



# Recommendation Update Form

This response is in reference to recommendation # 17-09 / ~~19-1~~ Area Command NE

Responsible SME: Cmdr. McDermott

Date Sent: 12-15-2022

Date Due: 12-30-2022

\*Please provide response to highlighted portions.

## Concerns and Observations

- Partner with local curriculum development professionals at APS or CNM/UNM to develop a clear curriculum for the program with clear goals, learning objectives, and lessons tied to those standards. This should also include creating "units" to arrange topics of similar matter in sequence ie., Law of Policing, Training and recruitment, Units of APD, etc. Adjust instructional time for students to offer related questions, answers and discussion on a consistent basis.**

Chief made aware of recommendation: Yes  No  Date: \_\_\_\_\_

Recommendation Status: Approved  Denied

\*If denied please give reasoning:

This recommendation is denied. External curriculum development professionals would be a costly approach for the department for Citizens Police Academy content.

The APD Academy has hired a Curriculum Development Manager and has a Comprehensive Training Unit (CTU) to assist with creating department training. While CTU is largely devoted to developing curriculum for APD personnel, the lessons learned from this unit have been taught to the Advanced Training Unit and are shared with other department course developers to establish a standard for courses. Each CPA lesson plan includes clear learning objectives and the content is directly correlated with those objectives. If any concerns are noticed or observed during the class, the Advanced Training Unit coordinates with the affected specialty unit to get the presentation corrected for future courses. Additionally, Advanced Training Personnel provide instructors with guidelines on the "flow of show" on the night they present, to include the amount of time they are scheduled to teach, scheduled time for questions and answers, and scheduling breaks for participants.

#2

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Date Sent: 12-15-2022

Date Due: 12-30-2022

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## Concerns and Observations

### 1. Reduce each session to two hours.

The course will remain 3 hours per night, refer to response #1 above for additional details.

Chief made aware of recommendation: Yes  No  Date: \_\_\_\_\_

Recommendation Status: Approved  Denied

\*If denied please give reasoning:

This recommendation is denied. The course will remain 3 hours per night.

The APD Citizen Police Academy (CPA) is currently 12 weeks long, meeting every Tuesday and Thursday evening from 1800-2100 hours. The course is intended to provide participants with an overview of APD and the criminal justice system; increase public awareness about APD and the guidelines in which police officers operate to include relevant SOPs, legal standards, and CASA requirements; incorporate the values of community policing by build relationships with APD and the community; and provide APD with the opportunity to hear and respond to community concerns.

This length of each session and the entire course had been determined to be the most efficient in providing as much information as possible about APD, the largest department in the State of New Mexico. Shortening the length of the CPA would not provide sufficient time to cover all of the material. In fact, attendees have requested additional training be incorporated into the course. While that is not possible, shortening the CPA would not provide enough time to cover all of the material. It should be noted, semi-annually a review of the courses is conducted, where the content, instructors, and length of each course is completed to determine the most appropriate scheduling for CPA.

#3

# Recommendation Update Form

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Responsible SME: Cmdr. McDermott

Date Sent: 12-15-2022

Date Due: 12-30-2022

\*Please provide response to highlighted portions.

## Concerns and Observations

### **1. Reduce the length of the course to two (2) months (8 weeks).**

Chief made aware of recommendation: Yes  No  Date: \_\_\_\_\_

Recommendation Status: Approved  Denied

\*If denied please give reasoning:

This recommendation is denied. The course will remain 12 weeks long.

The APD Citizen Police Academy (CPA) is currently 12 weeks long, meeting every Tuesday and Thursday evening from 1800-2100 hours. The course is intended to provide participants with an overview of APD and the criminal justice system; increase public awareness about APD and the guidelines in which police officers operate to include relevant SOPs, legal standards, and CASA requirements; incorporate the values of community policing by build relationships with APD and the community; and provide APD with the opportunity to hear and respond to community concerns.

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\*Please provide response to highlighted portions.

## Concerns and Observations

- 1. Develop a syllabus to lay out clear expectations and requirements at the outset of the course.**

Chief made aware of recommendation: Yes  No  Date: \_\_\_\_\_

Recommendation Status: Approved  Denied

\*If denied please give reasoning:

This recommendation is approved.

A projected schedule is provided to all CPA personnel on the first day of class. Given the dynamic nature of police work, they are advised that there may be changes to the program in the event of a police emergency requiring response from various APD units.

# Recommendation Update Form

This response is in reference to recommendation # ~~19-1~~ <sup>17-09</sup> / Area Command NE

Responsible SME: Cmdr. McDermott

Date Sent: 12-15-2022

Date Due: 12-30-2022

\*Please provide response to highlighted portions.

## Concerns and Observations

- 1. Post agenda online. List sessions where attendance is required for CPC and CPOB, etc.**

Chief made aware of recommendation: Yes  No  Date: \_\_\_\_\_

Recommendation Status: Approved  Denied

\*If denied please give reasoning:

This recommendation is denied.

Unfortunately, APD and the APD Academy do not have access to edit the APD website and instead must coordinate through City IT services, which can result in a significant delay and hindrance to editing the CPA website. Posting and agenda online would make information public record and may encourage unapproved attendance for certain courses. It also does not allow for additional adaptability in the event of a change or an emergency when we do not control the website. Additionally, CPA is no longer required for CPC members. CPOAB, which replaced CPOB) receive a list of required courses and use a QR code to capture their attendance for mandatory sessions.

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Date Sent: 12-15-2022

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## Concerns and Observations

### **1. Close sessions at completion of presentations or instruction.**

Chief made aware of recommendation: Yes  No  Date: \_\_\_\_\_

Recommendation Status: Approved  Denied

\*If denied please give reasoning:

This recommendation is approved.

All classes end promptly at 2100 hours. Some instructors offer to remain after to answer participant questions but this is not required for anyone.

#7

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## Concerns and Observations

- 1. Consolidate related speakers/presenters into one session. Example: Specialized tactical units like SWAT, bomb squad, and K-9 should be one session. Develop and utilize a form of assessment to determine program effectiveness, strengths and weaknesses. Evaluation alone cannot determine if the program is actually effective in conveying information. This assessment should not determine pass/fail for students, but rather will provide additional content-based, feedback to presenters and the coordinator.**

Chief made aware of recommendation: Yes  No  Date: \_\_\_\_\_

Recommendation Status: Approved  Denied

\*If denied please give reasoning:

This recommendation is approved.

This has since been completed. The APD Advanced Training Unit strives to incorporate adult learning principles by scheduling courses in a way that are logical, build upon each other, and keeping related courses together.

#8

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Date Sent: 12-15-2022

Date Due: 12-30-2022

\*Please provide response to highlighted portions.

## Concerns and Observations

- 1. Allow reflective time for students to evaluate performance of individual instructors and the overall program and its effectiveness at the conclusion of each session and the course.**

Chief made aware of recommendation: Yes  No  Date: \_\_\_\_\_

Recommendation Status: Approved  Denied

\*If denied please give reasoning:

This recommendation is approved.

Course evaluations are provided to participants at the beginning of each class to allow for participants to have access to the evaluations during the course instruction and to complete the evaluations throughout the night at their convenience. They are also advised that they may retain them and provide them at the subsequent session if they would like additional time to complete their evaluations. Additionally, the overall CPA program evaluation is provided to CPA members on the first day of CPA and are reminded in the last two weeks to provide it during the last week of the course. If participants lose their original CPA program evaluation form, an additional one is provided at their request. The feedback used during these evaluations, assist the APD Academy to improve the CPA for future classes.



#9

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## Concerns and Observations

- 1. Timely complete production of online sessions as promised in July, 2016. Offer these sessions along with a written assessment in lieu of attendance for all sessions. This will again require the department to partner with local software developers and curriculum experts to develop an adequate program.**

Chief made aware of recommendation: Yes  No  Date: \_\_\_\_\_

Recommendation Status: Approved  Denied

\*If denied please give reasoning:

This recommendation is denied.

This recommendation was provided at a time where CPA was a required course for CPC board members. Given that the requirement was amended to a recommendation to attend, this recommendation is being denied. CPA will remain an in-person course as it is the most cost effective option and most efficient manner to provide access to the training as the department intends.

#10

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## Concerns and Observations

- 1. Require attendance at 80% of sessions, with absences "made-up" through online content and related assessment. Online assessments would need to be 75% correct or higher to receive credit. In-class assessments would be scored for informational purposes only.**

Chief made aware of recommendation: Yes  No  Date: \_\_\_\_\_

Recommendation Status: Approved  Denied

\*If denied please give reasoning:

This recommendation is denied.

This recommendation is no longer applicable as CPA is optional for CPC members.

#11

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Responsible SME: Cmdr. McDermott

Date Sent: 12-15-2022

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## Community Policing: CPC, CPOA, and the CASA

### **1. Provide an overview of the settlement agreement and the roles of CPCs, CPOA, and CPOB.**

Chief made aware of recommendation: Yes  No  Date: \_\_\_\_\_

Recommendation Status: Approved  Denied

\*If denied please give reasoning:

This recommendation is approved.

The APD Academy will incorporate a course on the CASA to provide participants with a basic understanding and overview of the CASA and the role it plays in department operations. Additionally, a session of CPA encourages additional ways to get involved with APD, which includes presentations about volunteer opportunities.

#12

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\*Please provide response to highlighted portions.

## Community Policing: CPC, CPOA, and the CASA

- 1. Presenters should be trained to teach according to the curriculum. Spouting casual remarks and personal opinions undermine the work of the department and the CPA.**

Chief made aware of recommendation: Yes  No  Date: \_\_\_\_\_

Recommendation Status: Approved  Denied

\*If denied please give reasoning:

This recommendation is approved.

All presenters are expected to professionally represent the APD and should refrain from personal opinions that undermine department operations. Most presenters are instructor certified and a state certified instructor is present during all sessions. For all high risk lesson plans (firearms, defensive tactics, and use of force topics), presenters are required to have a specialty instructor certification in the topics presented. This is confirmed by the APD Academy staff prior to instruction.

#13

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Date Sent: 12-15-2022

Date Due: 12-30-2022

\*Please provide response to highlighted portions.

## Community Policing: CPC, CPOA, and the CASA

- 1. Create a larger more expansive "Community Policing Unit" that includes information and speakers on the CASA, CPC's, the CPOA and CPOB, the PACT unit, the mounted unit, bicycle patrols, and youth outreach programs.**

Chief made aware of recommendation: Yes  No  Date: \_\_\_\_\_

**Recommendation Status:** Approved  Denied

\*If denied please give reasoning:

This recommendation is approved.

APD currently has a community engagement unit to promote formalized community policing activities for department personnel. Community policing philosophy is intertwined in every unit's presentation as they include how the community can be involved and do their part in the work of each specialty unit. Furthermore, the final day of presentations before graduation is night of presentations on how to continue one's involvement with APD, which includes presentations from crime prevention, crime stoppers, the Chaplain unit, APD volunteers, the ACPAAA, and recruitment.

#14

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## Professionalism and Ethics

- 1. Presenters and the coordinator should never advocate for particular political or religious beliefs. If the police are to be trusted as impartial arbiters of the law, then public events such as CPA should refrain from showing any bias. Such bias is also not consistent with a learning objective-based curriculum.**

Chief made aware of recommendation: Yes  No  Date: \_\_\_\_\_

Recommendation Status: Approved  Denied

\*If denied please give reasoning:

This recommendation is approved.

APD concurs that CPA presenters should be fair, impartial, and professional representatives of the department in a manner that does not encourage any particular political or religious viewpoints. This has not been observed in the last 2 years, and it is our belief this recommendation had been incorporated after it was originally suggested by the CPCs. APD will continue to monitor this recommendation to ensure the current practice remains in place.

#15

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\*Please provide response to highlighted portions.

## Professionalism and Ethics

- 1. Refrain from speech or opinions that demonstrate favoritism of officers in ongoing investigations of which those officers' actions are questioned.**

Chief made aware of recommendation: Yes  No  Date: \_\_\_\_\_

Recommendation Status: Approved  Denied

\*If denied please give reasoning:

This recommendation is approved.

APD refrains from discussing any cases that have not been adjudicated. This concern has not been observed in the last two years and is believed to have been corrected.

#16

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\*Please provide response to highlighted portions.

## Professionalism and Ethics

- 1. Offer constructive crime prevention and personal safety suggestions to students and always encourage compliance with firearms regulations.**

Chief made aware of recommendation: Yes  No  Date: \_\_\_\_\_

Recommendation Status: Approved  Denied

\*If denied please give reasoning:

This recommendation is approved.

In addition to a class on crime prevention, APD incorporated a self-defense/defensive tactics day of training, where participants get to observe APD defensive tactics instructors explain department tactics and also offers suggestions on personal safety options. APD offers an optional firearms training day, which includes instruction on firearms safety and adherence to state and local firearms regulations.



#17

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\*Please provide response to highlighted portions.

## Professionalism and Ethics

### **1. Do not allow profane/foul language in the CPA.**

Chief made aware of recommendation: Yes  No  Date: \_\_\_\_\_

Recommendation Status: Approved  Denied

\*If denied please give reasoning:

This recommendation is approved.

Instructors and academy personnel are required to uphold the highest levels of professionalism and required to adhere to department policy regarding profanity. Profanity used by course participants is also addressed by CPA facilitators when it disrupts the learning environment.

#18

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Date Due: 12-30-2022

\*Please provide response to highlighted portions.

## Professionalism and Ethics

- 1. Teach to a curriculum rather than espousing personal opinions on department policy. Check ego, anger and disappointment at door. Many CPA students and police cadets consider speakers and presenters as experts in their field and appreciate their work. As trying and difficult an officer's duties, his or her words and tone matter. Shouting at, arguing with, and dismissing students clearly demonstrate lack of self-control and lack of respect for others.**

Chief made aware of recommendation: Yes  No  Date: \_\_\_\_\_

Recommendation Status: Approved  Denied

\*If denied please give reasoning:

This recommendation is approved.

Instructors are carefully selected to be the best representation of APD. This concern has not been observed to be problematic in recent years, and any instructor who deviates from the lesson plan or is unprofessional with participants is addressed and corrected by CPA facilitators. Any unprofessional behavior can also warrant an instructor not being invited to participate in future classes and may lead to departmental investigation and discipline if warranted.

#19

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Responsible SME: Cmdr. McDermott

Date Sent: 12-15-2022

Date Due: 12-30-2022

\*Please provide response to highlighted portions.

## Professionalism and Ethics

### **1. Make use of spell-check and dictionaries.**

Chief made aware of recommendation: Yes  No  Date: \_\_\_\_\_

Recommendation Status: Approved  Denied

\*If denied please give reasoning:

This recommendation is approved as all CPA presentations should be professional, to include spelling and grammar checks.

#20

# Recommendation Update Form

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Date Due: 12-30-2022

\*Please provide response to highlighted portions.

## Professionalism and Ethics

- 1. Enlist vetted volunteers, hire proofreaders and/or curriculum development professionals for Power Point and other written documents.**

Chief made aware of recommendation: Yes  No  Date: \_\_\_\_\_

Recommendation Status: Approved  Denied

\*If denied please give reasoning:

This recommendation is denied as APD does not currently have the resources to hire additional proofreaders or curriculum development professionals to create course content. However, APD does acknowledge all CPA presentations should be professional, to include spelling and grammar checks. If any spelling or grammar issues are noticed prior to teaching they are corrected. If that are missed, the feedback is provided to the instructor to correct before the next class. In recent years, this feedback process has been found to be an effective method to manage and meet the underlying concern from this recommendation.

#21

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\*Please provide response to highlighted portions.

## Professionalism and Ethics

- 1. Develop continuing education classes for officers that will emphasize appropriate and strong vocabulary, writing and speaking skills.**

Chief made aware of recommendation: Yes  No  Date: \_\_\_\_\_

Recommendation Status: Approved  Denied

\*If denied please give reasoning:

This recommendation is denied as APD does not currently have the resources to mandate this as a requirement.

However, APD and the City of Albuquerque encourage department personnel to pursue personal and professional development opportunities, to include higher education courses, City of Albuquerque professional development courses, and state accredited instructor courses.