



## 3-16 SENIORITY

### 3-16-1 Purpose

Department policy is to recognize seniority among all personnel based on specific legal criteria.

### 3-16-2 Definition

#### A. Department Seniority

The relative position of an employee to all other employees within the Department. Seniority in rank is the position of Department personnel in relationship to other personnel of the same rank.

### 3-16-2 Procedures

#### A. Seniority shall be determined:

1. By rank.
2. By continuous service in rank.
3. By continuous service with the Department.
4. By initial date of hire by the department, if employed prior to the beginning of the sworn employee's cadet class.
  - a. All those hired at the beginning of a cadet/lateral class will be ranked by academic standing upon graduation. (Personnel who have seniority established by man number will retain that seniority.)
5. By the terms specified in the Collective Bargaining Agreement.

#### B. Order of Precedence

1. Employees of the same rank will take precedence according to the date of their appointment to their respective rank or grade. Among sworn personnel who are patrol officers or investigators the positions of cadet or recruit officer, probationary officer, non-probationary officer, or patrol officer first class are separate ranks.
2. Where two or more employees are working together on the same assignment and are of equal rank, seniority shall not be exercised except in an emergency necessitating it unless, by competent authority, one employee has been designated as being in command.



ALBUQUERQUE POLICE DEPARTMENT  
ADMINISTRATIVE ORDERS

SOP 3-16

Effective: 01/19/16 Review Due: 01/19/17 Replaces: 07/08/15

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Policy Development Form  
Office of Policy Analysis



Name and Title: Lt. J. Yara & Sgt. J Viers

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SOP: 3-16 Seniority

Date Completed: 10/29/18

In order to gain a clear understanding of the reason for the policy change, please answer the questions below with as much detail as possible as this information will be shared with internal and external stakeholders interested in participating in APD's policy development process.

Explain the rationale or purpose for the new policy or amended policy? Example: Best practices, case law, liability, conflicts with other policies or regulations, CASA related.

Policy is due for review.

Only need to include lateral classes into the seniority ranking.

What is the policy intended to accomplish? Explain the general intent with respect to the specific topic of the policy.

Provide department guidelines on seniority

How will the policy be measured to determine its effectiveness? (Example: Will data be collected, if so, in what format and who will maintain the information?)

n/a

Please list any references used to draft the policy such as policies from other agencies, case law, directives from the CASA, research papers, etc.

n/a

Please submit this form to [OPA@cabq.gov](mailto:OPA@cabq.gov)

Should you have any questions or concerns regarding this form, contact Jolene Luna at 768-2223 or email [jjluna@cabq.gov](mailto:jjluna@cabq.gov).

Updated 7/25/18