

# minutes

Policy and Procedure Review Subcommittee		
4.4.2019	12:31pm -2:10pm	Plaza Del Sol Basement Hearing Rm Abq, NM
Meeting called by	Kass	
Type of meeting	Policy & Procedure	
Facilitator	Kass	
Note taker	Katrina	
Timekeeper	Katrina	
Attendees	Chair Dr. William Kass, Chantal Galloway, Chelsea Van Deventer, Edward Harness, Diane McDermott and Charles Arasim	
Approval of the Agenda		
	Kass	
Discussion	Chair Kass recommended to change the order of the agenda for the Policy and Procedure Subcommittee Meeting.	
Conclusions	Motion by Member Van Deventer to approve the agenda with the change of placing item VII and making it item V. Member Galloway second the motion.	
Action Items	Person Responsible	Deadline
Review of APD 2016-2017 Use of Force Report		
	Kass	
Discussion	Commander Middleton, Dr. Winograd with APD presented the APD 2016-2017 Use of Force report to the Policy and Procedure Subcommittee.	
Conclusions	Discussion on the report presented.	
Action Items	Person Responsible	Deadline
Policies for review and recommendations from CRC		
	Van Deventer	
Discussion	Committee discussed SOP recommendations for pawn shops, sexual harassments and alarms forwarded from CRC. Member Van Deventer will follow up and report at the next PNP meeting	
Conclusions	Motion by Chair Kass to table agenda item VI for the next Policy and Procedure meeting. Member Galloway second the motion.	
Action Items	Person Responsible	Deadline

# minutes

Requests for APD data		
	Kass	
Discussion	Discussion on how to obtain data from APD.	
Conclusions	Chair Kass will draft up a letter and provide at next Policy and Procedure meeting.	
Action Items	Person Responsible	Deadline
APD Policy activities. 1. CASA Related Policies. 2. Tracking SOP's from OPA and PPRB. 3. Tracking training at APD Academy.		
	Kass	
Discussion	Committee reviewed the policies that have gone through PPRB and discussed CASA policy 2-8.	
Conclusions	Chair Kass provided a document titled 2019 PPRB Activity (see attached).	
Action Items	Person Responsible	Deadline
Election of Chairperson		
	Kass	
Discussion	Dr. Kass and Ms. Van Deventer both nominated themselves as Chair for Policy and Procedure.	
Conclusions	Member Galloway voted In favor of Ms. Van Deventer. Chelsea Van Deventer is Chair for Policy and Procedure Subcommittee.	
Action Items	Person Responsible	Deadline
<b>Next meeting May 2, 2019 at 12:30pm</b>		

2019 PPRB Activity

DATE	SOP	ACTION	DISPOSITION
<b>1/11/19</b>	SOP 1-46 Field training and evaluation program		Passed
	SOP 2-5 use of department vehicles		Passed
	<b>SOP 2-8 On body recording devices</b>	3/14 update	PPRB
	APD aviation police		Passed
<b>1/23/19</b>	SOP 2-40 Misdemeanor Traffic	3/6 comment	Passed
	SOP 2-41 Traffic Stops	3/6 comment	Passed
	SOP 2-44 Traffic and Roadway	3/6 comment	Passed
	SOP 2-51 Safe Driver Award Program	3/6 comment	Passed
<b>2/6/19</b>	SOP 1-31 Court Services Unit	3/11 Comment	Passed
	SOP 1-80 Prisoner Transport Unit	3/11 Comment	Passed
<b>2/13/19</b>	<b>SOP 2-58 Force Review Board</b>	3/21 Comment	Passed
<b>2/27/19</b>	SOP 1-2 Social Media		Tabled
	SOP 1-44 False Alarm Reduction Unit	~4/1 Comment	Passed
	SOP 3-31 Physical Fitness Testing and Training		Tabled
	SOP 3-1 Field Services Bureau	Organizational -To be combined into one SOP	Remove SOPs
	SOP 3-2 Investigative Bureau		
	SOP 3-3 Special Services Bureau		
	SOP 3-4 Professional Accountability Bureau		
SOP 3-5 Administrative Support Bureau			
<b>3/6/19 (NOTED 3/5/19)</b>	SOP 1-78 Police Service Aide Program	4/11/19 Comment	Passed
	SOP 2-4 Use of Respirators	4/11/19 Comment	Passed
	SOP 2-14 Use of Cell-Site Simulator Technology	4/11/19 Comment	Passed
<b>3/11/19</b>	SOP 1-78 PSA, SOP 2-4 respirators, SOP 2-14 Cell site simulator,	notice of 30 day review	
<b>3/20/19</b>	SOP 1-86 Report Review Unit	comments	passed
	SOP 2-46 Response to Traffic Crashes	no flags	passed
	SOP 3-16 Seniority		tabled
	APD Aviation Police Criminal Trespass	create form	passed
<b>4/17/19</b>	?	scheduled meeting	