



ALBUQUERQUE POLICE DEPARTMENT
FIELD SERVICES BUREAU ORDERS

SOP 4-11

Effective: 01/15/16 Reiew Due: 01/15/17 Replaces: 05/07/15

4-11 BID/TRANSFERS

4-11-1 Policy

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

4-11-2 Rules and Procedures

A. Officer Inspection Forms

Officer inspection forms are due no later than 2 ½ weeks after the bid is in effect. The original will be sent to APD 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 days after the bid is in effect.

C. New Line-Ups

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

D. Monthly Worksheets

Monthly worksheets will be collected from transferring officers before their transfer date.

E. Substation Keys

Keys will remain in each area command. Keys will be collected from departing individuals at the bid.