



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-51

Effective 9/5/17 Review Due: 9/5/18 Replaces: 5/6/16

3-51 DEPARTMENT ORDERS

3-51-1 Purpose

The purpose of this policy is to describe the Department's written directives and how they are approved and to notify department personnel of their duties and responsibilities under those written directives.

3-51-2 Policy

It is the policy of the Department to maintain a system of Department Orders and to provide for distribution, accountability, and control of such information. For information on the development of department policies, refer to SOP 3-52, Policy Development Process.

3-51-3 Definitions

A. Standard Operating Procedures (SOPs)

SOPs, whether described as "orders" or "directives," establish the Department's policies and procedures to be followed by sworn personnel as well as non-sworn department employees. The SOPs establish policies, procedures, and rules which have the potential to affect the entire Department and all sworn personnel. The SOPs are designed to delineate what is expected of each sworn officer when carrying out assigned duty responsibilities, as well as the Department as a whole. SOPs are intended to do so by clearly communicating standards and promoting accountability.

1. The SOPs for the Department consist of written directives issued by the Chief of Police. The directives all fall into one of eight categories: General Orders, Special Orders, Procedural Orders, Administrative Orders, Field Services Bureau Orders, Investigative Bureau Orders, Special Services Bureau Orders, and the Professional Accountability Bureau Orders. Once a written directive is issued, the directive shall remain in full force and effect until amended or rescinded by the Chief of Police. These directives are intended to establish policies, procedures, and/or rules, which affect the entire Department. Regardless of the subject area, the most recently-issued directives will be considered the most authoritative and as such must take precedence over all other previously-issued directives

B. Administrative Orders

Administrative orders provide department personnel with guidance in understanding the chain of command, in establishing lines of authority and accountability, and in implementing various procedures relating to the proper administration and function of the Department. They contain SOPs that are applicable to all sworn APD personnel and specifically relate to the administrative functions of the department. For example, the policy regarding duty assignments is found in this section.



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C. Administrative Support Bureau Orders

This chapter contains SOPs that exclusively relate to the Administrative Support Bureau. For example, the policy detailing the operation of the Inspections and Audit Unit is found in this section.

D. Field Services Bureau Orders

Field Services Bureau orders apply exclusively to the personnel assigned to the Field Services Bureau. These orders provide information on additional duties or circumstances one may encounter when assigned to this Bureau. For example, the policy on shoplifting is found in this section.

E. General Orders

General orders establish policies related to the core values and functions of the Department. They contain SOPs that are applicable to all sworn, nonsworn, and civilian APD personnel. For example, the policy on grooming standards is found in this section.

F. Investigative Bureau Orders

Investigative Bureau orders apply exclusively to the personnel assigned to the Investigative Bureau. These orders provide information on additional duties or circumstances one may encounter when assigned to this Bureau. For example, the policy detailing the functions of the Evidence Unit is found in this section.

G. Procedural Orders

Procedural orders establish the procedures used by sworn personnel to accomplish their duties, and they establish the procedures that will be followed by the Department in its overall operation of the policing function. For example, the policy regarding traffic stops is found in this section.

H. Professional Accountability Bureau Orders

Professional Accountability Bureau orders apply exclusively to the personnel assigned to the Professional Accountability Bureau. These orders provide information on additional duties or circumstances one may encounter when assigned to this Bureau. For example, the policy detailing the operation of the Internal Affairs Section will be found here.

I. Special Orders

Special orders are written directives issued at the department level for purposes of addressing and governing particular, specific situations. Changes to the SOP may be made in the form of special orders.



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J. Special Services Bureau Orders

Special Services Bureau orders apply exclusively to the personnel assigned to the Special Services Bureau. These orders provide information on additional duties or circumstances one may encounter when assigned to this Bureau. For example, the policy detailing the inner workings of the K-9 Unit is found in this section.

K. Definitions of Additional Orders Not Classified as SOPs

1. Personnel Orders

Personnel orders are orders used to reflect changes in personnel status, such as transfers and promotions. Such orders may also be issued when personnel are transferred from one activity to another or are promoted.

2. Memoranda

Memoranda are notices containing advisory information or announcements of a general nature or on specific topic.

3-51-4 Procedures

A. Authority for Issuing Department Orders

1. All written directives of the Department shall be issued only upon the approval of the Chief of Police.
2. All orders of the Department will conform to applicable federal, state, and local laws as well as to any current contracts and/or other governing instruments, such as memorandums of understanding to which the Department is a signatory.
3. The Chief may delegate the authority to issue specific types of directives. For example, the Chief may delegate authority to Deputy Chiefs so they may issue bureau directives or to the Human Resources coordinator of the Personnel Management Division so he or she may issue department personnel orders.

B. Access to and Adhering to Department Orders

1. All personnel of the Department are permitted access to Department orders on City intranet sites, as well as to the document distribution system.
2. All Department personnel are responsible and accountable for complying with Department orders.

C. Department Standard Operating Procedures (SOPs)

1. SOPs are categorized and organized into eight sections as mentioned above.



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2. In order to ensure that all Department personnel receive copies of new or revised SOPs, distribution will occur when the SOP Liaison uploads an SOP to the Department's document distribution system.
3. Each SOP will contain a date system that lists the effective date and the review date. An SOP does not expire at its review date.
4. Once available on the document distribution system and after notification that new SOP language requires review from their chain of command, personnel shall be required to review and then to electronically sign off on all documents and videos requiring their attention, indicating that they have reviewed them. Officers will review the document distribution system for new notifications at least once during their regular duty shift.
5. Employees may propose changes to existing policies, procedures, or rules, and they also may suggest new policies, procedures, or rules by submitting suggestions to the Office of Policy Analysis (OPA) or to the Standard Operating Procedure Review Committee (SOPRC).

D. Department Special Orders

1. Department Special Orders will receive unique numbers that shall be issued using the last two digits of the year followed by a hyphen and a sequential number beginning with "01", to be initiated for each calendar year starting on January 1. For example, Special Orders 15-01, 15-02, and 15-03 represent the first few special orders issued in 2015, beginning with the first order issued.
2. The following procedures govern the creation and publishing of a special order and the way it acquires a special order number.
 - a. The author of the document shall furnish the Chief's Staff with a copy of the document.
 - b. Chief's Staff personnel will then proof the document for correct grammar and proper format.
 - c. The document will be sent to City Legal for review when it pertains to changes to the SOP.
 - d. If necessary, corrections will be made and then the document will be returned to the order's author with an assigned special order number.
 - e. The author will then concur in the corrections. It is the responsibility of the author to make the corrections noted, as well as any other identified corrections. The author will then forward the document on to the Chief's administrative assistant who will present the document to the Chief for signature.
3. Number logs of special orders shall be maintained by the Operations Review Unit.
4. When a special order is used for a temporary change in the Department SOP, an expiration date will be included on the document indicating when that Special Order



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expires. Following the process for policy revision set forth in SOP 3-65, Policy Development Procedures, the SOP liaison will ensure that the content of the Special Order is incorporated into Department SOP prior to the expiration date.

5. The Chief's administrative assistant will maintain a chronological file of all original copies of Special Orders.
6. Distribution of Special Orders shall be accomplished using the Department's document distribution system
7. Distribution of mandatory-view videos shall also be accomplished by using the Department's document distribution system or another appropriate learning management system.

E. Department Personnel Orders

1. Personnel Orders and Circulars shall be prepared and numbered by the Personnel Management Division using the same system as outlined for Department Special Orders. For example, Personnel Orders 15-01, 15-02, and 15-03 represent the first few personnel orders or circulars issued in 2015, beginning with the first order issued.
2. The Personnel Management Division will make the appropriate distribution to department personnel and will maintain a file of original orders in its office for public inspection.

F. Department Memoranda

1. The procedures for publishing a memorandum will be the same as for Department special orders (see 3-20-3-C-2).
2. Numbers issued to memoranda by Chief's staff will follow the same system as outlined for Department Special Orders. For example, Memoranda 15-01, 15-02, and 15-03 represent the first few memoranda issued in 2015, beginning with the first memoranda issued.
3. The Chief's administrative assistant will make appropriate distribution to department personnel and will maintain a file of original memoranda.

G. Bureau Standard Operating Procedures

Bureau Standard Operating Procedures shall be maintained in each bureau and will utilize the same format as other Department manuals. The SOP Liaison will maintain a copy of each bureau's manual. When a bureau makes a change in its manual, the bureau will send a copy of the change to the SOP liaison. Revisions to bureau SOPs follow the process for policy development, as described in SOP 3-65, Policy Development Process.



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H. Bureau Directives

Bureau directives that change policy or procedures will be reviewed by the Policy and Procedures Review Board (PPRB) prior to publication, primarily to ensure that conflicts between bureau SOPs and Department SOPs do not occur.