CITY OF ALBUQUERQUE

Albuquerque Police Department

Office of Policy Analysis (OPA)

MEETING MINUTES: 21-3

DATE: February 24, 2021

TIME: 1:00 pm – 3:00 pm

VENUE: Zoom Web Conference

ATTENDEES:

Patricia Serna	Policy and Procedure Unit
Officer Tanya La Force	Policy and Procedure Unit
Angelina Medina	Policy and Procedure Unit
Deputy Commander Sean Waite	Policy and Procedure Unit
Edward Harness	Civilian Police Oversight Agency
Ali Abbasi	Civilian Police Oversight Agency
Sgt. Jacob Hoisington	Academy Division
Robyn Rose	City Attorney
Judge Sharon Walton	APD Policy Consultant
Jessica Solis	Emergency Communications Center
Deputy Chief Garcia	Professional Standards and Accountability Bureau
Gregory Mondragon	Prisoner Transport Unit
Commander Nerbetski	Commander
Sofia Clingenpeel	Emergency Communications Center
A/Commander Scott Norris	CID

1. SOP 1-22 (currently 2-89) Automated License Plate Reader Program	Presented by: Commander Nerbetski
Discussion:	Commander Nerbetski advised that this is the second time he presented this SOP at an OPA (P&P) meeting. He advised that he has restructured the policy from the beginning. The Commander explained what an automated license plate reader is and how the Department uses the system. The process for when an "alert" is received was explained and

	the definition of an "alert" was given. The National Insurance Crime Bureau (NICB) list or stolen vehicle list was explained as being used in Albuquerque. The rules and regulations when using the automated license plate reader system were explained. A question was asked about whether the new Ten Code would be part of the program when it goes live. The new Ten Code for the system will go live when the SOP does. A question was asked about the factors that come in mind when a fixed camera system location is chosen. Historic crime data was used to help determine where the fixed cameras would be located. A question about data retention was asked and whether a person's information will be stored for a year if there is no crime. The Commander advised they keep the image of the license plate for a year due to the time needed to support an investigation when needed. A question was asked about the data on the "hot list". The Commander explained how vehicles can be added to the "hot list". A question was asked about the images being attached to the vehicle owner's registration information. The Commander advised it is only an image of the plate with no registration information.
Action:	The draft SOP, as presented, was reviewed by OPA and will be posted on PowerDMS for 15 Day Commentary.

2. SOP 1-80 (formerly 6-5) Prisoner Transport Unit	Presented by: Gregory Mondragon
Discussion:	Gregory Mondragon advised the policy had not been updated in 6 years and was now updated and revised. The policy now shows what the Prisoner Transport Unit does and how they work with the jail system. Mr. Mondragon advised how the Prisoner Transport Unit helps with transports for outside agencies. The rules and responsibilities of the unit were explained. Mr. Mondragon advised what areas of the policy were changed due to construction at the building and having expanded services. The process for intake of an individual and taking into consideration the impact of COVID on the Prisoner Transport Center. Mr. Mondragon advised that all individuals are checked at the Prison Transport Center by the contracted Metropolitan Detention Center staff prior to being transported to the jail. He explained that transportation of male and female subjects are done separately. Mr. Mondragon advised the process when transporting an individual to the jail. He explained that the Prisoner Transport Unit helps the Department with hospital guard duty with a few restrictions. The use of the prisoner transport unit was explained when needed by the Emergency Response Team to assist with transportation of detained individuals. Training and certifications were explained. The uniform section was taken out and added to SOP 2-1 Uniforms. A question was asked about a posted emergency evacuation procedure. Greg advised that all facilities have their own evacuation plan.

Action:	The draft SOP, as presented, was reviewed by OPA and will be posted on PowerDMS for 15 Day Commentary.

3. **SOP 2-10 Use of Emergency Communications**	Presented by: Sofia Clingenpeel
Discussion:	Ms. Clingenpeel advised that the policy has been reviewed in the last year. The policy has been updated to mirror the new priority system. Language and definitions were updated. The Ten Code chart was removed due to the number of changes that occur with the codes. The Ten Code list would now be sent out as a Special Order when updates are done. No questions were asked.
Action:	The draft SOP, as presented, was reviewed by OPA and will be posted on PowerDMS for 15 Day Commentary.

4. **SOP 2-69 Informants**	Presented by: A/Commander Scott Norris
Discussion:	A/Commander Norris advised the use of on body recording devices used when interacting with informants was added to the policy. The types of informants were defined, language, and acronyms where updated. A question was asked about the difference of the types of informants. The A/Commander advised what the difference of the informant types were. No questions were asked.
Action:	The draft SOP, as presented, was reviewed by OPA and will be posted on PowerDMS for 15 Day Commentary.

5. **SOP 3-50 Forms Control**	Presented by: : Angelina Medina
Discussion:	Ms. Medina explained the policy is in place to help the Department obtain approval for all forms from the Policy and Procedure Review Board (RPRB). There was a change to the PPRB voting to allow them to vote on forms by email. A question was asked to add the SOP Liaison or P&P email to the policy. Ms. Medina advised they can look into that option.
Action:	The draft SOP, as presented, was reviewed by OPA and will be posted on PowerDMS for 15 Day Commentary.