



ALBUQUERQUE POLICE DEPARTMENT  
ADMINISTRATIVE ORDERS

SOP 3-11

Effective: 05/27/16 Expires: 11/23/16 Replaces: 04/08/16

**3-11 COMMAND STAFF RESPONSIBILITIES**

**3-11-1 Purpose**

The purpose of this policy is to describe the roles and responsibilities of command staff from the ranks Commander through Assistant Chief.

**3-11-2 Policy**

The command staff of the department will assist the Chief of Police in management of the department, including day to day operations, supporting the mission and vision statements of the department, promoting community policing, and upholding the department's core values of integrity, respect, fairness, and pride.



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**3-11-3 Procedures**

A. Appointments

The Assistant Chief, Deputy Chief, Major and Commanders are assigned by the Chief of Police per City Personnel Rules and Regulations.

B. Chain of Command

1. Deputy Chiefs' line of reporting is to the Assistant Chief, who then reports directly to the Chief of Police. Majors and Commanders line of reporting is directly to their assigned supervisor. The chain of command is further described in the Organizational Chart appended to this policy.
2. When an Assistant Chief, Deputy Chief, Major, or Commander is unable to perform their duties (vacation, illness, etc.), he/she shall designate a temporary replacement to fulfill this responsibility.
3. Should the Chief of Police become incapacitated through illness, injury, death, or should the Chief of Police be absent from the City of Albuquerque for any reason, the Assistant Chief shall assume command. Should the Assistant Chief be incapacitated or otherwise be unable to act during this time, a Deputy Chief of the remaining bureaus shall assume command on appointment by the mayor or his/her designee.

C. General Expectations of Command Staff

The command staff assumes responsibility for all matters relating to the fulfillment of the functions and divisions under their command. Command staff work in conjunction with each other to provide consistent leadership and unified direction to the multiple segments of the department, assisting the Chief with the management of the department. In addition to overseeing day to day operations, command staff ensure the department meets objectives and goals set forth by City Council, engage in strategic planning, and hold the department and individual employees accountable to the expectations of the department set forth in department policy.

D. Assistant Chief of Police

The Assistant Chief is a sworn officer responsible for:

1. Supervising all divisions, executive, and command staff (exception: the executive assistant and communications director report directly to Chief);
2. Overseeing the field service majors and the field service bureau;
3. Overseeing professional accountability bureau (no major or deputy chief); and
4. Performing other duties as assigned by the Chief.



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E. Deputy Chiefs

1. Investigative Bureau Deputy Chief is a sworn officer responsible for overseeing the following divisions:
  - a. Scientific Evidence
  - b. Criminal Investigations
  - c. Special Investigations
  - d. Property Crimes
  - e. Real Time Crime Center
2. Special Services Bureau Deputy Chief is a sworn officer responsible for overseeing the following divisions:
  - a. Special Operations
  - b. Metro Traffic
  - c. Open Space
  - d. APD Academy

F. Executive Director

The Executive Director is a civilian employee responsible for overseeing the following divisions:

1. Fiscal
2. Personnel/Payroll
3. Planning
4. Central Records
5. Inspections/Audit/Policy

G. Majors are responsible for:

1. Field services majors oversee the Field Services Bureau and Operations Review Section. The majors collaborate with one another and divide responsibility between east and west area commands.
2. The Major at the APD Academy serves as the director of training for the department.



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H. Commanders

1. A Commander is responsible for a specific geographical area within the City of Albuquerque or division and as such is in charge of the field officers, investigative units, and other operations within his/her command. Commanders are appointed by the Chief of Police and have overall responsibility for 24-hour effective and efficient operations within his/her command.
- 7 2. Area Commanders will ensure all sworn personnel are issued the following items at the beginning of each field services bid or upon transfer to the Area Command. Each officer will obtain and sign for the following items on a designated form. This form will be retained for three years at the area command.
  - a. Tactical Operations Plan form.
  - b. Area Command beat map.
  - c. Neighborhood Association Contact List.
  - d. Community Police Council Contact List.
  - e. Emergency Notification Forms (to be filed at the Area Command).
  - f. Monthly form that designates community contact information.
- 7 3. Area Commanders will ensure that all officers under their command understand the duties and expectations of the department. They will ensure that all officers under their command have access to applicable department policy and a copy of the Department of Justice Settlement Agreement and will provide guidance and explanation regarding these expectations as necessary. Area Commanders will monitor performance of officers under their direct command to ensure compliance with these expectations, including all department policies, federal and state statutes, municipal ordinances, and all components of the Department of Justice agreement through training, supervision, and discipline where appropriate.
- 7 4. Commanders will promote community policing within their area commands. They should lead by example, communicating with community members (residential, business, civic, religious, community policing councils, and other groups) and other city departments to address issues and priorities within their area.
  - a. Through communications with community members and city departments, commanders will identify issues within their areas which impact quality of life for community members and for which law enforcement activity may be an appropriate solution. Commanders will plan and implement strategies for addressing the identified issues. Commanders will inform the contributing community members of the implementation plan and contact them at an appropriate time after implementation, but at least within a year, for feedback on effectiveness in addressing the issue. Based on the feedback, the commander may alter or discontinue the strategy. Where the commander determines that law enforcement activities may not be the only or best solution to the issue, the commander will collaborate with other city departments for solutions or a multi-department approach.



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- b. Commanders will ensure that sworn, uniformed personnel within their area attend community meetings and events as part of APD ongoing community outreach. Attendance should be in uniform and shall be documented with the following at a minimum on the Officer's monthly report along with other appropriate databases that the department designates:
  - i. Time and Date of Attendance.
  - ii. Duration of meeting.
  - iii. Issues, concerns and or any positive input provided by the community members.
- I. Department Operations Responsibility During Non-Business Hours
  1. All Assistant Chiefs, Deputy Chiefs, Majors and Commanders are responsible for operations/incidents within their Bureau/Area Command, 24 hours a day.
  2. Duty Chief
    - a. Majors and Deputy Chiefs are placed in a rotation for designated Duty Chief. The designated Duty Chief is responsible for the operation of the department during non-business hours.
    - b. The Duty Chief will be assigned using a monthly on-call duty roster affording availability to on-duty personnel.
    - c. The Duty Chief responds to major critical incidents to supervise overall incident management.



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