

**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, November 6, 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 Abbasi, CPOA  
Gabe Remer, CPOA  
Kelly Mensah, CPC  
Katrina Sigala, CPOA  
Valerie Barela, CPOA  
Omotayo Olybiyi (Ty), CCO  
Deputy Chief Jon Greigo, APD  
Major Anthony Montano, APD  
Jessica Solis, APD Communications  
Elena Rubenfeld, Citizen

**MINUTES**

- I. Welcome and Call to Order.** Chair Calderon called the Policy and Procedure Review Subcommittee meeting to order at approximately 3:01 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 Rubenfeld provided commentary for Agenda Item V.a.
- IV. Approval of Minutes from October 2, 2025**
  - a. Motion.** A motion was made by Chair Calderon to amend the minutes to change Gabe Remer's title from Data Analyst to Policy Analyst, and to

approve as amended. 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. Ali Abassi, Deputy Director of CPOA, provided a brief background on an incident that occurred over the Labor Day Holiday related to a CPOA complaint filed by Elena Rubinfeld. He noted that there is no policy regarding notifications of ShotSpotter activations near and around schools.
- ii. Elena Rubinfeld shared her experience with a shooting incident that occurred near Dolores Gonzales Elementary School.
- iii. Deputy Chief Greigo provided context on APD's collaborative efforts with Albuquerque Public Schools (APS), explaining that APS has been given access to APD's radio frequency. He also shared details about the shooting near Dolores Gonzales Elementary School, noting that APD is working with APS on a Memorandum of Understanding (MOU) to give APS a seat at the Real Time Crime Center (RTCC), which is currently under City Legal review. Additionally, he mentioned that lockdowns are communicated to APS through the APD Communications Center.
- iv. Major Mantano provided information on the RTCC and their level of communication with APS regarding incidents involving APS.
- v. Chair Calderon stated that APD is providing unfiltered access to APS and working on an MOU to allow APS access to the RTCC to address the concerns raised by Elena Rubinfel, noting that the Policy and Procedure Review Subcommittee will review the MOU upon publication.

**b. PPRB Drafts Awaiting CPOAB Comment**

**1. SOP 1-19 Shield Unit**

- i. There were no policy recommendations for SOP 1-19. (*See*

*attached Policy and Procedure Review Subcommittee Report*)

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2. **SOP 1-24 Burglary Unit**
  - i. There were no policy recommendations for SOP 1-24. (*See attached Policy and Procedure Review Subcommittee Report*)
  - ii. Gabe Remer, CPOA Policy Analyst, noted this was a new policy.
3. **SOP 1-25 Chaplain Unit**
  - i. There were no policy recommendations for SOP 1-25. (*See attached Policy and Procedure Review Subcommittee Report*)
4. **SOP 1-31 Court Services**
  - i. There were no policy recommendations for SOP 1-31. (*See attached Policy and Procedure Review Subcommittee Report*)
5. **SOP 1-85 (Formerly 6-2) Recruiting Unit**
  - i. There were no policy recommendations for SOP 1-85. (*See attached Policy and Procedure Review Subcommittee Report*)
6. **SOP 1-95 Metro Traffic Division**
  - i. There were no policy recommendations for SOP 1-95. (*See attached Policy and Procedure Review Subcommittee Report*)
7. **SOP 2-1 Uniforms**
  - i. There were no policy recommendations for SOP 2-1. (*See attached Policy and Procedure Review Subcommittee Report*)
8. **SOP 2-6 Use of Emergency Warning Equipment**
  - i. There were no policy recommendations for SOP 2-6. (*See attached Policy and Procedure Review Subcommittee Report*)
9. **SOP 2-9 (Formerly 1-37) Use of Computer Systems**
  - i. There were no policy recommendations for SOP 2-9. (*See attached Policy and Procedure Review Subcommittee Report*)

**10. SOP 2-21 Apparent Natural Death or Suicide of an Adult**

- i. There were no policy recommendations for SOP 2-21. *(See attached Policy and Procedure Review Subcommittee Report)*
- ii. Diane McDermott, the Executive Director, mentioned that a Community Policing Council (CPC) member expressed a concern about the order of operations when securing the scene related to SOP 2-21.

**11. SOP 2-29 (Formerly 5-4) Child Exploitation Detail (CED)**

- i. There were no policy recommendations for SOP 2-29. *(See attached Policy and Procedure Review Subcommittee Report)*

**12. SOP 2-83 (Formerly 2-11) Hospital Procedures and Rules**

- i. Gabe Remer, CPOA Policy Analyst, presented policy recommendations for SOP 2-83 and proposed adding a new subsection to the policy. *(See attached Policy and Procedure Review Subcommittee Report)*
- ii. Chair Calderon expressed concerns about hospital staff supervision of in-custody individuals, and the Executive Director offered standard language suggestions.
- iii. **Motion.** A motion by Chair Calderon to move the policy recommendation for SOP 2-83-5-D-2 to the full board for discussion and possible action. Member Wymark seconded the motion. Motion passed.
- iv. Gabe Remer, CPOA Policy Analyst, presented policy recommendations for SOP 2-83 and proposed adding a new subsection to the policy. *(See attached Policy and Procedure Review Subcommittee Report)*
- v. **Motion.** A motion by Chair Calderon to move the policy recommendation for SOP 2-83-4-D-6 to the full board for discussion and possible action. Member Wymark seconded the motion. Motion passed.

**13. SOP 2-85 Certificates for Evaluation**

- i. There were no policy recommendations for SOP 2-85. *(See attached Policy and Procedure Review Subcommittee Report)*

**14. SOP 2-86 Auto Theft and Motor Vehicle Theft-Related Investigations**

- i. Gabe Remer, CPOA Policy Analyst, presented policy recommendations for SOP 2-86 related to Police Service Aide (PSA) confiscating license plates, and proposed adding a new subsection to the policy. He also shared the response he received from APD. *(See attached Policy and Procedure Review Subcommittee Report)*
- ii. The subcommittee noted safety concerns for the PSA confiscated license plates.
- iii. **Motion.** A motion by Chair Calderon to move the policy recommendation for SOP 2-86-4-D-3 for discussion and possible action to the full Board after the CPOA and Gabe Remer review any past relevant recommendations and clarify the language. Member Wymark seconded the motion. Motion passed.

**15. SOP 3-31 Physical Fitness Assessment**

- i. There were no policy recommendations for SOP 3-31 *(See attached Policy and Procedure Review Subcommittee Report)*
- ii. Diane McDermott, Executive Director, mentioned that a CPC member might have submitted a policy recommendation for SOP 3-31 and will further research the recommendation.

**16. SOP 3-33 Performance Evaluation and Management**

- i. There were no policy recommendations for SOP 3-33 *(See attached Policy and Procedure Review Subcommittee Report)*

**17. SOP 3-53 Self-Assessments**

- i. There were no policy recommendations for SOP 3-53 *(See attached Policy and Procedure Review Subcommittee Report)*

**c. APD Response to Policy Recommendations**

- i. Gabe Remer, CPOA Policy Analyst, provided information on the responses he received from APD regarding SOP 2-8, related to the placement and use of on-body recording devices during vehicle searches. (*See attached Policy and Procedure Review Subcommittee Report*)
- ii. CPOA staff, Gabe Remer, and the subcommittee discussed the optional placement recommendation provided in APD's response to the policy. He noted that the CPOA will begin collecting data on OBRD placement affecting CPOA investigations, also mentioning that the CPOA investigative staff are not in favor of the ORBD placement change.

**VI. Other Business**

- a. None.

**VII. Next Meeting Thursday, December 4, 2025, at 3 p.m.**

**VIII. Adjournment**

- a. The meeting was adjourned at approximately 4:33 p.m.

APPROVED:



Aaron Calderon, Chair  
Policy & Procedure Review Subcommittee

12/4/2025

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

## ATTACHMENTS





CIVILIAN POLICE OVERSIGHT ADVISORY BOARD  
POLICY AND PROCEDURE REVIEW SUBCOMMITTEE  
PUBLIC COMMENT SIGN-IN SHEET  
November 6, 2025

NAME (PLEASE PRINT)

- |                       |           |
|-----------------------|-----------|
| 1. <u>Elena Rubin</u> | 11. _____ |
| 2. _____              | 12. _____ |
| 3. _____              | 13. _____ |
| 4. _____              | 14. _____ |
| 5. _____              | 15. _____ |
| 6. _____              | 16. _____ |
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| 9. _____              | 19. _____ |
| 10. _____             | 20. _____ |



# City of Albuquerque

## Civilian Police Oversight Agency



## Policy and Procedure Review Subcommittee Report Board Meeting

11/06/2025

11/13/2025

### Policy Recommendations

#### SOP 2-83 (Formerly 2-11) Hospital Procedures and Rules

It is the policy of the Department to ensure that medical care is provided to in-custody individuals and intoxicated persons when such care is needed based on approved medical and legal procedures.

- A CPOA investigator had two considerations for this policy. One concerns guard duty supervision when individuals use the restroom in a hospital, and the other concerns documenting the tracking of guard duty.
  - (1) The CPOA received a complaint about how a female in-custody individual felt uncomfortable that a male APD officer was supervising her use of the restroom while performing guard duty. The officer was not found to have acted out of policy or inappropriately, but policy language could prevent future complaints. In PPRB, APD denied recommended language: "When feasible, sworn personnel of the same sex as the in-custody individual shall supervise the individual during restroom use, medical treatment, or other sensitive situations." The APD author stated this was simply unfeasible because it is too difficult to coordinate same-sex guard duty. Currently, there is no SOP language for the exact procedures APD officers must follow when on guard duty and the in-custody individual must use the restroom.

Recommendation 2-83-5-D-2: Add a new subsection that follows the language of SOP 2-80:

2. Sworn personnel shall not leave an in-custody individual unattended at a hospital or medical facility.
  - c. When an in-custody individual requires a restroom break at a hospital or medical facility:
    - i. When feasible, sworn personnel shall coordinate with hospital staff to ensure the in-custody individual is escorted or assisted by hospital staff of the same sex to maintain line-of-sight supervision of the in-custody individual.
    - ii. Sworn personnel shall remain positioned immediately outside the restroom to maintain safety, security, and control of the in-custody individual.
    - iii. If same-sex hospital staff are unavailable, sworn personnel shall take reasonable steps to preserve the individual's privacy while maintaining line-of-sight supervision of the in-custody individual.
    - iv. Handcuffs may be moved to the front or removed for restroom breaks.
    - v. Sworn personnel shall use caution when determining whether to remove the individual's handcuffs. Partial restraint is preferable.
    - vi. Sworn personnel may use handicap rails to secure one (1) of the individual's hands for the purpose of a restroom break.



- (2) The CPOA received a complaint about how a family member was in custody of APD at the hospital but when they reached out to APD they could not locate him. The individual had been transferred to a different hospital but the transfer was not documented/tracked in a manner that was easily discoverable and retrievable in APD systems. The CPOA investigator watched relevant OBRD to determine the individual's location. In PPRB, the investigator raised this concern and the APD author agreed there was an issue but did not suggest a means of curing it.

2-83-4-D-6 Recommendation: Add a new subsection to 2-83-4-D Hospital Guard Duty Assignments

Whoever is responsible for guard duty shall add the name of the in-custody individual as a "Subject" in "Person Details" of the CAD.

### **SOP 2-86 Auto Theft and Motor Vehicle Theft-Related Investigations**

It is the policy of the Department for Department personnel to investigate auto theft and motor vehicle theft-related crimes, to complete the initial Uniform Incident Report, and to conduct follow-up investigations unless otherwise indicated.

- This SOP may be an appropriate place for language that restricts PSAs from unilaterally confiscating license plates.
  - Proposed and denied in PPRB: Recommended adding a new sub-section at the end of the SOP in 2-86-4-D Recovering Stolen License Plates to ensure license plate confiscation is conducted by sworn personnel. In PPRB, the APD author disagreed with the recommendation for three apparent reasons: (1) PSAs should have the authority to confiscate stolen plates because they are not legal property, (2) while understanding of safety concerns for PSAs, this is outweighed by the concern of confiscating stolen plates, (3) if the recommendation is implemented at all, it would be more appropriate for the PSA specific policy.

2-86-4-D-3 Recommendation: Add a new subsection to 2-86-4-D Recovering Stolen License Plates

3. Police Service Aides (PSAs) shall not recover a license plate that has been reported stolen. PSAs shall immediately notify or request sworn Department personnel to respond and take appropriate action.

## **No Policy Recommendations**

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### **SOP 1-19 Shield Unit \*35-day Review Recommendations due 11/6/2025**

It is the policy of the Department to provide complete discovery to prosecuting agencies in a reliable, trackable, and confidential manner.

### **SOP 1-24 Burglary Unit**

It is the policy of the Albuquerque Police Department, Burglary Unit, to concentrate its efforts on the detection, identification, apprehension, and prosecution of commercial, residential, and auto burglary offenders. Emphasis will be placed on complex investigations and property recovery.

### **SOP 1-25 Chaplain Unit**

It is the policy of the Department to have a volunteer non-denominational ministry to provide spiritual and emotional support to all Department personnel, their families, and community members. Furthermore, the



purpose of the Chaplain Unit is to provide support and resources to Department personnel and community members during times of crisis.

### **SOP 1-31 Court Services Unit**

It is the policy of the Department to facilitate proper communication, information exchange, and case preparation by promoting a collaborative working relationship between the Albuquerque Police Department (Department) and the judicial and administrative system entities.

### **SOP 1-85 (Formerly 6-2) Recruiting Unit**

It is the policy of the Department to recruit applicants for employment and to provide clear guidance and objectives when applying the Strategic Recruitment Plan.

### **SOP 1-95 Metro Traffic Division**

It is the policy of the Albuquerque Police Department (Department) to establish, train, and use the Metro Traffic Division as a complementary unit to assist the field with traffic-related investigations, enforcement, and planning. The Metro Traffic Division also assists the Department with training and administrative reviews of Department-involved crashes.

### **SOP 2-1 Uniforms \*35-day Review Recommendations due 11/6/2025**

It is the policy of the Department to outline approved, on-duty uniform requirements for all Department personnel and to establish procedures for uniform and equipment inspections. Department personnel are held accountable for the security, proper care, and use of Department-issued uniforms and equipment. Non-uniformed professional staff shall meet acceptable dress requirements as established by the Chief of Police.

### **SOP 2-6 Use of Emergency Warning Equipment \*35-day Review Recommendations due 11/6/2025**

It is the policy of the Department to adhere to statutory restrictions on the use of emergency warning equipment. Emergency warning equipment is employed only under authorized conditions and circumstances to minimize the risk of crashes or injuries to personnel or the community.

### **SOP 2-9 (Formerly 1-37) Use of Computer Systems**

It is the policy of the Department to comply with the City of Albuquerque Personnel Rules and Regulations on Code of Conduct regarding technology systems and the Federal Bureau of Investigations (FBI) CJIS Security Policy.

### **SOP 2-21 Apparent Natural Death or Suicide of an Adult**

It is the policy of the Department to investigate any adult apparent natural death or suicide to document the cause(s) of such deaths and to ensure that no evidence is lost or concealed.

### **SOP 2-29 (Formerly 5-4) Child Exploitation Detail (CED)**

It is the policy of the Department to investigate allegations of predatory, preferential targeting of children.

### **SOP 2-85 Certificates for Evaluation**

It is the policy of the Albuquerque Police Department (Department) to respond to calls for service relating to Certificates for Evaluation in a way that protects the person's privacy and encourages a safe, compassionate response.

### **SOP 3-31 Physical Fitness Assessment**

It is the policy of the Department to promote health and well-being among all Department personnel. The physical fitness status of sworn personnel is vital to job task performance and the well-being of the public. Because of this, it is also the policy of the Department to recognize the need for minimum physical fitness



standards and to maintain a Health and Wellness Improvement Program for all sworn personnel to ensure that they meet these standards.

### **SOP 3-33 Performance Evaluation and Management System (PEMS)**

It is the policy of the Department to use a data-driven system to monitor and manage performance to advance the mission and goals of constitutional policing. This includes training supervisors to interpret data in combination with firsthand knowledge to encourage excellence, improve performance, manage risk and liability, and address underlying stressors in order to promote employee well-being.

### **SOP 3-53 Self-Assessments**

It is the policy of the Department to assess compliance, manage projects, and perform self-assessments to ensure that the Department continues to sustain reform efforts. The Performance Metrics Unit (PMU), or an identified internal subject matter expert, will conduct all self-assessments. PMU will report compliance outcomes and track all recommendations to facilitate continuous improvement of business practices.

## **APD Responses to Policy Recommendations**

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### **SOP 2-8 Use of On-Body Recording Devices (OBRD)**

The CPOAB had two recommendations for SOP 2-8 Use of On-Body Recording Devices.

- (1) The CPOAB disagrees with the revision to 2-8-4-B-1-a that includes the option to place OBRDs at the belt line for uniformed personnel. The CPOAB believes that placing OBRDs at the belt line is not the most optimal placement and could lead to a decrease public transparency and increase of potential liability for the department. This is because, in the past, they have viewed APD OBRD footage of UOF incidents from the belt line and found some of the recordings to have an inadequate perspective, making it difficult or impossible to have a clear and complete view of the incident or the circumstances that led to it. The CPOAB also believes that the risks of inadvertent covering or knock-offs of OBRDs exists whether the OBRD is at the chest or belt line, so the placement change to include the belt line option may not fix that issue. To ensure the most optimal placement, the CPOAB recommends 2-8-4-B-1-a remain as it was, listing chest level as the only placement location for uniformed personnel.

- **APD Response:** Disagrees, but implementing compromise “optimal” language.

Regarding 2-8-4-B-1-a, the policy to allow camera placement at the beltline and above. The Department has carefully considered the request to modify this policy. It is recognized that there are both benefits and drawbacks to placing the On-Body Recording Device (OBRD) at various locations on an officer's body. The intent of department policy is to ensure the best possible perspective is captured during incidents, providing clear and reliable evidence. However, achieving this can be challenging depending on the specific circumstances and activity involved in a given situation. Examples of issues that have arisen are; weapon systems can inadvertently turn the OBRD off in certain situations—often during incidents where recordings are most critical, such as police shootings or other uses of force. Second, OBRDs have been falling off during a foot chase or being pulled off by resisting subjects during physical encounters. These are precisely the types of situations where video documentation is most valuable, both for the department in assessing a use of force and for the City in the event of a tort claim.

After review, it is agreed that there is no single camera placement that produces optimal results in all situations. To accommodate the wide spectrum of operational conditions faced by officers, the policy has been modified to allow limited flexibility in camera placement. This

will enable officers to adjust positioning as needed to optimize evidence collection based on their training, experience, and the nature of their duties.

The factors influencing OBRD placement are numerous and will vary by individual. Therefore, the Department has determined that allowing some discretion, within defined parameters, is in the best interest of both quality evidence gathering and practicality for the user.

Considering these factors, Department leadership has approved the following policy changes:

**B. Location of OBRD**

1. Uniformed personnel, Police Service Aides (PSA), Transit Safety Section (TSS), Crime Scene Specialists (CSS), and Prisoner Transport Unit (PTU) personnel shall wear a Department-issued OBRD while on duty.

a. The OBRD shall be worn forward-facing at the beltline or above, in a position intended to maximize the OBRD's ability to record. Optimal placement is recommended at chest level.

- (2) The CPOA recommends that 2-8-5-C-10-a account for OBRD recording of searches with a warrant. For warrant vehicle searches, the policy refers to SOPs 1-87 Scientific Evidence Division and 2-70 Execution of Search Warrants; however, SOP 1-87 does not impose OBRD requirements, and SOP 2-70 refers back to SOP 2-8, creating a circular reference that does not establish any mandate to record searches of vehicles with a warrant. Vehicle searches with warrants should have an explicit mandate to be captured on OBRD to ensure transparency and provide a clear investigatory and evidentiary record that protects both officers and the public from allegations of misconduct or improper searches.

• **APD Response:** Agrees

Regarding 2-8-5-C-10-a (Vehicle searches), the policy for use of OBRD during vehicle searches with or without a warrant. This policy did have a circular reference that did not provide distinct guidance as intended. To make this clear the following changes have been made:

**10. Searches;**

a. Vehicle searches performed with or without a warrant from the time the vehicle is entered until the search is concluded. Service of search warrants of vehicles will be consistent with SOP Scientific Evidence Division and SOP Execution of Search Warrants.