CIVILIAN POLICE OVERSIGHT ADVISORY BOARD
POLICY AND PROCEDURE REVIEW SUBCOMMITTEE

Eduardo Budanauro, *Chair*
Zander Bolyanatz, *Member*
Diane McDermott, *Executive Director, CPOA*
Ali Abbasi, *Deputy Director, CPOA*

Thursday, October 1, 2026, at 3 p.m.
City Hall Annex, 501 Tijeras NW, Suite 2E
CPOA Conference Room

Amended Minutes

Members Present: *Eduardo Budanaruo, Zander Bolyanatz*

Members Absent:

Others Present: *Diane McDermott, Executive Director, CPOA, Ali Abbasi, Deputy Director, CPOA, Tashia Baca, Administrative Assistant, CPOA, Gabriel Remer, Policy Analyst, CPOA, Olubiyi (Ty) Omotayo, Contract Compliance Officer, Melanie J. Greenham, Public Speaker, APD Commander Rene Barraza, Emma Mamaluy, Assistant City Attorney, Legal*

I. Welcome and Call to Order. Chair Budanauro called the Policy and Procedure Review Subcommittee meeting to order at approximately 3:00 p.m.

II. Approval of the Agenda

a. Chair Budanauro made a motion to approve the agenda as is. Member Bolyanatz seconded the motion. The motion passed**.**

b. Member Bolyanatz made a recommendation to move V.a- Off-Cycle to after V.b- PPRB Drafts Awaiting CPOAB Comment to accommodate the legal teams late arrival. Chair Budanauro verbally approved this move on the agenda.

III. Public Comment

a. Melanie Johnson Hope Greenham

IV. Approval of Minutes from September 3, 2026

a. Chair Budanauro made a motion to approve the September 3, 2026 minutes as written. Member Bolyanatz seconded the motion. The motion passed**.**

V. APD Policy-Related Activities/Discussion Items:

a. Off- Cycle

1. SOP 2-104 Civil Disputes- *Gabe Remer, Policy Analyst, CPOA and APD Commander Rene Barraza*

i. Gabe Remer stated the Board would like APD's and Legal's consideration of SOP 2-104 Civil Disputes to include more detailed guidance or at least a line-item verification on handling Civil Custody Disputes.

ii. Commander Barraza, reviewer of SOP 2-104 Civil Disputes, gave a verbal report stating that the Officers receive On-the-Job Training (OJT) at the academy; they are trained to respond to many different calls for service with the objective of restoring order. Upon arrival, Officers assess the situation for potential criminal conduct and evaluate the safety of all involved. Commander Barraza noted that officers are not always provided with court orders pertaining to custody, parenting plans, or other court-ordered agreements. He stated that amendments to SOP 2-104 Civil Disputes provide guidance for responding to civil disputes. If officers need additional direction, they can contact a sergeant or lieutenant. He stated the department always has a duty lieutenant available. Commander Barraza supports adding a reminder to the SOP with clarification that the civil nature of a dispute should not preclude enforcement or

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investigative action when a lawful basis exists as well as inputting SOP 2-60 Preliminary and Follow-Up Criminal Investigations and adding it to the reminders.

iii. CPOA Policy and Procedure Subcommittee members agreed that the addition of SOP 2-60 Preliminary and Follow-Up Criminal Investigations would help as a reminder to other SOP's linked to each other. The recommendation should be presented to the CPOA Board for further review and guidance. The members discussed the benefit of adding reminders to the opening policy statement and throughout SOP 2-104 Civil Disputes, with SOP 2-60 Preliminary and Follow-Up Criminal Investigations added.

iv. Member Bolyanatz made a motion to add a reminder to the SOP 2-60 Preliminary and Follow-Up Criminal Investigations and to present the recommendation regarding SOP 2-104 Civil Disputes to the CPOA Board for further guidance. Chair Budanauro seconded the motion. The motion passed

b. PPRB Drafts Awaiting CPOAB Comment

1. No Recommendations- *Gabe Remer, Policy Analyst, CPOA*

i. SOP 1-93 Telephone Reporting Unit (TRU)

There were no policy recommendations for SOP 1-93 Telephone Reporting Unit (TRU)

ii. SOP 2-47 Crashes Involving Department- Issued Vehicles

Gabe Remer noted no recommendations on SOP 2-47 Crashes Involving Department- Issued Vehicles.

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Previously, a letter was sent to the Chief regarding PSAs investigating crashes involving department-issued vehicles. After reviewing the letter, the Chief issued a special order addressing the matter. The special order has been fully incorporated into the policy. The published policy now specifies that the crashes involving department-issued vehicles will be investigated by a sworn officer or an experienced officer who is available at that time.

iii. **SOP 2-64 Violence Intervention Program (VIP) Custom Notification Deliveries**

There were no policy recommendations for SOP 2-64 Violence Intervention Program (VIP) Custom Notification Deliveries

iv. **SOP 2-67 Lineups and Field Identifications**

There were no policy recommendations for SOP 2-67 Lineups and Field Identifications

v. **SOP 2-71 Search and Seizure Without a Warrant**

Gabe Remer noted no recommendations on SOP 2-71 Search and Seizure Without a Warrant has been revised, and the courts were asked to give guidance on this SOP; no response. I will update when I get the updated information.

vi. **SOP 2-111 Records Division Units**

There were no policy recommendations for SOP 2-111 Records Division Units

vii. **SOP 3-21 Scheduled and Unscheduled Leave**

There were no policy recommendations for SOP 3-21 Scheduled and Unscheduled Leave

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a. Member Bolyanatz had questions about SOP 3-21 Scheduled and Unscheduled Leave; he questioned when the department personnel are required to establish automatic email replies when taking leave exceeding fourteen (14) days. Member Bolyanatz asked whether it was seven (7) days, not fourteen (14) days. And if Military Leave was included with the vacation and compensatory leave, and if the same requirements and stipulations apply to Military leave.

b. Ali Abbasi, Deputy Director, CPOA, stated SOP 3-21 Scheduled and Unscheduled Leave had been recently discussed. He explained that the fourteen (14) days were added and agreed upon from a previous Board recommendation. Mr. Abbasi clarified that Military Leave provides the same number of days as vacation and compensatory days off. Stating Supervisors are responsible for ensuring the employees have configured an automatic reply before commencing their leave. This information was provided in response to Member Bolyanatz's questions.

c. ESI Report

1. ESI Overview- *Gabe Remer, Policy Analyst, CPOA*

APD implemented the ESI (Enhanced Supervisory Intervention) program nearly a year ago; this report provides a broad overview of the scope and use during the first year. Mr. Remer reviewed the process that allows a Department employee supervisor(s) to correct conduct related to Minor Policy Violations. He discussed Overall

Scope, Who Received ESIs, Most Common Policy Violations, Three ESI Limit, Repeat Violations, and Timelines.

d. APD Response to Policy Recommendations- *Gabe Remer, Policy Analyst, CPOA*

1. SOP 1-3 Grooming Standards, CPOAB recommendation to remove the explicit prohibition on dreadlocks in sections 1-3-D-1-a-iii and 1-3-4-E-I-a-iv. Mr. Remer stated the Grooming Standards recommendation was accepted.

2. SOP1-9 Compliance and Oversight, CPOAB recommendation to incorporate a new section (f)- f Conduct to verify proper classification and compliance with Department policy.

3. SOP 1-6 Patrol Ride-Along Program: CPOA recommended a new section D under 1-6-5 procedure 1-6-5-A-D that was accepted. Section D, Officer Ride-Along Responsibilities, provides two clear, concise instructions for both the Officer and the Patrol Ride-Along participants.

4. SOP 3-46 Discipline System: CPOA submitted several format improvements on the Chart of Sanctions. APD accepted partial recommendations and incorporated one proposed format into published policy. SOP 3-46 Discipline System: IAPS revised the chart's substance after a leadership change and during policy review, reducing discipline for minor policy violations.

VI. Other Business

VII. Next Meeting: Thursday, November 5, 2026, at 3 pm.

VIII. Adjournment

a. Chair Budanauro made a motion to adjourn the meeting. Member Bolyanatz seconded the motion. The motion passed**.**

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b. The meeting was adjourned at approximately 4:11 p.m.

APPROVED:

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Eduardo Budanauro, Chair Date
Policy & Procedure Review Subcommittee

CC: Isaac Padilla, City Council Staff
Ethan Watson, City Clerk
Klarissa Pena, City Council President (via email)

Minutes drafted and submitted by:
Tashia Baca, Administrative Assistant

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