



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-11

OPA DRAFT

3-11 COMMAND STAFF RESPONSIBILITIES

Related SOP(s): None

3-11-1 Purpose

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

3-11-3 Procedures

A. Appointments

1. Is appointed by the Mayor of Albuquerque and is directly responsible to the Chief Administrative Officer for the efficient conduct and operation of the Police Department.

~~1.~~

2. ~~The Deputy Chief, Chief of Staff, Deputy Chief of Staff, Major, Executive Director and Commanders, and Deputy 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.~~ Deputy Chiefs and the Chief of Staff shall report directly to the Chief of Police. The Deputy Chief of Staff shall report to the Chief of Staff. Majors, Executive Director, and Commander's line of reporting is Commanders shall report directly to their assigned Deputy Chief supervisor. Deputy Commanders shall report to their assigned Commander. The chain of command is further described in the Organizational Chart.

2. ~~When an Assistant Chief, Deputy Chief, Major, Chief of Staff, Deputy Chief of Staff, or Commander, or Deputy Commander is unable to perform their duties~~

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(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, a Deputy Chief ~~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.~~

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C. Delegation and Command

1. Person in Command

- a. When the needs of an operation require personnel from different commands to function as a single unit with a common goal, the person in command of that combined force will be the on-scene ranking officer of the unit with overall responsibility for the outcome of the operation unless specifically designated otherwise in the department Standard Operating Procedures.
- b. The affected deputy chief or area commander will resolve command responsibility conflicts during emergency operations within their area of responsibility.

2. Delegation of Authority

- a. The (ranking officer) field commander may, in turn, designate a subordinate officer and vest in him/her the authority to act in the capacity of a field commander. If such designation is made, the person relinquishing authority shall so notify the supervisors of the various units present to eliminate doubts about who has the authority to direct operations.

3. Utilization of Specialized Units

- a. When utilizing specialized units, the field commander should strive to the greatest extent possible to support the specialized unit with personnel and resources sufficient to attain the specialized unit's objective.

D. Department Operations Responsibility During Non-Business Hours

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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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3-11-4 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.

A. ~~Assistant Chief of Police~~ Chief of Police

1. Has the responsibility for the assignment and reassignment of all personnel and the efficiency, discipline, general conduct, and appearance of such personnel. In this capacity, the Chief of Police shall have the authority to prescribe, promulgate, and enforce rules and regulations for the operation of the Department.
2. May authorize personnel to deviate from the provision of these manuals when the Chief of Police believes such deviation to be in the public interest and lawful.

~~The Assistant Chief is a sworn officer responsible for:~~

- ~~■ Supervising all divisions, executive, and command staff (exception: the executive assistant and communications director report directly to Chief); and~~
- ~~■ For current command reporting structure, refer to the active APD Organization Chart.~~

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B. Deputy Chiefs

~~Investigative Bureau~~ A Deputy Chief is a sworn officer responsible for overseeing the divisions as defined in the active APD Organization Chart.

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C. ~~Executive Director~~ Chief of Staff

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A sworn officer that is responsible for overseeing the divisions as defined in the active APD Organization Chart.

~~The Executive Director is a civilian employee responsible for overseeing the divisions as defined in the active APD Organization Chart.~~

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D. ~~Majors~~ Deputy Chief of Staff

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A sworn officer that is responsible for the Community Outreach division and any other duties as assigned by the Chief.

~~Majors are responsible for the divisions as defined in the active APD Organization Chart.~~

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E. Commanders

1. A ~~Commander is~~ Sworn officer that 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 their ~~his/her~~ command. Commanders are appointed by the Chief of Police and have overall responsibility for 24-hour effective and efficient operations within their ~~his/her~~ command.

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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~~ POP Projects form.

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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.

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



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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.

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~~ that 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.
 - 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 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.

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3.F. Deputy Commanders

- 5.1. A sworn officer that is responsible for assisting Commanders with administrative and operational duties associated with their assigned divisions.



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2. Deputy Commanders perform any other duties deemed necessary, including management of sworn and civilian staff, as assigned by their Commander or the Chief of Police.

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