

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, July 3, 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

Ali Abbasi, CPOA
Gabe Remer, CPOA
Katrina Sigala, CPOA
Valerie Barela, CPOA
Ty Omotayo, CCO

Minutes

- I. Welcome and Call to Order.** Chair Calderon called to order the Policy and Procedure Review Subcommittee meeting at approximately 3:11 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 was passed unanimously.
- III. Public Comment**
 - a.** None (*See attached Sign-in Sheet*)
- IV. Approval of Minutes from June 5, 2025**
 - a. Motion.** A motion was made by Chair Calderon that the minutes from June 5, 2025, be approved as written. Member Wymark seconded the motion. The motion was passed unanimously.
- V. APD Policy-Related Activities/Discussion Items:**
 - a. PPRB Drafts Awaiting CPOAB Comment**
 - 1.** SOP 1-26 (Formerly 5-4) Special Victims Section

- i. There were no policy recommendations for SOP 1-26. (*See attached Policy and Procedure Review Subcommittee Report*)
2. SOP 1-53 (Formerly 5-3) Homicide Unit
 - i. There were no policy recommendations for SOP 1-53. (*See attached Policy and Procedure Review Subcommittee Report*)
3. SOP 1-59 (Formerly 4-1 and 4-4) Impact Teams
 - i. There were no policy recommendations for SOP 1-59. (*See attached Policy and Procedure Review Subcommittee Report*)
4. SOP 2-10 (Formerly 1-07 and 1-7) Use of Emergency Communications
 - i. There were no policy recommendations for SOP 2-10. (*See attached Policy and Procedure Review Subcommittee Report*)
5. SOP 2-64 Violence Intervention Program (VIP) Custom Notification Deliveries
 - i. There were no policy recommendations for SOP 2-64. (*See attached Policy and Procedure Review Subcommittee Report*)
6. SOP 2-66 (Formerly 2-25) Victim and Witness Assistance
 - i. There were no policy recommendations for SOP 2-66. (*See attached Policy and Procedure Review Subcommittee Report*)
7. SOP 2-94 Drone as a First Responder (DFR) Program
 - i. There were no policy recommendations for SOP 2-94. (*See attached Policy and Procedure Review Subcommittee Report*)
 - ii. Gabe Remer, Policy Analyst and Deputy Director at Abbasi, noted that the policy was new. Chair Calderon recommended that the subcommittee reevaluate its effectiveness in six months and potentially request a formal presentation.
8. SOP 3-21 (Formerly 3-15 and 3-72) Scheduled and Unscheduled Leave
 - i. There were no policy recommendations for SOP 3-21. (*See attached Policy and Procedure Review Subcommittee Report*)

- ii. Deputy Director Ali Abbasi indicated that the Board proposed a policy recommendation concerning SOP 3-21, which the Chief agreed with.

9. SOP 3-23 (Formerly 3-61) Retirement Observance

- i. There were no policy recommendations for SOP 3-23. (*See attached Policy and Procedure Review Subcommittee Report*)

b. Research Update on SOP 2-113 Custom Notification Gun Buy-Back (CNGBB) – Gabe Remer

- i. Gabe Remer, CPOA Policy Analyst, provided historical context on the Gun Buy-Back Program, noting that he has contacted APD for policy clarification and will follow up on SOP 2-113 at the next meeting.

c. APD Response to Policy Recommendations [Standing item]

- i. Gabe Remer, CPOA Policy Analyst, provided updates on the responses received from APD regarding SOP 1-1, SOP 1-52, SOP 2-6, SOP 2-71, and SOP 3-20. (*See attached Policy and Procedure Review Subcommittee Report*). The policies will be discussed at the next regular scheduled Civilian Police Oversight Advisory Board meeting for discussion and possible action.

VI. Other Business

- a. None.

VII. Next Meeting Thursday, August 7, 2025, at 3 p.m.

VIII. Adjournment

- a. The meeting was adjourned at 5:37 p.m.

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**

SUBCOMMITTEE MEETING DATE: July 3, 2025

NAME (PLEASE PRINT)

1. _____	11. _____
2. _____	12. _____
3. _____	13. _____
4. _____	14. _____
5. _____	15. _____
6. _____	16. _____
7. _____	17. _____
8. _____	18. _____
9. _____	19. _____
10. _____	20. _____



City of Albuquerque

Civilian Police Oversight Agency



Policy and Procedure Review Subcommittee Report Board Meeting

07/03/2025

07/10/2025

Policy Recommendations

No Policy Recommendations

SOP 1-26 (Formerly 5-4) Special Victims Section: It is the policy of the Department to investigate allegations of felony child abuse and child neglect, felony sexual assaults, human trafficking, and missing persons; to develop and participate in programs designed to prevent or reduce crimes involving special victims; and to enhance the overall safety and welfare of our community.

- **PnP Subcommittee Discussion:**

SOP 1-53 (Formerly 5-3) Homicide Unit:

It is the policy of the Albuquerque Police Department (Department) to thoroughly investigate cases, to reasonably follow up on every investigative lead, to submit completed cases to the prosecutor, and to update victims' families on the progress of the case. Furthermore, it is the policy of the Department for the Homicide Unit to conduct weekly meetings with supervising prosecutors at the District Attorney's (DA) Office to create and foster consistency and the highest excellence in homicide investigations.

- **PnP Subcommittee Discussion:**

SOP 1-59 (Formerly 4-1 and 4-4) Impact Teams:

It is the policy of the Albuquerque Police Department (Department) to triage follow-up felony investigations referred from the Field Services Bureau (FSB) and assign cases to detectives for completion.

- **PnP Subcommittee Discussion:**

SOP 2-10 (Formerly 1-07 and 1-7) Use of Emergency Communications:

It is the policy of the Albuquerque Police Department (Department) to coordinate the delivery of police services with requests from the community and Department personnel through the use of radio equipment.

- **PnP Subcommittee Discussion:**

SOP 2-64 Violence Intervention Program (VIP) Custom Notification Deliveries:

It is the policy of the Albuquerque Police Department (Department) to seek out and directly communicate with individuals who are impacted by gun violence through a partnership of law enforcement, social service providers, and community stakeholders.

- **PnP Subcommittee Discussion:**

SOP 2-66 (Formerly 2-25) Victim and Witness Assistance:

It is the policy of the Department to recognize and address the needs and rights of crime victims during each contact and to provide assistance to victims and witnesses of crime in cooperation with other state and local agencies, as outlined in NMSA 1978, § 31-26-8 Procedures for Providing Victims with Preliminary Information; Law Enforcement Agencies, and for Department personnel to update the victims of crimes with significant developments in their case.

Additionally, it is the policy of the Department to promote the community's trust by ensuring that Department personnel provide support and respect to victims and witnesses of any criminal offense by understanding and striving to meet the seven (7) critical needs of victims.

- **PnP Subcommittee Discussion:**

SOP 2-94 Drone as a First Responder (DFR) Program:

It is the policy of the Department to use SUAS as a first responder with the help of DFR Crewmembers to enhance public safety in a manner that takes into consideration the privacy rights of individuals as established by the United States Constitution and the New Mexico Constitution, including the Fourth Amendment and applicable federal, state, and local laws. Additionally, it is the policy of the Department to operate with the policy set forth in SOP Search and Seizure Without a Warrant.

It is also the policy of the Department to operate any SUAS only under the circumstances set forth in this Standard Operating Procedure (SOP) and SOP Small Unmanned Aircraft Systems (SUAS) Operations. Furthermore, the SUAS shall only be operated by trained and qualified Department personnel and consistent with Federal Aviation Administration (FAA) regulations.

- **PnP Subcommittee Discussion:**

SOP 3-21 (Formerly 3-15 and 3-72) Scheduled and Unscheduled Leave:

It is the policy of the Albuquerque Police Department (Department) to ensure that eligible Department personnel may use their leave in accordance with established City guidelines and requirements and, when applicable, in accordance with the employee's union contract.

- **PnP Subcommittee Discussion:**

SOP 3-23 (Formerly 3-61) Retirement Observance:

It is the policy of the Department to formally recognize the retirement of Department personnel.

- **PnP Subcommittee Discussion:**

APD Responses to Policy Recommendations

SOP 1-1 Personnel Code of Conduct

- **Recommendations:** Two recommendations aimed at reducing sustained violations by APD employees.
 1. 1-1-3-C - The CPOAB recommends refining the definition of insubordination to limit unnecessary IARs for them. This could be done by revising the entire definition into something more comprehensive: - "Intentional refusal to obey a lawful and objectively reasonable order from a supervisor, or disrespectful conduct that undermines supervisory authority. This excludes good faith clarification requests, refusal of unlawful orders, reasonable differences of opinion, and proper use of complaint procedures." Or, the current definition could include a new sentence at the end to prevent the most common reason for the unnecessary IARs, like: "Reasonable differences of opinion do not rise to insubordination."
 2. 1-1-5-A-5 - To clearly convey the message that APD employees can still be held accountable for violations of this SOP when outside the presence or hearing of any person, the CPOAB recommends adding language that explicitly states it. The CPOAB recommends adding one of the following phrases to the existing language: - "... , including when outside the presence or hearing of any person." - "... , regardless of whether a person is present or can hear the remark."
- **Responses:** Does not concur with either.
 1. "No changes were made to the definition of insubordination. The current definition aligns with the formal legal understanding of the term, and IAPS retains the authority and discretion to determine the appropriate SOP violation when evaluating specific incidents. Refinement is not necessary at this time."

2. "This recommendation is not concurred with, and no changes have been made to the policy. The purpose of policy is to provide a clear overview of expected conduct, versus a list of exceptions or caveats that may preemptively address specific defenses raised during investigations. The policy is intended to establish and uphold behavioral standards toward any person."

- **PnP Subcommittee Discussion:**

SOP 1-52 Homeland Security Unit

- This recommendation was submitted on 3/17/25, apparently responded to by APD 3/24/25, but not received by CPOA until 6/25/25.
- **Recommendation:**
 - a) Ensure these five provisions [1-52-4-A, 1-52-4-E-4, 1-52-4-E-7, 1-52-4-E-9 and 1-52-4-G-1-b] do not encroach on Office of Emergency Management (OEM) responsibilities. b) In section 1-52-4-H-1-a, coordination should be with the Office of Emergency Management. c) 1-52-4-J-1-a and 1-52-4-J-1-c-iii should be the Office of Emergency Management.
- **Response:** Does not concur
 - "This policy is for the Albuquerque Police Department, as such, it refers to sworn response. The Office of Emergency Management's primary function is to provide planning, support, and resources. This policy does not encroach on their mission or responsibilities."
- **PnP Subcommittee Discussion:**

SOP 2-6 Use of Emergency Warning Equipment

- From policy unit – "The recommendation was received after the 35th day and when we were informed the recommendation could be reviewed "off-cycle". We misinterpreted this as the recommendation could be reviewed at next revision."
- **Recommendation:** In 2-6-3-A, authorized emergency warning equipment may include a siren, flashing or rotating red and blue lights, or amber lights, but it is not clear what combination of these constitutes full emergency equipment.
 - Specific recommendation: 2-6-3-D: Define full emergency equipment.
- **Response:** No definition would be need to be added for this SOP. Only sworn personnel operate full emergency equipment and understand the meaning of full emergency equipment
- **PnP Subcommittee Discussion:** [For context, "full emergency equipment" is used in Code 3 Response (Code 3 = life-threatening in nature), and that is the only time the language is used in SOP 2-6].

SOP 2-71 Search and Seizure Without a Warrant

- **Recommendation:** (1) Include a new policy section that states: "License Plate Confiscation PSAs and TSOs shall not confiscate, seize, or remove license plates from vehicles. PSAs and TSOs who encounter registration violations or problematic license plates shall document the issue and immediately notify a sworn officer for appropriate action." (2) 2-71-4-G-1-d - Edit "can" into "shall" (3) Consideration regarding inventory/safekeeping searches.
- **Response:** (1) Does not concur, (2) Concurs, and (3) "Partially concur" (the consideration was not a recommendation, but APD added a definition of "safekeeping" in response)
 - "Recommendation 1 reviewed and no change made to SOP because the removal of a plate is because the plate does not belong to the driver/vehicle, this would occur when the plate is stolen or a "skip plate" not belonging to the driver/vehicle and would be considered owned by MVD and not owned by the driver/vehicle. The Department would not be able to give the plate back to the owner/vehicle because it does not belong the driver or vehicle."

- "Recommendation 2 reviewed and the word "can" was changed to "shall"."
- "Consideration reviewed, and a definition of "Safekeeping" was added to clarify the difference between a vehicle Inventory search of closed containers and closed containers held for safekeeping which reads: The act of securely holding, preserving, or protecting property, or items of value by the Department to ensure their integrity, prevent loss, and maintain a clear chain of custody until they can be properly returned."

▪ **PnP Subcommittee Discussion:**

SOP 3-20 Timesheets, Overtime, Compensatory Time, and Work-shift Designation

- **Recommendation:** For transparency and additional oversight, the CPOAB recommends that Section 3-20-4-E-2 "Payroll Oversight" include a requirement for the Payroll Officer to provide the CPOA/CPOAB with a redacted report listing all Department personnel who earned more than twenty-five hours of overtime in a single week. Alternatively, a version of the report could be made publicly available.
- **Response:** Partially Concur
 - "This recommendation will require review by appropriate staff including the Fiscal Department as well as Legal Department. After review of the recommendation, it will not be incorporated at this time. It will be re-evaluated at the next revision."
- **PnP Subcommittee Discussion:**

