



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-15 (Formerly 3-11)

Effective: 02/14/2023 Review: 02/14/2024 Replaces: 09/13/2021

3-15 SWORN PERSONNEL POSITIONS AND SENIORITY

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

[3-11 Command Staff Responsibilities \(Formerly 3-02 and 3-2\)](#)

B. Form(s)

None

C. Other Resource(s)

City of Albuquerque and Albuquerque Police Officers' Association Collective Bargaining Agreement (CBA)

D. Rescinded Special Order(s)

None

3-15-1 Purpose

The purpose of this policy to establish ranks and recognize seniority among Albuquerque Police Department (Department) sworn personnel based upon the current Collective Bargaining Agreement (CBA) between the City of Albuquerque and the Albuquerque Police Officers' Association (APOA).

3-15-2 Policy

It is the policy of the Department to establish seniority among the ranks of all sworn personnel based upon the current CBA.

N/A 3-15-3 Definitions

A. Department Seniority

The relative position of an employee to all other employees within the same rank in the Department. Furthermore, "Department Seniority" is seniority in rank or the position of Department personnel in relationship to other personnel of the same rank.

B. First-line Supervisor

An officer that has completed the first-line supervisor training and acts in a supervisory capacity.

C. Order of Precedence



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The sequential ranking of positions among Department personnel.

N/A 3-15-4 Sworn CBA Personnel Positions

- A. Department personnel shall refer to SOP Command Staff Responsibilities for positions above a Lieutenant.
- B. A Lieutenant:
 - 1. Is a commanding supervisor who oversees an area command, a watch, a section, or a unit; and
 - 2. Performs administrative and supervisory duties under the direction of a Commander or their designee.
- B. A Sergeant:
 - 1. Is a first-line supervisor who is authorized to supervise a unit or team of personnel; and
 - a. A Sergeant may also be designated as a commanding supervisor.
 - 2. Supervises activities at an operational level under the direction of a Commander, Lieutenant or their designee.
- C. An Officer:
 - 1. Is certified as a law enforcement officer through the New Mexico Department of Public Safety (DPS); and
 - 2. Is under the direct supervision of a sergeant or first-line supervisor.

N/A 3-15-5 Seniority

- A. Seniority is determined by:
 - 1. Continuous service time in rank;
 - 2. Continuous service with the Department;
 - 3. Initial date of hire with the City of Albuquerque, if sworn personnel were employed by the Department prior to the beginning of sworn personnel's cadet class; and
 - a. All those hired at the beginning of a cadet/lateral class are ranked by academic standing upon graduation.



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b. Time acquired by those pre-hired for the purpose of Department employment until such time as an Academy Division class begins will not count towards class rank/seniority.

4. Terms specified in the current CBA.

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C. Order of Precedence

1. Department personnel of the same rank shall take precedence according to the date of their appointment to their respective rank or grade.

a. In the event of a tie, seniority is determined by class rank.

2. Among sworn personnel who are assigned to the Field Services Bureau (FSB) or who are investigators, the positions of patrol officer second class and patrol officer first class are separate ranks.

3. Where two (2) or more employees are working together on the same assignment and are of equal rank, seniority shall not be exercised unless one (1) employee has been designated as being in command by a supervisor or is a first-line supervisor.