



ALBUQUERQUE POLICE DEPARTMENT  
ADMINISTRATIVE ORDERS

SOP 3-11 (Formerly 3-02 and 3-2)

Effective: 05/02/22 Review: 05/02/23 Replaces: 09/06/17

### 3-11 COMMAND STAFF RESPONSIBILITIES

#### Related SOP(s), Form(s), Other Resources, and Rescinded Special Order(s):

A. Related SOP(s)

[3-25 Bid/Transfers](#)

B. Form(s)

None

C. Other Resource(s)

City of Albuquerque Personnel Rules and Regulations  
*United States of America v. City of Albuquerque*, No. 1:14-cv-01025 – Document 465-1 (D.N.M. 2019)

D. Rescinded Special Order(s)

None

#### 3-11-1 Purpose

The purpose of this policy is to describe the roles and responsibilities of command staff from the rank of Deputy Commander to the Chief of Police.

#### 3-11-2 Policy

It is the policy of the Albuquerque Police Department (Department) for the command staff to assist the Chief of Police with the management of the Department, including its day-to-day operations, supporting the Department's mission and vision statements, promoting community policing, and upholding the Department's core values of integrity, respect, fairness, and pride.

N/A

#### 3-11-3 Definitions

A. Commander

A sworn officer who is responsible for a specific geographical area within the City of Albuquerque or division, and who is in charge of the field officers, investigative units, and other operations within their command.

B. Deputy Commander

A sworn officer who is responsible for assisting Commanders with administrative and operational duties associated with their assigned divisions and who holds authority



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over Department personnel at the rank of lieutenant, sergeant, or officer, or a civilian-equivalent at the rank of lieutenant, sergeant, or officer.

**3-11-4 Procedures**

**N/A** A. Appointments

1. Chief of Police

- a. The Chief of Police is appointed by the Mayor of the City of Albuquerque and is directly responsible to the Chief Administrative Officer for the efficient conduct and operation of the Department.
- b. The Chief of Police shall assign sworn personnel to the following ranks, consistent with City of Albuquerque Personnel Rules and Regulations:
  - i. Deputy Chief;
  - ii. Chief of Staff;
  - iii. Deputy Chief of Staff;
  - iv. Commander; and
  - v. Deputy Commander.

2. Superintendent of Police Reform and Deputy Chief Administrative Officer (Superintendent)

- a. The Superintendent is appointed by the Mayor of the City of Albuquerque and is directly responsible to the Chief Administrative Officer and shall work with the Chief of Police on all aspects of the Court-Approved Settlement Agreement (CASA).

3. Chain of Command

- a. The chain of command is defined by the Department's organizational chart as approved by the Chief of Police.

4. When a Deputy Chief, Chief of Staff, Deputy Chief of Staff, Commander, or Deputy Commander is unable to perform their duties due to, for example, vacation, illness, etc., they shall designate a temporary replacement to fulfill this responsibility.

- a. When a member of the command staff is unable to designate a temporary replacement before they are unable to perform their duties, their supervisor shall designate the temporary replacement.

5. If the Chief of Police becomes incapacitated through illness, injury, death, or the Chief of Police is absent from the City of Albuquerque for any reason, the First Deputy Chief or the next designated Deputy Chief as defined by the Department's most current organizational chart shall assume command.

**6** B. Delegation and Command



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1. Incident Commander

- a. Unless specifically designated in Department Standard Operating Procedures (SOP), when the needs of an ongoing incident or operation require personnel from different commands to function as a single unit with a common goal, the person in command of that combined force shall be the on-scene ranking officer of the unit with overall responsibility for the outcome of the operation and will be designated as the Incident Commander.
- b. The affected Deputy Chief or Area Commander shall resolve conflicts in command responsibilities during emergency operations within their area of responsibility.
  - i. The ranking officer may, in turn, designate a subordinate officer and authorize them to act in the capacity of a field Commander. If such designation is made, the person relinquishing authority shall notify the supervisors of the various units to clarify who has the authority to direct operations.
- c. When using specialized units, to the greatest extent possible, the Incident Commander shall strive to support the specialized unit with personnel and resources sufficient to attain the specialized unit's objective.

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C. Department Operations Responsibility During Non-Business Hours

1. The Chief of Police or their designee shall create a roster of command staff placed in rotation to serve as the on-call Duty Chief.
2. All Deputy Chiefs and Commanders shall be responsible for operations and incidents within their Bureaus, area commands, or divisions twenty-four (24) hours a day.
3. The Duty Chief shall:
  - a. As the designated Duty Chief, be responsible for the operations of the Department during non-business hours;
  - b. Be assigned using a monthly on-call duty roster; and
  - c. Respond to major critical incidents in order to supervise overall incident management.

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**3-11-5 General Expectations of Command Staff**

A. Chief of Police

1. The Chief of Police shall:
  - a. Be responsible for the assignment and reassignment of all Department personnel and the efficiency, discipline, general conduct, and appearance of such personnel; and





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a copy of the Court-Approved Settlement Agreement (CASA), and shall provide guidance and explanations regarding these expectations, as necessary; and

- a. Commanders shall monitor the performance of sworn personnel under their direct command to ensure compliance with these expectations, including all Department SOPs, federal and state laws, municipal ordinances, and all components of the CASA through training, supervision, and discipline where appropriate.
5. Promote community policing within their area commands. A Commander shall lead by example by communicating with community members (e.g., residential, business, civic, religious, Community Policing Councils, and other groups) and other city Departments to address issues and priorities within their area.
- a. Through communications with community members and City Departments, Commanders shall identify issues within their areas that impact quality of life for community members and for which law enforcement activity may be an appropriate solution.
  - b. Commanders shall plan and implement strategies for addressing the identified issues with copies to their Deputy Chief.
  - c. Commanders shall inform the contributing community members of the implementation plan and contact them at an appropriate time after implementation for feedback on effectiveness in addressing the issue.
    - i. Based on the feedback, the Commander may alter or discontinue the strategy.
    - ii. Where the Commander determines that law enforcement activities may not be the only or best solution to the issue, the Commander shall collaborate with other city Departments for solutions or a multi-Department approach.
  - d. Commanders shall ensure that sworn, uniformed personnel under their direct command attend community meetings and events as part of the Department's ongoing community outreach.
  - e. Commanders shall ensure that sworn, uniformed personnel attend community meetings in uniform. Commanders shall document in the appropriate databases that the Department designates the following information:
    - i. Time and date of attendance;
    - ii. Duration of meeting; and
    - iii. Issues, concerns and or any positive input provided by community members.
- D. A Deputy Commander shall perform any other duties deemed necessary, including management of sworn and civilian personnel, as assigned by the Chief of Police or their Commander.