

minutes

Policy and Procedure Review Subcommittee		
5.24.2018	5:01pm -6:25pm	Plaza Del Sol Basement Hearing RM Abq, NM
Meeting called by	Kass	
Type of meeting	Policy & Procedure	
Facilitator	Harness	
Note taker	Katrina	
Timekeeper	Katrina	
Attendees	Dr. William Kass, Chair, Eric Cruz, Edward Harness, Paul Skotchdopole, Commander Campbell, Jolene Luna, Miriam Verploegh	
Approval of Minutes for April 19, 2018		
	Kass	
Discussion	How are action items being tracked for Policy and Procedure meetings	
Conclusions	A motion was made by Member Cruz to track all action items named tabled items for agenda for policy and procedures. Chair Kass second the motion. Second motion made by Member Cruz to approve the minutes. Chair Kass second the motion.	
Action Items	Person Responsible	Deadline
APD: OPA process for SOP review		
	Jolene Luna	
Discussion	SOP 3-52- the APD policy on Policy, APD website changes, OPA meetings, SOP recommendations, Process of approved policies as completed.	
Conclusions	SOP 352 is published and on the city website, Redeveloping the website and added policies with publish date to include CASA related policy. Posting agenda and minutes on website 48 hours before and after each meeting. Pre OPA Draft recommendations will be given to Director Harness and he will distribute to POB. APD will present to POB meetings.	
Action Items	Person Responsible	Deadline
APD : Starchaser technology		
Discussion	There was no one from APD SME present to give report	
Conclusions	Ms. Verploegh gave a report on some research done on Starchaser Technology	
Action Items	Person Responsible	Deadline



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Discussion: Use of Force suite		
	Kass	
Discussion	Use of Force suite recommendation deadline May 30 th from DOJ.	
Conclusions	Meeting will be held June 5, 2018 at the DOJ to go over recommendations for 2-52 and Director Harness Will send out email to POB to submit comments before then and he will pass along to all parties.	
Action Items	Person Responsible	Deadline
Tabled Agenda Items		
	Kass	
Discussion	Agenda item VIII. Brainstorming on policies to research and IX. Policy Subcommittee tracking status and Operation.	
Conclusions	Agenda Items VIII and IX were tabled to bring back to committees next meeting.	
Action Items	Person Responsible	Deadline
Next meeting TBD		
Discussion	Next scheduled meeting. Adjournment of Policy and Procedure Subcommittee Meeting.	
Conclusions	Chair Kass is out of the Country June 10-24 and will be determined at a later time. A motion made by Member Cruz to adjourn the meeting. Chair Kass second the motion.	
Action Items	Person Responsible	Deadline

APPROVED:



Dr. William J. Kass, Chair
Policy and Procedure Subcommittee

19 Jul 2018
Date

CC: Julian Moya, City Council Staff
Trina Gurule, Interim City Clerk
Ken Sanchez, City Council President (via email)

Minutes drafted and submitted by:
Katrina Sigala, Senior Administrative Assistant