

CIVILIAN POLICE OVERSIGHT ADVISORY BOARD
POLICY AND PROCEDURE REVIEW SUBCOMMITTEE

Aaron Calderon, Chair

Rowan Wymark, Member

Diane McDermott, CPOA Executive Director

Ali Abbasi, CPOA Deputy Director

Thursday, October 2, 2025, at 3 p.m.
City Hall Annex, 501 Tijeras NW, Suite 2E
CPOA Conference Room

Members Present:

Aaron Calderon, Chair
Rowan Wymark

Members Absent:

Others Present

Diane McDermott, CPOA
Ali Abassi, CPOA
Gabe Remer, CPOA
Kelly Mensah, CPC
Katrina Sigala, CPOA
Valerie Barela, CPOA
Omotayo Olybiyi (Ty), CCO

Minutes

- I. Welcome and Call to Order.** Chair Calderon called the Policy and Procedure Review Subcommittee meeting to order at approximately 3:04 p.m.
- II. Approval of the Agenda**
- a. Motion.** A motion was made by Chair Calderon to approve the Agenda as written. Member Wymark seconded the motion. The Motion passed unanimously.
- III. Public Comment**
- a. Elena Rubinfeld**
- IV. Approval of Minutes from September 4, 2025**
- a. Motion.** A motion was made by Chair Calderon to approve the minutes as written. Member Wymark seconded the motion. The Motion passed unanimously.
- V. APD Policy-Related Activities/Discussion Items:**
- a. APD ShotSpotter Notifications Near and Around Schools**
- i.** The Policy and Procedure Review Subcommittee, Executive Director Diane McDermott, Deputy Director Ali Abbasi, Policy Analyst Gabe

Remer and Ms. Elena Rubinfeld discussed advocacy for the creation of a new policy or to amend current policies related to notification alerts of ShotSpotter activations near and around schools.

- ii. The Policy and Procedure Review Subcommittee recommends that the CPOA reach out to the APS Police Department and invite APD policy owner(s) related to ShotSpotter notifications to the next Policy and Procedure Review Subcommittee
- iii. The Chair Calderon will report on the topic at the next regular scheduled Civilian Police Oversight Advisory Board meeting and make a formal request for APD personnel to attend the next Policy and Procedure Review Subcommittee meeting.

b. PPRB Drafts Awaiting CPOAB Comment

1. SOP 1-5 Harassment or Sexual Harassment in the Workplace

- i. There were no policy recommendations for SOP 1-5. (*See attached Policy and Procedure Review Subcommittee Report*)

2. SOP 1-12 Volunteer and Internship Programs

- i. There were no policy recommendations for SOP 1-12. (*See attached Policy and Procedure Review Subcommittee Report*)

3. SOP 1-21 Bicycle Patrol

- i. There were no policy recommendations for SOP 1-21. (*See attached Policy and Procedure Review Subcommittee Report*)

4. SOP 1-27 Cold Case Unit

- i. There were no policy recommendations for SOP 1-27. (*See attached Policy and Procedure Review Subcommittee Report*)

5. SOP 1-34 Crime Prevention Unit

- i. There were no policy recommendations for SOP 1-34. (*See attached Policy and Procedure Review Subcommittee Report*)

6. SOP 1-35 Crime Scene Specialists Unit

- i. There were no policy recommendations for SOP 1-35. (*See attached Policy and Procedure Review Subcommittee Report*)

7. SOP 1-39 DWI Unit

- i. There were no policy recommendations for SOP 1-39. (*See attached Policy and Procedure Review Subcommittee Report*)

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8. SOP 1-42 Bomb Squad

- i. There were no policy recommendations for SOP 1-42. (*See attached Policy and Procedure Review Subcommittee Report*)

9. SOP 1-57 Identification Disposition

- i. There were no policy recommendations for SOP 1-57. (*See attached Policy and Procedure Review Subcommittee Report*)

10. SOP 1-58 Crime Gun Intelligence Center (CGIC)

- i. There were no policy recommendations for SOP 1-58. (*See attached Policy and Procedure Review Subcommittee Report*)

11. SOP 1-81 Proactive Response Team (PRT)

- i. There were no policy recommendations for SOP 1-81. (*See attached Policy and Procedure Review Subcommittee Report*)

12. SOP 2-8 Use of On-Body Recording Devices (OBRD)

- i. CPOA Data Analyst Gabe Remer presented policy recommendations for SOP 2-8-4-B-A-a and SOP 2-8-5-C-10-a. The subcommittee recommended moving the recommendations to the full Board for discussion and possible action. (*See attached Policy and Procedure Review Subcommittee Report*)

13. SOP 2-33 Rights and Safety of Onlookers

- i. CPOA Data Analyst Gabe Remer presented policy recommendations for SOP 2-33-4-A-2, 2-33-E-1 through 2-33-4-E-3. The subcommittee recommended moving the recommendations to the full Board for discussion and possible action. (*See attached Policy and Procedure Review Subcommittee Report*)

14. SOP 2-34 Notification of Significant Events

- i. CPOA Data Analyst Gabe Remer presented policy recommendations for SOP 2-34. The subcommittee recommended moving the recommendation to the full board for discussion and possible action. (*See attached Policy and Procedure Review Subcommittee Report*)

15. SOP 2-40 Misdemeanor, Traffic, and Parking Enforcement

- i. There were no policy recommendations for SOP 2-40. (*See attached Policy and Procedure Review Subcommittee Report*)

16. SOP 2-50 Crash Review Board

- i. There were no policy recommendations for SOP 2-50. *(See attached Policy and Procedure Review Subcommittee Report)*

17. SOP 2-81 Off-Duty Conduct Power of Arrest

- i. There were no policy recommendations for SOP 2-81. *(See attached Policy and Procedure Review Subcommittee Report)*

18. SOP 2-112 Violence Intervention Program

- i. There were no policy recommendations for SOP 2-112. *(See attached Policy and Procedure Review Subcommittee Report)*

19. SOP 3-8 Data Governance Program

- i. CPOA Data Analyst Gabe Remer noted that the policy was new and discussed how the policy may affect CPOA's usage of APD's IAPRO Case Management System, and Data Analyst Gabe Remer will reach out to the Data Analytics Manager for clarification on minor requests for field changes.
- ii. There were no policy recommendations for SOP 3-8. *(See attached Policy and Procedure Review Subcommittee Report)*

20. SOP 3-29 Issuance and Usage of Area Command Equipment

- i. There were no policy recommendations for SOP 3-29. *(See attached Policy and Procedure Review Subcommittee Report)*

21. SOP 3-42 Criminal Investigation of Department Personnel

- i. There were no policy recommendations for SOP 3-42. *(See attached Policy and Procedure Review Subcommittee Report)*

c. APD Response to Policy Recommendations

1. SOP 2-47 Crashes Involving Department-Issued Vehicles and SOP 2-46 Response to Traffic Crashes

- i. CPOA Policy Analyst Gabe Remer provided the Chief's response to the policy recommendation for SOP 2-47 and SOP 2-46, noting that he reached out to APD for clarification on some of the new language. *(See attached Memo from Chief of Police)*

VI. Other Business

- a. None.

VII. Next Meeting Thursday, November 6, 2025, at 3 p.m.

VIII. Adjournment

- a.** The meeting was adjourned at approximately 4:40 p.m.

DRAFT

APPROVED:

Aaron Calderon, Chair
Policy & Procedure Review Subcommittee

Date

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

Minutes drafted and submitted by:
Valerie Barela, Administrative Assistant

DRAFT

ATTACHMENTS



CIVILIAN POLICE OVERSIGHT ADVISORY BOARD
POLICY AND PROCEDURE REVIEW SUBCOMMITTEE
PUBLIC COMMENT SIGN-IN SHEET
October 2, 2025

NAME (PLEASE PRINT)

- | | |
|---------------------------|-----------|
| 1. <u>Elene Rubinfeld</u> | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
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| 10. _____ | 20. _____ |



City of Albuquerque

Civilian Police Oversight Agency



Policy and Procedure Review Subcommittee Report Board Meeting

10/02/2025

10/09/2025

Policy Recommendations

SOP 2-8 Use of On-Body Recording Devices

It is the policy of the Albuquerque Police Department (Department) to establish and communicate clear guidelines regarding the appropriate use of OBRDs that are consistent with constitutional policing, complies with applicable law, and provides an understanding of what encounters will be subject to OBRD recording.

- 2-8-4-B-1-a (Location of OBRD, Uniformed Personnel): Lowered OBRD placement to the beltline.
 - CPOA Investigators strongly oppose this change due to the predictable reduction in visibility and audio capture in certain situations, particularly traffic stops. With the OBRD positioned further from mouths and closer to ambient noise sources (idling engines, road traffic), portions of conversations may become difficult to hear, faces may frequently be out of the frame, and it could become challenging or impossible to see what a driver or passenger is doing inside a vehicle when an officer is standing outside the window.
 - Commander Nelson of Internal Affairs reached out via email to propose a compromise and suggested the policy incorporate language: *“The optimal placement of the OBRD is in the center chest area.”*
 - PnP Discussion:
- 2-8-5-C-10-a (Vehicle searches): This directive does not account for the OBRD recording of vehicle searches with a warrant. The references to SOPs Scientific Evidence Division and Execution of Search Warrants do not cure the issue.
 - This was not addressed in PPRB and was discovered because of a relevant CPC investigation.
 - PnP Discussion:

SOP 2-33 Rights and Safety of Onlookers

It is the policy of the Albuquerque Police Department (Department) to establish rules for Department personnel to protect the rights and safety of onlookers during witness stops, detentions, arrests, and officer-suspect contacts.

- 2-33-4-A-2 (formerly describing “immediate vicinity”): The sentence explaining the meaning of “immediate vicinity” and that the need “could be articulated” was stricken from the policy.
 - In PPRB, I voiced my concern about how personnel need some guidance to refer to in such situations, and how those investigating complaints regarding such violations need a clear standard to apply. Additionally, the directive already accounted for officer discretion, provided they “could articulate a reason for a greater distance,” which is a crucial aspect being removed.
 - The APD author disagreed, placing emphasis on how a 6 to 10 foot rule is not adequate or practical for many situations.
 - CPOA Policy Analyst Recommendations:
 - Edit directive 2-33-4-A-1 to ensure that personnel can articulate their reason for directing an onlooker to move away:

- “Sworn personnel shall allow people who are not involved in an incident to remain in the immediate vicinity to witness stops, detentions, and arrests of suspects occurring in public areas and shall allow them to overhear and record the encounter between the individual and the officer, except under the following circumstances, *which could be articulated by sworn personnel:*”
- PnP Discussion: Rewrite it to read better. Maybe separate the directive out, and perhaps add “when appropriate.”
- 2-33-E-1 through 2-33-4-E-3 (sUAS/drone operation): The language regarding drones in this policy is contradictory and may place too high a standard for grounding or confiscating sUAS/drones
 - PnP Discussion: Start with email to policy author for clarification about contradictions and current “weapon” standard.

SOP 2-34 Notification of Significant Incidents

It is the policy of the Department to provide clear direction for Department personnel to notify internal and external stakeholders of significant incidents in a timely manner. It is also the intent of this policy to identify a significant incident, identify whether an immediate notification is warranted, and whether the timely notification is to be sent prior to the end of the affected employee's shift.

- This policy could be a good place for a new directive requiring APD to notify schools in the event of shootings or violent crime incidents occurring on or near school property
 - Potential Recommended Language (new directive): 2-34-4 for Significant Incidents that Require Immediate Notification or Timely Notification
 - PnP Discussion:
- Minor Formatting Edit: 2-34-4-C is repeated. Significant Incidents Requiring Timely Notification should be 2-34-4-B

No Policy Recommendations

SOP 1-5 Harassment/Sexual Harassment in the Workplace

It is the policy of the Albuquerque Police Department (Department) to provide a work environment free from all forms of harassment. Harassment is a prohibited form of discrimination under federal, state, and City laws and is misconduct subject to disciplinary action by the Department. This policy applies to all forms of harassment, including sexual harassment and supplements, but does not replace, the City of Albuquerque Administrative Instruction (AI) Number 7-18.

- PnP Discussion:

SOP 1-12 Volunteer and Internship Program

It is the policy of the Department to supplement the Department with community involvement and resources through volunteers and to recruit future Department personnel through educational internships.

- PnP Discussion:

SOP 1-21 Bicycle Patrol

It is the policy of the Albuquerque Police Department (Department) to use Bicycle Patrol certified personnel to assist their area commands when possible. The Bicycle Patrol certified personnel will assist with the reduction of property crimes, creation of positive community member contacts, and to reduce street crimes.

- PnP Discussion:

SOP 1-27 Cold Case Unit

It is the policy of the Albuquerque Police Department (Department) to establish a unit dedicated to reviewing cold cases using the skill of specialized investigators who will carefully and thoroughly review cold cases and evaluate to see if recent technological advancements or other forensic techniques could lead to the identification of the person responsible.

- PnP Discussion:

SOP 1-34 Crime Prevention Unit (CPU)

It is the policy of the Albuquerque Police Department (Department) to facilitate proactive and reactive community-oriented activities, including crime prevention programs, positive police and community relations, information exchange through training programs, workshops and presentations, and educating the community about how not to become a victim of crime. The goal of crime prevention programs and police-community relations is the prevention and reduction of crime in the community.

- PnP Discussion:

SOP 1-35 Crime Scene Specialists Unit

It is the policy of the Albuquerque Police Department (Department) to have CSS Unit personnel properly collect, preserve, and submit forensically-significant evidence, confiscated property, and found items in a timely manner in accordance with Department Standard Operating Procedures (SOP).

- PnP Discussion:

SOP 1-39 DWI Unit

It is the policy of the Department to retain, train, and employ the DWI Unit as a complementary unit to assist Field Services Bureau (FSB) sworn personnel with DWI enforcement, training, sobriety checkpoints, and roadblocks.

- PnP Discussion:

SOP 1-42 Bomb Squad

It is the policy of the Department to provide for the safe and professional disposal of explosives, ordnance, ammunition, and improvised explosive devices (IED) to ensure the safety of community members and sworn personnel while providing effective and constitutional policing.

- PnP Discussion:

SOP 1-57 Identification/Disposition Unit

It is the policy of the Albuquerque Police Department (Department) to maintain a dedicated support unit operating on a twenty-four (24) hour basis. This unit shall be responsible for the issuance and maintenance of electronic defense equipment assigned to Department personnel, as well as the distribution, maintenance, classification, and identification of all fingerprint-based criminal history records pertaining to juveniles and adults arrested for felony or misdemeanor offenses. Furthermore, it is the policy of the Department to process fingerprint submissions received from federal, state, and local law enforcement agencies for the purpose of identifying unknown individuals.

- PnP Discussion:

SOP 1-58 Crime Gun Intelligence Center

It is the policy of the Department for CGIC personnel to analyze linked casings, firearms, eTrace data of firearms, and analytics of shot spotter information or gun-related crimes. CGIC identifies patterns and trends related to illegal firearms trafficking, distribution networks, and criminal activities involving guns. CGIC works closely with detectives, investigators, and Department personnel to provide intelligence on firearms-related cases.

- PnP Discussion:

SOP 1-81 Proactive Response Team (PRT)

It is the policy of the Albuquerque Police Department (Department) to use community outreach to attempt to increase non-enforcement community contacts with the people of the City of Albuquerque, and the City of Albuquerque businesses.

- PnP Discussion:

SOP 2-50 Crash Review Board (CRB)

It is the policy of the Department to provide guidelines for the CRB, which reviews all Department-issued vehicle crashes.

- PnP Discussion:

SOP 2-81 Off-Duty Conduct: Power of Arrest

It is the policy of the Department to determine, and regulate specific situations and locations, in which off-duty sworn personnel are permitted to take law enforcement action(s).

- PnP Discussion:

SOP 2-112 Violence Intervention Program

It is the policy of the Albuquerque Police Department (Department) to seek out and directly communicate with groups and gangs through a partnership of law enforcement, social service providers, and community stakeholders. Whether the forum is in a group meeting setting or an individualized Violence Intervention Program Custom Notification-style setting, the partnership delivers a unified message against violent crimes, explaining that any further acts of violent crime will initiate attention and strict enforcement to the entire group or gang, while articulating community expectations for a safe community, and offering social services as an alternative to violent crimes.

- PnP Discussion:

SOP 3-8 Data Governance Program

It is the policy of the Department to foster an organized system for managing data as a strategic asset. Through the Data Governance Council (DGC), the Department will enforce practices that ensure data is collected, stored, and analyzed in clean, standardized, and consistent formats across all systems and accessed only by authorized users.

- PnP Discussion: Email Peter asking him about how minor adjustments would be made and how efficiently things could be changed.

SOP 3-29 Issuance and Usage of Area Command Equipment

It is the policy of the Department to require accountability through tracking issued equipment and ensuring that Department personnel properly use equipment assigned to the area commands.

- PnP Discussion:

SOP 3-42 Criminal Investigation of Department Personnel

It is the policy of the Department to investigate all assigned criminal cases in our jurisdiction involving Department personnel, both sworn and professional staff, and sworn personnel from outside law enforcement agencies who are suspected of committing a criminal act.

- PnP Discussion:

APD Responses to Policy Recommendations

APD Response to CPOA Board

- SOP 2-47 Crashes Involving Department-Issued Vehicles and
- SOP 2-46 Response to Traffic Crashes

Proposed Draft SO for 2-47

Effective immediately, this Special Order amends SOP 2-47 Crashes Involving Department-Issued Vehicles by amending subsection 2 of 2-47-1.A as follows:

6 2-47-4

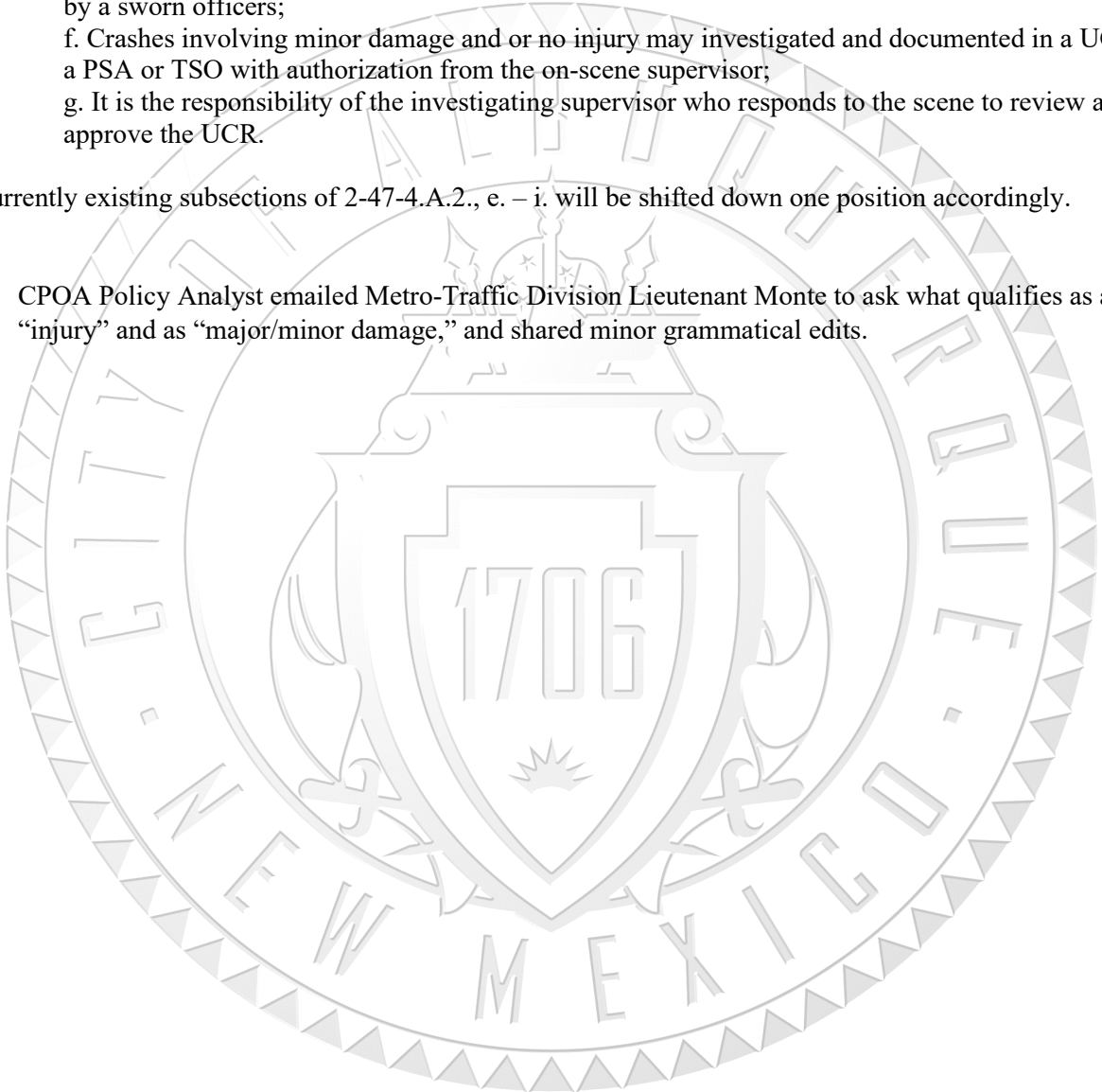
Procedures

A. General Procedures for Crashes that Involve Department-Issued Vehicles

2. The investigating supervisor shall:
 - e. Ensure that crashes involving injury or major damage are investigated and documented in a UCR by a sworn officers;
 - f. Crashes involving minor damage and or no injury may investigated and documented in a UCR by a PSA or TSO with authorization from the on-scene supervisor;
 - g. It is the responsibility of the investigating supervisor who responds to the scene to review and approve the UCR.

The currently existing subsections of 2-47-4.A.2., e. – i. will be shifted down one position accordingly.

- CPOA Policy Analyst emailed Metro-Traffic Division Lieutenant Monte to ask what qualifies as an “injury” and as “major/minor damage,” and shared minor grammatical edits.

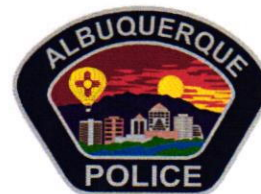




Timothy M. Keller
Mayor

City of Albuquerque

Albuquerque Police Department



Harold J. Medina
Chief of Police

September 11, 2025

Interoffice Memorandum

**To: Diane McDermott, Executive Director, Civilian Police Oversight Agency
Zander Bolyanatz, Chair, Civilian Police Oversight Advisory Board**

From: Harold Medina, Chief of Police, APD

Subject: APD Response to the CPOA Recommendation to Remove PSAs and TSOs to Investigate Crashes involving Department and City-owned Vehicles

Dear Executive Director Diane McDermott and Civilian Police Oversight Advisory Board,

The Albuquerque Police Department (APD) acknowledges receipt of the Civilian Police Oversight Advisory Board's memorandum regarding the assignment of Police Service Aides (PSAs) and Transit Safety Officers (TSOs) to investigate crashes involving city-owned and department-issued vehicles.

We appreciate the Board's careful review, the input provided by Risk Management, and the thoughtful recommendations offered to strengthen departmental practices and reduce liability exposure. APD is currently evaluating the recommendations outlined by the Board. While APD is not accepting the policy recommendation at this time to remove PSAs from responding to traffic crashes, APD is taking it under advisement and looking at implementing some of these changes after a thorough review of what would be the most effective utilization of personnel. This review process will take some time to complete.

As part of our ongoing efforts to improve training and operational consistency, several measures have already been implemented. Earlier this year, APD incorporated additional enhanced training in the Basic Academy which is additional crash investigation training for PSAs and TSOs into the Basic Academy curriculum. Current PSAs and TSOs now receive the same crash investigation instruction provided to police cadets, including scenario-based exercises and crash report completion. APD is actively developing a mandatory annual in-service training program for all PSAs and TSOs. This training will include legal updates, refreshers on investigative best practices, and updated techniques to ensure continued proficiency. APD is currently reviewing Standard Operating Procedures (SOPs) related to PSA and TSO duties and responsibilities, particularly as they relate to investigating traffic crashes involving city-owned and department-issued vehicles. This review includes assessing alignment with SOP 2-46 and SOP 2-47 to ensure consistency and eliminate potential conflicts.

We recognize the importance of ensuring high-quality investigations, mitigating liability, and maintaining public confidence in APD's practices. The department will provide an update in the near future once the SOP review is complete and any changes, if necessary, are finalized.

We appreciate the Board's collaboration and commitment to improving public safety and accountability. APD remains dedicated to enhancing training, maintaining professionalism, and ensuring that all crash investigations are conducted with accuracy, fairness, and integrity.

We look forward to continued collaboration with the Board as we work to strengthen our policies, improve training, and ensure the highest standards of professionalism in serving the community.