



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-5

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

3-5 ADMINISTRATIVE SUPPORT BUREAU

3-5-1 Rules

A. Records Section

1. The Department policy is to provide an efficient and reliable reporting system and to report and record significant incidents that come to the Department's attention.

2. Central Records Processing Unit

The Unit is responsible for receiving, processing, distributing, filing and retrieving APD and BCSO reports and is the records repository for all official APD and BCSO reports.

3. Report Review Unit

The Unit is responsible for the intake and initial processing of all APD and BCSO reports and is responsible for all NCIC entries for stolen property including missing persons.

4. Police/General Information Unit

The Unit is responsible for writing APD and BCSO reports initiated by citizens and processes requests from citizens and businesses requesting official copies of APD and BCSO reports, as well as assisting the public with general referral information.

5. Officer Services Unit

The Unit is responsible for researching and providing APD and BCSO reports requested by law enforcement agencies.

6. Imaging Unit

The Unit processes all official APD and BCSO reports for the Department's optical imaging system and processes requests from other units within the Police Department to microfilm documents that must be retained.

7. Data Entry Unit

The Unit is responsible for the input and updating of all APD and BCSO reports into the automated records management system.



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8. Uniform Crime Report Unit (UCR)

The Unit is responsible for processing crime statistics for the FBI Uniform Crime Report and other official Department crime statistics.

9. Telephone Report Unit (TRU)

The Unit is responsible for taking calls and writing APD reports to serve as an alternative call response that offers the availability for the public to file an APD report on an incident that does not require the presence of an officer.

10. Alarm Ordinance Unit

This Unit is responsible for the issuance of commercial and residential alarm permits and the maintenance of alarm permit records by the City of Albuquerque's Alarm Ordinance. This Unit is also responsible for the billing and collection of false alarm fines as stipulated in the Alarm Ordinance.

11. Court Services Section

The Section is responsible for reviewing felony cases for clarity and property documentation and the orderly flow of information to and from the District Attorney's Office. Prepares non-record criminal and traffic cases for prosecution in Metropolitan Court, and notifies officers concerning the schedule of their cases.

B. Fiscal Division

1. Fiscal Section

This Section is responsible for the efficient and effective management of the Department's financial resources by City ordinances and regulations, pertinent federal and state statutes, and regulations, and accepted financial management principles. This encompasses various responsibilities that include budget preparation and monitoring, accounting, purchasing, contract management, travel management and building maintenance coordination.

2. Property Unit

This unit is responsible for the acquisition and inventory maintenance of Department property items issued to individual officer/employees, and ensuring that Department property is in a state of operational readiness. The unit is responsible for inventory maintenance of all Department fixed assets, and the disposal of obsolete property items and fixed assets by city and state statutes and regulations.



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3. Chief's Time Unit

This Unit is responsible for the administration of the Chief's Time Program. This includes the maintenance of monthly officer sign-up and participation list, preparation of assignment work orders, monitoring of vendor account receivables, review and submittal of officer overtime slips and maintenance of officer participation and vendor usage records.

C. Planning Division

1. This division functions as the research, planning, and evaluation component of the Department. This Division is responsible for developing and administering the Department's long-range planning activities, administering the Department's CIP budget, coordinating federal and state grant applications, and monitoring the programmatic activities of grant funded programs. The Division coordinates and prepares Departmental publications, providing staff assistance and/or representation on task forces/committees and developing proposals and alternatives for management review.

2. Capital Improvement Projects

The Albuquerque Police Department provides a proper administration of all Capital Improvement Projects. The CIP Unit is composed of the CIP Administrator, CIP Coordinator, and the Project Manager.

3. Grant Administration

a. The Albuquerque Police Department coordinates and monitors all grant applications that apply to the Department through a Grant Coordinator. This shall include all federal, state, local, and private sector grants.

b. Grant Coordinator

The director of the Planning Division serves as the Grant Coordinator. The Grant Coordinator is responsible for overseeing the entire grant process and directing the activities of the grant manager. The Grant Coordinator will:

- Provide preliminary approval of the grant application.
- Provide assistance to the Grant Manager or other members of the Department interested in grants.
- Assists in identifying potential grants that are available to the Department.
- Ensure all requirements are met for the application processing and disbursement of grants.



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c. Grant Manager

A person responsible for the administration of a particular grant, from inception to completion. A Grant Manager will provide by the unit requesting and/or receiving grant assistance. A Grant Manager will:

- Obtain preliminary approval if all grants from the Grant Coordinator.
- Be responsible for the development and/or update of grant applications and/or grant specifications.
- Be responsible for following the grant application through the entire process. This shall include:
 - o Adherence to all grant requirements
 - o Adherence to city requirements and regulations.
 - o Adherence to third party requirements and regulation, i.e., federal, state, or private organization requirements.
- Prepare written reports to the Grant Coordinator and other authorities involved in the process and disbursement of grants prescribed by the Grant Coordinator. This will include the administration and implementation of grants received, i.e., all status reports, bookkeeping, and prescribed evaluations.
- Be responsible for the completed grant's archiving.

D. Inspections and Audit Unit

This unit is responsible for conducting staff inspections and audits on all organizational components within the Department.

E. Standard Operating Procedures Liaison

The SOP liaison is responsible for maintaining the Department Standard Operating Procedures manuals, distributing any revision that affects such manuals, and reviewing the SOP for the purpose of purging, updating and revising the SOP. Also responsible for reviewing the SOP for changes in law, Memorandums of Understanding and Union Contracts.

F. Human Resources Division

1. The Division is responsible for all functions about Department personnel records, and payroll.



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2. Personnel/Payroll Section

The Section is responsible for organizing, monitoring, and data entry of payroll documents to ensure timely and correct payment of Department personnel for maintaining records relating to the compensation process set forth by policies and procedures governing the City of Albuquerque and the Department; for assuring compliance with the City Merit Ordinance, Rules and Regulations, SOP, and Collective Bargaining Agreement as they apply to personnel and payroll; for developing, preparing and maintaining employment statistics; for responding to surveys and letters regarding personnel information; for processing all pertinent Department documents associated with City Risk Management issues; for monitoring all Modified Duty assignments; and for serving as a liaison with other City departments involving payroll and personnel related business.

3. EEM Coordinator

The manager is responsible for responding to employee complaints and/or for the referral of employees to the appropriate place for their specific complaints; for working with the Legal Department and the Employee Equity Office in coordinating interview for investigations, assisting in actual interviews and providing responses to EEOC complaints; and for preparing and maintaining Affirmative Action statistics.