

TITLE: SENIORITY

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PURPOSE

It is not always possible to make duty assignment and day off assignment selections on a straight seniority basis; therefore, the Chief of Police retains the authority to assign personnel in any manner deemed advisable. This method will assure that the best interest of the department will be taken into consideration and shall further provide that the member or employee selected for each assignment possesses the minimum qualifications necessary for the assignment.

DISCUSSION

While seniority is a factor to be considered in assignment of personnel, it is of secondary importance to the efficient operation of the Police department as a whole, or a division, section, unit therein. Further it should be secondary to the need of the members and employees to work together in a spirit of harmony and cooperation.

POLICY

It is the policy of the Santa Fe Police Department to recognize seniority among all personnel based on specific legal criteria and or existing agreements through collective bargaining. Collective bargaining agreements (AFSCME, SFPOA/CITY OF SANTA FE), as it pertains to Seniority will supersede this policy.

PROCEDURE

15.1.01 DEPARTMENT SENIORITY

A. Seniority within the department means the

position of an employee within the department in relation to all other employees within the department.

B. Seniority in rank is the position of command personnel in relationship to other command personnel within the same rank.

1. Seniority (Sworn) shall be determined:

- a. By rank.
- b. By continuous service in rank.
- c. By continuous service as a sworn/commissioned police officer with the Santa Fe Police Department.

2. Seniority (Non-sworn) shall be determined:

- a. By rank or title
- b. By continuous service in rank/title
- c. By continuous service with the Santa Fe Police Department.
 - Continuous service with the Santa Fe Police Department in civilian status **SHALL NOT** count for seniority purposes upon transfer to sworn commissioned status.

15.1.02 ORDER OF PRECEDENCE

A. Employees of the same rank will take precedence according to the date of their appointment to their respective rank or grade. Among sworn personnel who are patrol officers or investigators the positions of cadet, probationary officer, non-probationary officer, are separate ranks.

B. Where two or more members or employees are working together on the same assignment and are of equal rank, such seniority shall not be exercised except in an emergency necessitating it unless, by competent authority, one employee has been designated as being in command.

15.1.03 RANK

A. Rank is the official grade or position within the department as authorized by the City of Santa Fe Personnel Rules and Regulations.

B. Rank is the officers or employees designated position within the organizational structure of the

department. The titles of the respective ranks which establish the chain of command within the department are:

SWORN

- 1. Chief of Police
- 2. Deputy Chief of Police
- 3. Captain
- 4. Lieutenant
- 5. Sergeant
- 6. Detective II/Police Officer IV
- 7. Detective I/Police Officer III
- 8. Police Officer II
- 9. Police Officer I
- 10. Cadet

APPROVED: 
 BEVERLY K. LENNEN
 Chief of Police

DATE: 07-23-04

NON-SWORN

- 1. Supervisory
- 2. Non-Supervisory, to include:
 - a. Terminal Agency Coordinator
 - b. Crime Analyst
 - c. Regional Communications Liaison
 - d. Property Custodian
 - e. Crime Scene Technicians
 - f. Animal Control Officers
 - g. Public Safety Aides
 - h. Fleet Manager
 - i. Office Personnel

C. All members and employees shall strive to work together in harmony and in a spirit of cooperation rather than by authority and seniority.

Drafted (awm) 01/03