



ALBUQUERQUE POLICE DEPARTMENT  
FIELD SERVICES BUREAU ORDERS

SOP 4-1

Effective: 03/10/16 Review Due: 03/10/17 Replaces: 10/15/14

**4-1 OPERATIONS REVIEW**

**4-1-1 Policy**

It is the policy of the Operations Review section to oversee the efficiency of all Field Services activities.

**4-1-2 Rules and Responsibilities**

A. Responsibilities

1. Oversees the Reserve Officer Program.
2. Prepares letters of commendation for officers and citizens.
3. Prepares correspondence for the Chief of Police.
4. Maintains the parking assignment file.
5. Maintains files and tracking of fuel usage.
6. Prepares for and conducts the bid for Field Services personnel.
7. Maintains Field Services manpower allocation record.
8. Distributes all correspondence to and from Field Services personnel that concern Field Services issues, procedures, or policies.
9. Distributes Injury and Workers Compensation Forms.
10. Distributes and reviews fleet accident paperwork.
11. Oversees equipment installation into police units.
12. Conducts an analysis of vehicle pursuits on an annual basis.



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#### 4-1-3 Reserve Officer Program

##### A. Police Reserve Unit

The Department Reserve Corps (hereafter called "the Corps") is composed of persons who are appointed and sworn in as reserve officers by the Chief of Police. The purpose of the Corps is to augment and/or supplement the Department where needed.

##### B. Reserve Unit Logistics

###### 1. Call Signs

Call signs will be issued to all reservists by the Operations Review Section.

###### 2. Organizational Structure

a. The administration and control of the Albuquerque Police Department Reserve Corps is the responsibility of the Field Services Bureau. The Reserve Officer Coordinator has overall supervisory responsibility for the Reserve Corps and reports directly to the Operations Review Lieutenant.

###### b. Reserve Officer Coordinator

- i. The Reserve Officer Coordinator will be an Operations Review Detective who will perform his/her normal duties, along with the control and monitoring of all reserve officers.
- ii. Respond to all Reserve Officer concerns, both external and internal in a timely manner and ensure that the Operations Review Lieutenant is kept informed on the status and resolution of these issues.
- iii. Will be responsible for monitoring the reserve officers while operating in their assignments and during all training, meetings, and other events.
- iv. Will be responsible for monitoring the performance of Reserve Officers and take the necessary steps to ensure their competence, compliance with all policies, and effective utilization.
- v. Will be responsible for advising the Operations Review Lieutenant of problems involving the reserve officers and will take the appropriate measures to solve those problems.
- vi. Will ensure that the area commands and other units (as approved) are properly utilizing, supporting and supervising Reserve Officers in the performance of their duties.
- vii. Will prepare reports, requests, and other actions or correspondence as required to ensure that Reserve Officers are properly informed, trained, and utilized and that department leadership is informed of the status of the program.
- viii. Will schedule training, meetings, and other events as required in support of the Reserve Program.



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3. Reserve Officer Uniform and Equipment

- a. The reservists' uniform will be the Department standard uniform, except the uniform will include a blue band with the word "Reserve" in silver letters on the shirt epaulettes.
- b. Reservists will be provided one complete uniform every other year. (Pant, shirt, shoulder patch).
- c. Due to reservist's police authority restrictions, reservists will not be permitted to wear the police uniform outside of duty hours. This includes driving to and from duty hour locations.
- d. The reservist's badge will be silver in color with the rank designation of Reserve Officer. This will be the only authorized badge for Reserve Officers.
  - i. The Reservist badge will only be worn on the uniform or while in performance of official duties.
  - ii. At no time will the badge be worn or carried in a non-official capacity.
  - iii. Reservists will not be allowed to purchase badges from outside vendors
- e. The Department will provide the Reserve Officers with the Department-issued ECW, on-body recording device, duty belt and leather gear, handcuffs, OC spray, baton, flashlight, and hand-held radio. These items will remain the property of the Department.

C. Reserve Officer Duties, Limitations and Eligibility

1. Duties

- a. Members of the Corps must be willing to perform as a Police Officer in the maintenance of peace, suppression of crime, control of public disorder, and control and direction of traffic.
- b. The Corps can lend additional expertise to the various functions and operations of the department. Reservists who possess special knowledge, skills, abilities, and certifications are encouraged to contribute their expertise to the Department.

2. Limitations

- a. No member of the Reserve Corps shall be:
  - i. Requested or required to aid in problems dealing with police labor disputes.
  - ii. Required to work when such requirement would interfere with normally generated overtime for salaried sworn personnel.
  - iii. Compensated by the city for performing reserve duties.
- b. Reservists who are performing work on behalf of their private employer or self-employed will use care to ensure that they in no way are indicating that they are functioning in a reserve officer capacity.



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- c. Reservists shall not be employed in any business that might result in a conflict of interest with the standards of the Department.
- d. Reservists shall not commit or omit any acts that constitute a violation of any of the rules, regulations, directives, or order of the Department.

3. Eligibility for Membership

- a. Applicants for the Corps shall meet the same minimum hiring requirements as police academy applicants.
- b. Applicants with prior police service must meet these requirements and must also have separated from the regular service under conditions which would allow for rehire to the regular service if so desired.
- c. Applicants with prior police service with the Albuquerque Police Department, who are still Certified Police Officers will be instated as Reserve Officers.
- d. Applications for membership will be overseen by the Reserve Officer Coordinator who will coordinate with the Recruiting Unit, Academy, Property and others as required for background, application process, training, equipping, and other requirements.
- e. Membership in the Corps will be at the discretion of the Chief of Police.

D. Reserve Officer Authority

Reservists will have similar authority and obligation as salaried officers with the following conditions:

1. The reservist shall be under the general supervision and/or accompanied by an on-duty full-time salaried officer to exercise that authority.
2. Reservists shall function as a two officer unit with an on-duty, full-time, salaried officer.
3. Reservists shall not act independently in the course of their duties.
4. Reservists shall not sign traffic citations, criminal complaints or other court documents.
5. Reservists may complete offense/incident reports but must include the name and identification number of the accompanying full-time, salaried officer.
6. Reservists shall not engage in any law enforcement activities nor will they utilize any Department property while off-duty.
7. This authority may be restricted or limited by the Chief of Police or his representative, or the City of Albuquerque.



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E. Reserve Officer Obligations

1. Patrol Hours

- a. Reservists shall work at least 8 hours per month and 96 hours each year to maintain certification.
- b. If a reservist is prevented by his occupation/travel from fulfilling minimum patrol time requirements during any month, the following will apply:
  - i. The reservist will be provided the opportunity to make up the requisite hours the following month.
  - ii. Failure to meet the monthly requirement for two consecutive months will be grounds for removal from the program.
  - iii. Failure to fulfill 2 shifts or the equivalent thereof (16 hours) in a rolling calendar year will be grounds for removal from the program.
  - iv. Reservists shall refer below when deviation from this rule is required.
- c. Reservists shall complete at least eight (8) hours of special event duty per calendar year on activities such as Balloon Fiesta and State Fair. These duties will be coordinated by the Reserve Coordinator.
- d. Reservists shall attend monthly and quarterly reserve meetings.
- e. Reservists shall document time worked each month as directed by the Reserve Officer Coordinator.
  - i. Failure to document hours worked in a timely manner shall result in disciplinary action.
  - ii. Required documentation of hours worked should normally be received with 72 hours of duty and in must be received no later than the fifth of each month following the month in which the service was performed.
- f. Reserve Officers shall be subject to an evaluation with an FTO annually.

2. Duty Assignment

- a. Authorization to work an assignment outside of Field Services Bureau patrol is at the discretion of the Field Services Major.
- b. Reserve Officers will be required to submit a written request through the Reserve Officer Coordinator to the Field Services Major for authorization to work assignments outside of the Field Services Bureau in advance of any assignments.

3. Leave of Absence

With the approval of the Chief of Police, a reservist may be granted a leave of absence for a period not to exceed one year. When the officer returns from the leave of absence, the Reserve Officer Coordinator will consult with the Advanced Training Sergeant. The Sergeant shall determine what training may be required. A leave of absence must be in accordance with state mandates to prevent decertification.



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4. Injury or Illness, or Pregnancy

- a. Reservists are covered by Workman's Compensation for injury or illnesses incurred while on duty as outlined in City Ordinance. It is the responsibility of each Reservist to immediately report any on-duty injury or illness to the on-duty supervisor (Sergeant or Lieutenant), and the Reserve Officer Coordinator, as soon as possible.
- b. When injured off-duty or when sufficiently ill to preclude acceptance of reserve assignments, officers shall notify the Reserve Officer Coordinator as soon as possible.
- c. For all injuries or medical conditions (including pregnancy) which would preclude a Reservist from accepting an assignment and for all illnesses or medical conditions which are recognized as potentially life threatening or which, in fact, have had a life threatening effect or other serious effect on the officer's health, a medical report indicating fitness for duty shall be given to the Reserve Officer Coordinator. This report must be provided before the officer returns to duty.

5. Liability Protection

Reservists will be provided public liability protection while acting within the scope of their duties, as outlined in the Departmental Standard Operating Procedure.

F. Separation from Service

1. Resignation

- a. A resignation is a voluntary separation from the Department.
- b. A letter of resignation, including the effective date of separation and reason, shall be submitted to the Chief of Police through the Operations Review Section.

2. Dismissal

- a. A Reservist may be dismissed from the Corps for violating any section of the Department Standard Operating Procedures Manual, Reserve Unit Operations Manual, or City Ordinance 36-1974.
- b. Reservists do not have the right to appeal a dismissal.

3. Requirements Upon Resignation or Dismissal

Reservists who resign or are dismissed are required to report to the Reserve Officer Coordinator's office during normal working hours and complete the following:

- a. All issued equipment must be returned and accounted for to the Property Unit.



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- b. If the Reservist has resigned, a "resignation interview" will be conducted by the Reserve Officer Coordinator.
- c. If the Reservist has been dismissed, a Notice of Dismissal will be completed. The original will be given to the Reserve Officer and a copy will be placed in the individual's personnel file.
- d. In unusual circumstances, and with the approval of the Reserve Officer Coordinator, this procedure may be scheduled during other than normal working hours.

4. Retirement

- a. Reservists will be eligible for retirement upon completing five (5) years of continuous service.
- b. Mandatory retirement may be enforced when it is determined that a Reservist can no longer meet the physical or medical requirements of the position.
- c. Retired Reservists shall receive a plaque commemorating their years of service.
- d. Retired Reservists will receive their APD Reserve badges at the time of their retirement. This award will be subject to approval by the Chief of Police.

G. Reserve Officer Training

1. Reserve Academy Training

- a. Reserve Academy training shall consist of courses given to new reservists as provided by the Albuquerque Police Academy. Each reservist must successfully complete all phases of the Academy training and the FTO Training Program.
- b. All reservists are required to read, initial, and receive a copy of City of Albuquerque Ordinance 36-1974 prior to graduation from the Reserve Academy.
- c. Reservists will be responsible for adhering to and held accountable for all department policies and procedures while performing the functions and duties as a reserve officer.

2. State Certified Reserve Officers

All reservists will be required to complete all hiring and training requirements as per LEA Rules and Regulations, Title 10, Chapter 29, Part B.

3. Field Training Program

- a. Upon graduating from the Reserve Academy, each reservist will be required to successfully complete 180 hours of supervised field training within a six-month period.
- b. All field training shall be with a certified Field Training Officer.



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4. In-Service Training

- a. All in-service training will be coordinated by the Reserve Coordinator.
- b. Reservists are required to attend all phases of the annual MOE training and any other departmental training as required by the Reserve Officer Coordinator.
- c. Reservists will be required to attend the Reserve Coordinator quarterly meeting.
- d. Reservists must attend no less than three of the quarterly meetings each calendar year. When reservists are unable to attend a meeting they must contact the Reserve Officer Coordinator prior to the scheduled meeting.
  - i. Reservists are required to participate in the annual physical assessment and meet the Department of Public Safety standard of 40% in all categories of physical agility testing on an annual basis. Failure to do so will be grounds for removal from the Corps.
  - ii. Failure to attend required training will be grounds for removal from the Corps.

5. Firearms Training and Qualification

- a. Reservists shall qualify and train semi-annually with the weapon(s) carried on duty as per the Training SOP.
- b. Firearms qualifications will be scheduled by the Reserve Coordinator. Notice of qualification dates will be given during the monthly meeting.
- c. Reservists must purchase their own handguns for duty service. The handgun will be restricted to the current handgun deployed by the Department. These handguns must be purchased by the reservists at their own expense and will be subject to inspection by the range staff.
- d. No other firearms are to be issued to reservist without written authorization from the Chief of Police.

H. Request for Reserve Assistance

1. Requests for Reserve assistance are received from two main sources, internal and external.
  - a. Internal requests for assistance may originate from any command within the Albuquerque Police Department. Requests should be sent to the Reserve Officer Coordinator two (2) weeks in advance of the need when practical.
  - b. External requests are generally routed through the Chief of Police, who sends them to the Reserve Officer Coordinator.
2. All requests for Reserve assistance will be reviewed by the Reserve Officer Coordinator. The request originator will be notified of any changes made and if the request can be honored. The approved original request will be kept on file.





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**4-1-4 Fleet Services Unit**

This Unit is responsible for the administration of the Department's fleet services program. This includes the monitoring of vehicle maintenance and preparation costs, the maintenance of vehicle inventory records, and the assignment of vehicles. This Unit also serves as the Department liaison to the General Services Department for the purpose of ensuring that Department vehicles are maintained in safe and proper working order.

A. Fleet Coordinator

1. Responsible for monitoring the vehicle maintenance program performed by Fleet Management.
2. Maintains vehicle inventory records for the APD fleet.
3. Assigns vehicles to Department personnel in accordance with the Vehicle Assignment Program.

B. Vehicle Replacement

1. Vehicles to be replaced are identified based on the following criteria:
  - a. Current vehicle mileage
  - b. Current overall condition of vehicle
2. Vehicle Assignment Program

Implementation of an equitable, consistent and rotational vehicle assignment process that is based upon vehicle mileage and officer seniority.

a. Assignment of vehicles:

- i. Identify vehicle mileage ranges according to the status of the current fleet.
- ii. Categorize the entire fleet in three mileage ranges:
  - High mileage range
  - Mid mileage range
  - Low mileage range
- iii. Identify the number of vehicles within each mileage range.
- iv. Identify officers assigned to vehicles within each range.
- v. New vehicles will be assigned to officers as follows:
  - Officers with vehicles in the high mileage category, based on officer seniority.
  - Officers with vehicles in the mid mileage category, based on officer seniority.
- vi. Vehicle assignments are at the discretion of the Operations Review Lieutenant.