



ALBUQUERQUE POLICE DEPARTMENT  
ADMINISTRATIVE ORDERS

SOP 3-25 (Formerly 2-10 and 4-11) Effective: 11/06/2022 Review: 11/06/2023 Replaces: 12/11/2019

### 3-25 BID PROCESS

#### Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

[3-11 Command Staff Responsibilities \(Formerly 3-02 and 3-2\)](#)  
[3-15 Sworn Personnel Positions and Seniority \(Formerly 3-11\)](#)

B. Form(s)

[PD 3019 Beat and Area Command Familiarity Quiz](#)  
[PD 3120 Problem-Oriented Policing Projects](#)

C. Other Resource(s)

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

D. Rescinded Special Order(s)

None

#### 3-25-1 Purpose

It is the purpose of this policy to outline the Albuquerque Police Department's (Department) bid process for sworn personnel, consistent with the current collective bargaining agreement (CBA) between the City of Albuquerque and the Albuquerque Police Officers' Association.

#### 3-25-2 Policy

It is the policy of the Department to conduct a City-wide bid that is based on seniority, consistent with the current CBA.

#### N/A 3-25-3 Definitions

A. Bid

The process by which eligible Department personnel select their duty assignment for the next year based on seniority, consistent with SOP Sworn Personnel Positions and Seniority, and the CBA.

B. Proxy

A Department employee who represents an employee who is absent during the bid process who is of an equal or a higher rank.



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**7** 3-25-4 Rules

A. Bid Process

1. Consistent with the CBA, the Department shall conduct a City-wide bid:
  - a. Every twelve (12) months for Field Services Bureau (FSB) personnel; and
  - b. Every six (6) months for Metro Traffic Division sworn personnel, Open Space Section sworn personnel, Aviation Division sworn personnel, and CSSs.
2. Approximately two (2) months before the FSB bid will go into effect, Operations Review Section personnel shall publish the date of the Lieutenant, Sergeant, Officer, and Police Service Aides' (PSA) bids and the date the bid shall go into effect.
  - a. Supervisors and PSA shall bid based on the following schedule:
    - i. For the Lieutenant's bid, within three (3) weeks before the date of the Officer bid; and
    - ii. For the Sergeants and PSAs' bids, within two (2) weeks before the date of the Officers' bid.
      1. The Operations Review Section Lieutenant or their designee shall publish the results of the bids as soon as practicable.
  - b. Department personnel who will be absent on the date of the bid shall contact the Operations Review Section Staffing Detective to notify them of their proxy no later than one (1) week before the date of the bid.
3. The Operations Review Section Staffing Detective shall publish a seniority roster through the Department's document management system for:
  - a. Lieutenants;
  - b. Sergeants;
  - c. Patrolmen First Class (P1/C);
  - d. Patrolmen Second Class (P2/C); and
  - e. PSAs.
4. Operations Review Section personnel shall publish a tentative bid schedule in the Department's document management system.
5. On the date of the bid:
  - a. Department personnel shall select their duty assignment from the available options in order of seniority;
  - b. The Operations Review Section Staffing Detective shall:
    - i. Confirm and document the Department employees' selections;
    - ii. Once the duty assignment has been documented, be prohibited from changing the duty assignment; and

N/A



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- iii. Compile the results from all four (4) bids.
- c. The Operations Review Section Sergeant shall publish the results of the bid in a Department Special Order in the Department's document managing system.

B. Bid Packet

1. Supervisors shall ensure that sworn personnel:
  - a. Are familiar with the geographic areas they serve, including their issues, problems, and community leaders;
  - b. Engage in problem identification and solving activities with the community members around the community's priorities; and
  - c. Work proactively with other City departments to address quality-of-life issues.
2. Sworn personnel from the rank of Lieutenant to P2/C shall complete the online bid packet within fourteen (14) calendar days of the bid taking effect.
3. Area commanders shall ensure that all Department personnel have completed the bid packet as outlined in SOP Command Staff Responsibilities (refer to SOP Command Staff Responsibilities for sanction classifications and additional duties).
4. The online bid packet shall include:
  - a. Problem-Oriented Policing Projects form;
  - b. Area command beat map;
  - c. A map that indicates areas with the highest amount of mental health calls for service;
    - i. Supervisors shall assign Enhanced Crisis Intervention Team (ECIT) sworn personnel to the beat or beat closest to the areas indicated in this map.
  - d. Neighborhood Association contact list;
  - e. Community Policing Council (CPC) contact list;
  - f. Emergency notification forms;
  - g. A monthly form that designates community contact information; and
  - h. For FSB sworn personnel only, the beat summary form.
5. Area commanders shall be responsible for ensuring that updated area command beat maps, Neighborhood Association contact lists, and CPC contact lists are emailed to Tech Services Unit personnel on a quarterly basis.
  - a. Tech Services Unit personnel shall update the area command beat maps, Neighborhood Association contact lists, and CPC contact lists on a quarterly basis on the Department's APD Web/Protopage to ensure that Department personnel have the most up-to-date information available.
6. FSB sworn personnel shall complete the Beat and Area Command Familiarity Quiz within twenty-eight (28) calendar days of the bid taking effect.

N/A



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- a. FSB Sergeants shall review the Beat and Area Command Familiarity Quiz for their employees, then email their employee's Beat and Area Command Familiarity quizzes to their watch commander. If the FSB Sergeant identifies a deficiency, they shall counsel their officer on how to use the bid packet.
  - i. FSB Sergeants shall document the deficiency in an Interoffice Memorandum and send it through the chain of command to the officer's commander.
- b. Watch commanders shall be responsible for emailing Operations Review Section personnel one (1) email that contains the Beat and Area Command Familiarity quizzes and the Interoffice Memorandum documenting the deficiency for their entire watch to [apdmanning@cabq.gov](mailto:apdmanning@cabq.gov).