



CITY OF ALBUQUERQUE

Albuquerque Police Department

Office of Policy Analysis (OPA)

MEETING MINUTES: 20-01

DATE: 01/29/2020

TIME: 1:00 pm – 3:00 pm

VENUE: 400 Roma Ave. NW, Chief’s Conference Room, 5th Floor, LEC

ATTENDEES:

William Kass, CPOA
 Diane McDermott, CPOA
 John D’Amato, APOA
 Lt. R. Crawford, Oversight & Accountability
 A/Commander Luke Languit, VCRD
 Greg Mondragon, APD
 Anthony Ballo, TSU
 Jacob Hoisington, Academy
 Jonas Armstrong, City Legal

Shania Gallegos, Compliance Bureau
 DC Eric Garcia, Compliance Bureau
 Tanya La Force, Field
 Matt Fisher, APOA
 Robyn Rose, City Legal
 Edward Harness, CPOA
 Brenda Vigil-Gallegos, Field Services Bureau
 Chermaine Carter, Policy and Procedure

1. SOP 1-59 Impact Unit (formerly 4-4)	Presented by: A/Commander L. Languit
Discussion:	An overview of the draft policy was presented to the Office of Policy Analysis (OPA) for review. This SOP is specific to Impact Sergeants, and Impact Detectives; SOP makes it known what they are supposed to do. Suggestions to evaluate the language in the second paragraph of section 1-59-1, Purpose, were made. The presenter touched on the definition of “Violent Crimes,” section 1-59-3. The question of why a definition of violent crimes was needed. The definition might be taken out and will be in Violent Crimes SOP. The presenter mentioned that all units respond to some sort of a violent crime call out. Section 1-59-4, Rules and Regulations are taken from SO 20-02. Section C states how a sergeant or primary field officer assigns a case to Impact detectives; that decision is dependant on the Matrix. There were suggestions for formatting and language revision.
Action:	1. The draft SOP, as presented, was reviewed by OPA and will be

	posted on PowerDMS for 15 Day Commentary. All recommendations will be provided to the policy owner.
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2. SOP 2-38 Daily Staffing and Briefing (formerly 4-13)	Presented by: Lt. R. Crawford
Discussion:	An overview of the draft policy was presented to the Office of Policy Analysis (OPA) for review. The presenter provided a summary of the changes made to the policy; he stated that the policy is a “total rewrite.” The definition of Line-Ups, was recommended for consideration; line-up is another word for an attendance sheet. Each unit is broken down by a team with codes to show where each field officer is located at, along with special service units. The Line-up is the same across the board and should be filled out by a supervisor in its entirety every day during briefings and forwarded to Operations Review. Being on a call is the exception to the check. Administrative Assistants at the substations have to make sure they are being done. In the Span Control section, the general rule is “a sub is needed” to have a Sergeants days off covered at all times, and it should be up to chain-of-command to make sure of this. This does exclude coverage done by a “duty” Lieutenant. Area Commander is responsible for Span Control. Briefings section was put in SOP because this procedure shall take place before a big operation; there are some exceptions from conducting a daily briefing. There was minor formatting done to this SOP.
Action:	1. The draft SOP, as presented, was reviewed by OPA and will be posted on PowerDMS for 15 Day Commentary. All recommendations will provided to the policy owner.

3. SOP 2-31 Emergency Medical Services	Presented by: APD Safety Officer F. Galanis
Discussion:	An overview of the draft policy was presented to the Office of Policy Analysis (OPA) for review. “Contact with communicable diseases” section was moved to SOP 2-32. Added language for procedures when requesting rescue. “Related policy” was removed, being that the two SOP’s do not relate to each other. There was also a revision of formatting and language.
Action:	2. The draft SOP, as presented, was reviewed by OPA and will be posted on PowerDMS for 15 Day Commentary. Recommendations will be provide to the policy owner.

4. SOP 2-32 Exposure to Blood or Body Fluids	Presented by: APD Safety Officer F. Galanis
Discussion:	An overview of the draft policy was presented to the Office of Policy Analysis (OPA) for review. “contact with communicable diseases” was added to this policy and was removed from SOP 2-31. Revision of

	formatting and language was done. In section A-2, Contact with Communicable Diseases was written with the assumption that everyone is being affected. In section, B-1, suggestions were made that the word “chemical” in conjunction with biological be added.
Action:	3. The draft SOP, as presented, was reviewed by OPA and will be posted on PowerDMS for 15 Day Commentary. Recommendations will be provided to the policy owner.