


minutes

Policy and Procedure Review Subcommittee		
7.19.2018	3:01pm -4:33pm	Plaza Del Sol 3 rd Floor Small Conf. Abq, NM
Meeting called by	Kass	
Type of meeting	Policy & Procedure	
Facilitator	Harness	
Note taker	Katrina	
Timekeeper	Katrina	
Attendees	Chair Dr. William Kass, Chantal Galloway, Chelsea Van Deventer, Edward Harness, Dr. Miriam Verploegh	
Review and recommendations for APD, SOP's and Status of current SOP		
	Kass	
Discussion	Process for POB review of APD SOP's. Policy committee recommendations for new APD SOP changes.	
Status of current SOP Changes and recommendations		
Conclusions	Dr. Kass and Dr. Verploegh are working on creating a data base on tracking SOP's (attachment-Operating Procedure) and gave an overview of how it will work and will add older policies to have for comparison. Dr. Kass recommends that subcommittee members attend OPA meetings and Director Harness added new members to email list to receive notices of Agenda for OPA meetings.	
Action Items	Person Responsible	Deadline
Report from CPOA		
	Director Harness	
Discussion	Use of Force 2-54 and 2-55	
Conclusions	Meeting July 20, 2018 at 9:00am at DOJ office and will be presented to POB on August 9, 2018	
Action Items		
Other Business		
	Van Deventer	
Discussion	Policy Changes Proposed	
Conclusions	Director Harness would like to eliminate third party complaints to admin close case.	
Next meeting August 16, 2018 at 1:00pm		

APPROVED:



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

Date

16 Aug 2018

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