



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-12

Effective: 01/15/16 Review Due: 01/15/17 Replaces: 04/27/15

3-12 CHIEF'S STAFF

3-12-1 Rules and Responsibilities

A. Chief's Staff

1. Consists of professional civilian and sworn employees who are directly responsible to the Chief and who perform such duties as the Chief may assign.

2. Executive Assistant

Responsible for coordinating office services for the Chief and the Chief's Staff and maintaining the Chief's calendar.

3. Legal Advisor

Responsible for performing legal research and reviewing, interpreting, and preparing both written and oral opinions on legal matters involving the Albuquerque Police Department.