



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**Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):**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D. Rescinded Special Order(s)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

**1-75-2 Policy**

It is the policy of the Department to maintain a Planning Division that works under the Office of the Chief, as well as support the Department by overseeing the Grants Administration Unit and the Capital Implementation Program.

**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.

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

**A. General Responsibilities**

1. The Grant Administrator 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 Grant Administrator 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. Planning Division personnel under the Grant Administrator consists of the Grant Analyst, Grant Coordinator, and Management Analyst.
  - a. The Grant Analyst shall:
    - i. Prepare, review, monitor, submit, and set up Grant projects;
    - ii. Finalize and close out Grants;
    - iii. Submit and manage Claims;
    - iv. Prepare weekly reports
    - v. Prepare annual reports; and
    - vi. Participate in all weekly and monthly Grant meetings.
  - b. The Grant Coordinator shall:
    - i. Supervise the Management Analyst;
    - ii. Prepare all weekly and monthly Grant meetings;
    - iii. Participate in all weekly and monthly Grant meetings
    - iv. Review and monitor open Grant projects; and
    - v. Manage annual Grant applications
  - c. The Management Analyst shall:
    - i. Report to the Grant Coordinator;
    - ii. Updates online Planning Division databases;
    - iii. Receive, prepare, and examine purchasing Grants;



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

**SOP 1-75 (Formerly 1-03 and 8-1)**

**P&P Draft 11/30/2022**

- iv. Participate in all weekly and monthly Grant meetings;
  - v. Organize all Grant reporting; and
  - vi. Review open Grant Projects with the Grant Coordinator and Grant Administrator.
4. Planning Division personnel shall abide by the City's Administration Instruction Number 2-26.

REDLINED



**1-75 PLANNING DIVISION**

**Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):**

A. Related SOP(s)

~~2-2 Department Property (Formerly 3-75)~~ 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.

**1-75-2 Policy**

It is the policy of the Department to maintain a Planning Division that works under the Office of the Chief, as well as support the Department by overseeing the Grants Administration Unit, ~~the Capital Implementation Program, and Property Unit.~~ the Capital Implementation Program.

**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~~ Grant Administrator 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 Grant Administrator ~~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. Planning Division personnel under the Grant Administrator consists of the Grant Analyst, Grant Coordinator, and Management Analyst.
  - a. The Grant Analyst shall:
    - i. Prepare, review, monitor, submit, and set up Grant projects;
    - ii. Finalize and close out Grants;
    - iii. Submit and manage Claims;
    - iv. Prepare weekly reports
    - v. Prepare annual reports; and
    - vi. Participate in all weekly and monthly Grant meetings.
  - b. The Grant Coordinator shall:



- i. Supervise the Management Analyst;
- ii. Prepare all weekly and monthly Grant meetings;
- iii. Participate in all weekly and monthly Grant meetings
- iv. Review and monitor open Grant projects; and
- v. Manage annual Grant applications
- c. The Management Analyst shall:
  - i. Report to the Grant Coordinator;
  - ii. Updates online Planning Division databases;
  - iii. Receive, prepare, and examine purchasing Grants;
  - iv. Participate in all weekly and monthly Grant meetings;
  - v. Organize all Grant reporting; and
  - vi. Review open Grant Projects with the Grant Coordinator and Grant Administrator.

~~3. Grants Unit~~ Planning Division personnel shall abide by the City's Administration Instruction Number 2-26.

~~4. Property Unit personnel shall:~~

- ~~6. Abide by all procedures outlined in SOP Department Property;~~
- ~~a. Establish and manage a system for the secure and efficient classification, inventory, retrieval, and disposition of Department issued property;~~
- 6** ~~Track property from its receipt to disposition, including property that may be detrimental to public safety if misplaced or lost;~~
- ~~d. Track property from its receipt to disposition, including property that may not be detrimental to public safety if misplaced or lost;~~
- ~~e. Manage an orderly storage facility to meet the needs of the Department;~~
- ~~f. Provide for periodic and special audits of the contents of all Department storage facilities; and~~
- ~~g. Issue the necessary Department approved equipment to sworn personnel to allow them to properly perform their assigned duties perform their assigned duties properly.~~

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