

Community Policing Council Guidelines (Draft 14)

I. Origin

- A. The Albuquerque Community Policing Councils (CPCs) were formed in response to the Court Approved Settlement Agreement (CASA) in case number 1:14-cv-01025-JB-SMV, United States District Court for the District of New Mexico, specifically paragraphs #266 through #270, and legally established as a city-sponsored entity” by ABQ ordinance Section 9-4-6-1 et-seq.
- B. The role of the CPCs is advisory only. At no time shall the CPCs represent themselves as acting on behalf of the City of Albuquerque (City) and the City is not bound by any recommendations made by the CPCs.

II. Mission

- A. CPCs work closely with APD, and other City departments, to develop a comprehensive Community Policing approach that collaboratively identifies and implements strategies to address crime and safety issues.
- B. The CPCs assist, counsel, recommend and/or participate by:
 - 1. Reviewing and assessing the propriety and effectiveness of law enforcement priorities and related community policing strategies, materials, and training;
 - 2. Reviewing and assessing concerns or recommendations about specific APD policing tactics and initiative;
 - 3. Providing information to the community and conveying feedback from the community to APD;
 - 4. Advising the Chief of Police on recruiting a qualified, diverse workforce;
 - 5. Advising the Chief of Police on ways to collect and publicly disseminate data and information, in a transparent and public-friendly format to the greatest extent allowed by law; and
 - 6. Review of APD policies as part of the routine APD policy review process to ensure community interests are represented in proposed changes and that policies follow constitutional and community policing ideals.

III. Purpose

To communicate, cooperate, and collaborate to foster better constitutional and community policing, engagement, and to foster better relationships between the Albuquerque Police Department (APD) and the community.

IV. Community Policing

- A. Constitutional and community policing concentrates on preventing crime and eliminating the fear it creates, earning the trust of the community and making the community stakeholders in their own safety. Community policing enables law enforcement to better understand both the needs of the community and the factors that contribute to crime.
- B. A well-functioning police department actively works to build productive relationships with the residents it protects and functions as a part of the community rather than being isolated from it.

- C. Constitutional and community policing yields positive results when the public views officers as engaging with citizens fairly and respecting the rule of law.

V. Goals

A. Program Goals

1. To engage in detailed and meaningful discussions to identify concerns, problems, successes and opportunities for Community Policing within each area command.
2. To tailor solutions specifically aimed at the needs of each neighborhood and area command to address citizens' concerns.
3. To gather community input into APD policy and procedure development.

B. Individual Council Goals

To be determined by members of each individual Council

VI. Structure and Composition of Community Policing Councils

- A. There will be one CPC in each APD Area Command and a City-wide Youth CPC;
- B. The CPCs shall strive to be composed of five (5) to a maximum of eleven (11) members.
- C. No CPC shall have less than three (3) members.
 1. A CPC shall not process recommendations when membership is less than three (3); and
 2. A CPC may not independently meet when CPC membership is less than three.
- D. Each CPC shall elect officers as needed with at least a Chair and a Vice Chair who shall lead the performance of the duties listed in section VII-D-3.
- E. A Council of Chairs (COC) shall be formed consisting of the chairs and vice chairs of the CPCs from each Area Command. The COC will assist the CPC in recruiting additional members as needed.
- F. The City is helping to facilitate constitutional and community policing by providing a CPC Liaison and support staff.
- G. Representatives of APD and the CPOA may advise the CPCs but shall not be CPC members.

VII. Community Policing Councils (CPCs)

A. CPC Members must:

1. Live or work within the boundaries of the area command associated with each CPC. A work location is defined as the address where an individual receives work-related mail.
2. Attend scheduled CPC meetings, two (2) consecutive unexcused absences or three (3) absences of the previous six (6) meetings may result in dismissal from the CPC. Excused versus unexcused absences shall be decided by the discretion of the Chair of the individual CPC.
3. Demonstrate the ability to work well with others and act appropriately in a group of diverse and divergent viewpoints.
4. Exhibit professionalism and the work ethic required for meaningful participation in meetings, discussions, hearings, and other public forums.
5. Be able to use a computer, email, and other necessary communication tools.

6. Attempt to avoid conflicts of interest.
7. Represent the community in their area in a fair and impartial manner. Members should respect the mission of the CPCs as representing the interests of the entire community and should not use their position as a platform for airing personal grievances.
8. Refrain from running for, or holding, an elective office while serving on a CPC.
9. Disclose all potential conflicts. Failure to do so shall disqualify a participant from continuing CPC service. A conflict of interest can exist that would exclude a candidate from being selected as a CPC member or might exist that precludes a member from participating in debate and the vote on an issue. These issues should be disclosed by candidates and members as soon as identified to the CPC Liaison for determination as to whether or not an actual conflict exists. The CPC Liaison may consult with the CPOA Executive Director and/or legal counsel for assistance in making this determination and to resolve any conflict issues. If the conflict issue is not resolved to the satisfaction of the candidate or member in question, the matter may be referred to and appropriate action taken by the other voting CPC Members. The COC shall arbitrate any conflict of interest disputes.

B. CPC Members are encouraged to:

1. Complete a minimum of one (1) annual ride-along for educational purposes, but it is not required. The Albuquerque Police Department will work with CPC members to accommodate individual special needs. The ride-along is subject to Albuquerque Police Department policies and restrictions.
2. Participate in the Citizen Police Academy. The (CPA) is encouraged, but not required. Involvement in the CPA is subject to Albuquerque Police Department policies and restrictions.
3. The Albuquerque Police Department will work with CPC members to accommodate individual special needs.
4. Attend other meetings that relate to the duties of the CPC.
5. Organize or participate in community outreach programs as a representative of the CPC.

C. Duties of the CPCs

1. Provide and maintain CPC Membership:
 - a. Prospective members shall submit a request to be a CPC voting member to the CPC Liaison.
 - b. The CPC Liaison forwards the qualifying Membership Request to the appropriate CPC. Within thirty (30) days, CPC leadership shall acknowledge receipt of the application and contact the prospective member.
 - c. Prospective members shall be interviewed prior to appointment and the interview /conversation shall include the participation of at least the following:
 - i. The prospective member; and
 - ii. Existing CPC Members.

- d. Prospective members shall not be disqualified based on race, ethnicity, national origin, religion, gender identity, sexual orientation, physical ability, membership in any protected class, or for having a criminal history; however, current active felony warrants or active felony charges shall disqualify a person from membership. An NM Courts check may be used to determine active charges or warrants.
 - e. Prospective members shall be appointed by a majority vote of the individual CPC.
 - f. Prospective members are notified by the CPC Chair or their designee as to whether or not their application for membership has been granted.
 - i. Anyone not selected for membership may submit another request after one (1) year or see the appellate process 2.c
2. The COC shall arbitrate any membership disputes.
- b. Failure to adhere to the CPC Code of Conduct, in regard to membership, shall be grounds for disqualification for membership.
 - c. Appellate process:
 - i. Prospective members not accepted by the CPC can appeal the decision to the COC within ten (10) business days of receiving notice of disqualification;
 - ii. The COC Chair requests input from the prospective member and the CPC within ten (10) business days, after receipt of the notice of appeal.
 - iii. The COCs shall make a final determination on the appeal and notify the prospective member of that decision within ten (10) business days following request for input.
 - iv. If the COC determines the disqualification for membership was inappropriate, the prospective member shall be granted membership to the CPC; or, If the COC confirms the disqualification, the prospective member will be able to submit another application after one (1) year from the denied request.

D. Terms of Service:

- 1. Members may serve a maximum of two (2) terms.
- 2. Terms shall be staggered so that the term of no more than four (4) members expires each year.
- 3. Each term shall be for three (3) years.
- 4. The CPC shall begin reviewing applications for members at least two months before the expiration of a member's second term and shall strive to select a replacement member at the meeting concurrent with the expiration of the incumbent member's term. If there are no eligible candidates to replace a member on the expiration of the member's term, that member may remain on the CPC until an eligible replacement is selected.

E. Removal/Resignation/Vacancy

- 1. A CPC member may be removed for cause by a majority vote of the CPC. Cause for removal includes, but is not limited to:
 - a. Violations of the Community Policing Council ordinance; or,
 - b. Violations of the CPC Guidelines or Code of Conduct therein.

2. A person removed for cause may not reapply for CPC membership for a period of one (1) calendar year from the date of removal.
3. Failure to abide by the Code of Conduct may be reported by any CPC member to the Chair or Vice-Chair.
4. The Chair or Vice-Chair shall call a closed session to discuss the alleged violation and allow the CPC to determine how to proceed.
5. The closed session shall include:
 - a. The affected member;
 - b. Existing CPC Members;
 - c. The CPC Liaison; and,
 - d. The CPOA Executive Director or CPOA designee as an advisor and trial observer.
6. The Appellate process includes:
 - a. A removed member can appeal the decision to the COC within ten (10) business days of receiving notice.
 - b. The COC requests input from the removed member and the CPC within ten (10) business days following notice of appeal;
7. The COC shall make a final determination on the appeal and notify the affected member of that decision within ten (10) business days following requests for input;
 - a. If the COC determines the removal was inappropriate, the affected member shall be reinstated to the CPC immediately; or,
 - b. If the COC confirms the removal, the removed member will be able to submit another application after one (1) calendar year from the denied request.

F. Election of CPC Officers

1. Elections generally occur at the first meeting of the calendar year in which a quorum is established or if a vacancy occurs mid-year, at the next monthly meeting after an officer resigns from office.
2. The CPC shall work to provide a succession plan for the event that officers leave or can no longer serve. CPC Chairs shall be mentored by the prior Chair to ensure continuity of the CPC. The CPC shall hold special elections in the event that the Chair and or Vice Chair leave or can no longer serve. Other offices may be held on a voluntary appointed basis until the next election.
3. By majority vote, the CPCs shall elect a chair, vice-chair, and other leadership positions deemed necessary.
 - a. Chair duties:
 - i. Preside over all meetings of CPC;
 - ii. Serve as the spokesperson for the CPC;
 - iii. Sign recommendations approved by the CPC;
 - iv. Submit the approved recommendations to the CPC Liaison, who will forward them to APD's designee.
 - v. Receive and distribute information from the City to the CPC and to the Community;
 - vi. Serve as the representative of the CPC in meetings and discussions with the COC, City and other organizations, and;

- vii. Approve and submit to the CPC Liaison an annual report
- b. Vice-Chair duties:
 - i. Perform the duties of the chairperson if the chairperson is unable to do so or is absent.
 - ii. At the request of the Chair, assist in the performance of duties of the Chair.
 - iii. Perform other tasks as assigned by the Chair.
- 4. CPC Officers shall be elected for a term of one year and may be renewed.

G. Code of Conduct

1. Members of each CPC are expected to exhibit the highest ethical and professional standards. CPC members shall act respectfully towards each other and community members during official functions and through email, phone, and letter correspondence, such that the CPC may promote and maintain respectful, supportive, and cooperative interactions between the CPC, community and the APD.

CPC members shall not:

- a. Use their position as a platform for airing personal grievances such that it interferes with the CPC mission and relations with outside agencies.;
- b. Use profanity and/or otherwise inappropriate language;
- c. Excessive interruptions;
- d. Loud or abusive tones of speech or writing, including personal attacks, and harassment of any type, including but not limited to, religious, sexual, age, racial, or sexual orientation;
- e. Use cell phones or other electronic devices during official business for reasons not related to meeting facilitation, note taking, or recording;
- f. Use of official CPC positions to advance a particular personal business interest;
- g. Use of official CPC positions to advance or promote a particular political party, political candidate, or political agenda. Examples include distributing political materials at a CPC or COC meeting or making statements at meetings promoting political candidates in the name of the CPC, but does not exclude political advocacy directly related to a pending recommendations or policy changes being advocated for by the CPC;
- h. Fail to report a conflict of interest or potential conflict of interest to the Chair; and, or,
- i. Fail to participate in CPC events and discussions.

2. Social Media Policy

Be conscious when mixing your role as a CPC member and personal lives when posting on social media.

- a. Social Media posts concerning CPC matters may be a matter of public record.
- b. Do not post anything on social media regarding a pending matter of the CPC.

- c. Social Media posts on CPC matters may require the posting board member to recuse themselves from future matters.
 - d. Social Media posts, depending on the content, may form the basis for removal from the CPC if the posting brings into question the posting member's or the CPC's integrity or impartiality.
 - e. Clarify that your opinions are your own and not the official position of either the CPC or the City of Albuquerque.
 - f. Exercise Good judgment in sharing only public information.
 - g. Be Aware that what you say is permanent.
 - h. When in doubt, do not post/comment
- H. Meetings - CPCs shall hold at least two (2) public meeting a year in each area command as follows:
- 1. CPC meetings are not subject to the Open Meetings Act by Ordinance;
 - 2. Are held at locations accessible to the community;
 - 3. Are scheduled for a reasonable duration with time set aside for community input;
 - 4. All voting results shall be announced during a regular meeting;
 - 5. Special meetings may be called upon request of the Chair;
 - 6. Relevant community comments and questions are encouraged during the discussion;
 - 7. Community comment shall be limited at the discretion of the Chair;
 - 8. Votes shall be called or announced by the Chair for:
 - a. Adoption of Minutes.
 - b. Adoption of the Agenda.
 - c. Submission of Recommendations.
 - d. Amendments to the Guidelines.
 - e. Officer elections.
 - f. Acceptance of new CPC participants.
 - g. Removal of any participant for failure to comply with the Guidelines, including the Code of Conduct.
 - 9. Closed sessions shall be scheduled to minimize disruption to the regularly scheduled meetings.
 - 10. City provides administrative support including meeting recorders.
 - 11. CPC meetings shall not be a political platform for those standing for election and must remain out of the political arena during election seasons.
 - 12. Meetings shall be conducted according to an agenda that includes:
 - a. Call to order;
 - b. Approval of the Agenda;
 - c. Approval of the Minutes;
 - d. Unfinished or old business;
 - e. New business;
 - f. APD update;
 - g. Recommendation status update;
 - h. Community comment.; and,
 - i. Adjournment.

13. Notices, Minutes and recordings of all public meetings are produced for archival purposes:
 - a. Meeting Notices shall:
 - i. Be posted seventy-two (72) hours in advance of meetings; and,
 - ii. Include items of the business to be conducted.
 - b. Minutes shall include the following:
 - i. The date, time, and location of the meeting;
 - ii. The names of CPC members in attendance;
 - iii. The substance of each proposal considered;
 - iv. The number of attendees; and
 - v. A record of discussions or votes taken.
 - vi. Draft Minutes:
 - vii. Will be prepared within seven (7) working days of the CPC or COC meeting by the CPC Liaison or designee; and
 - viii. Shall be approved, amended, or disapproved by the CPC or COC at the next meeting.
 - ix. Approved Minutes shall be posted to the CPC website by the CPC Liaison or designee as soon as possible after approval. Unapproved minutes shall not be distributed for public viewing
 - x. Distribution of meeting Agendas and the previous month's Minutes to each CPC member a minimum of three (3) days prior to each meeting;
 - c. Meetings will be recorded whenever possible, and recordings will be posted on the CPC Website for archival purposes.
14. Emailing of announcements of events and information to the public;
15. Maintenance of a list of all community members who have attended CPC meetings with email addresses when provided;
16. Maintain a record of CPC members and their attendance;
17. Prepare the annual report and forward it to the CPC Liaison prior to the announced deadline.
18. Track the progress of submitted Recommendations;
19. Each CPC may establish additional separate area command-specific policies consistent with the Guidelines as necessary;
20. Provision of an officer succession plan for each CPC providing for the possibility that officers may leave or can no longer serve. CPC members should be mentored to ensure continuity of the CPC.
21. In the event that CPC membership drops to three (3) members, the COC shall assist with leadership and recruiting and may suspend operation of the CPC or combine operations with another Area Command until a Council can be rebuilt.

VIII. Council of Chairs

A. Purpose

1. The COCs shall exist to promote collaboration and cooperation between the CPCs.
 2. The COCs shall modify and approve the CPC Guidelines, including at least an annual review.
 3. The COCs shall work to resolve disputes among CPC Members.
 4. The COCs shall serve as the appellate review for CPC actions as outlined in the Guidelines.
- B. Structure and Composition
1. The COCs shall be comprised of the Chair and Vice-Chair or their designee for each CPC.
 2. The COC shall elect COC officers as necessary.
- C. Election of COC Officers
1. Elections shall:
 - a. Generally, occur at the first meeting of the calendar year where a quorum is established. A quorum shall consist of representation of at least four (4) CPCs
 - b. Or, shall occur at the next meeting after a vacancy occurs
 - c. By majority vote, elect a Chair, Vice-Chair, Secretary, and other leadership positions deemed necessary.
- D. The COC Chair's duties include:
1. Prepare the monthly meeting Agenda for the COC;
 2. Preside over all COC meetings;
 3. Serve as the spokesperson for the COC and the CPCs;
 4. Serve as the representative for the COC and CPCs in hearings, meetings, and discussions with other organizations.
- E. Vice-Chair duties:
1. Perform the duties of the Chair if the former is unable to do so;
 2. Upon request, assist in the performance of the duties of the Chair; and,
 3. Perform other tasks as assigned by the COC.
- F. Secretary duties:
1. Assist the CPC Liaison/ Assistant by reviewing Minutes produced by City staff.
- G. COC officers are elected for a term of one (1) year and may be renewed.
- H. The COC may remove a Chair from a CPC for Cause as defined below:
1. Serious dereliction of duty or serious violation of the Code of Conduct. The affected Chair shall not vote in the removal proceeding.
 2. Non-performance of essential duties;
 3. Complaints against a Chair for failure to abide by the Code of Conduct or to fulfill the duties of a Chair;
 - a. The COC Chair, having received a complaint against a CPC Chair, shall call a closed session of the COC to determine an appropriate course of action;
 - b. The removal hearing process shall be as follows:
 - i. The member promoting removal shall present evidence, including witness statements.

- ii. The member opposing removal shall present evidence, including witness statements.
 - iii. The member promoting removal may enter a rebuttal.
- 4. The hearing process shall not be longer than one hour.
- 5. The COC, by a majority vote, shall remove a Chair from their chair position within the CPC. The affected CPC Chair shall not vote in the removal proceeding.
- 6. Removal of a Chair by the COC shall be considered a last resort and conducted in cooperation with the affected CPC when possible. A Chair who has been removed by the COC may still retain their membership status on the CPC.

IX. Formation of CPC and COC Committees and Working Groups

- A. Committees are comprised of only CPC members, and Working Groups are comprised of CPC Members and community volunteers. Committees and Working Groups can be formed at the Area Command CPC level or City-wide at the COC level.
- B. Committees and Working Groups creation shall be approved by the COC for Citywide Committees and Working Groups or the area CPC level for Area Command-specific Committees and Working Groups.
- C. Working Group members will self-identify and include their affiliations (i.e., CPC, community, CPOA, APD Forward, APD)
 - 1. Working Groups shall seek diverse members from the community and shall select a group lead;
 - 2. The Working Group Lead shall maintain a roster of group members, including their affiliations and contact information;
 - 3. Working Group members shall adhere to the same Code of Conduct specified for CPC members. Possible conflicts of interest must be disclosed;
 - 4. Working Groups shall create a mission and action plan that shall be approved by the Area CPC or the COC if city-wide; and,
 - 5. Status Reports shall be prepared monthly and submitted to the CPC members in the Area Command, and the CPC Chair will present them to the COC monthly.
- D. Committees formed within the COC or CPCs shall:
 - 1. Vote to select a Lead;
 - 2. Create an action plan that supports the mission, purpose, and goals of the CPCs;
 - a. The Action Plan is submitted to and approved by the COC or CPC; and,
 - b. The Action Plan identifies required resources and a timeline for completion while ensuring conformance with City Procurement Policies if funding is required.
- E. The Committee or Working Group Lead shall issue a report to the COC or CPC on Progress, Accomplishments, Issues, and Roadblocks, monthly.
- F. Committee or Working Group meeting Minutes shall include a summary of discussions, action items, and decisions.

- G. If a Recommendation is identified, the Committee or Working Group Lead shall follow the Recommendation Submission Process.
- H. Committees and Working Groups are dissolved by the COC or CPC upon completion of their Action Plan or upon conclusion of their function.

X. Recommendations, Referrals, and Community Concerns

A. Any person may request that a Recommendation, Referral, or Community Concern be formulated.

B. Recommendations shall pertain to APD department-wide policy or operations. These recommendations are separate from the recommendation process for APD policy proposals outlined in the Civilian Police Oversight Agency Ordinance.

1. Recommendations shall take the following form:
 - a. Recommendation.
 - b. Rationale including supporting evidence.
 - c. Initiating party: CPC member or community member.
2. Recommendations shall be distributed to the CPC for review.
3. Reviewed Recommendations shall be presented for consideration to the public at the next regular CPC meeting.
4. Recommendations shall be approved by a majority of the CPC.
5. The CPC Chair shall send approved Recommendations to the CPC Liaison and concurrently copy all other CPC Chairs, the APD Area Commander and the Area Command Crime Prevention Specialist.
6. Recommendations shall be sent by the CPC Liaison to the APD designee for review and a formal, written response within the ordinance-mandated forty-five (45) days.
7. All Recommendations shall be brought before the COC.
8. The CPC Liaison or designee is responsible for posting the Recommendation and status updates, including the APD response, to the CPC website.
9. Recommendation responses are distributed to the CPC and announced at the next meeting.
10. Recommendations received from individuals or neighborhood associations recognized by the City of Albuquerque are formatted and submitted to the APD designee. Responses are communicated back to the recommending individual or association.

C. Area Command Referrals shall pertain to APD Area Command-specific policy or practices.

1. Area Command Referrals take the following form:
 - a. Rationale including supporting evidence.
 - b. Initiating party: CPC member or community member.
2. Referrals are distributed to the CPC for review.
3. Reviewed Referrals are presented for consideration to the public at the next regular CPC meeting.
4. Referrals are approved by a majority of the CPC.
5. The CPC Liaison sends the approved Referrals to the APD Area Commander and the Area Command Crime Prevention Officer and concurrently copies all other CPC Chairs.

6. The CPC Liaison forwards a copy of the Referral to the APD designee receiving Referrals.
 7. The CPC Liaison or their designee posts the Referral and status updates, including the APD response, to the CPC website.
 8. Referral responses are distributed to the CPC and announced at the next meeting.
- D. Community Concerns pertain to policies or practices of agencies other than APD.
1. Community Concerns submitted include at a minimum:
 - a. Contact information of the person voicing the concern
 - b. Description of the Community concern.
 - c. Rationale including any supporting evidence.
 2. Community Concerns shall be distributed to the CPC for review.
 3. Reviewed Community Concerns are presented for consideration to the public at the next regular CPC meeting.
 4. Community Concerns are approved by a majority of the CPC.
 5. The CPC Chair sends the approved Community Concerns to the appropriate agency via email when appropriate and concurrently copy all other CPC Chairs, the CPC Liaison, the APD Area Commander, and the Area Command Crime Prevention Specialist.
 6. When necessary, Community Concerns are sent via US Postal Service to agencies by the CPC Liaison.
 7. The CPC Liaison forwards a copy of the Community Concern to the APD designee receiving Community Concerns.
 8. The CPC Liaison or their designee posts the Community Concern and status updates, including any response, to the CPC website.
 9. Community Concern responses are distributed to the CPC and announced at the next meeting.

XI. Political Campaigns and Transparency

- A. A CPC member may not serve while running for or holding elective office.
- B. A CPC shall not organize, sponsor, advertise, or host any political forum, or candidates running for elected office.
 1. Nothing in this section is intended to restrict the members of CPCs from engaging in any political activities outside the course and scope of their duties as CPC members.
- C. The results of any work of the CPC conducted between regular meetings shall be presented at the next regular public meeting.
- D. CPC Members shall present all planned outreach events and opportunities to their CPCs for discussion, prior to attendance at the events representing the CPC
- E. The CPC shall not publicly endorse a political candidate under any circumstances at meeting/events, whether the political figure is present or not.
- F. CPC Members that are employed by elected/appointed political officials may not promote their agenda or operate within that role at CPC meetings.
- G. Political candidates and their representatives shall be asked to refrain from direct advocacy for their campaign at CPC meetings. For purposes of this section, “political candidate” shall mean any person who has filed a declaration of candidacy for any

federal, state, or local elected position including the period of time from the filing of the declaration of candidacy through being sworn into elected office.

- H. Incumbent elected officials who are also political candidates attending CPC meetings shall limit any comments made during such meetings to matters that are within the scope of their office. The Chair of a CPC shall instruct political candidates that comments made during such meetings which are a direct advocacy for their campaign are strictly prohibited.

XII. Limitation of Powers

- A. Members of the CPC shall not:
1. Incur expenses or obligate the City in any manner without prior approval by the CPOA Director.
 2. Independently investigate citizen complaints against APD or any employee of the department.
 3. Conduct any activity which might constitute or be construed as an official governmental review of police actions.
 4. Conduct any activity which might constitute or be construed as official establishment of City or APD policy.

XIII. Compensation

CPC members serve on a voluntary basis and are not entitled to compensation or City benefits.

XIV. Adoption of these Guidelines

- A. Terms and provisions of this document may be discussed in a closed Session of the COC.
- B. Adoption of these Guidelines takes place in a regular meeting of the COC.
- C. A majority vote in favor of adoption is sufficient.

XV. Distribution of these Guidelines

- A. Upon adoption, the Guidelines are included in the CPC Training and Orientation materials and are distributed to all active CPC members.
- B. These Guidelines are available to the public via the CPC website.

XVI. Changes and Amendments to these Guidelines

- A. Changes to this document shall conform to Chapter 9, Article 4, Part 6 of the Revised Ordinances of Albuquerque, referred to as the “Community Policing Council Ordinance.”
- B. The COC shall conduct at least an annual review of the Guidelines.
- C. Amendments to the Guidelines may be recommended to the COC by anyone.
1. The COC shall develop appropriate wording for proposed Amendments.
 2. The Chair of each CPC shall distribute the proposed Amendments to all CPC members for their review. Revisions shall be returned to the COC within fourteen (14) days.
 3. The Guidelines shall be amended and the update posted and distributed as appropriate within fourteen (14) days of acceptance by the COC.

XVII. END

Appendix 1: Select Portion of the Court-Approved Settlement Agreement

<https://www.cabq.gov/police/documents-related-to-apds-settlement-agreement>

Appendix 2: Albuquerque City Ordinance 2020-032

https://codelibrary.amlegal.com/codes/albuquerque/latest/albuquerque_nm/0-0-0-79269