



# CITY OF ALBUQUERQUE

Albuquerque Police Department  
Office of Policy Analysis (OPA)

**MEETING MINUTES: 19-3**

**DATE: 5/2/2019**

**TIME: 10:15am – 12:00pm**

**VENUE: 400 Roma NW, LEC, Tech Services Conf. Rm. #304, 3<sup>rd</sup> floor – old side**

**ATTENDEES:**

Shaun Willoughby, Det./APD/APOA Rep.  
Greg Mondragon, APD PTU  
Ed Harness, CPOA Executive Director  
Kim Prince, SOP Liaison  
Julie Maycumber, Ofc./Compliance  
E. Frank Galanis, Risk/APD  
Amir Chapel, Mgr./ Compliance  
Chermaine Carter, APD Ofc./Compliance  
Lindsay Van Meter, City Legal

Diane McDermott, CPOA  
Paul Haugh, Sgt./OPS  
Jacob Hoisington, APD Academy  
Patty French, AFSCME  
Chris Sylvan, Community Outreach  
Tony Simballa, Sgt./SID  
Nick Wilson, Sgt./SID  
Joe Viers, Lt./OPS  
Justin Montgomery, APOA

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1. SOP: 2-15 Small Unmanned Aircraft Systems (sUAS) Operations		Presented by: Sgt. A. Simballa
Discussion:	An overview of the draft policy was presented to the Office of Policy Analysis (OPA) for review. This is a new Department policy, which has been in development for over a year and a half. The use of these drones will benefit SWAT, Criminalistics, Search and Rescue, the Traffic Unit (accident reconstruction) as well as AFD with structure fires – expanding over time. Only a licensed operator (Remote Pilot In Command – RPIC) will be authorized to fly the drones. Training is paramount for obtaining a license and will begin as soon as this SOP is published. Currently there are two training aircrafts in inventory. The program developers have worked closely with the ACLU and City Legal as well as researching best practices from other police agencies to ensure civil rights of citizens are not violated.	
Action:	1. The draft SOP as presented was reviewed by OPA and will be posted on PowerDMS for 7 Day Commentary.	

2. SOP: 3-9 Delegation and Command		Presented by: Lt. J. Viers
Discussion:	An overview of the draft policy was presented to the Office of Policy Analysis (OPA) for review. This policy is recommended for removal due to changes in the new Department Administration. Some of this policy's content will be incorporated into SOP 3-11 Command Staff Responsibilities.	
Action:	1. The draft SOP as presented was reviewed by OPA and will be posted on PowerDMS for 7 Day Commentary.	

3. SOP: 3-10 Chief's Authority and Responsibilities		Presented by: Lt. J. Viers
Discussion:	An overview of the draft policy was presented to the Office of Policy Analysis (OPA) for review. This policy is recommended for removal due to changes in the new Department Administration. Some of this policy's content will be incorporated into SOP 3-11 Command Staff Responsibilities.	
Action:	1. The draft SOP as presented was reviewed by OPA and will be posted on PowerDMS for 7 Day Commentary.	

4. SOP: 3-11 Command Staff Responsibilities (CASA)		Presented by: Lt. J. Viers
Discussion:	An overview of the draft policy was presented to the Office of Policy Analysis (OPA) for review. Changes to this policy reflect clarity of position titles and their responsibilities. Also, content from SOP 3-9 and SOP 3-10 have been incorporated into this policy.	
Action:	1. The draft SOP as presented was reviewed by OPA and will be posted on PowerDMS for 7 Day Commentary.	

5. SOP: 3-15 Sworn Personnel Positions		Presented by: Lt. J. Viers
Discussion:	An overview of the draft policy was presented to the Office of Policy Analysis (OPA) for review. Changes to this policy include the addition of a purpose statement and a policy statement, plus the removal of content pertaining to the Commander position.	
Action:	1. The draft SOP as presented was reviewed by OPA and will be posted on PowerDMS for 7 Day Commentary.	