



ALBUQUERQUE POLICE DEPARTMENT  
ADMINISTRATIVE ORDERS

SOP 3-15

Effective: 01/13/16 Review Due: 01/13/17 Replaces: 04/27/15

## 3-15 SWORN PERSONNEL POSITIONS

### 3-15-1 Descriptions

#### A. Commander

1. Is assigned by the Chief of Police to this rank from sworn employees of the Department of the rank of lieutenant. On reassignment, such employees will return to their former permanent rank.
2. Is directly responsible to the deputy chief in charge of the bureau of their assignment, or if an Area Commander, to the respective Field Services Major. They are responsible for the direction, planning, and coordination of all functions of the division or section under their command.
3. Shall be responsible 24 hours per day, seven days a week, for the operation of their area command. During off-duty hours, they may designate a lieutenant as acting commander, but should notify the lieutenant of their location and be available at all times.
4. All Commanders are Division Heads and may issue reprimands and suspend an employee for 40 hours or less after informing the Chief of Police. Commanders are also authorized to allow an employee's immediate supervisor to issue a reprimand (written and oral) to an employee.

#### B. Police Lieutenant

A commanding officer who may supervise a section, unit, or area. A lieutenant performs administrative and supervisory duties under the direction of a commander or civilian equivalent.

#### C. Police Sergeant

1. Is a superior officer who may supervise personnel. A sergeant may also be designated as a commanding officer.
2. A sergeant supervises activities at an operational level under the direction of a lieutenant or civilian equivalent.

#### D. Police Officer

1. Personnel who are certified law enforcement officers through the New Mexico Department of Public Safety.
2. Police officers will be under the direct supervision of a sergeant or first-line supervisor.



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E. Reserve Officer

A part-time, unsalaried, certified civilian volunteer who has police authority while on duty and under the supervision of a sworn full-time officer.