



CITY OF ALBUQUERQUE

Albuquerque Police Department
Office of Policy Analysis (OPA)

Meeting Minutes 18-17

DATE: September 20, 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
Chantel Galloway, POB
Justin Montgomery, APOA Rep.
Leroy Garcia, APD Records Technician
Kim Prince, SOP Liaison
Julie Maycumber, APD Officer/FS
Greg Mondragon, Transport Officer
Sara Haugaard, ISR-UNM
James Lewis, Mayor's Office

Sean Wallace, Lt. /SID
Danyel Mayer, City Legal
Shaun Willoughby, APOA Representative
Patty French, Records
Anthony Simballa, Sgt./SID/INTEL
Jacob Hoisington, Academy
Sonya Marquez, RTCC/Crime Stoppers
E. Frank Galanis, Risk
Bret White, Lt./IA
Chandler Huston, Sgt./IA
John D'Amato, APOA

1. SOP 2-63 Crime Stoppers Investigations		Presented by Sgt. A. Simballa
Discussion:	The policy was in need of review and presented to the Office of Policy Analysis. The changes are primarily in reference to language, to simplify the understanding of "tips" and to clarify the Crime Stoppers Unit's directive and purpose. Another topic of discussion was in regards to the Crime Stoppers Board. The Board consists of volunteers, typically retired police officers who vote on "tip" pay-outs, etc. No recommendations for additional changes were made.	
Action:	1. The SOP as presented with changes was agreed upon by OPA and will be posted on PowerDMS 7-Day Commentary.	

<p>2. SOP 3-33 Personnel Management, Evaluation, and Development System (PMED)</p>	<p>Presented by Lt. Bret White</p>
<p>Discussion:</p>	<p>The policy is new and was presented to the Office of Policy Analysis for review. The Presenter advises that the policy is a re-write and replaces the former SOP known as the Early Intervention System (EIS). The EIS was not data driven and unsupportable if challenged in court, the PMED system is. EIS always focused on the bad, but this policy focuses on the good. The Presenter has done extensive research and has been through specific training prior to creating this SOP. This policy is about identifying excellence (successes) and fixing possible issues regarding officer calls-for-service, administrative, as well as others. The intent is to encourage exceptional performance for future success for the employee and department as well as correct poor performance before it becomes a liability for the officer and/or department.</p> <p>The Presenter states that the data collected and analyzed is based on standard deviations and focuses on seven primary indicators (refer to section 3-33-4D1a-g). The CPOA wants to know how indicators were identified. The Presenter says they are based on CASA requirements as well as ideas specific to our Department. There are agencies across the Nation using similar methods for tracking officer performance and some of their ideas were also incorporated into the policy. The Presenter noted that the policy is a guideline, but there will be a procedure manual attached to it.</p> <p>A discussion concerning issue solutions prompted the question, “If you have an officer taking a lot of sick time, what is the supervisor to do?” The Presenter answered by saying that there are standardized forms to be used to guide the supervisor into recognizing if this issue is policy related, training related, or a personal problem. He said that Human Resources (HR) will be involved when it applies to HR rules. Forms will be reviewed and approved by City Legal and HR. Solutions will vary based on the nature of the issue and supervisors will need to create a unique solution for the deficiency. There is a board that will meet quarterly to ensure the solutions are consistent across the Department. A designated group will track solutions to give supervisors options.</p> <p>A discussion occurred regarding the norm for each category. The Presenter noted that the data collected will be analyzed over a three year period to determine the norm and standard deviations, for each indicator category. The employee’s performance, for a rolling 12 month period, will be compared to the department norms. Supervisors will have to look at cases and determine commonality. The data will help supervisors look at a wide range of categories and see any coalition between them.</p> <p>A POB member expressed their liking to the policy concept and is interested in the Presenter coming to a POB meeting to do a presentation and talk about this policy to the public.</p>

A member of CPOA discussed wanting to make sure all 13 points of assessment required by CASA are represented in this policy. The Presenter reassured him that the monitors have approved the policy and have found that the policy covers all required points of assessment. This same CPOA member began a discussion involving the aspect of training. The Presenter says training programs are being developed. The training plan will be sent to the Academy to begin implementation, tentatively, in May or June of 2019.

POB asked the Presenter, "How many incidents happen on average every year?" The Presenter said, as an example that current raw data shows in the Use of Force indicator, officers average approximately 1.2 use of force incidents per 1200 contacts. A member of APOA started discussion concerning whether or not the Presenter is concerned that there will not be enough man power for sergeants to follow around officers in order to monitor them when there is an issue. The Presenter said that it is a topic of concern, but that monitoring can be done off of a dash board and not just following officers around. Further discussion related to this topic was, how to establish department wide thresholds when you have disparities based on area command and shift variations. The Presenter reassured that an acceptable average will be used.

Discussion occurred about demographic data and tracking the data. If a warning is given, the demographic data should be tracked. The Presenter said that if paperwork is written demographic needs to be completed and sergeants need to ensure reports are to be filled out completely and accurately. The first two years will be the most difficult, the learning/training curve will be tough, but as time goes on the program will become easier and more successful.

The APOA provided a final draft of comments for the policy and suggested that APOA to be part of the Performance Review Board (PMED Board). The Presenter says that is reasonable, APOA could be a source of input.

POB wants to know how the raw data is being collected. The Presenter stated that information from raw data is already being collected in Blue Team, CAD, Telestaff and other programs. The dashboard will be part of the software package in which APD procures at a later date. He says that the process will be rolled out in pieces so that supervisors and officers are able to fully understand the program.

CPOA proposes that the data analysis be turned over to their Research Analyst. They want to know how the deviations are formulated and requests that the policy be tabled until an officer (anonymous) can be used as an example, based on the research, to show how the data points are being accounted for. The OPA Coordinator, subsequent to the conversation, further advised that the policy will move forward as the Presenter reached out in advance of OPA to both the APOA and CPOA to meet and discuss the policy to address questions or concerns and neither

	<p>organization accepted the request. The OPA Coordinator explained that OPA is the first step in the policy development process pursuant to SOP 3-52. OPA is established to review the proposed policy and provide meaningful input on best practices and national standards, OPA is a non-voting board. The OPA Coordinator further explained that commentary can be provided throughout the policy development process in which the Presenter will review the recommendations and determine if the recommendations will be incorporated into the proposed policy. The Presenter says that moving the policy through OPA starts the process of implementation with the monitors, analysis, etc.</p>
Action:	<ol style="list-style-type: none">1. As agreed upon by OPA members, the Presenter will have some time to work on any revisions and then it will move through the process to be posted on PowerDMS 7-Day Commentary.