



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE SUPPORT BUREAU ORDERS

SOP 8-1

Effective: 01/14/16 Review Due: 01/14/17 Replaces: 06/11/15

8-1 PLANNING DIVISION

8-1-1 Mission

The mission of the Planning Division is to support the administration of the Department in providing effective and efficient delivery of police services to the community.

8-1-2 Goals

- A. Provide information to Department administration to assist with decision-making.
- B. Manage the Department's Capital Improvement Projects and associated construction projects.
- C. Develop innovative grant proposals and administer programmatic elements of grants.
- D. Ensure that grant purchases comply with all grant conditions specified by the grantor, including sole source purchases.
- E. Develop and facilitate the Department's strategic plan.
- F. Act as a liaison with other City departments, boards, and commissions.

8-1-3 Rules and Responsibilities

A. Organization

The Planning Division is part of the Administrative Support Bureau and is under the supervision of the Executive Director. The Division functions as the research, planning, CIP administration, and grants management component of the Department. The Division is responsible for developing and administering the Department's strategic plan; administering the Department's Capital Improvement Program; preparing grant applications and coordinating grant programmatic activities; coordinating and preparing Departmental publications; providing staff assistance and/or representation of task forces and committees, and developing proposals and alternatives for management review.

B. Planning Division Manager

- 1. Reports directly to the Executive Director of the Administrative Support Bureau.
- 2. Oversees all long and short range planning activities.
- 3. Provides highly complex planning support as the project manager for Department design and construction projects.



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4. Directs, develops and administers the Department's Capital Improvement Program and Component Capital Improvement Programs.
5. Directs and organizes the Department's strategic plan and coordinates with the City's planning efforts.
6. Initiates projects.
7. Prepares and administers all programmatic aspects of the Department's grant programs.
8. Oversees the creation of the Department's annual report, monthly report and other Department publications.
9. Reviews staff assignments before their distribution/presentation.
10. Attends official meetings at the request of the administration.
11. Approves leave requests.
12. Prepares Legislation and Executive Communications (ECs) and routes documents through the signature process.
13. Prepares and reviews employee work plans for Division staff.
14. Assists the Executive Director with USDOJ related projects and/or activities.
15. Prepares and manages the Department's performance measures and priority objectives.
16. To ensure manageable workloads, assignments will be made and coordinated through the Division Manager. Staff members should not accept assignments from other Department members without approval from the Division Manager.

C. Grants Manager / Planning Section Head

1. Supervises the daily activities of Planning Section employees.
2. Oversees the fiscal and programmatic administration for local, state and federal grants.
3. Prepares, oversees and insures the timely submission of reports for local, state and federal grants.
4. Acts as Department liaison with bureaus, divisions and units within the Albuquerque Police Department, as well as other City departments, other police departments, and the professional community.



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5. Maintains files of past and current projects and grant proposals.
6. Prepares and reviews employee work plans for all Section staff.
7. Assists with accounting processes for Capital Improvement Projects.
8. Enters and updates pertinent data into APD Planning APD Grants, and other relevant Sharepoint sites.
9. Approves leave requests for Management Analyst I.

D. Management Analyst

1. Gathers and analyzes data and creates reports for the purposes of fulfilling local, state and federal grant reporting requirements.
2. Maintains files of past and current projects and grant proposals.
3. Enters and updates pertinent data into APD Planning APD Grants, and other relevant Sharepoint sites.
4. Prepares requisitions for office supplies.
5. Performs other duties as necessary or assigned.
6. Manages a grants workload and is responsible for the fiscal and programmatic administration of local, state, and federal grants.

E. Planning Administration

1. The Manager of the Planning Division will serve as the planning administrator. The planning administrator will:
 - a. Collaborate with Department staff to develop the department's Five Year Strategic Plan and maintain its viability via hard copy and the companion Sharepoint site.
 - b. Develop and collect other strategic objectives, goals, and performance plans as necessary.
 - c. Analyze and evaluate policies, procedures, and operations of the Department.



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F. Capital Improvement Projects

1. Capital Improvement Projects Administrator

- a. The Manager of the Planning Division serves as Capital Improvement Project (CIP) administrator.
- b. The CIP Administrator will:
 - i. Be responsible for overseeing the entire CIP process and managing the activities of the CIP program.
 - ii. Present project requests to the Chief of Police for approval.
 - iii. Provide approval of the scope for all CIP projects.
 - iv. Ensure that materials meet the scope of particular projects.
 - v. Serve as the Department's representative in the City's CIP process.
 - vi. Maintain detailed and accurate accounting records for all Department CIP accounts.
 - vii. Reconcile CIP accounts to the general ledger and maintain detailed accounting records for departmental CIP activity.

2. Capital Improvement Projects Coordinator

- a. The Planning Section Head serves as the CIP Coordinator and assists the Planning Manager in the administration of CIP funds. The CIP Coordinator assists with purchasing and accounting activities related to the CIP program.
- b. The CIP Coordinator will:
 - i. Assist in the management of the day-to-day activities of the department's CIP projects.
 - ii. Submit requisitions to the City Capital Implementation Program and the Purchasing department.
 - iii. Release CIP invoices for payment.
 - iv. Scan APD CIP documents and attach them to the APD Planning Sharepoint site.
 - v. Coordinate with the Property and Inventory Units to ensure that unit staff is aware of equipment purchased with grant funds.
 - vi. Approve and process requisitions for material after approval by the CIP Administrator and the Chief of Police.
 - vii. Obtain cost estimates and justifications for purchases.
 - viii. Draft requests for proposals and recommend consultants for assistance in large-scale projects.

G. Grant Administration

1. Grant Program Administrator

- a. The Manager of the Planning Division serves as the administrator of all programmatic activities relative to all department grants.



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- b. The grant program administrator will:
 - i. Continually research grant funding areas at the federal, state and local level, including private foundations.
 - ii. Coordinate the identification of potential grant-funded programs with department administration.
 - iii. Provide overall direction in the development of grant applications.
 - iv. Provide programmatic scope interpretations regarding funding requests in existing grant programs.
 - v. Follow the guidelines outlined in the City of Albuquerque's Procedures for Applying and Implementing Federal and State Grants (6/2012).
 - vi. Ensure that grant purchases comply with all grant conditions specified by the grantor, including sole source purchases.
 - vii. Administer the evaluation of efficiency and effectiveness of grant programs to include site audits of subgrantee awards.

2. Grants Manager

- a. The Planning Section Head serves as the grants manager.
- b. The grants manager will:
 - i. Coordinate/oversee grant-related fiscal activities.
 - ii. Oversee the grant accounting process and direct the activities of the Management Analyst I staff.
 - iii. Assign grant awards to Management Analyst I staff.

3. Management Analyst

- a. Management Analyst I staff of the Planning Section serve as the primary administrators of grant awards.
- b. Management Analyst I staff will:
 - i. Be responsible for programmatic elements of the grants throughout the grant period in conjunction with a representative from the Unit that receives the grant.
 - ii. Be responsible for all grant and City requirements pertaining to grant accounting and reporting.
 - iii. Provide support to the Grants Manager and Planning Division Manager by providing reports on the status of their assigned grants.
 - iv. Enter grant activity into the APD Grants Sharepoint site.