



ALBUQUERQUE POLICE DEPARTMENT  
ADMINISTRATIVE ORDERS

SOP 3-25 (Formerly 4-11)

Effective: 12/11/19 Review: 12/11/20 Replaces: 01/15/16

## 3-25 BID/TRANSFERS

### Related SOP(s):

[3-11 Command Staff Responsibilities](#)

### 3-25-1 Purpose

It is the purpose of the Department to conduct a bid among field services personnel in accordance with the Labor Management Agreement.

### 3-25-2 Policy

It is the policy of Field Services to conduct a citywide bid in accordance with the Labor Management Agreement.

### 3-25-3 Rules and Procedures

#### A. Officer Inspection Forms

Officer inspection forms are due no later than 14 calendar days after the bid is in effect. The original will be sent to Department Payroll/Personnel, and a copy will be maintained in area command files. Sergeants will personally check and inventory all required items. Incomplete forms will not be accepted; all areas requiring a signature or initials will be filled in.

#### B. Employee Cards

Employee cards of personnel transferring to another command will be given to the area commander. The Area Commander should make a distribution to appropriate Commanders within seven calendar days after the bid is in effect.

#### C. Bid Packet

1. Officers will complete the online Bid Packet within 14 calendar days of the bid taking effect.
2. Supervisors will review and approve the officer's entries.
3. Commanders will ensure all personnel have completed the packet. (See SOP – Command Staff Responsibilities)



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4. The online Bid Packet will include:

- a. Problem Oriented Policing Projects form.
- b. Area Command beat map.
- c. Neighborhood Association Contact List.
- d. Community Police Council Contact List.
- e. Emergency Notification Forms.
- f. Monthly form that designates community contact information.
- g. Beat summary form (for field services officers only)

5. Area commanders will be responsible for ensuring updated area command beat maps, Neighborhood Association Contact Lists, and Community Police Council Contact Lists are emailed to tech services quarterly.

- a. Tech services will update this information quarterly on the Department's Protopage to ensure officers have the most updated information available.

D. New Line-Ups

New line-ups indicating assignments and vehicle numbers will be completed at least 14 calendar days before the bid is to take effect. Copies will be forwarded to Operations Review, Communications, and Payroll.

E. Substation Keys

Keys will remain in each area command. The Area Commander will collect the keys from personnel leaving the area command.