - 06
Weapons Offense - 013
Bomb Threats - 014
Bus Incidents - 015
Truants - 017

Reports will be logged into statistics and filed by location.

400-2 The arrest reports will be distributed the same as the Incident reports.

They are logged into a D.A. Case Book by 104.

A case number will be recorded on the top right hand corner under case number.

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It will be recorded into statistics.

It will be filed under the Arrest file by location.

A xerox copy will be made and hand carried by, 206-D.A. Liason, to the D.A.'s Office. (In a felony case the D.A. file number is used and a file will be taken to the D.A.'s Office.)

Original typed with written copy attached is to go in the basket in the front office labeled, "Incident Report."

400-3 DETERMINATION OF CHILD ABUSE

Due to the sensitivity and difficulty in investigating child abuse cases, the following guidelines are set forth for your direction.

- A. Upon receipt of a child abuse complaint, respond immediately in person to take the complaint in writing. No telephone complaints are permitted unless time is a factor.
- B. Assure that all parties having an interest are notified of your actions and intentions.
- C. Assure that action taken is coordinated and complies with APS and FRC procedures.
- D. Assure that you discuss child abuse cases with no one who does not have "a need to know."

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Idle gossip about these or any APS Security cases or security personnel will not be tolerated and violations will be treated as insubordination to be dealt with accordingly. See Personnel Handbook, page 6, Chapter IV, Employment Conditions, H, Termination.

- E. Foremost, assure that when a complaint is taken by a security officer that the investigation is brought to a logical conclusion.

400-4

OFFICE PROCEDURES OF CHILD ABUSE

All Child Abuse/Neglect will be turned in to 104 for typing - logging and distribution as follows:

- A. An APS INS-74 report form is attached to all reports to 104 by 8:00 a.m. the following morning.
- B. 104 will log the case in the Child Abuse Log Book and give it a case number in the APS Security Case Book.
- C. 104 will type the report and make necessary copies as follows:
 - 1. Original APS INS-74 and a copy of the APS offense and incident report will be sent to the Family Resource Center.

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2. Yellow copy of APS INS-74 remains at the school at the time the report is taken, or later mailed.
 3. Original APS offense and incident report, along with a xerox copy of the APS INS-74 will be placed in the APS Child Abuse File.
 4. Copy of APS INS-74 and APS offense and incident report to reporting officer.
 5. Copy of APS offense and incident report to Joe O'Neill and Daryl R. Harrell.
 6. Original hand written reporting officer goes to Mr. Harrell and returned secretary for the APS Child Abuse File.
- D. All Copies being sent to Family Resource Center are to be put in a folder marked Child Abuse Cases. 104 will either notify 229 or 210 to deliver the reports to Family Resource Center within 48 hours from time the report is taken.
- E. Notification of Area Office and Pupil Personnel at APS will be

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the duty of the reporting officer, and is to be made within one day from time of report.

- F. Notification of Family Resource Center is the duty of the reporting officer and will be posted as soon as possible when report is taken. (Name of person reported to, will be recorded on APS report along with date and time of notification.

400- 5 REPORTING CHILD ABUSE OR NEGLECT

School personnel, in consultation with the principal, have the immediate responsibility of reporting suspected incidents of child abuse or neglect. The Area Office of Pupil Personnel Services shall be informed by telephone of any reports of suspected child abuse or neglect on the day such report is made.

Following are excerpts from the bulletin on child abuse and neglect laws issued by the Office of the District Attorney, Second Judicial District.

DEFINITIONS (Sections 13-14-2 and 40A-6-1, NMSA as Amended):

- A. "Child" - Any individual less than 18 years old.
- B. "Adult" - Any individual 18 years of age or older.

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- C. "Neglected Child" - A child (1) who has been abandoned, (2) who is without proper parental care and control or subsistence, education, medical or other care or control.
- D. "Person" - Any individual or any other form of entity recognized by law.
- E. "Child Abuse" - Abuse of a child consists of a person causing or permitting a child to be (1) placed in a situation that may endanger a child's life or health, or (2) tortured, cruelly confined or cruelly punished, or (3) exposed to the inclemency of the weather.

DUTIES, IMMUNITY IMPOSED BY STATUTES:

Any physician, resident, or intern, any law enforcement officer, registered nurse, visiting nurse, school teacher, or social worker, or any person having reason to believe serious injury has been inflicted upon a child as a result of abuse, neglect or starvation is required to report immediately to one of the agencies listed below. Physician-patient privilege or similar privilege, or rule against disclosure may not be claimed. Anyone reporting is immune from liability, civil or criminal, unless he acted in bad faith or with malicious purpose.

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PENALTIES:

- A. Any person failing, neglecting or refusing to report child abuse is subject to a fine of not less than \$25, nor more than \$100.
- B. Abandonment of a child is punishable as a petty misdemeanor unless death or great bodily harm results, in which case it is punishable by 10-50 years.

WHERE TO REPORT:

Child abuse, neglect or abandonment in Bernalillo County shall be reported immediately by telephone to the Family Resource Center, 262-1911. (24 hrs.)

If the principal has reason to believe that the child should not return home, or if parent/guardian has threatened school personnel or has history of assault on other persons or property, the APS Security Office (842-3751) may be contacted to report the incident to Family Resource Center.

It will be the responsibility of the reporting officer to advise the Area Pupil Personnel Services of the incident.

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400-6 PARENT CONFERENCES

In the event a parent conference is scheduled, you will be expected to be present.

If, in the judgment of the officer, some other security person should be present at the conference, he will advise and have the authority to adjust the conference and/or security member to conform to his best assessment of the situation and in the best interests of the student, parent and the school.

400-7 PATROL PROCEDURES

The following procedures are set forth for your guidance and compliance

Under no circumstances will the carrying and/or possession of firearms be tolerated unless advised to do so by the Director.

ROUTINE PATROL

- A. Drive in and around parking areas and spotlight windows and doors.
- B. It is permissible to drive around the entire plant site providing an access road has been provided.
- C. It is not permissible to drive over ball fields, lawns, sprinklers, sidewalks, walkways, curbs, etc. To do so will be met with disciplinary action.
- D. If a door or window is found open:

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1. Call a backup unit and an APS K-9 unit if you have reason to believe there is someone inside the building. This may be a fellow security officer, APD, S.O., or State Police.

2. Use your judgment.

Stay in your vehicle or drive around the plant site until your backup units arrive.

400-8 RESPONDING TO ALARMS

- A. Upon receiving notification that an alarm has been set off at an APS location, advise the APS dispatcher to alert local law enforcement agencies, i.e., APD, S.O., State Police.
- B. Do not assume that an Alarm received is a false alarm.
- C. Stay in your unit until your back up unit arrives.
- D. If you feel the alarm has been tripped by an APS employee, check it yourself. Use your judgment.

400-9 JUDGMENT

Be advised that no regulation, policy, procedure, etc., can possibly cover all eventualities.

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Therefore, since you were hired as a security officer, you are expected to have to exercise your best judgment when encountering any and all situations. If you require additional advice and/or direction, contact your supervisor immediately.

400-10 TAC PROCEDURES WHILE ON ROUTINE PATROL
(Days)

Make contact with a school administrator. Advise him the time you will be in his area and for how long.

If upon approach to the school you feel you must take some action re drugs, fights in progress, drinking, etc., take the necessary action and advise the principal as soon as possible.

Any plan for action that will impact upon the school for any period of time will be discussed first in joint conference with the principal, school detective and Director of Security.

If a sweep is permitted, take the subjects to the principal's office and accept his disposition.

Should the principal desire some students booked into the D-Home, follow the usual procedure providing you have a bookable offense.

Be advised that whatever action you take may require you to return to the school

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for a parent conference to justify your actions. Whatever action you take should always be in the best interest of the student.

Be sure the actions you take do not draw undue attention to yourself or fellow security officers. If approaching a group of students will likely cause undue attention or become sensitive situation, delay your approach, use 10-11 and wait for an appropriate time. If approach is inadvisable, use your best judgment.

400-11 FIELD INVESTIGATIONS

You are reminded that when the Field Investigator, District Investigator or TAC Supervisor arrive on the scene, your cooperation will be required for a professional crime scene investigation.

400-12 SALUTING PROCEDURES AT ACTIVITY

During the presentation of colors at an event and/or national anthem, the following procedure will be standard for officers in and out of uniform.

If not in uniform (Plainclothes, blues) Officers will stand upright and motionless in a manner of attention with the right hand placed over the heart.

If the event is held outdoors: (Football - Track - etc.)

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Officers in uniform with headgear worn, will stand at attention and salute. The fingertips of the right hand are to touch the brim of the headgear over the temple of the right eye.

(Officers in uniform, no headgear, will stand at attention)

If the event is held indoors: (Basketball etc.

Officers in uniform will remove headgear and stand at attention with headgear in the left hand and the right hand along the seam of the pants. Fingers curled in the event of a emergency.

Standing at Attention:

Attention is when an officer is standing upright with arms along the side, thumbs parrallel with the ground, the forearm bent at a 45 degree angle hands straight, fingers together touching the head or headgear, thus forming a triangle with the head.

400-13 HOSTAGE SITUATION

"They're Holding Children Hostage!" By Peter Blauvelt

Few words could strike greater fear or disbelief in the hearts of school administrators than "They're holding children hostage. The thought that someone would deliberately endanger the lives of children is so abhorrent that we have difficulty even imagining what our response might be.

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Unfortunately, this event is not unknown to schools. Most recently, terrorists in Holland siezed a school as one of their targets. A year ago, a school bus full of children was siezed in California and held for ransom. Incredibly, none of the children in these incidents was seriously injured, but the danger was real.

There is very little any of us can do to prevent a hostage situation in the schools. Schools are vulnerable because they are public places. We cannot place armed guards at all entrances, nor erect barriers.

A number of variables can affect a hostage situation: the number of hostages, the number of terrorists, the type of weapons used, the motivation of the hostage taker(s), the isolation of the school, the degree of training police agencies have had in the handling of hostage cases, and the pre-planning school administrators have (or have not) done in anticipating a crisis.

Of all these variables, the only one school people can control is the extent of contingency plans to cope with emergency situations. The following scenarios illustrate the type of situations which can occur in a school:

Situation #1 - A criminal is fleeing from the police and runs into a school, grabs a student or employee, and threatens to kill them if the police do not let him go.

Situation #2 - A parent comes to school and demands his/her children be brought from class and leave the school with him/

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her. The principal sees that the parent is acting in an irrational manner and refuses. The parent produces a weapon and threatens to kill the principal or anyone else in the office if the children are not brought immediately.

Situation #3 - An individual or a terrorist group specifically selects a school or several schools as targets for taking hostages. The terrorists sieze classroom(s) and demand the authorities be notified.

What makes these three situations different is the motive which led to the event. In Situation #1, the motive is escape. The police are in pursuit and are aware that the criminal is in the school. In Situation #2, the apparent motive is the release of the children. No one outside the school knows this event is taking place. In Situation #3, the true motives may not be known. The terrorists will make their demands public, however, because it is the only way they can reach the people who can grant their demands.

There is NO GUARANTEED RIGHT WAY to handle a hostage situation. The best you can do is try to prevent injuries to the hostages, and protect those not directly involved.

To this end, the following recommendations are made:

1. Safety of people - Your primary concern is for the safety of those not directly involved in the hostage situation.

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This means that each school needs to develop an evacuation plan to get everyone out of classrooms and away from the school. Obviously, sounding the fire alarm or making a general announcement over the public address system is NOT the way to accomplish this task.

Someone will have to go to each classroom and tell the teacher where to take his/her students. It is important that the teacher maintain control of the class and know the name of each student. Knowing the names of uninvolved students will enable you to respond to inquiries from concerned parents, if the hostage situation lasts a long time.

All uninvolved persons should leave the building and go to designated evacuation areas.

2. Isolate the area - You do not want to provide additional hostages for the terrorists. The sooner a building is evacuated and the affected area isolated, the better the chance that authorities will be able to develop strategies for coping with the situation. The police will need to know the exact location of the hostages so that a defense perimeter can be established.
3. Notification of authorities - The police must be notified as soon as possible that a hostage situation

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exists. Who makes the call and from where depends on factors unique to each situation. Whoever calls the police must remember the following information is important: - number of terrorists - type of weapons - number of hostages - number of known injuries - name of adult(s) being held hostage, if known - type of demands being made, if known - any and all instructions the terrorists may have given.

4. Jurisdiction and responsibility for resolving the situation rests with them. This does not mean school officials will not be involved in aiding the police, but it does mean the decision about how to handle the situation will be made by the ranking police officer on the scene. Responsibility for the involved students and staff will rest with the school authority on the scene but decisions on what to do with them, such as whether to transport them home or to another school, should be made jointly by school authorities and the police.
5. Handling the Media - You should agree to let the police department's public information officer handle all press inquiries.
6. Emergency Information Center - The school system should be prepared to staff an emergency information center where parents may call for information and where calls to parents can be made.

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7. Notification of parents - This would be one of the responsibilities of the emergency information center. Staff from the affected school could compile lists of involved and uninvolved students to help the center in making notifications. The center should be staffed with experienced personnel who can answer questions in a low-key professional manner. This becomes more crucial the longer the situation continues.

SUBJECT: Incidents-Property & Evidence

400-14 PROPERTY AND EVIDENCE PROCEDURES

The proper handling, recording and disposition of property is one of the more important functions in a security operation. Property which is mishandled causes problems for the security officer and the security division. To avoid embarrassment suspicions, etc, in connection with the handling of property, the following procedures are instituted and are effective immediately. The word "property" in this directive shall mean evidence as well as other property.

It shall be the responsibility of all security supervisors to instruct their subordinates with regards to these procedures and to follow up to ensure that said procedures are strictly complied with.

A. APS O & I Report

All property coming into the possession of members of the security division shall be reported on this form. Include in the report the circumstances under which the property was obtained and the disposition of the property.

B. Property Envelope (APS SC-04) and Property Tag (APS SC-05)

Use whichever is appropriate for the property or evidence turned into APS Evidence (See procedure

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400-15

re: evidence tot APD Evidence or
APS Evidence as follows.

- C. The following type evidence shall
be delivered to APD Evidence.
1. All adult arrest cases
 2. All juvenile arrest cases
involving a serious offense
 3. All cases involving a ser-
ious offense which may later
result in an arrest or court
proceeding.

Prepare an APD O & I Report and obtain
a case number from the APD Staff Re-
view Office. Obtain copy of report
and attach to APS O & I Report.

Secure evidence either in a plastic
evidence bag, other container or
attach APD evidence tag must be
attached to each separate or pack-
aged piece of evidence.

Deliver evidence to APD Evidence
Room. Obtain copy of evidence tag
and attach to APD O & I Report.

D. APS Evidence

Evidence and property not specified
in paragraph three, A, B & C, above
shall be delivered to APD Evidence.

Arrest evidence must be placed in a
plastic evidence bag with a stick-on

SUBJECT: Incidents-Property & Evidence

crime evidence tag placed inside. The bag must be heat sealed, DO NOT STAPLE OR TAPE.

If Arrest evidence is too large or bulky to be placed in a plastic evidence bag, i.e. baseball bat, chain, movie projector, then a stick-on crime evidence tag, or wire tag-type evidence tag may be utilized.

Evidence tags are to be labeled properly and in full detail with special emphasis on the evidence control number which is of vital importance.

Arrest evidence shall be labeled "Arrest" on the evidence tag or sticker.

E. Non-Arrest Evidence

It will be tagged in a manilla evidence envelope only, unless the item is too large or bulky at which time the item will be tagged with either an APS stick-on crime evidence tag or an APS wire & tag-type evidence tag.

F. Designate a Property Number

In all the above APS Evidence cases designate a property number by combining the date and time incident was handled plus the officer's number. Example: 0915751300206. Multiple items connected with one incident report shall be indicated by adding the

SUBJECT: Incidents-Property & Evidence

letter a,b,c, etc., on the property number, i.e., 0915751300206-A, 0915751300206-B.

Indicate this number both on the APS O & I Report and on the manila envelope or tag. On the manila envelope enter this number vertically in the middle and on the right hand side of the envelope.

- G. Deliver all APS Evidence to the evidence control officer. In his absence deliver such evidence/property to the dispatcher who shall place items in the property locker and make a blotter entry indicating receipt of the property evidence.

The evidence control officer shall remove all property/evidence from the dispatch office as soon as possible and transfer to the evidence room. The dispatcher shall make an entry in the blotter indicating such removal.

EVIDENCE/PROPERTY NUMBER 0816780834830	ALBUQUERQUE PUBLIC SCHOOLS SECURITY DIVISION	
	ONE LID MARIJUANA	
	ARTICLE	
	JOE DOE'S SHIRT POCKET	AHS
	WHERE ARTICLE WAS FOUND	LOCATION
M. R. SHEA 830		
OFFICER		
ARREST <input checked="" type="checkbox"/> NON-ARREST <input type="checkbox"/> LAB <input type="checkbox"/>		

APS SECURITY DIVISION

Property Tag APS SC-05 Case No. _____

APS Facility ALBUQUERQUE HIGH SCHOOL

Date: 08/16/78 Time: 0834

Property Description: _____

ONE UNOPENED QUART BOTTLE OF SCHLITZ

BEER

0816780834830

APS Security Officer _____

SUBJECT: Incidents-Property & Evidence

H. Removal of Property from Property Cabinet

All personnel removing and returning property from the property cabinet shall do so through evidence control officer.

I. Evidence Control Officer

The evidence control officer shall be responsible for:

1. Monitoring a property log book.
2. Monitoring evidence in chronological order.
3. Maintaining property cabinet in a neat and orderly manner.
4. Conduct monthly inventory checks of all property in the cabinet and account for same. Prepare report to TAC Supervisor. If any property is missing, immediately notify the TAC Supervisor, who shall notify the Security Director. An investigation shall be conducted.

J. Final Disposition of Property

Final disposition of all property shall be effected in a lawful and proper manner as prescribed by th

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Director of Security. The property log book shall reflect the final disposition of all property destroyed or otherwise leaving the control of APS Security.

SUBJECT: Restitution Procedures

DIRECTIVE #: 400

EFFECTIVE DATE: 7 -78

PAGE #: 46

400-16

Restitution Procedures

It is the policy of the Albuquerque Public Schools Board of Education to secure restitution in cases where APS property is damaged, destroyed or stolen and the person or persons responsible for such activity are identified. The Security Division shall initiate and coordinate the restitution collection process.

In cases where juveniles are offenders restitution shall be sought from their parents or guardian pursuant to Sec of the NMCC.

Following the investigation all restitution cases shall be forwarded to the Staff Review Officer then to the APS Security restitution clerk for handling. It shall be the responsibility of field officers to provide the Restitution Clerk with all pertinent reports and render any necessary assistance. All required information shall be obtained and reports shall be complete before the case is forwarded to the Restitution Clerk.

Restitution Clerk

It shall be the responsibility of the restitution clerk to initiate and coordinate the restitution process. Upon receipt of a restitution case from a field officer the clerk shall:

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- a. Obtain the total amount of restitution to be sought from appropriate sources, i.e, M & O, Property Accounting, etc.
- b. Court Cases - In those cases which are referred to the courts notify the juvenile probation service or the District Attorneys Office in writing requesting their assistance in obtaining restitution.

Non-Court Cases - In those cases not referred to the courts, notify in writing, the person responsible for paying the restitution.

In both the above cases, send a copy of the letter to APS Accounting Division and indicate in the letter that payment, APS Accounting Division shall forward a receipt voucher to the restitution clerk for filing in the security office.

- c. Maintain records and files of each case and monitor same until its conclusion.

APS Accounting Division shall follow-up on delinquent payment cases and refer such cases to the legal counsel office when appropriate.

SUBJECT: Radio and Dispatch Procedures

DIRECTIVE #: 500

EFFECTIVE DATE: 7-1-78

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500-1

You are reminded to use your APS code when talking on your two-way radio. Lengthy radio conversations not of an emergency status are prohibited and a telephone will be utilized.

In addition, when you are at a location and busy, a code of 10-6 must be used. If you are at a location and have to go off the air, a call code of 10-7 will be used as well as a 10-8 code when you are available for calls.

Radio "clicking" will not be tolerated. It is abusive and dangerous.

Supervisors will monitor all activities of personnel without radios and who are under their direct supervision to assure proper coverage is maintained.

Since radio communication is essential to the day and night operation of the Security Office, you will adhere to the following:

1. No take home radios will be authorized except by the Director.
2. If a telephone call would be better, use it.
3. Keep radios fully charged at all times. Failure to do so shortens battery life.
4. If you feel your car antenna may be vandalized, take it off and put it in the trunk.

SUBJECT: Radio and Dispatch Procedures

5. All portable radios will be checked in and out with the shift dispatcher for reassignment at the change of the shift.
6. Should a radio quit operating, leave a report with the dispatcher stating the reason and conditions the unit ceased operation.
7. All personnel using radios will sign out then in at the beginning and end of the shift. The dispatcher is responsible for their safe keeping.
8. We are being monitored by many people and this should be kept in mind. Use radio codes. DO NOT GIVE OUT CODES OR LOCATIONS OVER THE AIR unless requested to do so by the Director.
9. Be advised when an OIC, communications contacts a unit on THE AIR, the unit will respond with unit number and location.
10. Improper radio procedures take additional air time that is needed for effective security communications.

500-2

PURPOSE FOR RADIO COMMUNICATION

To facilitate flow of information with officers in the field and to competently

SUBJECT: Radio and Dispatch Procedures

handle communication from officers in the field. Radio dispatch can effectively protect an officer in the line of duty or seriously jeopardize him. Standardized radio procedures provide an effective method of transmission and will be adhered to at all times.

500-3

POLICY

Conservation of Air Time

All radio transmissions shall be short and relevant. Lengthy messages will be given to the dispatcher by telephone.

Radio Discipline

Voice inflections reflect irritation, disgust sarcasm or levity. None of these are acceptable. MIKE CLICKING WILL NOT BE TOLERATED. Any breach of radio discipline will result in disciplinary action.

Accuracy

Do not guess. If you are not sure, have the transmission repeated.

Standard Radio Procedures

Advising Radio of Status

All officers equipped with radio transceivers shall advise the radio dispatcher of their status; e.g., in service out of service, etc.

SUBJECT: Radio and Dispatch Procedures

When an officer initially goes in service, he shall advise the radio dispatcher of his assignment and that he is 10-8. When he is dispatched on a call, he shall advise when he arrives, when he clears or leaves the scene. He shall always advise radio when he goes out of service or is unavailable for dispatch on calls and when he goes back in service available for dispatch on calls.

An officer assigned to a special unit shall be required to advise radio of his status.

500-4 RESPONSE TO CALLS

A call for service given by the dispatcher shall be considered as an official order. Any questions in reference to that call are subject to review only after the call has been responded to and handled. This does not limit a supervisor's authority to countermand a dispatch for justifiable cause.

500-5 UNIT TO RESPOND WITH LOCATION

Regardless of rank, all officers shall respond with their unit call number and their location when called by the radio dispatcher or another unit.

500-6 OIC TO COVER

When a call is dispatched which requires a cover or back-up unit, the OIC shall be dispatched to cover (10-82) if available and reasonably close.

SUBJECT: Radio and Dispatch Procedures

500-7 OIC RESPONSIBLE FOR COORDINATION

OIC may be on a 10-60. Radio should coordinate. Radio should have overall picture of what is going on. You can always refer to #2.

The OIC shall be responsible for coordinating the response of field units to calls. The radio dispatcher shall not coordinate such response unless requested to do so by the Director.

500-8 DELAY IN DISPATCH DUE TO SHIFT CHANGE

An officer shall respond immediately to any dispatched call for service regardless of impending shift change. No OIC shall order that a call be held for an oncoming shift.

500-9 ALERT TONE

All units shall cease transmitting when the alert tone is transmitted by the radio dispatcher.

500-10 RADIO USED ONLY FOR OFFICIAL BUSINESS

The radio shall be used only for official business. The radio shall not be used to arrange meetings for lunch, coffee breaks, etc.

Excessive requests to the dispatcher to make telephone calls for a unit in the field will not be tolerated even if it concerns official business. This takes up too much dispatch time.

SUBJECT: Radio and Dispatch Procedures

500-11 NOTIFICATION OF OIC

If the OIC has been out of service or out of radio contact, he shall be notified by the radio dispatcher of all major calls which occurred during that period. Where feasible, such notification shall be accomplished by means of telephone.

500-12 MISSED CALL

All officers in the field equipped with radio transceivers and who are carried as in service by the radio dispatcher shall be held strictly accountable for prompt answering of their radio when called by the radio dispatcher. If the dispatcher does not receive a reply from an officer after three calls, the Director shall be notified immediately.

The radio dispatcher shall note the times that the officer was called as well as other relevant information.

500-13 PERSONNEL WITH ASSIGNED UNIT CALL NUMBERS

Personnel who have been assigned unit call numbers shall be called by and answer to their assigned unit call number.

500-14 OFFICERS TO HAVE MAP OF CITY

All officers shall maintain a city map with sectors designated upon it in his

SUBJECT: Radio and Dispatch Procedures

assigned vehicle. Any officer dispatched on a non-emergency call and found to be without a map shall be placed 10-8 by the radio dispatcher, who shall then dispatch another unit to handle the same call. The Director will be notified of any violation of the above.

500-15 BLOTTER

All arrest and/or matters which may become more important at a later date will be logged on the blotter immediately. (Day and/or night)

500-16 USE OF TEN CODE

When used properly, the ten code conserves air time by restricting the free choice of words to prescribed forms. The ten code signals are short, easily understood and convey the maximum information in the minimum amount of time. The ten code shall be adhered to when transmitting. Necessary plain language shall be short and relevant.

500-17 ATTEMPT TO LOCATE

All dispatchers will keep a running account of "attempt to locate vehicles and persons" for a period of one week.

At the beginning of a new week, check with the unit requesting the original attempt to locate and determine if his request can be taken off the list. If not, continue it on the next week's list.

This will apply also to the numerous 10-23's.

SUBJECT: Radio and Dispatch Procedures

500-18 USE OF PHONETIC ALPHABET

The phonetic alphabet shall be used for spelling out unusual names or persons and locations or where radio reception is poor. The names used after each letter have been found to be the most understandable over the air. When spelling out a word use only phonetic alphabet. For example; John Doe; John, Ocean, Henry, Nora, David, Ocean, Edward.

A...ADAM	N...NORA
B...BOY	O...OCEAN
C...CHARLES	P...PAUL
D...DAVID	Q...QUEEN
E...EDWARD	R...ROBERT
F...FRANK	S...SAM
G...GEORGE	T...TOM
H...HENRY	U...UNION
I...IDA	V...VICTOR
J...JOHN	W...WILLIAM
K...KING	X...X-RAY
L...LINCOLN	Y...YOUNG
M...MARY	Z...ZEBRA

500-19 MILITARY TIME

All references to time on the air shall be based on military or 2400 hour time. AM and PM as well as o'clock shall not be used.

SUBJECT: STANDARD RADIO PROCEDURE

500-20 DOCUMENTATION FOR TEN CODE

- 10-1 RECEIVING POORLY
May be used in response to 10-2 for testing purposes or as a question if radio reception is unintelligible, difficult to read or very noisy. 10-1 is also used when actually having trouble receiving so the sender may slow down his transmission speed. Use longer spacing between words, accentuate words, use phonetic spelling, repeat each word if necessary or change location prior to further transmission.
- 10-2 RECEIVING WELL
Can be used for testing purposes or as a question. Use 10-2 if radio reception is clear and intelligible.
- 10-3 STOP TRANSMITTING
Used to clear air of all transmission in an emergency, such as in progress crimes and when an officer is in trouble. Units not assigned to the call are not to transmit except in emergencies. Non-emergency traffic may utilize another dispatch frequency. The air will remain 10-3 until put 10-8. This signal is frequently used in conjunction with the ALERT TONE.

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- 10-4 MESSAGE RECEIVED AND UNDERSTOOD
Used to acknowledge a transmission. The use on 10-4 as a question is unnecessary except when the operator is not certain the unit has received the transmission. Also used to say "thank you."
- 10-5 RELAY MESSAGE
Used to request that Control or another unit relay a message that is not being received clearly due to interference, poor reception, etc. Messages shall be relayed exactly as received.
- 10-6 BUSY, BUT AVAILABLE FOR CALLS
Used when an officer is performing some duty such as working an activity or checking school grounds but is near the radio and can be dispatched on a call.
- 10-7 OUT OF SERVICE
Not available for calls. Also used when out on a call, to report that something is not working or functioning.
- 10-8 IN SERVICE, AVAILABLE FOR CALLS
To be used to report in service, or back in service from a call.
- 10-9 REPEAT
Used when part or all of a message is not copied. If part of a message is received, inform the sender of this by using "10-9 all after ____" or "10-9 all between ____ and ____." Do not have the sender repeat an entire message if you received a substantial part of it.

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- 10-10 PARENT CONFERENCE
Used to request a parent conference be set up or that a unit will be 10-6 in a parent conference.
- 10-11 STAKE OUT
Used when a unit is on a stake out. Unit must adhere to radio procedures by advising dispatcher of unit's status at the 10-11 at all times.
- 10-12 VISITOR PRESENT OR RIDER
Used when a unit has personnel present in the vehicle. Also used to advise dispatcher that a two or more man unit will be answering calls under a single unit call number.
- 10-13 ADVISE WEATHER & ROAD CONDITIONS
Used to request information on weather and road conditions such as: snow, rain, flooded streets.
- 10-14 UNDERCOVER MOBILE
Used to denote the vehicle assigned for special 10-11 assignment.
- 10-15 ROLL CALL
Used to make an accounting of all officers in the field. When a 10-15 is called, all units in the field must respond with their unit number and location. Lower numbered units should respond first and if two units transmit simultaneously the lower numbered unit should have

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priority. The dispatcher will determine.

10-16 PRISONER IN CUSTODY OR PICK UP AT
Used to indicate that a prisoner is in custody, to tell a unit to pick up a prisoner, or to refer to a prisoner.

10-16A PROTECTIVE CUSTODY

Used to indicate when a person is taken to Protective Custody, but not under arrest for a crime, but may be endangered or a danger to himself and/or the community.

10-17 PICK UP PAPERS OR ITEMS AT _____.
Used to refer to papers, items, articles, property, etc.

10-18 DRUNK PERSON
Used to indicate an intoxicated person. The conditions of the person will be indicated; violent, disorderly, or down and out.

10-19 RETURN TO STATION
Used to tell a unit to return to the security office. Also used by a unit to notify radio he is returning to the security office.

10-20 LOCATION OR WHAT IS YOUR LOCATION
Used to request the location of a unit or the location of a specific place.

SUBJECT: STANDARD RADIO PROCEDURES

- 10-21 CALL BY TELEPHONE
Used to request that a telephone call be made. The person to be called and the telephone number will be given.
- 10-22 DISREGARD
Used to indicate previous transmissions can be disregarded.
- 10-23 SEX OFFENSE
Used for most sex offenses other than rape. The type of offense will be specified, such as 10-23 molesting; 10-23 exposure, 10-23 sodomy, etc.
- 10-24 DIRECT TRAFFIC
Used to assign an officer to traffic control or to refer to a traffic problem. The specific nature of the problem will be specified, e.g.; signals out, accident scene, etc.
- 10-25 DO YOU HAVE CONTACT WITH _____?
CONTACT _____?, NOTIFY _____,
CITIZEN WANTS TO MEET OR CONTACT OFFICER.
Used to indicate whether or not personal contact is to be established or has been established.
- 10-26 REQUEST AUTO REGISTRATION
Used to request vehicle registration data on a licence number or VIN. Requests for 10-26 on out of state vehicles must have a name of person requesting information.

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- 10-27 INVESTIGATION
Used to indicate that a unit is working on a case. It is not necessary to specify what type of offense is involved.
- 27-1 MURDER OR OTHER HOMICIDE
Used where such offense has been established by investigation. Initially, a reported homicide will be dispatched as a 27-1 POSSIBLE.
- 27-2 CRIMINAL SEXUAL PENETRATION
Used to indicate forcible rape. Other sex offenses dispatched as 10-23.
- 27-3 ROBBERY, ARMED OR UNARMED
When dispatched as a 27-3, the offense is a reported armed robbery. Unarmed robbery will be dispatched as 27-3 STRONG ARM.
- 27-4 AGGRAVATED ASSAULT OR BATTERY, SIMPLE BATTERY
Used to indicate an assault involving a weapon or where an injury has been sustained. If a weapon is involved, it will be specified, e.g., gun, pistol, rifle, knife, etc. A simple assault will be dispatched as a 10-39.
- 27-5 BURGLARY
Used for any burglary, including commercial, residential, and auto.
- 27-6 THEFT, FRAUD, EMBEZZLEMENT
Used for most theft offenses. Does not include robbery, burglary and auto theft.

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- 27-7 AUTO THEFT
Used for any theft of any licensed motor vehicle. The vehicle description will be given if know.
- 27-8 SHOOTING
Used where a person has been shot.
- 27-9 STABBING
Used where a person has been wounded with a cutting instrument.
- 27-10 FORGERY, BOGUS CHECKS, INSUFFICIENT FUNDS CHECK, CREDIT CARD, FORGERY, MISUSE OF CREDIT CARD, COUNTERFEITING
Used for cases where documents were fraudulantly used. The type of offense will be specified, such as 27-10 INSUFFICIENT FUNDS CHECK.
- 10-28 MISSING PERSON, CHECK FOR MISSING, BROADCAST MISSING
Used both for missing adults and juveniles. May also be used for a found person. The type of situation will be specified.
- 10-28R RUNAWAYS
Used for juveniles that are reported as runaways.
- 10-29 WANTED PERSON, CHECK FOR WANTED, BROADCAST WANTED
Used for both adults and juveniles.

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- 10-30 JUVENILE SUBJECT
Generally used for juvenile groups causing a disturbance. May also be used to refer to a juvenile.
- 10-30A CHILD ABUSE - JUVENILE
Used for cases where Abuse of a child is suspected or confirmed.
- 10-30N CHILD NEGLECT - JUVENILE
Used when a child is reported as neglected or abandon.
- 10-31 SUSPICIOUS PERSON OR VEHICLE
Used where suspicious activity is reported, but no criminal act is clearly occurring. When dispatched as 10-31 a person is involved. A suspicious vehicle will be dispatched as a 10-31 SITUATION.
- 10-32 FIGHT IN PROGRESS
Used where a fight is actually occurring. All available information will be given.
- 10-33 FIRE CALL, DIRECT TRAFFIC AT THE SCENE OF THE FIRE, FIRE ENGINE
Used for any type of fire. Usually a unit is dispatched only at the request of the Fire Department.
- 10-34 OFFICER, MEET OFFICER
Used when one officer wishes to meet another officer. Also used to refer to an officer.

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- 10-35 PROWLER OR POTENTIAL MOLESTER
Used for situations where someone is prowling about an occupied residence.
- 10-36 CORRECT TIME
Used to request the correct time.
- 10-37 CONFIDENTIAL
Used to denote radio transmission is not to be divulged without the permission of the unit which originated the transmission.
- 10-38 VANDALISM
Used to indicate damage to property.
-
- 10-39 DISTURBANCE OR DISORDERLY PERSON
Used for disorderly situations, verbal or simple assaults.
- 10-40 MENTAL PATIENT
Used for mentally ill persons
- 10-40A SPECIAL EDUCATION STUDENT
Used to designate a juvenile as being a Special Education Student who has a special problem and requires special handling.
- 10-41 HOME
Used for a unit's home address.
- 10-42 ASSOCIATE
Used for an acquaintance or relative of a unit; e.g., wife mother, business associate, etc.

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- 10-43 RESCUE CALL OR REQUEST FOR RESCUE,
RESCUE UNIT
Used where a rescue is needed or has
been dispatched.
- 10-44 TRAFFIC ACCIDENT, NO INJURIES
Used for a minor traffic accident
in which no injuries were sustained.
- 10-45 TRAFFIC ACCIDENT, WITH INJURIES
Used for traffic accident in which
injuries were sustained.
- 10-46 WRECKER REQUESTED, WRECKER
Used to request a wrecker, If
other than the wrecker of the day
is desired, it must be specified.
- 10-47 DRUNK DRIVER DWI
Used for a person driving under the
influence of an intoxicant includ-
ing narcotics.
- 10-48 USE CAUTION
Used to warn of a dangerous or
potentially dangerous situation.
- 10-49 ANY MESSAGE FOR THIS UNIT
Used to inquire about radio traffic,
telephone messages, other messages,
or other situation.
- 10-50 NO MESSAGES
Used to reply to 10-49 if negative.

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- 10-51 SCHOOL BUS PROBLEM
Used to indicate a disturbance on a school bus.
- 10-52 AUDIBLE ALARM
Used for audible intrusion alarms.
- 10-53 SILENT ALARM
Used for school silent intrusion alarms.
- 10-54 HAVE VEHICLE STOPPED OR WILL BE STOPPING VEHICLE
Used for stopping a motor vehicle. If for a traffic violation, use 10-54, 10-24. If for a suspicious vehicle, use 10-54, 10-31. If the vehicle contains a disorderly person, use 10-54, 10-39. On 10-31 and 10-39 stops, give the number of persons and the vehicle description in addition to the license number. Also give location.
- 10-55 AMBULANCE CALL, REQUEST FOR AMBULANCE, AMBULANCE
Used where an ambulance is needed. Calls of an emergency nature, where an officer can be of assistance, will be dispatched. Sick calls, where assistance of an officer would not be of value, will not be dispatched.
- 10-56 HAVE ARRIVED AT THE SCENE
Used to indicate that a dispatched officer has arrived at the scene of a call.

SUBJECT: STANDARD RADIO PROCEDURES

- 10-57 NARCOTICS, DANGEROUS DRUGS, MARIJUANA
Used to indicate narcotics involvement in an offense. Also used to identify possible subjects who might engage in drug use or dealing.
- 10-58 OVERDOSE
Used to indicate a person suffering from a drug overdose.
- 10-59 BOMB THREAT
Used for any reported threat involving an explosive device.
- 10-60 COFFEE BREAK, REQUEST FOR COFFEE BREAK
Requests for coffee breaks will be governed by established departmental policy. Always request from dispatcher.
- 10-61 MEAL BREAK, REQUEST FOR MEAL BREAK
Requests for meal breaks will be governed by established departmental policy. Always request from dispatcher.
- 10-62 BUS ACCIDENT
Used to indicate a traffic accident involving a school bus. Bus number shall be given.
- 10-63 REPORT FROM A SCHOOL WATCH
Used for reports of incidents from school watches. If possible the school watch unit number shall be obtained from the reporting unit.

SUBJECT: STANDARD RADIO PROCEDURES

- 10-64 SWITCH TO APS FREQUENCY 4
Used to have units supplied with the APS frequency, go to that channel.
- 10-65 KIDNAPPING, ABDUCTION, FALSE IMPRISONMENT, HOSTAGE
Used in situations where a person is held against their will. The type of offense will be specified.
- 10-66 NATURE CALL
No explanation. Give location, intersection of streets, etc..
- 10-67 OPEN WINDOW
Used to describe an open window at a school. It shall be specified by the officer on the scene whether or not the window can be secured. If not, the location and reason it cannot be secured will be specified.
- 10-68 OPEN DOOR
Same situation as a 10-67 except involving a door. Rooms to which the door give access shall be inspected for possible 27-5 and 10-38.
- 10-70 SPECIAL ATTENTION
Used to advise when a situation requires special attention; e.g., lights out at a school, 10-68 which cannot be secured, or as directed by the Director or Staff Supervisor.

SUBJECT: STANDARD RADIO PROCEDURES

- 10-71 TRUANTS
Used to designate juveniles as being out of class without authorization
- 10-76 MOBILE PHONE CALL
Used to request a call be made to/from a mobile telephone to/from personnel properly equipped.
- 10-80 DEMONSTRATION
Used for demonstrations, picketing, protest marches, etc.
- 10-81 CIVIL DISTURBANCE OR RIOT CALL
Used for a violent or potentially riotous situations.
- 10-82 COVER, REQUEST FOR COVER, ASSIST OFFICER, REQUEST FOR ASSISTANCE
Used to dispatch a back-up unit on violent, suspicious or hazardous type calls, or for non-emergency situations where an officer needs assistance, such as at the scene of an 10-38 where there is a 10-68 or 10-67.
- 10-83 OFFICER IN TROUBLE
Used when an officer requires immediate assistance due to overt violence.
- 10-85 OUTSIDER ON CAMPUS
Used to describe unauthorized subjects on school property. May be used in criminal trespass cases.

SUBJECT: STANDARD RADIO PROCEDURES

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- 10-91 DOES NOT CONFOEM TO PROCEDURE
Used to identify radio traffic which is improper and contrary to department procedures or FCC regulations. Persons identified causing a 10-91 traffic will be subject to disciplinary action.
- 10-98 ASSIGNMENT COMPLETED
Used to denote a requested assignment has been completed.
- 10-99 ALARM NOT WORKING
Used to describe a silent school alarm which is malfunctioning or has been turned off.
- 10-100 TIME OF OFFICER ENROUTE AND TIME OFFICER ON SCENE AND TIME CLEARED
Used by the officer answering a 10-53 to ask the radio dispatcher time 10-53 was received and the time responding officer went 10-56. Used for report purposes.
- 10-101 TRAFFIC CONTROL SET UP (RADAR)
Used to give the locations of radar monitored traffic movement.

SUBJECT: Personnel Responsibilities

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600-1

APPLICANT INTERVIEW PROCEDURE

- Step 1. All persons to be interviewed for positions with APS Security must fill out an application form in the Personnel Office.
- Step 2. The APS Personnel Office will send applicants who have been processed and 103 will see that preliminary paper work is completed.
- Step 3. Applicants for dispatch will be interviewed by Fred Lucero with recommendation to the Director.
- Step 4. Applicants for security officers will be interviewed by Joe O'Neill with recommendation to the Director.
- Step 5. Applicants for TAC will be interviewed by TAC Supervisor with recommendation to the Director.
- Step 6. The Director will make final decision re employment.
- Step 7. The PN-87 Form, Classified Personnel Request will be completed and sent to Personnel by the Director.

SUBJECT: Personnel Responsibilities

600-2

SICK AND EMERGENCY LEAVE

All personnel, when unable to report for duty due to illness or death in the family, are reminded that notification should be made under the following provisions.

All day shift personnel are to contact the security office thirty minutes prior to the beginning of your shift.

All night personnel are to contact the security office before 4:30 p.m., so proper personnel can be alerted.

Critical Illness - Three (3) days of sick leave may be used by an employee when a member of the immediate family is critically ill. Such leave must be followed up by submission of form AC-04 (Request for leave) annotated as code 22. Bereavement leave is not commulative, nor is it deducted from employee's sick leave.

All absences of three (3) or more consecutive days because of illness shall be certified by a physician's certificate. In addition, a physician's certificate may be required when:

- A. An employee is absent both on a Friday and the following Monday:
- B. The employee is absent the day before or the day after a holiday

SUBJECT: Personnel Responsibilities

- C. In the opinion of the immediate supervisor, an employee has used sick leave excessively in one or two day absences.

Absence due to illness in excess of the amount of sick leave will place the employee on leave without pay for the additional days missed, except an employee may use accumulated annual leave for which the employee is eligible for if he so desires before being placed on leave without pay.

On night owls' days off - sick leave - annual leave - compensation time or emergency leave, everyone in A and B shifts are on standby. They will be notified by the SOIC. A change of shift may be made at any time by the SOIC after notifying the Director of Security.

All Security officers who are willing to work overtime, will sign the roster and abide by the procedures.

600-3

OVERTIME & COMPENSATION

Only permanent and CETA employees are eligible for compensation time and overtime.

Overtime and compensation time can only be requested for hours worked in excess of the normal 80 hours required per pay period.

SUBJECT: Personnel Responsibilities

Overtime requests must be filled out and approved by immediate supervisor upon completion of overtime hours, the same date worked. Same policy for compensation time.

Overtime and compensation time will be allotted in no less than one-half hour units.

Overtime and compensation time will not be granted for lunch breaks, coffee breaks, uniform changes or report writing, travel from home to office nor from office to assignment.

Overtime will be paid at a rate of one-half times normal hourly wage.

Compensation time will be recorded by 104 in a permanent record book, at one-half hour units and may not be converted to overtime.

Compensation time requests must be made at least one week in advance and turned over to immediate supervisor for approval. (Unless an emergency arises and approved by the Director)

Compensation time requests may not be called in to dispatch over telephone or radio.

Compensation time may not be taken unless approved before by supervisor and Director.

SUBJECT: Personnel Responsibilities

Be advised that failure to follow this procedure will result in NO OVERTIME payment. Complete all information requested on the form.

If you are called to work another officer's day off and have NOT received 80 hours for the pay period, then you will not receive overtime (It's merely a change of schedule.)

No overtime or compensation time will be granted for shift changes unless more than 80 hours is recorded.

Overtime or compensation time requests or night owl patrol will be signed by the graveyard dispatcher in place of the SOIC and, before taken, must be signed by and approved by the Security Director.

All time sheets prior to being turned in must be signed by the SOIC, and must be turned in by Friday - 8:00 a.m. Anyone turning in a time sheet after the specified time, will NOT receive overtime for current pay period.

Paid holidays, sick leave, annual leave will be excluded when computing the number of hours worked during a given week for overtime purposes. In a given day that you are ill or on time off you will not receive overtime in excess to your normal 8.0 hours per day.

SUBJECT: Personnel Responsibilities

In an event an employee is required to work on a scheduled holiday, he/she will be paid time and one-half in addition to regular pay for holidays.

600-4

SECURITY PERSONNEL EVALUATION

Be advised that the Director of Security will conduct an ongoing evaluation of Security personnel in the field and in the Security Office.

If complaints are received regarding the performance of any security personnel, they will be documented in writing. The individual will be called in and the problem discussed. The individual will initial the document and it will be kept on file.

Misconduct, inappropriate performance of duties, rudeness, harassment, unprofessional handling of any situation will constitute grounds for disciplinary action and possible recommendation for termination.

SUBJECT: Personnel Responsibilities

600-5

ANNUAL LEAVE

No annual leave time will be granted during the first six (6) months (probationary period) of employment although the employee will earn annual leave time during that period.

Annual leave should be submitted at least 24 hours in advance (to his immediate supervisor) of date requested.

Before taking compensation time or annual leave you must call security to find out if it's been processed.

600-6

LEAVE WITHOUT PAY

Since there is no rule or procedure governing leave without pay, such leave will be handled in the following manner for APS Security employees.

- A. Twenty-four hours notice to the Director will be necessary.
- B. A leave slip will be submitted to the Director stating the reasons for the leave.
- C. The decision to grant the leave will be determined by the Director.

SUBJECT: Personnel Responsibilities

600-7

BEREAVEMENT LEAVE

Three (3) days per incident will be granted with pay for a death in the immediate family two (2) additional days of leave may be granted when requested by the employee.

Your immediate family consists of: employee's spouse, child, grandchild, parent, sister, brother, grandparent, son-in-law, sister-in-law, father-in-law, mother-in-law, daughter-in-law, brother-in-law, and other relatives who reside in the same household with the employee at the time of illness or a person standing in loco parentis.

600-8

TERMINATION

An employee terminating for any reason who has been charged with school property must return such property before final payment can be made. Failure to return property known to be in the employee's possession will cause the deduction from his/her final pay or an amount equal to the acquisition value of property.

INAPPROPRIATE USE OF LEAVE BY AN EMPLOYEE SHALL BE CONSIDERED JUST CAUSE FOR DISMISSAL.

SUBJECT: Personnel Responsibilities

600-9

MEMORANDUM

Extra-Curricular Activities (OVERTIME)

Please be advised that APS Security will furnish security officers for protection of Board of Education property, APS Personnel, and assist the principals with daytime security of students. APS Security Officers will continue to furnish security for all athletic events.

In the past, Security has furnished personnel for all types of extra-curricular activities such as dances, bon fires, PTA Meetings, FFA Installations, all club meetings, concerts, music festivals, chili suppers, open houses, parent nights, rock concerts, rehearsals, carnivals, fashion shows, etc. FINANCIALLY, WE CAN NO LONGER AFFORD TO DO THIS.

Security will honor requests for such extra-curricular activities on a reimbursement basis. The procedure will be handled by the Activities Director.

1. Fill out the standard building usage form (AC-11) indicating thereon the need for a number of security officers to furnish security at a specified school event.
2. Forward the form to Russ Schwers' office ten days prior to date activity will take place.

SUBJECT: Personnel Responsibilities

3. The individual school will be expected to pay for the security officers at the rate of time-and-a-half their regular salary. This rate will vary according to which officer is available for the assignment. You may call the Security Department for an estimated cost prior to the event.
4. If the activity will draw a high concentration of student a minimum of two security officers will be required. Activities such as: Dances, bon fires, playnights, etc.
5. If the activity runs over the amount of time requested of the security officers, the officer will request the "contract form" be amended and approved by the person in charge of the activity.
6. Schwerts will send the (AC-11) to security wherein security will affix an hourly (overtime) per man and the form will be hand carried back to Schwerts.

600-10

ASSIGNED OVERTIME

A type written sign up sheet will now be used. The day a school requests security for overtime, a form by 104

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will be given to 830, which 830 will post.

The overtime sign up sheet will be posted on the bulletin board in the hallway of the Security Office at all times. Any overtime listed is available to all security personnel on a first come first served basis.

DO NOT SIGN UP FOR OVERTIME IF YOU DO NOT PLAN TO WORK! If you sign up for overtime and find that you cannot work it, it is your responsibility to find a replacement. If you cannot find a replacement plan on writing a letter to the Director explaining why you did not work. The Director will then decide whether or not to allow you to work any more overtime.

When you decide to sign up for overtime make sure that you use your signature and not your initials or man number. Do not sign for someone else.

If within two days of an overtime activity no one has signed up for it, security officers in the order of their seniority will be assigned the overtime. If you are requested to work overtime under these conditions and you cannot, it will be logged. After three refusals, your name will be removed from the list of officers authorized to work school requested overtime. You will not be penalized if you are working your normal duty shift or some other

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authorized APS activity which would conflict with the overtime you were requested to work.

You will be responsible for being at the assigned activity at the assigned time. You will be responsible for checking in with the person in charge of the activity, when you arrive at the school and follow any instructions which he/she may have. Get an approval with the Activity Directors signature next to the time you have arrived at the activity, and the time you leave.

Bring back the signed activity sheet to 104, for filing.

If you work longer at an activity than the requested time you will not be paid for the extra time by the school or security unless you get written approval for the extra time from the person in charge of the activity. The same policy applies to more officers working an activity than were requested.

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600-11

WORKMAN'S COMPENSATION

APS, along with all public agencies, will be required as of January 1, 1977 to comply with federal and state occupational illness and injury reporting requirements. APS Nursing Services will work in liaison with the Safety Office in handling this record keeping procedure.

PROCEDURES FOR EMPLOYEE INJURIES/
OCCUPATIONAL ILLNESSES, MINOR/MAJOR

In case of employee occupational injury or illness, report to the school nurse if there is one on duty. If at Central Office and an injury or illness occurs, report to the nurse in the Safety Office on duty.

If there is no nurse in the building, call Nursing Services Office at 842-3716 for the location of the nearest nurse.

Supporting service locations such as M & O, Warehouse Complex, Central Office, Old Albuquerque High School, etc., should report to the nursing station at Santa Barbara, 1420 Edith, N.E., 842-3716.

If the injury requires immediate treatment and contact cannot be made with a nurse, the principal's office should call Allen Gelinis, MD., telephone 243-2276, for instructions. Dr. Gelinis will treat the employee, refer

SUBJECT: Personnel Responsibilities

to another physician, or send the employee to St. Joseph Hospital Emergency Room (this is the emergency room to be used by APS employees). Employees are to furnish APS identification numbers at the doctor's office of the hospital. In the case of supporting services personnel, the nurse on duty at Santa Barbara will call Dr. Gelinas for the employee if his services are required.

In life threatening situations, call the Rescue Squad, telephone 911, a free service. Life threatening situations can be identified as profuse, bleeding, cessation or obstruction of breathing, deep shock, head injury with deep unconsciousness, electric shock, and heart attack.

600-12

PROCEDURES FOLLOWING TREATMENT

1. Call Safety Office, 842-3537, to report accident/illness.
2. Complete FOUR copies of First Report of Injury (Labor and Industrial Commission of NM, LC-WCI), adding home telephone number and employee number to the form. Line 3 should read "APS." Make one original and three on a copying machine. Use carbons if no copying machine is available.
3. Forward to Safety Office.

SUBJECT: Personnel Responsibilities

600-13

SECURITY INSERVICE MEETINGS

All inservice training assignments are scheduled in order to assist you in becoming a more efficient, competent and valuable employee to APS Security.

Whether you are on straight time, compensatory time, volunteer time or overtime, your conduct at these meetings will be such that will reflect the professional competency of the security office. No misconduct, due to any cause, will be tolerated.

SUBJECT: Personnel Responsibilities

600-14

LAW ENFORCEMENT TRAINING

Any supervisor who attends the Law Enforcement Academy in Santa Fe will be replaced temporarily by an acting supervisor until such time as the training is completed.

The acting supervisor will have full authority to operate his particular shift in consultation with the Director of Security. The person in training will have no authority until the training is completed and he has been officially returned to supervisory status.

All APS security officers on permanent status will be required to attend the New Mexico Law Enforcement Academy in Santa Fe, New Mexico.

600-15

DEPUTY SHERIFF BADGES

On January 28, 1977, Chief Deputy Bob Fullington of the Bernalillo County Sheriff's Office advised that the use of Deputy Sherriff Badges by APS Security Officers is permissible as long as the officers are graduates of the Law Enforcement Academy and have been issued Deputy Sheriff Commissions.

Following is a copy of communication received from the Bernalillo County Sheriff's Office on June 2, 1976.

"SUBJECT: APS Officer's Limitations on Commissions."

SUBJECT: Personnel Responsibilities

Pursuant to 15-40-12 of New Mexico State Statutes annotated (1953 compilation), commissions as deputy sheriff of Bernalillo County will be conferred upon full-time security officers of the Albuquerque Public School system. Only those said officers who are certified by the New Mexico Law Enforcement Academy as meeting the training requirements for police officers in New Mexico will be given full commissions.

"Further, it shall be the responsibility of the Chief Security Officer to assure that only those officers which do meet the aforestated requirements are recommended for full deputy sheriff commissions. All other security officers will be issued limited commissions for use only upon Albuquerque Public Schools' property.

"In the event that any Albuquerque Public School security officer holding a full commission deems it necessary to take enforcement action off Albuquerque Public School property, he shall abide by the Bernalillo County Sheriff's Department rules and regulations, policies, and general orders, and shall comply with the same requirements in any and all court procedures as a full-time salaried officer of the Bernalillo County Sheriff's Department.

"The intent of this policy as implemented is to assure conformity in

SUBJECT: Personnel Responsibilities

enforcement action and uniformity in the assistance of prosecution."

Signed: Sam Cordova,
Undersheriff
Bernalillo County

Daryl Harrell
Chief of Security
Albuquerque
Public Schools

James M. O'Toole
Presiding Judge
Bernalillo County
Magistrate Court

600-16

ENERGY CONSERVATION

In view of the current demands on fuel, all dispatchers and OIC's are directed to take the following action:

1. When dispatching a unit;
 - a. Determine which unit is closer to the intended dispatch destination, and
 - b. Dispatch the closer unit.
2. Example:
 - a. A unit is at Eldorado High School.
 - b. Trouble develops at Trum Middel School.

SUBJECT: Personnel Responsibilities

- c. A unit is 10-6 at Valley High School.
- d. Dispatch the unit at Valley High School to Truman Middle School regardless of quadrant assignments.

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600-17 UNIFORMS AND EQUIPMENT

All sworn members and uniformed civilian employees, except as noted, shall wear the regulation uniform or the optional blazer while on duty.

Supervisors may authorize the wearing of clothing other than the uniform for personnel under their command.

Non-uniformed personnel will meet acceptable standards of dress as established by the Director.

600-18

Supervisors are responsible for the appearance of personnel under their command and will insure that:

- A. Uniforms and equipment are neat, clean, and servicable.
- B. Uniforms and equipment are properly worn and utilized.
- C. Uniforms, insignia, accessories, and equipment conform to published standards.

Each member of the department will have sufficient uniforms in order to comply with 600-18.

When wearing the uniform, it will be complete partial uniforms will not be worn to or from work.

Standards of the proper wearing of uniforms will apply to all sworn members and uniformed civilian employees of the department.

SUBJECT:

Headgear is optional except while directing traffic, working football games, or when directed by the director.

- A. Headgear for security officers will be brown baseball type soft cap which may be worn in place of the helmet under direction of a supervisor or the director.
- B. Helmets will be light brown over dark brown. When not worn, the helmet will be carried in the vehicle and available for immediate use while on duty.
- C. Riot face shields will be issued and worn only under the direct authorization of the Director.

Ties are required for uniformed personnel during the winter uniform period. During the optional period, ties are required when wearing a jacket.

Personnel will wear a brown four-in-hand tie, with or without breakaway feature.

Shirts will be long sleeve during the winter period and long or short sleeve during the summer period.

Shirts will be chocolate brown tropical weave, with brown buttons. Pockets will be plain, not pleated. (Flying cross model 45N6684 or equivalent). Officers will wear a white crew neck T-shirt during the summer when the collar is worn open.

SUBJECT: Personnel Responsibilities

Trousers will be chocolate brown polyester wash and wear, creased straight legs with no cuffs (forsight knit or equivalent).

Coats will be brown, the style will be:

Hiplength, nylon outer shell, down filed, quilted liner (brown), full type removeable pile collar. (Comfy super-trooper or equivalent). Liners or outer shell may be worn seperately.

Rain gear will be clear vinyl for all personnel. Rain jacket will be hip length.

Footwear will be black, smooth, highly-shined leather without ornamentation.

- A. Officers may wear either low quarter or military style lace shoes or boots.
- B. Patrol boots will not be sharp toed or western style. Riding heels will not be worn. Trousers legs will be worn on the outside of the boot.
- C. Black or dark colored socks will be worn when not wearing boots.

Gloves will be black or brown, lined or unlined.

600-19

TRAINING UNIFORMS FOR CADETS

- A. Tan uniform shirt-polyester wash and wear.

SUBJECT:

- B. Trousers-chocolate brown permanent press
- C. Jacket-same as duty jacket
- D. Baseball style brown cap with cloth replica of department badge as the cap badge.

600-20 ALARM TECHNICIAN FATIGUES

- A. Shirt-light blue polyester wash and wear shirt short or long sleeve.
- B. Trousers-navy blue permanent press straight leg with no cuffs(Le Rider or Equivalent).

600-21 DISPATCHER UNIFORM

- A. Shirt-tan uniform shirt. Polyester wash and wear.
- B. Trousers-chocolate brown polyester wash and wear, straight leg, no cuffs (forsight knit or equivalent).

600-22 OPTIONAL BLUE DRESS UNIFORM

- A. The blazer uniform will consist of a navy blue blazer style jacket, and slacks (Sears BC270-01 Blazer and BC286-01 slacks)
- B. Shirts will be light blue (Sears Ultressa 75701). Tie

SUBJECT: Personnel Responsibilities

will be navy blue (Sears 3950-7301) or color coordinated four-in-hand style.

- C. The department patch will be attached by clip to the blazer pocket.

600-23 Coats will be worn with a department shoulder patch on the left sleeve as shown in 600-37.

600-24 Shirts will be worn with a department shoulder patch on the left sleeve as shown in 600-37.

600-25 A 2¼ inch by 3/8 inch gold colored name plate will be worn on the uniform shirt by all uniformed personnel (except Al Technicians) as shown in 600-37. First initial and last name will be inscribed in 1/8 inch block letters filled with black enamel.

600-26 A tie bar of conservative taste may be worn.

600-27 DEPARTMENT BADGE AND PATCH

- A. Officers shall wear the official department badge when in uniform
- B. A cloth replica of the department badge may be worn on all jackets coats, and fatigue uniform shirt
- C. The authorized department patch will be worn on the left sleeve of all shirts and coats as shown in 600-27.

CONTINUED

1 OF 2

SUBJECT: Personnel Responsibilities

600-28 OPTIONAL PATCHES

The American Red Cross basic first aid, standard first aid, advanced first aid, or CPR basic life support patch may be worn on the right shoulder centered below the pallet and one inch below the shoulder seam as shown in 600-37.

The New Mexico Law Enforcement Academy Patch, may be worn on the right shoulder. Centered below the pallet and one inch below the shoulder seam as shown in 600-37.

Optional patches may only be worn by officers. Officers may not wear NMLEA patches or first aid patches for which they are not entitled or qualified.

Officers assigned to units which have an authorized unit patch may wear the patch on the right sleeve positioned in the same manner as the department patch (Alarm Technicians, Dispatchers, Training Officers, etc.)

600-29 Sergeant or Corporal chevrons will have a brown backround with three stripes for sergeant and two stripes for Corporal or gold and will be worn on both sleeves of the uniform shirt, centered between the seam and the elbow.

600-30 Leather gear for officers will be black basketweave design and consist of the following:

SUBJECT: Personnel Responsibilities

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- A. Underbelt-one and one half inches wide black basketweave with three brass buttons.
 - B. Equipment belt-two inches wide same browne with gold post.
 - C. Buckle will be shined brass or gold plated for all officers.
 - D. Handcuff case will be for Smith and Wesson Handcuffs. The cove of the case may be secured with either a concealed shape or velcro fastener.
 - E. Nightstick holder will be 3/4 inch wide strap basketweave with concealed snaps. The ring shall be either black shatter-proof nylon, or dull black meta with 1 1/2 inside dimension.
 - F. Mace holster will be black basketweave Smith and Wesson MK-V.
 - G. Flashlight holder will be optio for uniform wear. (Prolight bl nylon ring or equivalent)
 - H. Key holder is optional. It will be pear-shapped piece of leathe five inches long and three inch wide at the widest point, taper to one inch wide at the top. A inch wide strap will be used fo attachment to the belt.

SUBJECT:

- I. Belt Keepers will be one inch wide with concealed snaps or velcro fasteners. A single four inch wide keeper will be worn at the back of the belt.

- 600-31 All members of the department are responsible for the department property issued to them.
- 600-32 When an officer has his department issued equipment damaged or stolen, he shall contact the property officer for immediate replacement of those items that are necessary for him to function in his particular job.
- 600-33 The property officer is Mark Shea, 830.
- 600-34 When an officer has occasion to make a request for either repair or replacement of department-issued property, he shall submit to the property officer a completed equipment requisition form.
- A. All requests shall specify the circumstances of any damage or loss, and will include supporting documents. An offense report will be submitted if the equipment was stolen.
 - B. Equipment which is lost or becomes unserviceable due to abuse and/or misuse will be replaced at the expense of the officer to which the equipment in question had been assigned.

SUBJECT: Personnel Responsibilities

- C. Arrangements shall be made with the accounting department to pay for the item at the department purchase price.

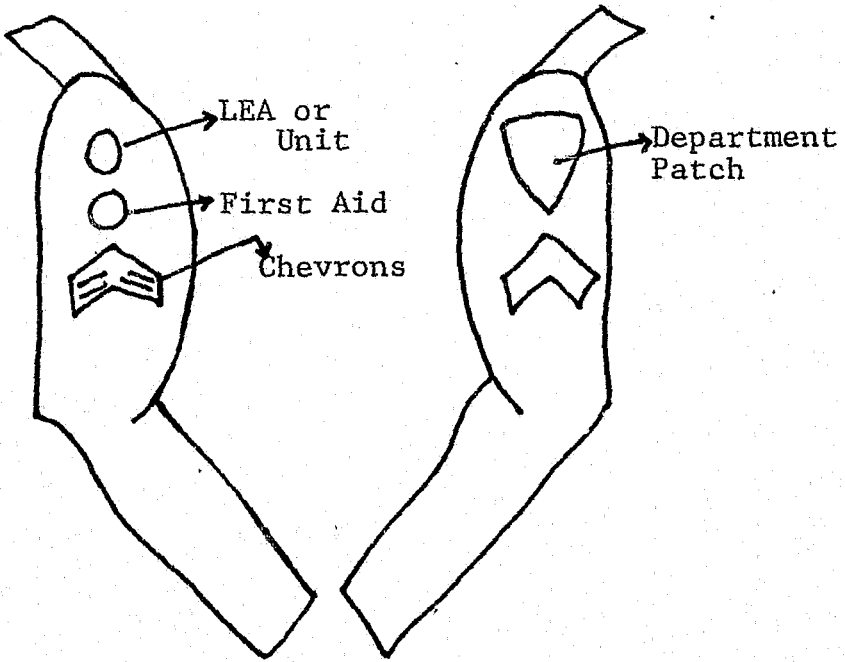
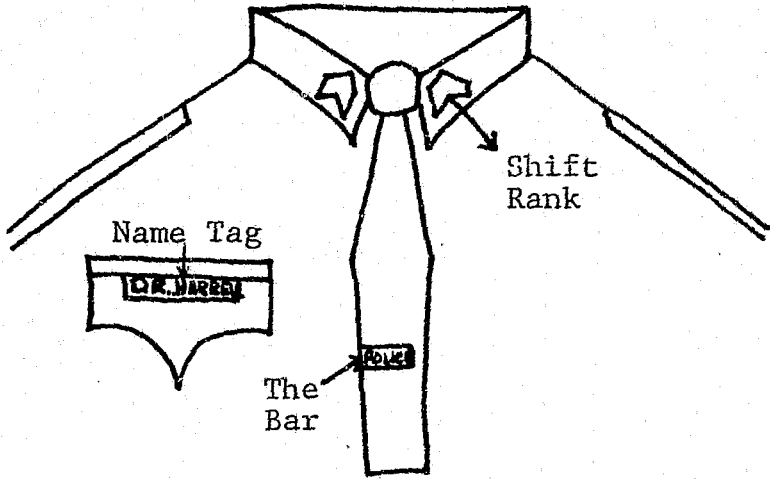
600-35 When an employee resigns, is placed on physical lay-off, takes an extended leave of absence, or leaves the service of the department for any reason, he shall surrender all department owned property and equipment.

600-36 Dates for wearing of summer and winter uniform.

- A. Winter - October 15 through March 31.
- B. Summer - April 15 through September 30.
- C. Optional - Period - April 1 through April 15, and October 1 through October 15 either uniform may be worn.

SUBJECT:

600-37



SUBJECT: Personnel Responsibilities

600-38 ADDITIONAL DEPARTMENT ISSUED EQUIPMENT

- A. 1 set Smith and Wesson Hand-cuffs
- B. 1 Pro-light APS plastic "D" cell flashlight
- C. 1 Fluorescent orange traffic cone
- D. 1 Hicory baton with rubber gro-met
- E. 1 gold whistle
- F. 1 set school keys
- G. 1 clip on badge holder
- H. 1 aluminum citation carrier
- I. 1 aluminum report form carrier
- J. 1 city map

SUBJECT: Personnel Responsibilities

600-39 GROOMING STANDARDS

Every member and employee, while on active duty, unless otherwise directed by his supervisor, shall be well groomed and clean in person. His clothes and shoes shall be clean and properly cared for. His attire shall conform to the rules and regulations of the Department.

Male members hair on the side may extend over top 1/3 of the ears. Hair at the nape of the neck may be rounded or "blocked" but it shall not touch or extend beyond the collar when the head is held in the position of attention. Hair in front will not fall below the eyebrows. The bulk or length of hair shall be groomed so that it does not bush out or curl up while wearing the helmet.

Male members sideburns shall not extend in length below the bottom of the ear. They shall be neatly trimmed, not bush nor flared. Sideburns shall be cut level when the head is held in the position of attention. The width of the sideburns shall not be more than 1- $\frac{1}{2}$ inch.

Mustaches will be neatly trimmed and shall not extend in length below the top border of the upper lip nor extend more than $\frac{1}{2}$ inch upward, downward or to the side from the corner of the mouth.

Beards are not allowed, except for medical reasons.

SUBJECT: Personnel Responsibilities

Members excused from the above regulations because of special assignment shall be in compliance with the above regulations when wearing the official uniform.

In uniform, female personnel may style their hair in any manner conducive to the correct wearing of the uniform headgear.

Wigs may be worn by personnel while on duty.

SUBJECT: APS Vehicles

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700-1 APS VEHICLE ASSIGNMENTS AND PROCEDURES

APS Security is provided vehicles for use during regular working hours. These cars are the property of APS and paid for by money provided through the taxpayers.

Do not abuse the privilege of having a vehicle by running errands, attending to personal business, or hiding out to keep from answering calls for assistance.

APS Security has worked diligently to obtain these vehicles and it would take only one incident of misuse and they could be taken away.

All vehicle assignments are approved by the director of security. Each officer is assigned a vehicle and will be responsible for its condition.

Officers are assigned to drive specific vehicles and exceptions to these assignments must be reported by the dispatcher on an incident form by the OIC.

Vehicle assignments are not to interfere with the normal assigned responsibilities of the security office. Exceptions to vehicle assignments will be made only during the football and basketball games and these exceptions will be made by the dispatcher and/or OIC.

No security vehicles will be used for any purpose other than security functions

SUBJECT: APS Vehicles

Should a particular vehicle by 10-7, the officers assigned to that vehicle will be assigned another vehicle by the dispatcher.

Each individual officer is responsible for checking the condition of his/her vehicle prior to as well as upon completion of shift.

All security personnel will replace their assigned vehicle in the compound at the end of their respective shift. The vehicle will also be fueled before placing it in the compound.

If it is determined that a vehicle has been damaged through abuse, an investigation will be conducted by the security investigator and his findings will be submitted to the director of security for disposition.

The driver is responsible for reporting any and all dents and scratches to the director of security on an incident report.

If an officer damages a vehicle needlessly or fails to report damage, he/she will be subject to disciplinary action.

We are under observation at all times and when a security person leaves the parking lot at 724 at a speed greater than 5 m.p.h., in a security vehicle or P.O.V., disciplinary action will result.

SUBJECT: APS Vehicles

It is your responsibility to have in your possession a current New Mexico Driver's License.

Each driver has the responsibility to check oil, water, tires, etc., in your vehicle prior to going on duty. Keep your vehicle clean inside and outside at all times.

Drive the legal speed-limit at all times. Do not jump curbs or otherwise abuse the vehicle.

If a car is down, the officer assigned to that car will be on a stake-out, if needed, or ride with another officer. However, 10-12's are to be kept to a minimum. The OIC's are the only exception.

When involved in an accident, record the information on the regular report form, which is to be carried in every vehicle. Complete the form and return it to the vehicle liaison officer.

When an officer feels something is wrong with a vehicle, advise vehicle liaison officer. Forms for this information are on the desk in the back room.

Each driver will be expected to report mechanical defects to the vehicle liaison officer by writing a report

SUBJECT: APS Vehicles

with a copy attached to the Director of Security. The date will be included on the report.

700-2

APS VEHICLE PROCEDURES FOR OUTSIDERS

The Security Officer will first obtain permission for outsider to ride from the Director.

When permission is granted, then obtain waiver form from 103, 920, or dispatch.

Give 8 hours notice.

Waiver must be signed before outsider can ride in patrol car. Give waiver to 920.

Waiver is good ONLY FOR ONE DAY.

For outsider to ride again he/she must follow the same procedure over.

SUBJECT: K-9 Detail

700-3

SPECIAL INSTRUCTIONS FOR SECURITY PERSONNEL

Since the dog is taught to protect his handler at all times, do not walk up to a dog handler and give a friendly slap on the back. The dog may take this friendly act as a threat to his master. The same caution should be exercised even when shaking hands with the dog handler.

The dog, upon locating a suspect in a building, is trained to stand and bark providing the suspect makes no effort to escape. If the dog is not on a leash, A.P.S. personnel should not attempt to frisk the suspect or take over.

The dog will be protective of the handler. Therefore, care should be exercised when approaching a K-9 unit.

Officers are reminded that there will be only one dog used by the department. When a dog is not readily available, officers should proceed as they have in the past and not waste valuable man hours waiting for a dog to become available. The OIC will determine how the situation should be handled.

700-4

USE OF DOGS IN SEARCHING BUILDINGS

When a building has been locked at night, the odors in that building tend to dissipate and when a burglar breaks in, the only strong odor is his own, accentuated

81- SUBJECT: K-9 Detail

by nervousness accompanying such an act. This strong odor is isolated in the building. However, when doors are opened, the drafts tend to carry the suspect's odor throughout the building, thus needlessly complicating the job of the dog.

If an officer feels there is an unauthorized person in a building, he should summon help to surround the building and should call for a K-9 team. The dog handler will open the door, let the dog in and will immediately close the door to minimize the draft previously described. Since the dog is familiar with the smell of his handler, the only other strong odor will draw the dog to the suspect.

SUBJECT: News Releases and Communications

DIRECTIVE #: 800

EFFECTIVE DATE: 7-1-

PAGE #: 109

800-1 OUTSIDE AGENCY COMMUNICATION

Business telephone conversations (all security personnel)

When making inquiries of agencies outside APS, do not use your rank designation. Simply refer to yourself by name and organization.

SUBJECT: News Releases and Communications

DIRECTIVE #: 800

EFFECTIVE DATE: 7-1-78

PAGE #: 110

800-2 " " NEWS RELEASES

Any person "outside" the APS Security organization requesting information such as statistics, etc., will be referred to the Director of Security. No APS Security employee will discuss APS Security business with any person prior to advising the Director of Security.

All APS news releases will be handled by the Director of Security.

Y.
S.
M.

SUBJECT: Legal Services

DIRECTIVE #: 900
CASE #: 111

EFFECTIVE DATE: 7-1-78

11802

11810

11811

900-1 CUMULATIVE FOLDERS DURING THE SUMMER SCHOOL VACATION

The following procedure was established to obtain cum folders for court hearings during the summer months only: A subpoena will be issued to the school principal and his designee(s) as is being done presently, but will be mailed directly to Mr. Daryl Harrell, Director for Security, ATTN: Mr. George Knipfing, Albuquerque Public Schools Security Annex, 724 Maple S.E., Albuquerque, New Mexico, 87125, not to the individual schools.

It is to be understood that some junior high, mid, and elementary schools will be closed and there will not be access to them; therefore, there is a possibility that not all cum folders will be available during the summer months. In cases where cum folders are unavailable, Mr. Daryl R. Harrell's designee, present at the dispositional hearings, will bring this to the attention of the Children's Court Judge.

Mr. George Knipfing has been designated to represent the Albuquerque Public School System at dispositional hearings during the summer period. He will make every effort to obtain the cum folders subpoenaed by the probation office from the various schools, and attempt to attend all Children's Court hearings. When it is not possible for Mr. Knipfing to attend the hearings, Mr. Daryl Harrell will designate someone to replace him.

SUBJECT: Arrest Procedures

DIRECTIVE #: 900

EFFECTIVE DATE: 7-1-7

PAGE #: 112

900.4.2 ARREST PROCEDURE, ADULTS

Felony and High Court Misdemeanors

- a. Transport to Control Booking Desk, APD building and book.
- b. Submit evidence to Central Evidence Room, same building (see Evidence Procedures)
- c. Notify DA Liason as soon as possible between the hours of 0600 and 2200 hrs.

Misdemeanors

- a. At the officers discretion, issue a citation or book as described in 1-a above.
- b. When evidence is involved, refer to Evidence Procedure.
- c. If issuing citation; take care to include the statute section and to spell out the essential element of the crime. Also make citation returnable, two weeks from date of issuance and 10:00 a.m. Do not make citations returnable on Mondays or holidays.
- d. Attach all copies of citation to APS O & I report and deliver to dispatcher.

SUBJECT: Arrest Procedures

100-113

DIRECTIVE #: 900

EFFECTIVE DATE: 7-1-78

PAGE #: 113

In both above cases, prepare an APS O & I report and submit to dispatcher prior to the end of duty shift.

900-3

ARREST PROCEDURE, JUVENILES

Juveniles taken into custody shall either be booked into the Detention Home or released to their parent/guardian. This procedure shall prevail in either Felony or Misdemeanor case.

Status offenders shall not be placed in Detention Home. Endeavor to place at a Community Children Home, examples; Hogares, New Day, etc.

Booked at Detention Home

Transport to Detention Home and supply clerk with information on child.

Notify parent/guardian of action.

Released to Parent/Guardian

Prepare release form and have parent/guardian sign same. Give duplicate copy to parent/guardian and attach original to APS O & I report.

In both above cases, prepare APS O & I report and submit to dispatcher prior to end of shift.

In addition, take care to include DOB, Parents/Guardians name, address, and

SUBJECT: Arrest Procedures

phone number on O & I report.

In cases where evidence is involved,
refer to Evidence Procedure.

END