



CITY OF ALBUQUERQUE

Albuquerque Police Department Office of Policy Analysis (OPA)

Meeting Minutes 18-14

DATE: August 23, 2018
TIME: 10:00am – 12:00pm
VENUE: Chief's Conference Room, 5th Floor LEC

ATTENDEES:

Jolene Luna, Implementation Unit Mgr.
 William Kass, POB
 Ed Harness, CPOA Executive Director
 Paul Skotchdopole, CPOA Investigator
 Patty French, Records
 Chantel Galloway, POB
 Ferris Simmons, Lt./FS
 David Saladin, Lt./Academy
 Justin Montgomery, APOA Rep.
 Leroy Garcia, APD Records Technician
 Kim Prince, SOP Liaison
 Julie Maycumber, APD Officer/FS
 Greg Mondragon, Transport Officer
 Sofia Torres/ Communications

Dave Bartram, Firearms Unit
 Matthew Schmidt, Sgt. Academy
 Sara Haugaard, ISR-UNM
 Thais Schwartz, ISR-UNM
 Mark Leech/Manager-Tech Services
 Amanda Tapia, Sgt./Academy
 Anna Ericksen, Intern Program/Academy
 Jeremy Schmehl, City Legal
 Elizabeth Martinez, DOJ/USAO
 Lindsay Van Meter, City Attorney
 James Lewis, Mayor's Office
 Chris Sylvan, Chief's Office

1. SOP 2-9 Use of Computer Systems		Presented by Mark Leech
Discussion:	Policy was due for annual review and presented to the Office of Policy Analysis. Proper use of the City computer systems and privacy were the primary topics of discussion. Defining terms such as "terminating session" and "logging off" were discussed in regards to maintaining security. Several members of OPA were concerned about the severity of sanctions when violations occur. The discussion focused on closing the gap between the severities in sanctions, detailing specific violations to be sanctioned and reviewing other policies such as, the Code of Conduct and Social Media to see what connections these policies may have to SOP 2-9.	
Action:	1. Mark Leech will refine the draft based on OPA comments and re-	

	submit to the SOP Liaison for posting on PowerDMS for 7-day commentary.
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2. SOP 1-12 Internship Program		Presented by Anna Ericksen
Discussion:	Policy was due for annual review and presented to the Office of Policy Analysis. In addition to minor language changes, there was a discussion for changes in two other areas of the policy. A member of POB was concerned about the lack of guidelines in the policy regarding fraternization between interns and APD personnel. The presenter of the policy stated that the intern has documents to sign specifically addressing this issue, but members of OPA discussed adding specific guidelines to the SOP pertaining to intern conduct. The other topic of discussion was regarding annual reporting to indicate the effectiveness of the program for recruitment purposes as well as giving the program increased credibility.	
Action:	<ol style="list-style-type: none"> 1. A member of City Legal will be meeting with the SME of this policy and discuss the rules and regulations for APD interns. 2. There will be space created within the annual recruiting report to reflect the success stats for the Intern Program. 3. The draft SOP will be posted on PowerDMS 7-day commentary once City Legal and Ms. Ericksen agree on the intern rules and regulations. 	

3. SOP 1-46 Field Training and Evaluation Program (FTEP)		Presented by Sgt. Amanda Tapia
Discussion:	This is a new policy presented to the Office of Policy Analysis. The content of the draft policy presented was formerly part of SOP 6-1, but due to the length of that policy this portion was not easily readable and therefore needed to be its own SOP. Changes were made to clarify FTEP chain of command, updating information to more closely match material in the operation manual and abbreviations were updated. Discussion occurred involving board member selection and clarifying how appointments to the board are established. The Union requested language in this SOP to ensure Laterals are required to do their probationary status in the field. The request was noted, however, it was agreed by OPA that this policy is not the appropriate forum to address this stipulation.	
Action:	<ol style="list-style-type: none"> 1. Per the SME, a definition section will be added. 2. Amendments to the draft SOP by OPA members will be made by Sgt. Tapia and will be posted on PowerDMS for 7-day commentary. 	

3. SOP 2-3 Firearms and Ammunition Authorization		Presented by Sgt. Matthew Schmidt and Dave Bartram
Discussion:	Policy was due for annual review and presented to the Office of Policy Analysis. Range Staff met with the CPOA Director prior to OPA to address their concerns and recommendation to the policy. Changes to the policy	

	involved deleting the section regarding commanders having a stock of ammo at their substations as well as changes to the language in reference to department “Approved” or “Issued” weapons which primarily had to do with budget issues.
Action:	1. The SOP as presented was agreed upon by OPA and will be posted on PowerDMS for 7-day commentary.