



ALBUQUERQUE POLICE DEPARTMENT  
ADMINISTRATIVE ORDERS

SOP 3-51 (Formerly 3-20)

Effective: 04/06/2022 Review: 04/06/2023 Replaces: 09/05/2017

## 3-51 DEPARTMENT ORDERS

### Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

[3-41 Complaints Involving Department Personnel](#)

[3-46 Discipline System](#)

[3-52 Policy Development Process](#)

B. Form(s)

PD 1013 Special Order Template

PD 1014 Special Order Template

C. Other Resource(s)

None

D. Rescinded Special Order(s)

SO 21-116 Amendment to SOP 3-51 Department Orders; Special Order Process  
(Rescind Amendment to SO 18-66)

### 3-51-1 Purpose

The purpose of this policy is to describe the procedures for developing and implementing of Albuquerque Police Department (Department) Department Orders.

### 3-51-2 Policy

It is the policy of the Department to maintain a system of Department Orders and to provide for the distribution, accountability, and control of such information.

N/A

### 3-51-3 Definitions

A. Department Order

An order issued by the Chief of Police that establishes Department policies and procedures and outlines the duties, functions, and obligations of Department personnel. Department Personnel Orders, Special Orders, and Standard Operating Procedures (SOP) are the three (3) main kinds of Department Orders. An email from the Chief of Police or their designee that directs Department personnel is considered a Department Order. A Department Memorandum or Interoffice Memorandum is not considered a Department Order.

B. Department Personnel Order



ALBUQUERQUE POLICE DEPARTMENT  
ADMINISTRATIVE ORDERS

SOP 3-51 (Formerly 3-20)

Effective: 04/06/2022 Review: 04/06/2023 Replaces: 09/05/2017

An order used to reflect changes in Department personnel status, such as duty assignment transfers and promotions.

C. Policy

Written regulations or directives describing the duties, functions, processes, and obligations of Department personnel, and providing specific direction on how to fulfill those duties, functions, or obligations. The terms “policy” and “Standard Operating Procedure” are used synonymously in Department literature to describe the written directive as it goes through the policy development process.

D. Special Order

A written directive issued Department-wide to address and govern specific, identified issues of an urgent matter. A Special Order may amend a Department SOP.

E. Standard Operating Procedure (SOP)

1. A Department Order that establishes or prescribes methods of Department operations and performance that Department personnel shall adhere to in their performance of designated operations or in designated situations. An SOP is categorized as one (1) of eight (8) kinds of Department Orders, including:
  - a. Administrative Order: A Department Order that provides Department personnel with guidance in understanding the chain of command, in establishing lines of authority and accountability, and in implementing various procedures relating to the proper administration and function of the Department. An Administrative Order is an SOP that is applicable to Department personnel and specifically relates to the administrative functions of the Department;
  - b. Administrative Support Bureau Order: A Department Order that outlines the requirements for the Records Division, Emergency Communications Center Division, Aviation Division, Real Time Crime Center, Metropolitan Court Protection Unit, and Prisoner Transport Unit;
  - c. Field Services Bureau Order: A Department Order that outlines the requirements for Field Services Bureau personnel;
  - d. General Order: A Department Order that establishes SOPs related to the core values and functions of the Department. General Orders are applicable to sworn and civilian personnel;
  - e. Investigative Bureau Order: A Department Order that outlines the requirements of the Criminal Investigations Division, Criminal Enforcement Division, Investigative Services Division, and Scientific Evidence Division;
  - f. Procedural Order: A Department Order that establishes procedures used by Department personnel to accomplish their duties, and establish procedures that shall be followed by Department personnel;



ALBUQUERQUE POLICE DEPARTMENT  
ADMINISTRATIVE ORDERS

SOP 3-51 (Formerly 3-20)

Effective: 04/06/2022 Review: 04/06/2023 Replaces: 09/05/2017

- g. Professional Accountability Bureau Order: A Department Order that outlines the requirements of the Internal Affairs Force Division and the Internal Affairs Professional Standards Division; and
- h. Special Services Bureau Order: A Department Order that outlines the requirements of the Metro Traffic Division, Special Operations Division, Homeland Security/Support Services Division, and Academy Division.

F. Verbal Order

A lawful order spoken aloud by a supervisor to a subordinate.

**7** 3-51-4      **Procedures**

A. Authority of Department Orders

- 1. Department personnel shall only publish Department Orders that have been approved by the Chief of Police.
- 2. Department Orders shall conform to applicable federal, state, and local laws, as well as conform to any current contracts and/or other governing instruments, such as Memoranda of Understanding (MOU), Memoranda of Agreement (MOA), or court orders to which the Department is a signatory.
- 3. A Department Order shall supersede a verbal order, unless the situation is life threatening or there are immediate safety concerns that may harm Department personnel or others.
  - a. When necessary, a verbal order may become a Department Order or may amend an existing Department Order.
- 4. The Chief of Police or their designee may delegate the authority to issue specific kinds of Department Orders within a chain of command.

B. Access to and Adhering to Department Orders

- 1. Department personnel shall:
  - a. Have access to Department Orders through the Department's document management system;
  - b. Review, then electronically sign, Department Orders published in the Department's document management system; and
    - i. Department personnel shall review the document management system for Department Orders and shall electronically sign Department Orders within one (1) week of publication, unless they are on approved leave status.
    - ii. Within one (1) week of returning from leave, Department personnel shall electronically sign Department Orders that require their signature.



ALBUQUERQUE POLICE DEPARTMENT  
ADMINISTRATIVE ORDERS

SOP 3-51 (Formerly 3-20)

Effective: 04/06/2022 Review: 04/06/2023 Replaces: 09/05/2017

N/A

- c. Be held accountable for complying with Department Orders (refer to SOP Complaints Involving Department Personnel and SOP Discipline System for sanction classifications and additional duties).

C. Department Personnel Orders

1. Personnel Management Division personnel shall:

- a. Prepare and number a Department Personnel Order by using the system that is outlined for Special Orders in this SOP;
- b. Make the appropriate distribution to Department personnel; and
- c. Maintain a file of original orders in its office for public inspection for three (3) years.

D. Special Orders

1. General Rules

- a. Department personnel who need to publish a Special Order shall obtain the approval of a supervisor at the rank of Commander, Division Head, or above.
- b. The author of a Special Order that amends or adds to an existing Standard Operating Procedure (SOP) shall request assistance from Policy and Procedure Unit personnel to help them complete the procedures for Special Orders as outlined in this SOP.
- c. Policy and Procedure Unit personnel shall ensure that the provisions in a published Special Order that amend or add to an existing SOP are incorporated into the SOP while the SOP is going through the policy development process, consistent with SOP Policy Development Process.
- d. Department personnel may refer to the Special Order process flowcharts in Appendices I, II, and III to guide their understanding.

N/A

2. Procedures

- a. For a Special Order that does not amend or add to an existing SOP:
  - i. The author shall:
    - 1. Ensure that the draft follows the formatting outlined in the Department-approved Special Order template, includes the point of contact and the date the Special Order expires, and that grammar and spelling are correct; and
    - 2. Provide the draft to the Operations Review Section Lieutenant.
  - ii. The Operations Review Section Lieutenant shall:
    - 1. Provide the draft to the Chief of Police's Administrative Assistant or their designee; and
    - 2. Maintain a log of Special Orders, by Special Order number and the policy number of the effected policy;
  - iii. The Chief of Police's Administrative Assistant or their designee shall:
    - 1. Provide the draft to the Chief of Police for their approval;



ALBUQUERQUE POLICE DEPARTMENT  
ADMINISTRATIVE ORDERS

SOP 3-51 (Formerly 3-20)

Effective: 04/06/2022 Review: 04/06/2023 Replaces: 09/05/2017

2. Assign a unique number to a Special Order. The number is based on the last two digits of the year in which it was published, followed by a hyphen and a sequential number beginning with "01." This numbering system shall be initiated for each calendar year starting on January 1st;
  3. After the Chief of Police or their designee approves the draft, publish the Special Order in the Department's document management system; and
  4. Schedule for the Special Order to automatically archive one (1) year from the date it was published in the Department's document management system.
- b. For a Special Order that amends or adds to an existing SOP that is unrelated to the Court-Approved Settlement Agreement (CASA):
- i. The author shall:
    1. Ensure that the draft follows the formatting prescribed in the Department-approved Special Order template, includes the point of contact and the date the Special Order expires, and that grammar and spelling are correct; and
    2. Email the draft to Policy and Procedure Unit personnel at [opa@cabq.gov](mailto:opa@cabq.gov).
  - ii. Policy and Procedure Unit personnel shall:
    1. Insert a watermark in the draft that reads "REVIEW"; and
    2. For SOPs that may involve or be affected by civil rights, case law, statutes, regulations, or other laws, litigation or other legal risk to the City, request a legal review of the proposed Special Order.
  - iii. The Policy and Procedure Unit Policy Manager or their designee shall provide the draft to the Operations Review Section Lieutenant;
  - iv. The Operations Review Section Lieutenant shall:
    1. Provide the draft to the Chief of Police's Administrative Assistant or their designee; and
    2. Maintain a log of Special Orders, by Special Order number and the policy number of the effected policy;
  - v. The Chief of Police's Administrative Assistant or their designee shall:
    1. Provide the draft to the Chief of Police for approval;
    2. Assign a unique number to a Special Order. The number is based on the last two digits of the year in which it was published, followed by a hyphen and a sequential number beginning with "01." This numbering system shall be initiated for each calendar year starting on January 1st;
    3. After the Chief of Police or their designee approves the draft, publish the Special Order in the Department's document management system; and
    4. Schedule for the Special Order to automatically archive one (1) year from the date it was published in the Department's document management system.
- c. For a Special Order that amends or adds to an existing SOP that is related to the CASA, after the procedures outlined in 3-51-4 D.2.b. have been completed:
- i. The Policy and Procedure Unit Policy Manager or their designee shall provide the draft to the Chief of Police's Administrative Assistant or their designee for the Chief of Police to preliminarily approve;



ALBUQUERQUE POLICE DEPARTMENT  
ADMINISTRATIVE ORDERS

SOP 3-51 (Formerly 3-20)

Effective: 04/06/2022 Review: 04/06/2023 Replaces: 09/05/2017

- ii. The Chief of Police shall preliminarily approve the draft, or shall return the draft for additional work, noting specific changes needed;
- iii. The Assistant City Attorney (or higher) submits the draft to the:
  - 1. United States Department of Justice (DOJ) and the Independent Monitor (IM) for their review and approval; and
  - 2. Albuquerque Police Officers' Association (APOA) for review and comment.
- iv. The author and Policy and Procedure Unit personnel shall review the comments from DOJ, IM, and APOA and revise, if necessary;
- v. Following the revisions, when applicable, the Assistant City Attorney or higher shall resubmit the draft to DOJ and IM;
- vi. Once DOJ and IMT approve the draft, the Policy and Procedure Unit Policy Manager or their designee shall provide the draft to the Operations Review Section Lieutenant;
- ix. The Operations Review Section Lieutenant shall:
  - 1. Provide the draft to the Chief of Police's Administrative Assistant or their designee; and
  - 2. Maintain a log of Special Orders.
- viii. The Chief of Police's Administrative Assistant or their designee shall:
  - 1. Provide the draft to the Chief of Police for approval;
  - 2. Assign a unique number to a Special Order as indicated above;
  - 3. After the Chief of Police or their designee approves the draft, publish the Special Order in the Department's document management system; and
  - 4. Schedule for the Special Order to automatically archive one (1) year from the date it was published in the Department's document management system.
- d. For a Special Order that potentially needs to be revised or archived and does not amend or add to an existing SOP, Department personnel shall contact Policy and Procedure Unit personnel to determine the next steps that should be taken.

**N/A** E. Standard Operating Procedures

Department personnel shall follow the procedures for SOPs as outlined in SOP Policy Development Process (refer to SOP Policy Development Process for sanction classifications and additional duties).

**N/A** F. Department Memoranda

- 1. Department personnel may seek to publish a Department Memorandum.
- 2. Department personnel will submit a Department Memorandum to the Operations Review Section Lieutenant for review.
- 3. The Operations Review Section Lieutenant will:



ALBUQUERQUE POLICE DEPARTMENT  
ADMINISTRATIVE ORDERS

SOP 3-51 (Formerly 3-20)

Effective: 04/06/2022 Review: 04/06/2023 Replaces: 09/05/2017

- a. If applicable, fix issues pertaining to formatting, grammar, and accuracy and notify the author of the Department Memorandum confirming they have resolved the issues, if any; and
  - b. Provide the draft to the Chief of Police's Administrative Assistant or their designee;
4. The Chief of Police's Administrative Assistant will:
- a. Assign a unique number to the Department Memorandum;
  - b. Publish the Department Memorandum in the Department's document management system; and
  - c. Maintain a log and a copy of the Department Memorandum.



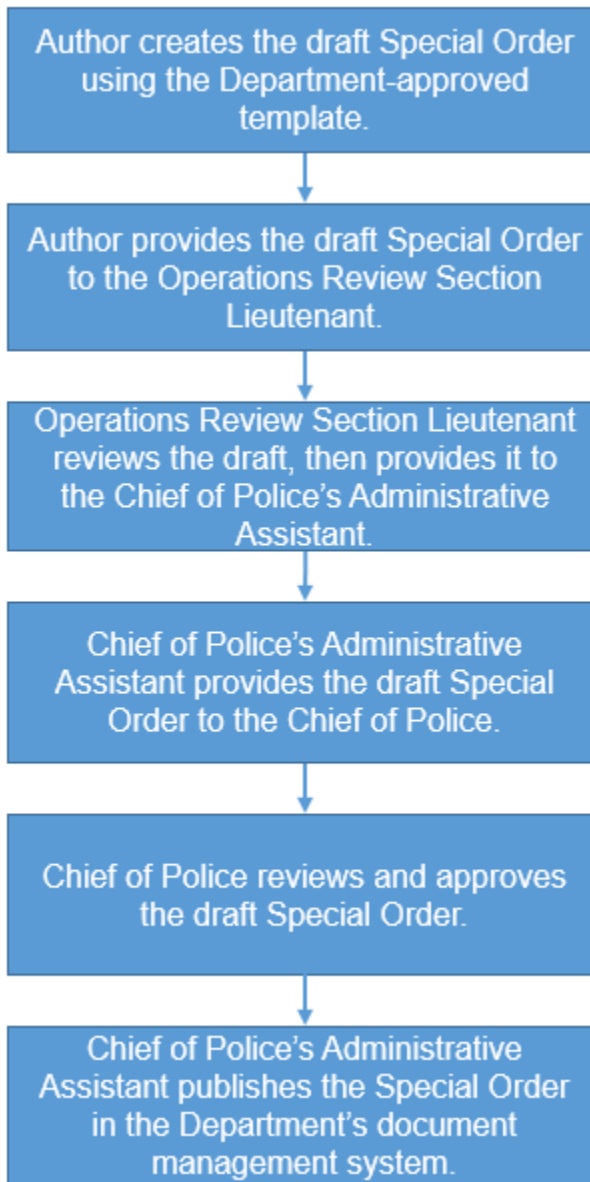


ALBUQUERQUE POLICE DEPARTMENT  
ADMINISTRATIVE ORDERS

SOP 3-51 (Formerly 3-20)

Effective: 04/06/2022 Review: 04/06/2023 Replaces: 09/05/2017

**Appendix I: Special Order that Does Not Amend or Add to an Existing SOP**





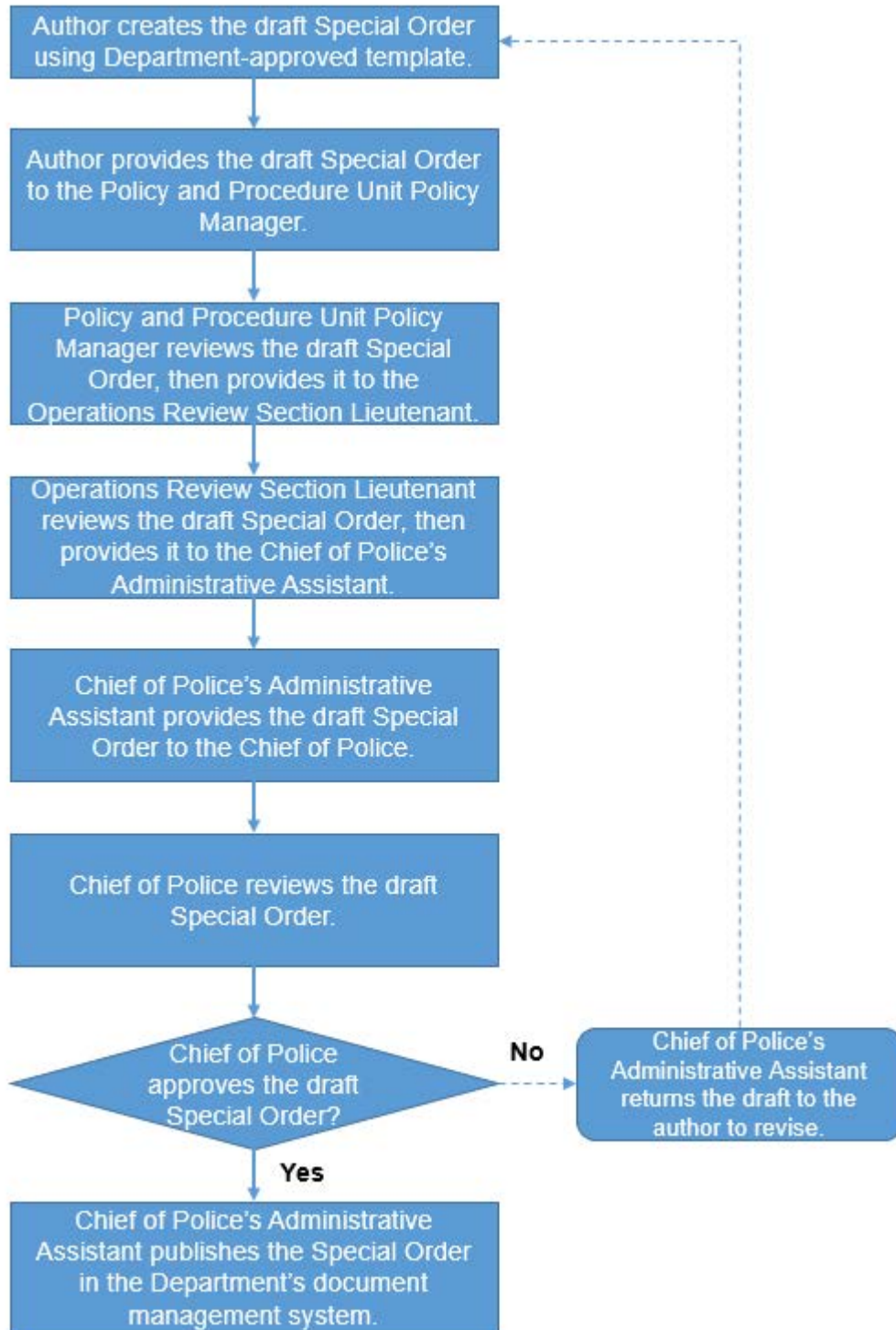


ALBUQUERQUE POLICE DEPARTMENT  
ADMINISTRATIVE ORDERS

SOP 3-51 (Formerly 3-20)

Effective: 04/06/2022 Review: 04/06/2023 Replaces: 09/05/2017

Appendix II: Special Order that Amends or Adds to an Existing Non-CASA SOP





ALBUQUERQUE POLICE DEPARTMENT  
ADMINISTRATIVE ORDERS

SOP 3-51 (Formerly 3-20)

Effective: 04/06/2022 Review: 04/06/2023 Replaces: 09/05/2017

Appendix III: Special Order that Amends or Adds to an Existing CASA SOP

