



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-12

Effective: 01/14/16 Expires: 01/14/17 Replaces: 06/11/15

3-12 DUTY ASSIGNMENTS AND TRANSFERS

3-12-1 Policy

Department policy is to provide a structured process for duty assignments and transfers.

3-12-2 Procedures

[N/A] A. Authority of the Chief of Police

1. The Chief of Police retains the right to assign personnel of this Department as the needs of the department dictate.
2. The Chief of Police has given the commander of the Personnel Management Division the responsibility for the administration of all duty assignments and transfers.

[N/A] B. Affirmative Action

The Personnel Management Division Manager is responsible for maintaining a system to monitor all personnel actions relating to training, promotions, transfers, recruiting, and assignments in order to identify any inequities regarding the Affirmative Action Program.

[N/A] C. Vacancies

1. Departmental Personnel Circulars will be issued to announce the anticipated filling of vacant or newly created positions for sworn and non-sworn personnel by the Personnel and Payroll Section.
 - a. Division Commanders will ensure that the Personnel Management Division Manager is notified of all pending vacancies.
 - b. The Personnel Management Division will have the responsibility for composing and distributing the personnel circular. Qualifications will be based on the Basic Position Description Manual maintained by the Personnel and Payroll Section. Completed personnel circulars will be reviewed with the affected division commander before distribution.
2. Each circular will contain the opening date for submitting transfer requests, the closing date which is 10 calendar days from the opening date, the minimum qualifications a person applying must have, the amount and type of additional training required following assignment to the position; if any, a short synopsis of the duties of the position, and the working conditions such as days off, odd shifts, shift hours, etc.



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-12

Effective: 01/14/16 Expires: 01/14/17 Replaces: 06/11/15

a. The Chief of Police retains the right to alter the ten calendar day advertisement. Notification to the APOA will be provided in accordance with the collective bargaining agreement.

3. Vacancies for all positions will be filled in accordance with the City Merit Ordinance, Personnel Rules and Regulations, and collective bargaining agreements.

[N/A] D. Position Descriptions and Qualifications

1. The basic position descriptions of this department will be used to develop circulars announcing vacancies.

2. All qualifications for positions must be standardized and must be based on the position descriptions. Each supervisor shall be responsible for updating position descriptions, and qualifications based on these descriptions, before the need arises to fill a position.

3. The master copy of the Position Description Manual identifying the qualifications and post assignment training required, if any, will be maintained in the Personnel and Payroll Section.

[N/A] E. Transfers

1. Persons wishing to apply for an announced position shall submit a completed copy of the Transfer Request Form to the Personnel and Payroll Section. The original request will be submitted to the officer's chain of command.

2. Each of the qualifications must be addressed when completing the Transfer Request Form. The applicant may submit any additional relevant information in the space provided.

3. Information about the number or identification of applicants for a particular assignment is considered confidential and not for general publication. The affected commander, however, will be given access to this particular information.

4. If an officer is transferred to Field Services between bids, the officer leaving the specialized unit will transfer to the position vacated in FSB by the officer filling the opening in the specialized unit. Exceptions to this rule will only be considered based upon the needs of the Department. Seniority does not apply to the initial assignment.

[N/A] F. Personnel and Payroll Section

1. This Section is responsible for the coordination and maintenance of all circulars and request forms as necessary for use by the Chief of Police and the Affirmative Action Coordinator.



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-12

Effective: 01/14/16 Expires: 01/14/17 Replaces: 06/11/15

2. After the Selection Committee has made a decision, the originals of the requests will be placed in a file to be retained for three years.

G. Application Review

1. Completed transfer requests shall be sent from Personnel to the Recruiting Unit to determine candidates eligibility based on the circular requirements.
2. The finalized list will be forwarded to the affected division lieutenant for testing process.

[N/A] H. The Selection Committee

1. The Selection Committee for any nonexempt sworn position below the rank of commander shall be composed of 3-5 members. The committee shall be composed of members of equal or greater rank than the position being considered.
2. The committee shall develop and administer a test to each qualified applicant. The applicant's answers will be ranked according to the highest test result.
3. The interviews may be recorded. The Personnel and Payroll Section shall retain the recordings and the permanent file for three (3) years.
4. At the completion of the test, the results will be submitted to Personnel and Payroll.
5. If two candidates are deemed equally qualified for the position, the candidate with seniority shall be selected for the assignment.
6. All candidates, with passing scores of 70% and above, will be listed in rank order according to the results. This list will be effective for 90 calendar days from the date of publication. There will be no exceptions.
 - a. Candidates who do not maintain the original published qualifications will be automatically removed from the list.
 - b. In the event a candidate has qualified for multiple assignments, he/she will be automatically removed from the remaining lists once transferred to a specialized unit.
 - c. Candidates who, for whatever reason, decide not to accept a transfer will be removed from the affected list. The transfer will then be offered to the next qualified candidate.
7. Candidates shall not be informed of their acceptance or rejection by this committee. Unsuccessful candidates shall be notified by the chain of command for the position for which they are testing. A Department Personnel Order will be issued by the Personnel Management Division indicating who was accepted.



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-12

Effective: 01/14/16 Expires: 01/14/17 Replaces: 06/11/15

[N/A] I. Filling of Vacancies by the Chief of Police

When a vacancy for a sworn position has been announced and no one makes a request to fill the position, the Chief of Police will be asked to fill the position using Section 3-55-2-A from among those minimally qualified for the position.

[N/A] J. Seniority Bidding Transfers

The process outlined herein shall not apply to transfers made by seniority bidding. It also does not apply when severe hardship, injury, disability, or humanitarian reasons require consideration in specific cases.

[7] K. Notification of Personnel and Payroll Section

All transfers within areas and divisions which affect duty assignments, days off, and/or special pays shall be in accordance with the current labor contracts. This does not relieve the personnel of his/her responsibility to notify the Personnel and Payroll Section when the personnel is receiving pay to which he/she is not entitled to.

L. Trial Period

All assignments to specialized units will include a one-year trial period during which time the employee's performance in the new assignment will be evaluated on a continual basis.

- a. In the event unit performance standards are not met, the employee will be reassigned to Field Services.
- b. Reassignments are not grievable and may take place at any time during the one-year trial period.

[N/A] M. Commander and Lieutenant Positions

Commander and Lieutenant assignments are exempt from time limitations. Their length of assignment will be conditional, based on the needs of the department.

N. Contracts and MOU

Union Contracts and/or applicable MOUs control the following:

- a. Assignment to patrol shifts
- b. Change of work hours/days
- c. Determination of days off
- d. Seniority