1-71 OPERATIONS REVIEW SECTION

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

1-12 Volunteer and Internship Programs (Formerly 1-45)
1-25 Chaplain Unit
1-78 Police Service Aide Program (Formerly 4-6)
2-5 Department Vehicles (Formerly 1-19)
2-35 Emergency Response Team (ERT) (Formerly 2-29)
3-17 Duty Assignments and Transfers (Formerly 3-55)
3-21 Scheduled and Unscheduled Leave (Formerly 3-72)
3-25 Bid Process (Formerly 2-10 and 4-11)

B. Form(s)

None

C. Other Resource(s)

None

D. Rescinded Special Order(s)

None

1-71-1 Purpose

The purpose of this policy is to outline the rules and responsibilities of the Albuquerque Police Department's (Department) Operations Review Section.

1-71-2 Policy

It is the policy of the Department's Operations Review Section to identify, facilitate, coordinate, and oversee the efficiency of Department operations.

N/A

1-71-3 Definitions

None

N/A

1-71-4 Operations Review Section Generally

A. The Operations Review Section is comprised of:

1. Chaplain Unit;

2. Emergency Response Team (ERT);
3. Fleet Management;
4. Internship Program;
5. Police Service Aide (PSA) Program;
6. Staffing Management; and
7. Volunteer Program.

7 **1-71-5 Duty Assignment Responsibilities**

A. Operations Review Section personnel shall:

1. Maintain files and tracking of fuel usage;
2. Maintain an FSB manpower allocation record;
3. Distribute and review fleet crash report paperwork;
4. Oversee equipment installation into police vehicles;
5. Coordinate and facilitate ERT training;
6. Facilitate and coordinate transfers of Department personnel;
7. Coordinate the Volunteer, Internship, and Chaplain Programs;
8. Issue and maintain access control for all Department-issued keycards; and
9. Assign and maintain a record of all parking spots at the Law Enforcement Center.

N/A B. Chaplain Unit

Chaplain Unit personnel shall follow the procedures outlined in SOP Chaplain Unit (refer to SOP Chaplain Unit for sanction classifications and additional duties).

6 C. Emergency Response Team (ERT)

1. Operations Review Section personnel who oversee ERT shall:

N/A

a. Follow the procedures outlined in SOP Emergency Response Team (refer to SOP Emergency Response Team for sanction classifications and additional duties);
b. Coordinate training with Federal Emergency Management Agency (FEMA);
c. Respond to ERT call-outs;
d. Completed ERT call-out cost analysis;
e. Manage training data;
f. Complete Department ERT updates;
g. Attend monthly ERT supervisor's meeting; and
h. Manage ERT resources, including:
    i. Chemical munitions and equipment;
    ii. Vehicles; and
    iii. Staffing.

D. Facility Access

1. When a new Department employee needs a new facility access keycard, they shall email APDkeycards@cabq.gov to set up an appointment with Operations Review Section personnel.
    a. Operations Review Section personnel shall:
        i. Have the employee fill out the request form for a new facility access keycard;
        ii. Create a new profile in the facility access keycard system; and
        iii. Grant the employee access to the Department facility to which they are assigned.
            1. If an employee requires access to additional Department facilities, they shall ask their immediate supervisor to contact Operations Review Section personnel to modify their access.
    b. When an employee is no longer employed with the Department, Operations Review Section personnel shall retrieve the employee's facility access keycard and shall remove their access to all Department facilities in the employee's facility access keycard system profile.

2. Parking

    a. Department personnel shall adhere to the parking requirements outlined in SOP Department vehicles.
    b. Operations Review Section personnel shall maintain a record of assigned parking spots for Department personnel who park at the Law Enforcement Center.

E. Fleet Management

1. The Fleet Coordinator shall:

N/A

a. Follow the procedures outlined in SOP Department Vehicles (refer to SOP Department Vehicles for sanction classifications and additional duties);
b. Be responsible for the administration of the Department's fleet services program, including:
   i. Monitoring vehicle maintenance and preparation costs; and
   ii. Maintaining vehicle inventory records and the assignment of vehicles.
c. Serve as the Department liaison to the City of Albuquerque Pino Yards to ensure that Department-issued vehicles are in safe and proper working order;
d. Be responsible for monitoring the Vehicle Maintenance Program;
e. Maintain vehicle inventory records for the Department's fleet;
f. Replace vehicles based on:
   i. The current vehicle mileage; and
   ii. The current overall condition of the vehicle.

2. The Fleet Coordinator shall oversee the Vehicle Assignment Program by:

   a. Engaging in an equitable, consistent, and rotational vehicle assignment process that is based upon vehicle mileage and sworn personnel seniority.
   b. Assigning new vehicles to sworn personnel as follows:
      i. Sworn personnel with vehicles in the high mileage category based on officer seniority; and
      ii. Sworn personnel with vehicles in the mid mileage category based on officer seniority.
   c. Identifying vehicle mileage ranges according to the status of the current fleet;
   d. Categorizing the entire fleet in three (3) mileage ranges:
      i. High mileage range;
      ii. Mid mileage range; and
      iii. Low mileage range.
   e. Identifying the number of vehicles within each mileage range; and
   f. Identifying sworn personnel assigned to vehicles within each range.

3. The Operations Review Section Lieutenant shall have the discretion to assign Department-issued vehicles to Department personnel based on overall Department needs.

N/A

F. Internship Program

Operations Review Section personnel who oversee and manage the Internship Program shall follow the procedures outlined in SOP Volunteer and Internship Programs (refer to SOP Volunteer and Internship Programs for sanction classifications and additional duties).

N/A G. Police Service Aide (PSA) Program

Operations Review Section personnel who oversee and manage the PSA Program shall follow the procedures outlined in SOP Police Service Aide (PSA) Program (refer to SOP Police Service Aide (PSA) Program for sanction classifications and additional duties).

N/A H. Staffing Management

1. Operations Review Section personnel who perform staffing management responsibilities shall follow the procedures outlined in:

   a. SOP Duty Assignments and Transfers (refer to SOP Duty Assignments and Transfers for sanction classifications and additional duties);
   b. SOP Scheduled and Unscheduled Leave (refer to SOP Scheduled and Unscheduled Leave for sanction classifications and additional duties);
   c. SOP Bid Process (refer to SOP Bid Process for sanction classifications and additional duties).

N/A I. Volunteer Program

Operations Review Section personnel who oversee and manage the Volunteer Program shall follow the procedures outlined in SOP Volunteer and Internship Programs (refer to SOP Volunteer and Internship Programs for sanction classifications and additional duties).