



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-18

Effective: 01/14/16 Review Due: 01/14/17 Replaces: 06/22/15

3-18 TEMPORARY ASSIGNMENT/ACTIVITY

3-18-1 Policy

On occasion, it may be necessary to temporarily assign Department employees to a unit or activity other than their regular assignment to enhance the effective and efficient operation of the Department.

3-18-2 Rules

A. Eligible Positions

Employees in all units/teams/details are eligible for temporary assignment positions on an as needed basis.

B. Duration of Temporary Assignment

The length of a temporary assignment shall not exceed the time limits outlined in the current sworn/civilian collective bargaining agreements. The immediate supervisor of the temporary assignment will review the assignment on a weekly basis to determine if it should be continued, and/or made a permanent position.

C. Criteria for Selection of Employees for Temporary Assignments

Selection of employees to fill a temporary assignment will be based on the level of skill, and knowledge necessary to accomplish the goals and objectives of the assignment.

D. Selections

The manner in which employees are selected to fill a temporary assignment will be at the discretion of the Division Commander.