



1-71 OPERATIONS REVIEW SECTION

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

- 1-12 Volunteer and Internship Programs
- 1-25 Chaplain Unit
- 1-78 Police Service Aide Program (Formerly 4-6)
- 2-5 Department Vehicles (Formerly 1-19 Police Vehicles)
- 2-35 Emergency Response Team (ERT) (Formerly 2-29)
- 3-17 Duty Assignments and Transfers (Formerly 3-55)
- 3-21 Scheduled and Unscheduled Leave (Formerly 3-15 and 3-72)
- 3-25 Bid/Transfers (Formerly 4-11)

B. Form(s)

None

C. Other Resource(s)

None

D. Rescinded Special Order(s)

None

1-71-1 Purpose

The purpose of this policy is to outline the rules and responsibilities of the Albuquerque Police Department's (Department) Operations Review Section.

1-71-2 Policy

It is the policy of the Department Operations Review Section to oversee the efficiency of Department operations.

N/A 1-71-3 Definitions

None

N/A 1-71-4 Operations Review Section Generally

A. The Operations Review Section is comprised of:

1. Chaplain Unit;



2. Emergency Response Team (ERT);
3. Facility Management;
4. Fleet Management;
5. Internship Program;
6. Police Service Aide (PSA) Program;
7. Staffing Management; and
8. Volunteer Program.

7 1-71-5 Duty Assignment Responsibilities

A. Operations Review Section personnel shall:

1. Maintain files and tracking of fuel usage;
2. Maintain a FSB manpower allocation record;
3. Distribute and reviews fleet crash report paperwork; and
4. Oversee equipment installation into police vehicles.

N/A B. Chaplain Unit

Chaplain Unit personnel shall follow the procedures outlined in SOP Chaplain Unit (refer to SOP Chaplain Unit for sanction classifications and additional duties).

6 C. Emergency Response Team (ERT)

1. Operations Review Section personnel who oversee ERT shall:

- N/A**
- a. Follow the procedures outlined in SOP Emergency Response Team (refer to SOP Emergency Response Team for sanction classifications and additional duties);
 - b. Coordinate training with Federal Emergency Management Agency (FEMA);
 - c. Respond to ERT call-outs;
 - d. Completed ERT call-out cost analysis;
 - e. Manage training data;
 - f. Complete Department ERT updates;
 - g. Attend monthly ERT supervisor's meeting; and
 - h. Manage ERT resources, including:



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- i. Chemical munitions and equipment;
- ii. Vehicles; and
- iii. Staffing.

D. Facility Management

1. General Facility Maintenance

- a. When there is a maintenance issue with a Department-owned facility that requires repairs:
 - i. For non-emergency repairs, the employee who is responsible for the Department-owned facility shall send an email to APDfacilities@cabq.gov and explain the issue.
 - 1. Operations Review Section personal shall create a work order in the facility maintenance system to request for the appropriate City department to oversee the repair.
 - ii. For emergency repairs, the employee who is responsible for the Department-owned facility shall contact the on-call Department facility maintenance manager through the Emergency Communications Center (ECC).
 - 1. The on-call Department facility maintenance manager shall determine whether the maintenance issue is an actual emergency. If the maintenance issue is an emergency, the on-call Department facility maintenance manager shall initiate the repair process.

2. Facility Access

- a. When a new Department employee needs a new facility access keycard, they shall email APDkeycards@cabq.gov to set up an appointment with Operations Review Section personnel.
 - i. Operations Review Section personal shall:
 - 1. Have the employee fill out the request form, for a new facility access keycard;
 - 2. Create a new profile in the facility access keycard system; and
 - 3. Grant the employee access to the Department facility to which they are assigned.
 - A. If an employee requires access to additional Department facilities, they shall ask their immediate supervisor to contact Operations Review Section personnel to modify their access.
- b. When an employee is no longer employed with the Department, Operations Review Section personnel shall retrieve the employee's facility access keycard and shall remove their access to all Department facilities in the employee's facility access keycard system profile.



3. Parking

- a. Department personnel shall adhere to the parking requirements outlined in SOP Department vehicles.
- b. Operations Review Section personnel shall maintain a record of assigned parking spots for Department personnel who park at the Law Enforcement Center.

E. Fleet Management

1. The Fleet Coordinator shall:

N/A

- a. Follow the procedures outlined in SOP Department Vehicles (refer to SOP Department Vehicles for sanction classifications and additional duties);
- b. Be responsible for the administration of the Department's fleet services program, including:
 - i. Monitoring vehicle maintenance and preparation costs;
 - ii. Maintaining vehicle inventory records and the assignment of vehicles.
- c. Serve as the Department liaison to the City of Albuquerque Pino Yards to ensure that Department-issued vehicles are in safe and proper working order;
- d. Be responsible for monitoring the Vehicle Maintenance Program;
- e. Maintain vehicle inventory records for the Department fleet;
- f. Replace vehicles based on:
 - i. The current vehicle mileage; and
 - ii. The current overall condition of vehicle.

2. The Fleet Coordinator shall oversee the Vehicle Assignment Program by:

- a. Engaging in an equitable, consistent, and rotational vehicle assignment process that is based upon vehicle mileage and sworn personnel seniority.
- b. Assigning new vehicles to sworn personnel as follows:
 - i. Sworn personnel with vehicles in the high mileage category based on officer seniority; and
 - ii. Sworn personnel with vehicles in the mid mileage category based on officer seniority.
- c. Identifying vehicle mileage ranges according to the status of the current fleet;
- d. Categorizing the entire fleet in three (3) mileage ranges:
 - i. High mileage range;
 - ii. Mid mileage range; and
 - iii. Low mileage range.
- e. Identifying the number of vehicles within each mileage range; and
- f. Identifying sworn personnel assigned to vehicles within each range.

3. The Operations Review Section Lieutenant shall have the discretion to assign



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Department-issued vehicles to Department personnel based on overall Department needs.

N/A F. Internship Program

Operations Review Section personnel who oversee and manage the Internship Program shall follow the procedures outlined in SOP Volunteer and Internship Programs (refer to SOP Volunteer and Internship Programs for sanction classifications and additional duties).

N/A G. Police Service Aide (PSA) Program

Operations Review Section personnel who oversee and manage the PSA Program shall follow the procedures outlined in SOP Police Service Aide (PSA) Program (refer to SOP Police Service Aide (PSA) Program for sanction classifications and additional duties).

N/A H. Staffing Management

1. Operations Review Section personnel who perform staffing management responsibilities shall follow the procedures outlined in:
 - a. SOP Duty Assignments and Transfers (refer to SOP Duty Assignments and Transfers for sanction classifications and additional duties);
 - b. SOP Scheduled and Unscheduled Leave (refer to SOP Scheduled and Unscheduled Leave for sanction classifications and additional duties);
 - c. SOP Bid/Transfers (refer to SOP Bid/Transfers for sanction classifications and additional duties).

N/A I. Volunteer Program

Operations Review Section personnel who oversee and manage the Volunteer Program shall follow the procedures outlined in SOP Volunteer and Internship Programs (refer to SOP Volunteer and Internship Programs for sanction classifications and additional duties).



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

A. Related SOP(s)

~~# ## Facility Management~~

1-12 Volunteer and Internship Programs

1-25 Chaplain Unit

1-78 Police Service Aide Program (Formerly 4-6)

2-5 ~~Department Use of Police~~ Vehicles (Formerly 1-19 Police Vehicles)

2-35 Emergency Response Team (ERT) (Formerly 2-29)

3-17 Duty Assignments and Transfers (Formerly 3-55)

3-21 Scheduled and Unscheduled Leave (Formerly 3-15 and 3-72)

3-25 Bid/~~Process and~~ Transfers (Formerly 4-11)

B. Form(s)

None

C. Other Resource(s)

None

D. Rescinded Special Order(s)

None

1-71-1 Purpose

The purpose of this policy is ~~to~~ to outline the rules and responsibilities of the Albuquerque Police Department's (Department) Operations Review Section.

1-71-2 Policy

It is the policy of the ~~Albuquerque Police Department's (Department)~~ Operations Review Section to oversee the efficiency of ~~all Field Services Bureau (FSB) activities~~ Department operations.

N/A 1-71-3 Definitions

None

N/A 1-71-4 Operations Review Section Generally



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A. The Operations Review Section is comprised ~~consists~~ of:

1. Chaplain Unit;
2. Emergency Response Team (ERT);
3. Facility Management;
4. Fleet Management;
5. Internship Program;
6. Police Service Aide (PSA) Program;
7. Staffing Management; and
8. Volunteers Program.

7 1-71-54 Duty Assignment Responsibilities

~~4-1-1~~ Rules and Responsibilities

A. ~~Responsibilities of the~~ Operations Review Section personnel shall:

- ~~1. Oversees the Reserve Officer Program;~~
- ~~2. Prepares letters of commendation for officers Department personnel and citizenscommunity members;~~
- ~~3. Maintains the parking assignment file for Law Enforcement Center personnel;~~
- ~~4.1.~~ Maintains files and tracking of fuel usage;
- ~~5. Prepares for and conducts the bid for Field ServicesFSB personnel;~~
- ~~6.2.~~ Maintains a Field ServicesFSB manpower allocation record;
- ~~7. Distributes all correspondence to and from Field ServicesFSB personnel that concern Field ServicesFSB issues, procedures, or policies;~~
- ~~8. Distributes Injury and Workers Compensation Forms;~~
- ~~9.3.~~ Distributes and reviews fleet accident-crash report paperwork; and
- ~~10.4.~~ Oversees equipment installation into police unitsvehicles.; and

N/A



~~11. Conducts an analysis of vehicle pursuits on an annual basis.~~

~~4-1-2-1-71-5 Reserve Officer Program~~

~~A. Police Reserve Unit~~

~~The Department Reserve Corps (hereafter called "the Corps") is composed of persons who are appointed and sworn in as reserve officers by the Chief of Police. The purpose of the Corps is to augment and/or supplement the Department where needed.~~

B. Chaplain Unit

Chaplain Unit personnel shall follow the procedures outlined in SOP Chaplain Unit (refer to SOP Chaplain Unit for sanction classifications and additional duties).

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C. Emergency Response Team (ERT)

1. Operations Review Section personnel who oversee ERT shall:

N/A

- a. ~~Adhere to~~ Follow the procedures outlined in SOP Emergency Response Team (refer to SOP Emergency Response Team for sanction classifications and additional duties);
- b. Coordinate training with ~~the~~ Federal Emergency Management Agency (FEMA);
- c. Respond to ERT call-outs;
- d. Completed ERT call-out cost analysis;
- e. Manage training data;
- f. Complete Department ERT updates;
- g. Attend monthly ERT supervisor's meeting; and
- h. Manage ERT resources, including:
 - i. Chemical munitions and equipment;
 - ii. Vehicles; and
 - iii. Staffing.

D. Facility Management

~~4-1-31.~~ General Facility Maintenance

- a. ~~For non-emergencies, w~~When there is a maintenance issue with a Department-owned facility that requires repairs:;
 - i. ~~For non-emergency repairs, -the person~~ employee who is responsible for the Department-owned facility shall send an email to APDfacilities@cabq.gov and explain the issue.



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1. ~~Operations #Review s~~ Section personal shall create a work order in the facility maintenance system to request for the appropriate City department to oversee the repair.
- ii. ~~For emergency repairs, the employee who is APD facility responsible for the Department-owned facility party shall contact the on-call facilitiesfacilities manager Operations Review Section employeebuildings Department facility maintenance manager who is responsible for general facility maintenance through the Emergency Communications Center (ECC).~~
 1. ~~The on-call Department facility maintenance manager on-call facilities managerOperations Review Section employeebuilding manager will~~ shall determine if whether its the maintenance issue is an actual emergency. If the maintenance issue is an emergency, the on-call Department facility maintenance manager on-call facilities manager Operations Review Section employeebuilding manager shall and initiate the repair process.

2. Facility Access

- ~~Operations Review Section personal shall:~~
 - ~~Issue facility access keycards to new employees; and~~
 - ~~Retrieve facility access keycards when an employee departs.~~
- a. ~~When a new APD Department employee needs a new facility access keycard, they shall email APDkeycards@cabq.gov to set up an appointment with Operations Review Section personnel.~~
 - i. ~~Operations Review Section personal shall:~~
 1. ~~Have the employee fill out the request form, for a new facility access keycard;~~
 2. ~~Create a new profile in the facility access keycard system (name of system); and~~
 3. ~~Modify Grant the employee access to the Department facility to which they are assigned the employee needs to access.~~
 - A. ~~If an employee needs requires access to additional accesses Department facilities, they shall ask their immediate supervisor to then their original requires that employees supervisor needs to contact eOperations #Review Section personnel to modify their and request the additional access.~~
- b. ~~When an employee is no longer employed with leaves APD the Department, Operations #Review Section personnel shall retrieve will collect their the employee's facility access keycard and shall remove all their access to all Department facilities in from the employee's (name of system) facility access keycard system profile.~~
 - i. ~~If an employee needs additional accesses then their original requires that employees supervisor needs to contact operations review and request the additional access.~~



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3. Parking

- a. Department personnel shall adhere to the parking requirements outlined in SOP Department vehicles.
- b. Operations & Review Section personnel shall will maintain the parking assignment file and the a record of assigned parking spots for Department personnel who park for at the Law Enforcement Center personnel.
- ~~maintain a record of assigned parking spots around the main police station and Law Enforcement Center~~

7

4-14E. Fleet Management

1. The Fleet Coordinator shall:

N/A

- a. Follow the procedures outlined in SOP Department Vehicles (refer to SOP Department Vehicles for sanction classifications and additional duties);
- b. Be This Unit is responsible for the administration of the Department's fleet services program, including:
 - i. This includes the m Monitoring of vehicle maintenance and preparation costs;
 - ii. Maintaining, the maintenance of vehicle inventory records and, and the assignment of vehicles.
- c. This Unit also s Serves as the Department liaison to the General Services Department City of Albuquerque Pino Yards for the purpose of ensuring that to ensure that Department-issued vehicles are maintained in safe and proper working order;

1. Fleet Coordinator shall:

- a. d Be responsible for monitoring the vehicle Vehicle maintenance Maintenance program Program performed by Fleet Management;
- b. e Maintain vehicle inventory records for the Department fleet; and
- c. Assign vehicles to Department personnel in accordance with the Vehicle Assignment Program.

2. Replace vehicles based on Vehicle Replacement

a. f Vehicles to be replaced are identified based on the following criteria:

- i. Current The current vehicle mileage; and
- ii. The Current current overall condition of vehicle.

##

The Fleet Coordinator



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2. shall oversee the Vehicle Assignment Program by:

~~3.~~

- a. Engaging in ~~Implementation of~~ an equitable, consistent, and rotational vehicle assignment process that is based upon vehicle mileage and sworn personnel seniority.
- b. Assignment of ~~assigning new~~ vehicles to sworn personnel as follows:
 - i. Sworn personnel with vehicles in the high mileage category based on officer seniority; and
 - ii. Sworn personnel with vehicles in the mid mileage category based on officer seniority.
- ~~iii.~~ Identifying vehicle mileage ranges according to the status of the current fleet;
- ~~iii.~~ d. Categorizing the entire fleet in three (3) mileage ranges:
 - i. High mileage range;
 - ii. Mid mileage range; and
 - iii. Low mileage range.
- ~~iii.~~ e. Identifying the number of vehicles within each mileage range; and
- f. Identifying sworn personnel assigned to vehicles within each range;
- ~~iv.~~
- ~~v.~~ The Operations Review Section Lieutenant shall have the discretion to assign Department-issued ~~New vehicles shall be assigned to sworn personnel as follows~~:
 - ~~i. Sworn personnel with vehicles in the high mileage category, based on officer seniority; and~~
 - ~~ii. Sworn personnel with vehicles in the mid mileage category, based on officer seniority.~~
- ~~vi.~~ 3. Vehicles to assignments are at the discretion of the Operations Review Lieutenant (someone). Department personnel based on overall Department needs.

N/A

F. Internship Program

Operations Review Section personnel who oversee and manage the Internship Program shall follow the procedures outlined in SOP Volunteer and Internship Programs (refer to SOP Volunteer and Internship Programs for sanction classifications and additional duties).

N/A

G. Police Service Aide (PSA) Program

Operations Review Section personnel who oversee and manage the PSA Program shall follow the procedures outlined in SOP Police Service Aide (PSA) Program (refer to SOP Police Service Aide (PSA) Program for sanction classifications and additional duties).

N/A

4. Staffing Management Services Unit



H. ~~Fleet Services Unit~~

1. Operations Review Section personnel who perform staffing management responsibilities shall follow the procedures outlined in:

- a. SOP Duty Assignments and Transfers (refer to SOP Duty Assignments and Transfers for sanction classifications and additional duties);
- b. SOP Scheduled and Unscheduled Leave (refer to SOP Scheduled and Unscheduled Leave for sanction classifications and additional duties);
- c. SOP Bid/~~and~~ Transfers (refer to SOP Bid/~~and~~ Transfers for sanction classifications and additional duties). ~~Process~~

N/A

I. ~~Volunteers Program~~

Operations Review Section personnel who oversee and manage the Volunteer Program shall follow the procedures outlined in SOP Volunteer and Internship Programs (refer to SOP Volunteer and Internship Programs for sanction classifications and additional duties).

~~4-1-5~~

~~This Unit is responsible for the administration of the Department's fleet services program. This includes the monitoring of vehicle maintenance and preparation costs, the maintenance of vehicle inventory records, and the assignment of vehicles. This Unit also serves as the Department liaison to the General Services Department for the purpose of ensuring that Department vehicles are maintained in safe and proper working order.~~

~~A. Fleet Coordinator shall:~~

- ~~1. Be Responsible for monitoring the vehicle maintenance program performed by Fleet Management.~~
- ~~2. Maintains vehicle inventory records for the Department/APD fleet.; and~~
- ~~3. Assigns vehicles to Department personnel in accordance with the Vehicle Assignment Program.~~

~~Vehicle Replacement~~

~~B.~~

- ~~1. Vehicles to be replaced are identified based on the following criteria:~~
 - ~~a. Current vehicle mileage; and~~
 - ~~b. Current overall condition of vehicle.~~



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~~Vehicle Assignment Program~~

~~2. _____~~

~~Implementation of an equitable, consistent, and rotational vehicle assignment process/assignment process that is based upon vehicle mileage and officer sworn personnel seniority.~~

~~a. _____ Assignment of vehicles:~~

~~i. _____ Identify vehicle mileage ranges according to the status of the current fleet.;~~

~~ii. _____ Categorize the entire fleet in three (3) mileage ranges:~~

~~1. _____ High mileage range;~~

~~2. _____ Mid mileage range; and~~

~~3. _____ Low mileage range.~~

~~iii. _____ Identify the number of vehicles within each mileage range.;~~

~~iv. _____ Identify officers sworn personnel assigned to vehicles within each range.;~~

~~v. _____ New vehicles shwill be assigned to officers sworn personnel as follows:~~

~~1. _____ Officers Sworn personnel with vehicles in the high mileage category, based on officer seniority.;~~

~~2. _____ Officers Sworn personnel with vehicles in the mid mileage category, based on officer seniority.;~~

~~vii. _____ Vehicle assignments are at the discretion of the Operations Re~~