

Bernalillo County Sheriff's Department
* Rules and Procedures *

Effective Date: March 1, 2012

BERNALILLO COUNTY SHERIFF'S DEPARTMENT

STANDARD OPERATING PROCEDURES MANUAL

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LAW ENFORCEMENT CODE OF ETHICS

The Bernalillo County Sheriff's Department has adopted the following Code of Ethics for all Bernalillo County Sheriffs' Deputies and all Bernalillo County Special Deputies, who will swear to this Code of Ethics upon receipt of their Commissions.

CODE OF ETHICS OF THE POSITION OF DEPUTY SHERIFF

As a Deputy Sheriff, I recognize that I am given a special trust and confidence by the Sheriff and the public that I serve. This trust and confidence is my bond to ensure that I shall behave and act according to the highest professional principles. In furtherance of this pledge, I will abide by the following Code of Ethics:

I SHALL ENSURE that in the performance of my duties, I will enforce and administer the law according to the principles of the United States Constitution and applicable laws of our state, so that equal protection of the law and due process are guaranteed to everyone. To that end, I shall not permit personal opinions, biases, prejudices, party affiliation, or consideration of the status of others to alter or lessen these principles.

I SHALL DEMONSTRATE standards of behavior consistent with the responsibilities, duties, obligations, and functions of a Deputy Sheriff.

I SHALL NOT ENGAGE IN NOR CONDONE brutal, cruel, or inhumane treatment of others or of inmates in my care and custody.

I SHALL ADHERE, at all times, to the standards and principles of honesty and integrity, and I shall keep my private life unsullied as an example to all.

I SHALL ENSURE that there is proper use and accountability of property and funds entrusted to my care.

I SHALL PRACTICE sound judgments and decisions in fulfilling the assigned responsibilities, duties and functions of my position as Deputy Sheriff.

I SHALL ENDEAVOR to maintain those standards of objectivity and merit for which I was hired, to the best of my ability.

I SHALL ENDEAVOR to perform my duties in a competent and excellent manner according to the standards given to me in my training and supervision.

I SHALL ENSURE that during my tenure I shall not use the position of Deputy Sheriff for personal gain or self-aggrandizement, and I will conduct myself in the position of Deputy Sheriff according to the best of my skill and power.

I ACCEPT and will adhere to this Code of Ethics. In so knowing I also accept responsibility for encouraging others in my profession to abide by this Code.

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POLICE OFFICERS BILL OF RIGHTS

IT IS THE POLICY OF THIS DEPARTMENT TO ABIDE BY THE STATE OF NEW MEXICO PEACE OFFICER'S EMPLOYER - EMPLOYEE RELATIONS ACT 29-14-1 TO 29-14-11 NMSA 1978. IN ACCORDANCE WITH THIS STATUTE, "PEACE OFFICER" OR "OFFICER" MEANS ANY EMPLOYEE OF A POLICE OR SHERIFF'S DEPARTMENT THAT IS PART OF/OR ADMINISTERED BY THE STATE OR ANY POLITICAL SUBDIVISION OF THE STATE WHO IS RESPONSIBLE FOR THE PREVENTION AND DETECTION OF CRIME AND THE ENFORCEMENT OF THE PENAL, TRAFFIC OR HIGHWAY LAWS OF THE STATE.

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Effective date: January 1, 2015

RESPONSIBILITY OF ALL DEPARTMENT PERSONNEL

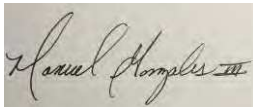
It shall be the duty of all personnel to familiarize themselves with the contents of these manuals and conduct themselves in accordance with their precepts. Ignorance or misunderstanding of any of the provisions of the manuals will not be accepted as a defense against disciplinary charges.

The duties of each activity shall be made known to all throughout this organization. Lines of command are shown on the organizational chart and make it possible for anyone in this organization to contact the proper authority for action or decision on any problem.

AUTHORITY

By virtue of the authority vested in me as Sheriff of Bernalillo County, and in coordination with the Board of County Commissioners, this Standard Operating Procedures Manual is hereby adopted for the government and discipline of the Bernalillo County Sheriff's Department.

This Manual shall become effective January 1, 2015, and replaces all preceding Standard Operating Procedures Manuals issued by the Bernalillo County Sheriff's Department. Revisions and new policies issued after this date will be distributed in an expedient manner.



Manuel Gonzales III
Sheriff
Bernalillo County

Effective Date: June 13, 2015

CHAIN OF COMMAND

SHERIFF

MANUEL GONZALES III

OPERATIONS SECTION UNDERSHERIFF

GREG REES

ADMINISTRATIVE SECTION UNDERSHERIFF

RUDY MORA

CHIEF DEPUTIES

CRIMINAL INVESTIGATIONS BUREAU

JESSICA TYLER

OPERATIONS BUREAU

VACANT

ADMINISTRATIVE SUPPORT BUREAU

SHUREKE COVINGTON

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2000 CONTROL NUMBERS

	<u>EFF. DATE</u>	<u>NEW/REVISED SECTION</u>
00-SOP-1	<u>03/17/00</u>	<u>INDEX</u>
00-SOP-2	<u>03/17/00</u>	<u>100.00 CHAIN OF COMMAND</u>
00-SOP-3	<u>03/17/00</u>	<u>103.00 COMMANDING OFFICERS DUTIES</u>
00-SOP-4	<u>03/17/00</u>	<u>104.00 SUPERVISORS DUTIES</u>
00-SOP-5	<u>03/17/00</u>	<u>108.00 RESERVES AND RANGERS</u>
00-SOP-6	<u>03/17/00</u>	<u>109.00 PERSONNEL, CODE OF CONDUCT</u>
00-SOP-7	<u>03/17/00</u>	<u>111.00 PUBLIC INFORMATION</u>
00-SOP-8	<u>03/17/00</u>	<u>200.00 ADMINISTRATIVE ORDERS</u>
00-SOP-9	<u>03/17/00</u>	<u>202.00 CORRESPONDENCE</u>
00-SOP-10	<u>03/17/00</u>	<u>203.00 MORNING REPORT</u>
00-SOP-11	<u>03/17/00</u>	<u>205.00 FISCAL MANAGEMENT AND PERSONNEL</u>
00-SOP-12	<u>03/17/00</u>	<u>206.00 DEPARTMENT PROPERTY AND INVENTORY</u>
00-SOP-13	<u>03/17/00</u>	<u>207.00 LEAVE REQUESTS</u>
00-SOP-14	<u>03/17/00</u>	<u>209.00 OVERTIME/FEES</u>
00-SOP-15	<u>03/17/00</u>	<u>210.00 STANDBY PAY</u>
00-SOP-16	<u>03/17/00</u>	<u>211.00 MEAL BREAKS</u>
00-SOP-17	<u>03/17/00</u>	<u>215.00 ALLOCATION OF PERSONNEL</u>
00-SOP-18	<u>03/17/00</u>	<u>216.00 DUTY ASSIGNMENTS/TRANSFERS</u>
00-SOP-19	<u>03/17/00</u>	<u>220.00 PERFORMANCE APPRAISALS</u>
00-SOP-20	<u>03/17/00</u>	<u>221.00 PROMOTIONS (1ST PG)</u>
00-SOP-21	<u>03/17/00</u>	<u>226.00 INTERNAL AFFAIRS</u>

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00-SOP-22	03/17/00	227.00 ACCIDENT REVIEW COMMITTEE
00-SOP-23	03/17/00	228.00 DRUG ANALYSIS (1 ST PG)
00-SOP-24	03/17/00	229.00 COMMUNICABLE DISEASES
00-SOP-25	03/17/00	233.00 HARRASSMENT IN THE WORKPLACE
00-SOP-26	03/17/00	234.00 ACCIDENT/INJURY/PERSONAL EQUIP.
00-SOP-27	03/17/00	235.00 LINE OF DUTY DEATH
00-SOP-28	03/17/00	236.00 UNIFORM/EQUIPMENT
00-SOP-29	03/17/00	237.00 GROOMING/DRESS STANDARDS
00-SOP-30	03/17/00	239.00 COURT APPEARANCE (1 ST PG)
00-SOP-31	03/17/00	243.00 RECRUITMENT/SELECTION
00-SOP-32	03/17/00	246.00 FIREARMS/QUALIFICATIONS/ AMMUNITION
00-SOP-33	03/17/00	248.00 USE OF TAPE RECORDERS
00-SOP-34	03/17/00	SECTION III, TABLE OF CONTENTS
00-SOP-35	03/17/00	300.00 EMERGENCY VEHICLES
00-SOP-36	03/17/00	301.00 VEHICLE OPERATIONS
00-SOP-37	03/17/00	304.00 TRAFFIC HAZARDS (LAST PG)
00-SOP-38	03/17/00	305.00 TRAFFIC ENFORCEMENT
00-SOP-39	03/17/00	309.00 COMMUNICATIONS
00-SOP-40	03/17/00	314.00 USE OF FORCE
00-SOP-41	03/17/00	315.00 TRANSPORTATION OF PRISONERS
00-SOP-42	03/17/00	316.00 BOOKING PROCEDURES
00-SOP-43	03/17/00	317.00 EVIDENCE/CONTRABAND
00-SOP-44	03/17/00	318.00 EMERGENCY/HOSPITAL/AMBULANCES
00-SOP-45	03/17/00	320.00 CRIME SCENE PROCEDURES
00-SOP-46	03/17/00	321.00 SEARCH WARRANTS

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00-SOP-47	<u>03/17/00</u>	<u>322.00 ABUSE, NEGLECT, OR EXPLOITATION INVESTIGATION (1ST PG)</u>
00-SOP-48	<u>03/17/00</u>	<u>329.00 TRAFFIC UNIT</u>
00-SOP-49	<u>03/17/00</u>	<u>330.00 CANINE UNIT</u>
00-SOP-50	<u>03/17/00</u>	<u>331.00 CIVIL PROCESS</u>
00-SOP-51	<u>03/17/00</u>	<u>333.00 EXTRADITIONS SECTION (LAST PG)</u>
00-SOP-52	<u>03/17/00</u>	<u>334.00 WARRANTS SECTION</u>
00-SOP-53	<u>03/17/00</u>	<u>339.00 BUILDING SECURITY (LAST PG)</u>
00-SOP-54	<u>03/17/00</u>	<u>340.00 DOMESTIC VIOLENCE</u>
00-SOP-55	<u>03/17/00</u>	<u>341.00 VICTIM/WITNESS ASSISTANCE (1ST PG)</u>
00-SOP-56	<u>03/17/00</u>	<u>343.00 DESTRUCTION OF ANIMALS</u>
00-SOP-57	<u>03/17/00</u>	<u>344.00 JURISDICTION/MUTUAL AID</u>
00-SOP-58	<u>03/17/00</u>	<u>346.00 CIVILIAN RIDE ALONG</u>

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2001 CONTROL NUMBERS

EFF. DATE	NEW/REVISED SECTION	
01-SOP-01	05/14/01	INDEX
01-SOP-02	05/14/01	100.00 CHAIN OF COMMAND (PGS. 3,4,9-11)
01-SOP-03	05/14/01	109.00 CODE OF CONDUCT (PGS. 4-9)
01-SOP-04	05/14/01	112.00 GANG UNIT (ADDED SECTION)
01-SOP-05	05/14/01	308.00 HAZARDOUS MATERIALS (PGS 1-20)
01-SOP-06	05/14/01	314.00 USE OF FORCE (PGS 1-6)
01-SOP-07	05/14/01	322.00 ABUSE, NEGLECT, OR EXPLOITATION INVESTIGATION (ADDED PGS.8-12)
01-SOP-08	05/14/01	326.00 CHILD ABDUCTION (ADDED SECTION)
01-SOP-09	05/14/01	340.00 DOMESTIC VIOLENCE (PGS. 2,4-6)
01-SOP-10	12/11/01	313.00 ARREST/ FOREIGN NATIONALS (ADDED)
01-SOP-11	12/11/01	330.00 K-9 / (ADDED) - SECURITY PROVISIONS, RECORD KEEPING, CHECKOUT OF CONTROLLED SUBSTANCES, LOSS REPORTING, ROTATION OF TRAINING AIDS
01-SOP-12	12/11/01	237.00 / CIVILIAN SUPPORT STAFF (REVISED)
01-SOP-13	12/11/01	240.00 / "RULES AND PROCEDURES" DELETED C., #2.
01-SOP-14	12/11/01	206.00 / ADDED: PERSONALLY OWNED PROPERTY

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2003 CONTROL NUMBERS

EFF. DATE	NEW/REVISED SECTION	
03-SOP-01	02/07/03	246.00 FIREARMS/AMMUNITION (REPLACE)
03-SOP-02	02/07/03	CHAIN OF COMMAND - PAGE III OF SOP
03-SOP-03	02/07/03	RESP. OF ALL DEPT. PERS. - PAGE XI
03-SOP-04	02/07/03	202.00- REVISION CORRESPONDENCE FORMAT
03-SOP-05	02/07/03	226.00 - INT. AFFAIRS INVES., (C.)
03-SOP-06	02/07/03	314.00 - DEPARTMENTAL RESPONSE (B.),
03-SOP-		ADDED SECTION: INVESTIGATIVE PROCESS
03-SOP-		FOR INFORMAL COMPLAINTS
03-SOP-08	02/07/03	236.00 - UNIFORMS - JACKETS (A.),
03-SOP-		ADDED: GERBER DUTY JACKET
03-SOP-09	05/19/03	202.00 - CORRES. FORMAT-A, A-1., D, & E
03-SOP-10	05/19/03	248.00 - TAPE RECORDERS (Bolded areas)
03-SOP-11	05/19/03	236.00 - UNIFORMS/EQUIPMENT (Bolded)
03-SOP-12	05/19/03	314.00 - USE OF FORCE - ELEC. RESTRAINT
03-SOP-		D., (typo) revised "Legal" to "Lethal"
03-SOP-13	06/13/03	302.00 -SUPERV. RESP., ADDED SECTION D.
03-SOP-14	08/01/03	313.00 - BOOKING ON THE BASIS OF A
03-SOP-		WARRANT ISSUED: A. (Bolded areas)
03-SOP-		

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EFF. DATE	NEW/REVISED SECTION
03-SOP-15	08/01/03
03-SOP-	311.00 - Added under DEFINITIONS -
03-SOP-	(bolded) & Added ABANDONED VEHICLES ON
03-SOP-	PUBLIC PROPERTY Section (bolded)
03-SOP-16	10/07/03
03-SOP-17	10/07/03
03-SOP-18	10/07/03
03-SOP-19	10/07/03
03-SOP-	315.00 - Added C., VIOLENT and COMBATIVE
03-SOP-20	11/17/03
03-SOP-	PRISONERS (bolded)
03-SOP-	314.00 - Section: USE OF ELECTRONIC
03-SOP-	RESTRAINT DEVICE - Additions &
03-SOP-	Modifications (bolded)
03-SOP-	11/17/03
03-SOP-	340.00 - Section: RELEASE OF DOMESTIC
03-SOP-	VIOLENCE OFFENDERS (renamed) , Additions
03-SOP-	& Modifications within this Section
03-SOP-	(bolded)

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2004 CONTROL NUMBERS

	EFF. DATE	NEW/REVISED SECTION
04-SOP-01	<u>02-09-04</u>	<u>302.00: SUPERVISORY RESPONSIBILITIES:</u>
04-SOP-	<u></u>	<u>Added under D. c. & d. (bolded)</u>
04-SOP-02	<u>02-09-04</u>	<u>328.00: RULES & PROCEDURES: added C./7.,</u>
04-SOP-03	<u>02-09-04</u>	<u>HOSTAGE SITUATIONS: added G. (bolded)</u>
04-SOP-04	<u>08-09-04</u>	<u>351.00 EVACUATIONS - NEW SECTION</u>
04-SOP-05	<u>08-09-04</u>	<u>352.00 EMERGENCY PREPAREDNESS NETWORK</u>
04-SOP-	<u></u>	<u>(REVERSE 911) - NEW SECTION</u>

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2005 CONTROL NUMBERS

	EFF. DATE	NEW/REVISED SECTION
05-SOP-01	<u>02-03-05</u>	<u>353.00 - SCHOOL RESOURCE OFFICER (NEW)</u>
05-SOP-02	<u>03-09-05</u>	<u>246.00 - (AMENDED) AUTHORIZED AMMUNITION</u>
05-SOP-		<u>FOR URBAN RIFLE (BOLDED)</u>
05-SOP-03	<u>04-05-05</u>	<u>314.00 - (AMENDED) ELECTRONIC RESTRAINT</u>
05-SOP-		<u>DEVICE/TASER (BOLDED)</u>
05-SOP-	<u>05-31-05</u>	<u>309.00 (AMENDED) ACTIVATION OF EMERGENCY</u>
05-SOP-		<u>BUTTON ON 800 MHZ RADIOS (BOLDED)</u>
05-SOP-		<u></u>
05-SOP-		<u></u>

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2006 CONTROL NUMBERS

	EFF. DATE	NEW/REVISED SECTION
06-SOP-01	<u>02-22-06</u>	<u>241.00 - AWARDS (NEW)</u>
06-SOP-02	<u>09-15-06</u>	<u>309.00 - TEN CODE/CLEAR TEXT (AMENDED)</u>
06-SOP-		<u>(BOLDED)</u>
06-SOP-	<u>09-15-06</u>	<u>250.00 - CELLULAR TELEPHONES (NEW)</u>
06-SOP-	<u>10-16-06</u>	<u>229.00 - COMMUNICABLE DISEASES (AMENDED)</u>
06-SOP-	<u>10-16-06</u>	<u>308.00 - HAZARDOUS MATERIALS (AMENDED)</u>

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2007 CONTROL NUMBERS

EFF. DATE	NEW/REVISED SECTION
07-SOP-01 <u>02-15-07</u>	<u>COURT SERVICES DIVISION NAME CHANGE TO</u> <u>JUDICIAL OPERATIONS DIVISION</u> (SECTIONS <u>100.00, 331.00 AND 334.00.</u> <u>CRIMINAL INVESTIGATIONS DIVISION SECTION</u> <u>NAME CHANGE - CRIMES AGAINST CHILDREN</u> <u>UNIT TO SPECIAL VICTIMS UNIT</u> (SECTIONS <u>100.00, 322.00, 326 AND 342.</u> <u>301.00 VEHICLE OPERATIONS/RESPONSE CODES/</u> <u>C. CODE 3: LAST SENTENANCE DELETED</u>
07-SOP-02 <u>05-25-07</u>	<u>SECTION 108.00 RESERVE DEPUTIES/NEW</u> <u>MEXICO RANGERS - AMENDED</u>

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2008 CONTROL NUMBERS

EFF. DATE	NEW/REVISED SECTION
08-SOP-01 <u>04-30-08</u>	<u>SECTION 309.00 COMMUNICATIONS/ACTIVATION</u> <u>OF EMERGENCY BUTTON ON 800 MHz RADIOS</u> <u>SECTION B SUB-SECTION 1.</u>
08-SOP-02 <u>09-08-08</u>	<u>SECTION 228.00 DRUG ANALYSIS - AMENDED</u>
08-SOP-03 <u>09-19-2008</u>	<u>SECTION 228.00 DRUG ANALYSIS (9-8-08</u> <u>VERSION RESCINDED/TO BE REPLACED WITH</u> <u>THIS VERSION TO CLARIFY LANGUAGE THAT WAS</u> <u>ADDED (NEW LANGUAGE BOLDED)</u>
08-SOP-04 <u>12-02-2008</u>	<u>SECTION 316.00 BOOKING PROCEDURES</u> <u>AMENDED (NEW LANGUAGE BOLDED)</u>
08-SOP-05 <u>12-02-2008</u>	<u>SECTION 327.00 EMERGENCY RESPONSE TEAM</u> <u>AMENDED (NEW LANGUAGE BOLDED)</u>

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2009 CONTROL NUMBERS

	<u>EFF. DATE</u>	<u>NEW/REVISED SECTION</u>
09-SOP-01	<u>2-17-2009</u>	<u>SECTION 332.00 CHILD CUSTODY ORDERS</u> <u>AMENDED (NEW LANGUAGE BOLDED)</u>
09-SOP-02	<u>6-10-2009</u>	<u>SECTION 302.00 VEHICLE PURSUITS AMENDED</u> <u>DEFINITIONS SECTION "RECKLESS DRIVING/DRIVING</u> <u>WHILE UNDER THE INFLUENCE" IS DELETED.</u> <u>END OF FIRST PARAGRAPH OF VEHICLE PURSUITS</u> <u>SECTION (NEW LANGUAGE BOLDED) (PENDING CHANGES)</u>
09-SOP-03	<u>10-16-2009</u>	<u>312.00 UNBIASED POLICING (NEW SECTION)</u>
09-SOP-04	<u>10-16-2009</u>	<u>312.00 ADDED TO SOP INDEX</u>
09-SOP-05	<u>12-01-2009</u>	<u>CHAIN OF COMMAND - PAGE III OF SOP</u>
09-SOP-06	<u>12-01-2009</u>	<u>RESPONSIBILITY OF ALL PERSONNEL/AUTHORITY -</u> <u>PAGE XI OF SOP</u>
09-SOP-07	<u>12-01-2009</u>	<u>202.00 - REVISION OF CORRESPONDENCE FORMAT</u>

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2010 CONTROL NUMBERS

	<u>EFF. DATE</u>	<u>NEW/REVISED SECTION</u>
10-SOP-01	<u>02-01-2010</u>	<u>CHAIN OF COMMAND - PAGE III OF SOP</u>
10-SOP-02	<u>02-12-2010</u>	<u>SECTION 305.00 - TRAFFIC ENFORCEMENT - AMENDED/ REVISED (NEW LANGUAGE BOLDED)</u>
10-SOP-03	<u>05-12-2010</u>	<u>SECTION 206.00 - DEPARTMENT PROPERTY AND INVENTORY AMENDED (NEW LANGUAGE BOLDED)</u>
10-SOP 04	<u>08-16-2010</u>	<u>SECTION 233.00 - HARASSMENT IN THE WORK PLACE AMENDED (NEW LANGUAGE BOLDED)</u>
10-SOP-05	<u>08-16-2010</u>	<u>CHAIN OF COMMAND - PAGE III OF SOP</u>
10-SOP-06	<u>08-30-2010</u>	<u>SECTION 238.00 - USE OF INTERNET SOCIAL MEDIA AND NETWORKING - NEW SECTION</u>
10-SOP-07	<u>09-08-2010</u>	<u>SECTION 251.00 - VOLUNTEER STUDENT INTERNSHIP PROGRAM PROCEDURES - NEW SECTION</u>

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BERNALILLO COUNTY SHERIFF'S DEPARTMENT

STANDARD OPERATING PROCEDURES MANUAL

The control number check-off sheet is designed to assist personnel in maintaining a current Standard Operating Procedures Manual. Each revision to this manual will have a control number affixed to it. Personnel will, upon receiving a revision, replace the old revision sheet with the new revision sheet.

2011 CONTROL NUMBERS

EFF. DATE	NEW/REVISED SECTION
11-SOP-01 <u>01-01-2011</u>	<u>CHAIN OF COMMAND - PAGE III OF SOP</u> <u>RESPONSIBILITY OF ALL PERSONNEL/AUTHORITY -</u> <u>PAGE XI OF SOP</u> <u>LAW ENFORCEMENT CODE OF ETHICS</u> <u>SECTION 100.00 CHAIN OF COMMAND - SUPPORT</u> <u>SERVICES DIVISION NAME CHANGED TO PROFESSIONAL</u> <u>STANDARDS DIVISION</u> <u>SPECIALIZED SECTIONS RESPONSIBLE TO</u> <u>UNDERSHERIFF AT THIS TIME</u> <u>NEW ORGANIZATIONAL CHART</u> <u>BUREAUS RESTRUCTURED</u> <u>SECTION 106.00- CARRYING OF FIREARM, B ADGE AND</u> <u>IDENTIFICATION CARD</u> <u>SECTION - 202.00 - REVISION OF CORRESPONDENCE</u> <u>FORMAT</u> <u>SECTION 236.00 - UNIFORMS/EQUIPMENT</u> <u>SECTION 300.00 - EMERGENCY VEHICLES</u> <u>SECTION 328.00 - SPECIAL WEAPONS AND TACTIC</u> <u>TEAM</u> <u>NEW LANGUAGE IS BOLDED</u>

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2011 CONTROL NUMBERS

EFF. DATE	NEW/REVISED SECTION
11-SOP-02 <u>02-09-2011</u>	<u>SECTION 305.00 - TRAFFIC ENFORCEMENT</u> <u>SECTION 311.00 - TOWED VEHICLES</u> <u>NEW LANGUAGE IS BOLDED</u>
11-SOP-03 <u>02-23-2011</u>	<u>SECTION 246.00 - AUTHORIZED FIREARMS/AMMUNITION</u> <u>AND FIREARMS QUALIFICATIONS</u> <u>NEW LANGUAGE IS BOLDED</u>
11-SOP-04 <u>05-06-2011</u>	<u>SECTION 302.00 - VEHICLE PURSUITS</u> <u>NEW LANGUAGE IS BOLDED</u>
11-SOP-05 08-26-2011	<u>CHAIN OF COMMAND - PAGE III OF SOP</u> <u>NEW SECTION 319.00 - CONFIDENTIAL FUND</u> <u>NEW LANGUAGE IS BOLDED</u>
11-SOP-06 11-08-11	<u>SECTION 302.00 - VEHICLE PURSUITS</u> <u>NEW LANGUAGE IS BOLDED</u>
11-SOP-07 11-10-11	SECTION 100.00 - RULES AND PROCEDURES, SHERIFF'S EXECUTIVE STAFF, ORGANIZATION CHARTS, OPERATIONS BUREAU AND SUPPORT SERVICES BUREAU <u>NEW LANGUAGE IS BOLDED</u>

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Effective Date: May 22, 2012

BERNALILLO COUNTY SHERIFF'S DEPARTMENT

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2012 CONTROL NUMBERS

EFF. DATE	NEW/REVISED SECTION
12-SOP-01	05-22-12
	100 - SHERIFF'S EXECUTIVE STAFF
	202-2.A - ADDITIONAL WORDING
	204 - NEW COMPUTER, AVL, WEBMASTER POLICY
	209-3.F - CHANGED FROM 32 HR TO 48 HR
	209-5.H - CHANGED FROM 32 HR TO 48 HR
	215-1.C - REMOVED VILLAGE DEPUTIES
	216-1.G - CHANGED TO 4 YR BID
	216-1.M - CHANGED TO 4 YR BID
	222.00 - ADDED WEAPONS PURCHASE REQUEST
	222-1.B - NEW WORDING FOR HONORARY PROMOTION
	224-6/7 - CHART OF SANCTIONS
	233 - UPDATED EEOC
	236 - NEW UNIFORM POLICY
	237-1.F - ADDED TATTOO POLICY
	237-2.H - ADDED TATTOO POLICY
	246 - UPDATED FIREARMS
	300 - NEW CODE OF CONDUCT OFF DUTY
	302.3 - UPDATE TO USE OF DEADLY FORCE
	302-4.D.C- REMOVED LEGAL ADVISOR
	311-1.A/I- TOWED VEHICLES
	312-5 - NEW WORDING FOR INTERNAL AFFAIRS
	313-13.B- CHANGED BCDC TO MDC
	313-19/29 ADDED JUVENILE CUSTODY PROCEDURE
	314 - UPDATED TERMINOLOGY
	317-5/9 - ADDED IMAGING EVIDENCE
	322 - UPDATED NUMBERS/TERMINOLOGY
	323 - UPDATED TERMINOLOGY
	326 - UPDATED NUMBERS/TERMINOLOGY
	331 - UPDATED TERMINOLOGY
	333 - UPDATED TERMINOLOGY
	337 - SPLIT SECTION 322 FOR S.O.R.T.
	342 - UPDATED WHOLE SECTION
	400-1.G - CLARIFIES DIAGRAM VS. SKETCH

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Effective Date: March 1, 2012

BERNALILLO COUNTY SHERIFF'S DEPARTMENT

MISSION STATEMENT

THE PRIMARY MISSION - The Primary Mission of the Bernalillo County Sheriff's Department (BCSD) includes the protection of life and property; resolution of conflict; creating and maintaining a feeling of security in the community; pro-actively reducing the opportunities for the commission of crime; identification, apprehension and prosecution of offenders of the laws; and the preservation of peace. We accept as part of our mission the responsibility to provide for a quality of life in our community.

PHILOSOPHY - Our Department embraces, accepts and agrees to abide by the full meaning of the Law Enforcement Code of Ethics. Our decisions are based on statutory laws, our own policies and regulations, and consideration for fairness and equality in the application of laws. We are committed to professional behavior, honesty in all of our professional and personal dealings, and the continuous improvement of ourselves and the services we provide. We take extra-ordinary care to treat the public with fairness, dignity and respect, while protecting ourselves from harm and providing for our and their personal safety.

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OUR CUSTOMERS - The public we serve are the customers for the service we provide. As with any business, we value and respect the needs of our customers and continuously strive to provide them public safety services in an effective, efficient and timely manner.

OUR PERSONNEL - The BCSD places as much importance and concern in the fair treatment of our personnel as we do in the treatment of the community which we serve. It is the Department's responsibility to insure our personnel are treated with dignity, respect and fairness. The leadership of the Department, and all other members of the Department, recognizes our responsibility to facilitate open and honest discussion; to respect the needs and opinions of others; and to provide for the intellectual and professional growth of our members through training and education. Our treatment of each other must be on par with our treatment of the community.

SELF-IMAGE - We are a public service agency staffed by professionals. Our presence in the community helps provide a sense of safety and well being for our customers. Our conduct earns us respect and admiration by the law-abiding and the law violators.

CONCERN FOR THE COMMUNITY - While maintaining a high visibility, we accept our responsibility to be a part of the community's pride and trust; to anticipate and serve the safety needs of our customers; and to be an interactive part of our community and its organizations. We must always strive to be seen as a part of our community, rather than apart from our community.

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STANDARD OPERATING PROCEDURES MANUALS

In order to fulfill the Department's mission, it is necessary to create and maintain a system through which the Bernalillo County Sheriff's Department can be effectively directed and controlled. This does not imply a disregard for the rights or abilities of the individual, but rather a structuring of the human efforts concerned with carrying out the activities of the Department. As part of the overall training process, written direction must be provided to all personnel to guide and direct them in the performance of their duties. Use of the masculine gender in this manual also includes, where applicable, the female gender.

AUTHORITY OF DEPARTMENT MANUALS

The Department manuals, to be hereafter referred to as Standard Operating Procedures, are compiled, adopted, and published on the authority of the Sheriff of Bernalillo County, for information, guidance, government, discipline, and administration of the Sheriff's Department and its personnel. Department policy, rules, and procedures may be updated by special orders or formal training which may not be currently reflected in these manuals. Any violations of the provisions or intent of these manuals may result in disciplinary charges against personnel responsible for such violations. The Department recognizes the fact that situations will occasionally arise which may mitigate such violations. Evidence of such mitigating circumstances may be considered on an individual basis when assessing the conduct of personnel of this Department.

These manuals are intended only to regulate the conduct of personnel of this Department and are not intended to create any higher standard of care than that required by State of New Mexico Law for purposes of establishing civil liability on the part of the County, the Department, or personnel of this Department.

The Standard Operations Manual has been established as a result of organizational policies, which are the official guides to this Department's organization and operations. The Administration Section is responsible for the publication and revision of the Department's Standard Operating Procedures manuals. All personnel of the Department will be issued a copy of the appropriate manual and any revisions to the manual, as they become effective.

These manuals supplement the County's Labor and Personnel Ordinance, and Collective Bargaining Agreements. Whenever and wherever there is a conflict, the Collective Bargaining Agreements take precedence over these manuals.