



**1-75 PLANNING DIVISION**

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

None

B. Form(s)

None

C. Other Resource(s)

City of Albuquerque Administrative Instruction (AI) Number 2-26 Procedures for Applying and Implementing Federal/State Grants

City of Albuquerque Administrative Instruction (AI) Number 6-4 Capitalization of City Assets

ROA 1994, §§ 2-12-1 to 2-12-8 Capital Improvements

D. Rescinded Special Order(s)

None

**1-75-1** Purpose

~~The purpose of this policy is to establish the guidelines and responsibilities of the Albuquerque Police Department (Department) Planning Division. Planning Division is to complete functions such as research, planning, Capital Improvement Project (CIP) administration and grants management for the Department.~~

**1-75-2** Policy

~~It is the policy of the Department to maintain a) The mission of the Planning Division that works under the Office of the Chief, as well as support the Department by overseeing the Grants Administration Unit, the Capital Improvement Implementation Program, and Property Unit. is to support the administration of the Department in providing effective and efficient delivery of police services to the community.~~

**N/A** **1-75-3** Definitions

A. Capital Implementation Program

A program to enhance the physical and cultural development of the City by implementing the Albuquerque/Bernalillo County Comprehensive Plan and other adopted plans and policies.



B. Grants Administration

Application development using knowledge of organizational needs, grants management (pre and post award), progress monitoring and reporting, and responsible for all technical, programmatic, financial, compliance and administrative aspects of all Department grants.

C. Property Management

Management of the classification, tracking, inventory, retrieval, and disposition of Department property. Department property includes all non-expendable property, as determined by the City's Administrative Instruction Number 6-4 and/or by the Department's Property Unit.

**7** 1-75-4 **Rules and Responsibilities**

A. General Responsibilities

1. The Planning Manager shall lead the Planning Division by providing routine budgetary, administrative, and strategic support to the Office of the Chief and other command staff, as needed.
2. For the Capital Implementation Program, consistent with the City's Capital Improvements Ordinances, the Planning Manager shall:
  - a. Support the mission to enhance the physical and cultural development of the City by implementing the Albuquerque/Bernalillo County Comprehensive Plan and other adopted plans and policies;
  - b. Submit Project Request Forms and reports, as needed;
  - c. Plan, prioritize, and manage the activities of the Capital Implementation Program through appropriate budget forecasting and management;
  - d. Provide leadership through oversight of construction activities ensuring all construction and/or renovation projects are a comprehensive design, on schedule and within budget, according to the direction of the Chief of Police;
  - e. Review and approve technical proposals, documentation, contracts, project reports, and pay applications; and
  - f. Identify concerns and recommend solutions.
3. Grants Unit personnel shall follow the City's Administration Instruction Number 2-26.



4. Property Unit personnel shall:

- a. Establish and manage a system for the secure and efficient classification, inventory, retrieval, and disposition of Department-issued property;
- b. Track property from its receipt to disposition;
- c. Manage an orderly storage facility to meet the needs of the Department;
- d. Provide for periodic and special audits of the contents of all Department storage facilities; and
- e. Issue the necessary Department-approved equipment to sworn personnel to allow them to properly perform their assigned duties.

REVIEW