



ALBUQUERQUE POLICE DEPARTMENT  
PROCEDURAL ORDERS

SOP 2-69

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

## 2-69 INFORMANTS

### 2-69-1 Policy

The Department uses information supplied from a variety of sources, including informants. Information supplied by informants will be utilized only if the information relates to allegations of a criminal act and in accordance with rules of criminal procedures and constitutional guarantees. Guidelines are hereby set forth for the management of records, funds, operations at the department level, and maintenance of the files which are kept at the unit or section in which they originated.

Note: This policy in no way attempts to affect the Crime Stoppers program policies or procedures as established by the Crime Stoppers Citizens' Board of Directors.

### 2-69-2 Definitions

#### A. Informant

Anyone who provides information on a suspected criminal activity including one or more of the following specific categories.

#### B. Confidential Informant (C.I.)

A paid or unpaid individual who is providing information to the police department; who for reasons of personal safety or other valid considerations, requests that his/her identity be kept confidential.

#### C. Unwitting Informant

An individual involved in criminal activity who acts as an intermediary to negotiate illegal transactions, purchase contraband, or who otherwise unwittingly acts as an informant.

#### D. Paid Informant

Anyone who provides information about actual or alleged criminal activities with the expectation of financial compensation or other considerations. The compensation can include money, goods, services, or consideration on pending criminal charges.

#### E. Unpaid Informant

Anyone providing information about actual or alleged criminal activity and does so with no expectation of compensation but does expect anonymity.



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F. Concerned Citizen/Witness

An individual who is providing information about actual or alleged criminal activity without expectation of reward or consideration on pending criminal charges.

G. Anonymous Informant

Anyone calling the police department with information who wishes to remain anonymous.

H. Juvenile Informant

Any informant under the age of eighteen.

I. Payment

The actual exchange of information for money, goods, and services, or the draft of agreements through the prosecuting attorney's office to provide reduction of charges or plea agreements with informants.

J. Expense Reports

Internal administrative documents (PD form 1204) used to provide an audit trail. Expense reports do not contain any information concerning the actual information received, nor do they report activity of the officer in matters concerning the case. Expense reports are not used to circumvent normal intelligence or criminal case files.

K. Receipts

Normal business receipts or, in emergencies, handwritten receipts used to provide additional audit methods to ensure the proper use of Department funds. Receipts are attached to expense reports where applicable to provide a unified expense file on each operation involving informants.

L. Informant Files

Those files containing the true identity of confidential informants used by the employees of the Albuquerque Police Department. Informant files are kept at the appropriate activity level with all the necessary documentation to identify the informant. All informant files are kept at SID under the control of the Narcotics Lieutenant. Under no circumstances will any other unit or division keep or maintain an informant file.



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**2-69-3 Rules**

A. Use of Informants

- [3] 1. All personnel to include uniformed patrol officers will follow these procedures when gathering information.
- [3] 2. Informants will not be used to circumvent any constitutional rights or guarantees of citizens, nor will they be utilized to entrap offenders.
3. The Officers supervisor must be present during the initial meeting when a confidential informant signs confidential informant file. Supervisors will ensure the confidential informant understands all requirements and limitations set for confidential informants. All subsequent meetings with informants will be reported to the officer's supervisor.
4. When meeting with informants, a minimum of two officers will be present. When necessary, the second officer can witness the meeting from a discreet distance, \*provided that the witness officer can observe all actions and transactions between the officer and the informant.
5. A juvenile informant may only be utilized when written permission has been granted by the parent or guardian.
6. Informants will not be utilized in an active role when they are on probation or parole unless there is written approval from the probation or parole officer.
- [7] 7. All operations involving the use of informants will be documented in offense reports, intelligence reports, and/or informant profile sheets to comprehensively describe the activity or operation that occurred. This documentation should include statements, tape recordings, expense reports, and/or receipts.
8. Efforts shall be made to substantiate or otherwise verify all information received from informants prior to utilization of such information unless there is imminent danger to life or property. This type of exception must be approved by command level staff.
- [7] 9. Prior to an informant being paid for services, initial identification will be required. Identification requires completion of an Informant Profile Sheet (PD form 1201), the completion of an Informant Signature Card (PD form 1202), and an identifiable photo of the individual. The investigating officer's supervisor will be required to meet with all paid informants prior to the first payment.



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10. Informant files will be maintained by the Special Investigations Division Narcotic Lieutenant. Officers/Detectives will prepare confidential informant files and submit the file to the SID Narcotic Lieutenant for a code number prior to utilizing the use of a confidential informant. It will be the Officers/Detectives responsibility to ensure a code number is issued prior to the informants use. An informant will not be paid until a file is created with an assigned confidential number issued.

B. Informant Files

1. Refer to SID SOP [5-1](#).

C. Informant log Book

1. Refer to SID SOP [5-1](#).

[7]

D. Source Evaluation

1. The evaluation will be conducted by the investigating officer, and the evaluator will use the following criteria as found on PD forms 1201 and 1205:

a. Source Evaluation

- i. Completely Reliable
- ii. Fairly Reliable
- iii. Reliability Unknown
- iv. Anonymous

b. Information Evaluation

- i. Confirmed By Another Source
- ii. Possibly True
- iii. Truth Unknown

2. The Informant Profile Sheet will be dated to ensure the informant is evaluated with the most current information. Upon completion of the investigation for which the informant was used, the investigating officer will re-evaluate the informant using another Informant Profile Sheet.