



3-25 BID PROCESS

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

- 3-11 Command Staff Responsibilities
- 3-15 Sworn Personnel Positions and Seniority

B. Form(s)

- PD 3019 Beat and Area Command Familiarity Quiz
- PD 3120 Problem-Oriented Policing Projects Form

C. Other Resource(s)

- Bid Packet
- Albuquerque and Albuquerque Police Officers' Association Collective Bargaining Agreement (CBA)

D. Rescinded Special Order(s)

None

3-25-1 Purpose

It is the purpose of the Department to conduct a bid among sworn personnel, consistent with the current collective bargaining agreement (CBA) between the City of Albuquerque and the Albuquerque Police Officers' Association.

3-25-2 Policy

It is the policy of the Albuquerque Police Department (Department) to conduct a City-wide bid that is based on seniority, consistent with the current CBA.

3-25-3 Definitions

A. Bid

The process by which eligible personnel select their duty assignment for the next year as based on seniority, consistent with SOP Sworn Personnel Positions and Seniority and the CBA.

B. Proxy

A Department employee who represents an employee absent during the bid process who is of equal or higher rank.



7 3-25-4 Rules

A. Bid Process

1. Consistent with the CBA, the Department shall conduct a City-wide bid:
 - a. Every twelve (12) months, for Field Services Bureau (FSB) personnel; and
 - i. This excludes Crime Scene Specialists (CSS).
 - b. Every six (6) months for Metro Traffic Division sworn personnel, Open Space Section sworn personnel, Aviation Division sworn personnel, and CSSs.
2. Approximately two (2) months prior to when the FSB bid would go into effect, Operations Review Section personnel shall publish the date of the lieutenant, sergeant, officer, and Police Service Aide's (PSA) bids and the date the bid shall go into effect.
 - a. Supervisors and Police Service Aides PSA shall bid based on the following schedule:
 - i. For the lieutenant's bid, within three (3) weeks prior to the date of the officer bid; and
 - ii. For the sergeants and PSA's bid, within two (2) weeks prior to the date of the officer bid.
 1. The Operations Review Section Lieutenant or their designee shall publish the results of the bids as soon as practicable.
 - b. Department personnel who will be absent on the date of the bid shall contact the Operations Review Section Staffing Detective to notify them of their proxy no later than one (1) week prior to the date of the bid.
3. The Operations Review Section Staffing Detective shall publish a seniority roster through the Department's document management system for:
 - a. Lieutenants;
 - b. Sergeants;
 - c. Patrolmen First Class;
 - d. Patrolmen Second Class; and
 - e. PSAs.
4. Operations Review Section personnel shall publish a tentative bid schedule in the Department's document management system.
5. On the date of the bid:
 - a. In order of seniority, Department personnel shall select their duty assignment from the available options; and
 - b. The Operations Review Section Staffing Detective shall confirm and document their selection.



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- i. Once the duty assignment has been documented, the Operations Review Section Staffing Detective shall be prohibited from changing the duty assignment.
6. The Operations Review Section Staffing Detective shall compile the results from all four (4) bids. The Operations Review Section Sergeant shall publish them in a Department Special Order in the Department's document managing system.

B. Bid Packet

1. The Department shall ensure that sworn personnel are familiar with the geographic areas they serve, including their issues, problems, and community leaders; that sworn personnel engage in problem identification and solving activities with the community members around the community's priorities; and ensure that sworn personnel work proactively with other City departments to address quality-of-life issues.
2. Sworn personnel shall complete the online bid packet within fourteen (14) calendar days of the bid taking effect.
3. Area commanders shall ensure that all personnel have completed the bid packet as outlined in SOP Command Staff Responsibilities.
4. The online Bid Packet shall include:
 - a. Problem-Oriented Policing Projects form;
 - b. Area Command beat map;
 - c. Neighborhood Association Contact List;
 - d. Community Police Council Contact List;
 - e. Emergency Notification Forms;
 - f. Monthly form that designates community contact information; and
 - g. For FSB sworn personnel only, beat summary form.
5. Area commanders shall be responsible for ensuring updated area command beat maps, neighborhood association contact lists, and Community Police Council contact lists are emailed to Tech Services Unit personnel on a quarterly basis.
 - a. Tech Services Unit personnel shall update this information on a quarterly basis on the Department's APD Web/Protopage to ensure that personnel have the most up-to-date information available.
6. FSB patrol sworn personnel shall complete the Beat and Area Command Familiarity Quiz within twenty-eight (28) calendar days of the bid taking effect.
 - a. FSB sergeants shall review the Beat and Area Command Familiarity Quiz for their squads, then email their squad quizzes to their watch commander. If the



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supervisors identify a deficiency, they shall counsel the officer on how to utilize the bid packet.

- i. A supervisor shall document the deficiency in an Interoffice Memorandum and shall send it through the chain of command to the officer's commander.
- b. Watch commanders shall be responsible for emailing Operations Review Section personnel one (1) email which contains the quizzes and deficiency memorandum for their entire watch to apdmanning@cabq.gov.

REDLINED



3-25 BID /TRANSFERS PROCESS

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

A. Related SOP(s)

- ~~3-15 Seniority and Sworn Personnel Positions~~
- ~~3-30 Line Inspection Process~~
- ~~3-11 Command Staff Responsibilities~~
- ~~3-15 Sworn Personnel Positions and Seniority~~
- ~~3-17 Duty Assignments and Transfers~~
- ~~3-15 Seniority and Sworn Personnel Positions~~

B. Form(s)

- ~~PD 3019 Beat and Area Command Familiarity Quiz~~
- ~~PD 3120 Problem-Oriented Policing Projects Form~~
- ~~Officer Inspection Form~~
- ~~PeopleSoft Monthly Line Inspection Form~~

C. Other Resource(s)

- ~~Bid Packet~~
- ~~Albuquerque and the Albuquerque Police Officers' Association Collective Bargaining Agreement (CBA)~~

D. Rescinded Special Order(s)

None

~~3-11 Command Staff Responsibilities~~

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3-25-1 Purpose

It is the purpose of the Department to conduct a bid among ~~Field Services Bureau (FSB) sworn personnel~~, in accordance consistent with the Labor Management Agreement current collective bargaining agreement (CBA) between the City of Albuquerque and the Albuquerque Police Officers' Association.

3-25-2 Policy

It is the policy of ~~Field Services~~ the Albuquerque Police Department (Department) to conduct a City-wide bid that is based on seniority, in accordance with the consistent with the Labor Management Agreement current CBA.



3-25-3 Definitions ~~(if applicable)~~

A. Bid

~~The process by which the Field Service Bureau (FSB) eligible personnel select their duty assignment for the next year as based on utilize use seniority, as consistent with SOP Sworn Personnel Positions and Seniority Seniority and Sworn Personnel Positions and the CBA, to determine their work location for the next year.~~

B. Proxy

~~A Department employee who represents an employee absent during the bid process who is of equal or higher rank. The title of defined word or unit.~~

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~~Describe terminology used.~~

~~The title of defined word or unit.~~

~~Describe terminology used.~~

3-25-43 Rules and Procedures

A. Officer Inspection Forms

~~Officer inspection forms are due no later than fourteen (14) calendar days after the bid is in effect consistent with SOP Line Inspection Process.~~

~~The original Officer Inspection Form shall be sent to Department Payroll/Personnel, and a copy shall be maintained in area command files.~~

~~Sergeants shall personally check and inventory all required items.~~

~~Incomplete forms shall not be accepted.~~

~~All areas requiring a signature or initials shall be filled in.~~

B. Employee Cards

~~Employee cards of personnel transferring to another area command shall be given to the Area Commander. The Area Commander shall make a distribution to appropriate Commanders within seven (7) calendar days after the bid is in effect.~~

A. Bid Process



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1. Consistent with the CBA, the Department shall conduct a City-wide bid:
 - a. Every twelve (12) months, for Field Services Bureau (FSB) lieutenants, sergeants, and patrol sworn personnel; and
 - i. This excludes Crime Scene Specialists (CSS). and
 - b. Every six (6) months for Metro Traffic Division sworn personnel, Open Space Section sworn personnel, Aviation Division sworn personnel, and Crime Scene Specialists (CSSs).
2. Approximately two (2) months prior to when the FSB bid would go into effect, the Operations Review Section personnel shall publish the date of the patrolman's lieutenant, sergeant, officer, and Police Service Aide's (PSA) bids and the date the bid shall go into effect.
 - a. Department Supervisors and Police Service Aides (PSA)s personnel shall bid based on the following schedule:
 - For the lieutenant's bid, within three (3) weeks prior to the date of the officer patrolman's bid; and
 - i. Operations Review Section Lieutenant or their designee shall publish the results of the bid as soon as practical and
 - ii. For the sergeants and PSA's bid, within two (2) weeks prior to the date of the patrolman's officer bid.
 1. The Operations Review Section Lieutenant or their designee shall publish the results of the bids as soon as practicable.
 - b. Department personnel who will be absent on the date of the bid shall contact the Operations Review Section Manning Staffing Detective to notify them of their proxy no later than one (1) week prior to the date of the patrolman's bid.
3. The Operations Review Section Manning Staffing Detective shall publish a seniority roster through the Department's document management system for:
 - a. Lieutenants;
 - b. Sergeants;
 - c. Patrolman First Class;
 - d. Patrolman Second Class; and
 - e. Police Service Aide (PSAs).
4. Operations Review Section personnel shall publish a tentative bid schedule in the Department's document management system.
5. On the date of the bid:
 - a. In order of seniority, Department personnel shall select their duty assignment



- from the available options, ~~bid positions~~, and
- b. The Operations Review Section Manning Staffing Detective shall confirm and document their selection.
 - i. Once the duty assignment has been documented, the Operations Review Section Manning Staffing Detective shall be prohibited from changing the duty assignment.

6. The Operations Review Section Manning Staffing Detective shall compile the results from all ~~three~~ four (4) bids. ~~and~~ The Operations Review Section Sergeant shall publish them in a Department Special Order in the Department's document managing system.

~~C~~B. Bid Packet

1. ~~APD~~ The Department shall ensure that ~~officers~~ sworn personnel are familiar with the geographic areas they serve, including their issues, problems, and community leaders; that sworn personnel engage in problem identification and solving activities with the community members around the community's priorities; and ensure that sworn personnel work proactively with other City departments to address quality-of-life issues.

~~1.2.~~ Officers Sworn personnel shall complete the online Bid Packet within fourteen (14) calendar days of the bid taking effect.

~~2.~~ Supervisors shall review and approve the officer's personnel's entries.

3. Area Commanders shall ensure that all personnel have completed the bid packet consistent as outlined in with (See SOP Command Staff Responsibilities,

4. The online Bid Packet shall include:

- a. Problem-Oriented Policing Projects form;
- b. Area Command beat map;
- c. Neighborhood Association Contact List;
- d. Community Police Council Contact List;
- e. Emergency Notification Forms;
- f. Monthly form that designates community contact information; and
- g. For FSB sworn personnel only, Beat-beat summary form (for field services officers only).

5. Area commanders shall be responsible for ensuring updated area command beat maps, Neighborhood Association Association Contact contact Lists lists, and Community Police Council Contact contact Lists lists are emailed to Tech Services Unit personnel on a quarterly basis.



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- a. ~~Tech Services Unit personnel shall~~ update this information on a quarterly basis on the Department's APD Web/Protopage to ensure that officers personnel have the most ~~updated~~ up-to-date information available.
6. ~~FSB Patrol Sworn Personnel~~ shall complete the Beat and Area Command Familiarity Quiz ~~Beat Quiz~~ within twenty-eight (28) calendar days of the bid taking effect.
- a. ~~FSB Sergeants~~ shall review the Beat and Area Command Beat Familiarity Quiz for their squads, ~~and then email their squad quizzes to their watch commander~~ all of their squad's quizzes completion and accuracy. If the supervisors identify a deficiency, they shall counsel the officer on how to utilize the bid packet.
- i. ~~A supervisor shall document this deficiency shall be documented in an Interoffice Memorandum which shall be sent~~ it through the chain of command to the Officer's commander.
- a.b. ~~Watch commanders~~ shall be responsible for emailing Operations Review Section personnel ~~one (1) email which contains the quizzes and deficiency memorandum for their entire watch to~~ apsmanning@cabq.gov ~~apsmanning@cabq.gov~~ apdmanning@cabq.gov.

~~D. New Line Ups~~

~~New line ups indicating assignments and vehicle numbers shall be completed at least fourteen (14) calendar days before the bid is to take effect. Copies shall be forwarded to Operations Review, Emergency Communications Center (ECC), and Payroll.~~

~~E. Substation Keys~~

~~Department personnel who were given substations keys and are leaving the area command, at the start of the new bid, shall return the Keys shall remain in each area command. The Area cCommander shall collect the keys from personnel leaving to the area commander.~~