



# CITY OF ALBUQUERQUE

Albuquerque Police Department  
Office of Policy Analysis (OPA)

**Meeting Minutes  
18-24**

**DATE:** November 8, 2018

**TIME:** 10:00 am – 12:00 pm

**VENUE:** Chief's Conference Room, 5<sup>th</sup> Floor, LEC

**ATTENDEES:**

Sofia Torres/ Communications  
Patty French, Records  
Greg Mondragon, Transport Officer  
Julie Maycumber, APD Officer/FS  
Kim Prince, SOP Liaison  
Jolene Luna, Implementation Unit Mgr.  
William Kass, POB  
E. Frank Galanis, Risk

Shaun Willoughby, APOA  
Mike Meisinger, Academy  
Shawn Garrett, APD/FSB  
J.D. Maes, Academy/Wellness  
Alix Armendariz, PSA  
Shaun Willoughby, APOA  
Andi Reider, Records

1. SOP 1-78 (4-6) Police Service Aide Program	Presented by: Alix Armendariz
Discussion:	<p>An overview of the draft policy was presented to the Office of Policy Analysis for review. The Presenter noted the reasoning for changes in the policy were employee evaluations (which it is recommended there be knowledge of the SOP content), an extended range of duties for PSAs, and validation of what duties are performed in the field.</p> <p>There was a discussion regarding PSAs being able to respond to traffic accidents when injuries are involved, section 1-78-2B. The Presenter stated that they are crashes with injuries, not fatal crashes, and depending on the situation, a supervisor will respond to the scene to disperse help where needed. Also, if the PSA senses the incident is beyond their scope of training, he/she will call for officer response. There was discussion about making it mandatory for an officer to be dispatched with a PSA when responding to an accident with injuries.</p> <p>Language in section 1-78-2B.3a is inconsistent with the language in the SOP 2-46 Traffic Crashes, this will need to be corrected to mirror the</p>

	<p>language in 2-46.</p> <p>A discussion occurred regarding section 1-78-2H, in reference to citizens wanting contact with an officer and viable offender information. It was determined that if the offender information contains a name, address, etc., this is viable and an officer should be dispatched for follow up, but the description needs to be definitive. Some minor change will be made in the policy to reflect this recommendation.</p> <p>The Presenter noted that the large sections highlighted in red are areas that will be rearranged and edited, not deleted per se. There was a recommendation made and agreed upon regarding section 1-78-2L.7, striking the words Prisoner Transport Van because PSAs do not drive these vehicles.</p> <p>It was suggested that the first word “Shall” should be changed to “May” in section 1-78-2N.1.</p> <p>It was discussed, regarding section 1-78-2O.2, PSAs should not be responding to welfare checks for the elderly due to lack of training as well as the conflict with PSAs not authorized to respond to possible death call-outs from dispatch. The recommendations and comments will be considered for this section.</p> <p>It was discussed that the administrative duties, per section 1-78-2R, will be sanctioned once this policy is converted to a General Procedure SOP and maybe this area should be reevaluated as to not distract PSAs of their primary duties involving traffic accidents. This section will be further reviewed for clarification of roles and responsibilities of a PSA.</p>
Action:	1. The draft SOP as presented with changes was agreed upon by OPA and will be posted on PowerDMS for 7 Day Commentary.

2. SOP 1-86 (8-7) Report Review Unit		Presented by: Andrea Reider
Discussion:	An overview of the draft policy was presented to the Office of Policy Analysis for review. The Presenter stated that the policy has been completely re-written to update language and procedures. There was no discussion regarding the policy.	
Action:	1. The draft SOP as presented was agreed upon by OPA and will be posted on PowerDMS for 7 Day Commentary.	

3. SOP 3-31 Physical Fitness Testing and Training		Presented by: J.D. Maes
Discussion:	<p>An overview of the draft policy was presented to the Office of Policy Analysis for review. The Presenter made additions to the policy regarding a wellness and health improvement plan for officers.</p> <p>A discussion occurred regarding increasing the amount of comp time given to officers as greater incentive to participate in physical fitness testing. The recommendations and comments will be considered.</p>	

Action:	1. The draft SOP as presented was agreed upon by OPA and will be posted on PowerDMS for 7 Day Commentary.
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