

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, August 7, 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
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 3:04 p.m.
- II. Approval of the Agenda**
- a. Agenda approved.
- III. Public Comment**
- a. None.
- IV. Approval of Minutes from July 3, 2025**
- a. **Motion.** A motion was made by Member Wymark to correct the minutes to reflect the word “at” and change it to “and” underneath the section on drones. Chair Calderon seconded the motion. The Motion passed unanimously.
- b. **Moiton.** Chair Calderon made a motion to approve the minutes as amended. Member Wymark seconded the motion. The motion passed unanimously.
- V. APD Policy-Related Activities/Discussion Items:**
- a. **PPRB Drafts Awaiting CPOAB Comment**
1. SOP 1-75 Grant Administration Division (GAD)

- i. There were no policy recommendations for SOP 1-75. (*See attached Policy and Procedure Review Subcommittee Report*)
- 2. SOP 1-87 Scientific Evidence Division
 - i. There were no policy recommendations for SOP 1-87. (*See attached Policy and Procedure Review Subcommittee Report*)
- 3. SOP 2-24 Hazardous Materials Incident Response
 - i. There were no policy recommendations for SOP 2-24. (*See attached Policy and Procedure Review Subcommittee Report*)
- 4. SOP 2-67 Lineups and Field Identifications
 - i. There were no policy recommendations for SOP 2-67. (*See attached Policy and Procedure Review Subcommittee Report*)
- 5. SOP 2-100 Emergency Communications Center (ECC) Division
 - i. There were no policy recommendations for SOP 2-100. (*See attached Policy and Procedure Review Subcommittee Report*)
- 6. SOP 2-111 Records Division Units
 - i. There were no policy recommendations for SOP 2-111. (*See attached Policy and Procedure Review Subcommittee Report*)
- 7. SOP 3-6 Language Access Policy
 - i. There were no policy recommendations for SOP 3-6. (*See attached Policy and Procedure Review Subcommittee Report*)
- b. SOP 2-113 Custom Notification Gun Buy-Back (CNGBB) – Gabe Remer**
 - i. CPOA Policy Analyst Gabe Remer had no updates to report. Mr. Remer will continue monitoring relevant activities and news articles regarding the program and report any significant activities to the subcommittee as needed.
 - ii. Deputy Director Ali Abbasi noted that the Federal Firearm Law, primarily the Gun Control Act of 1968 (18 U.S.C. § 922), outlines a range of firearm-related offenses and regulations in the U.S.

c. APD Response to Policy Recommendations [Standing item]

- i.** CPOA Policy Analyst Gabe Remer provided updates on the responses received from APD regarding SOP 2-86 and SOP 2-73. (See attached Policy and Procedure Review Subcommittee Report).
- ii.** 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, September 4, 2025, at 3 p.m.

VIII. Adjournment

- a.** The meeting was adjourned at approximately 3:32 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
AUGUST 7, 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

08/07/2025

08/14/2025

Policy Recommendations

No Policy Recommendations

SOP 1-75 Grant Administration Division (GAD): It is the policy of the Department to maintain a GAD under the command of the Office of the Chief of Police to oversee, supervise, and manage the GAD, the Capital Implementation Program (CIP), Building Maintenance, and other special projects as assigned by the Chief of Police. The GAD is responsible for ensuring all current federal, state, and local grants are properly maintained, including meeting deadlines and reporting requirements, as well as confirming grant compliance with all laws, regulations, and City policies. The GAD will coordinate with outside agencies, vendors, and City departments for CIP and construction/building maintenance projects to certify deadlines, reporting requirements, and fiscal compliance. The GAD will also provide weekly updates to the Chain of Command regarding grants, building maintenance/projects, CIP, and personnel.

- **PnP Subcommittee Discussion:**

SOP 1-87 Scientific Evidence Division: It is the policy of the Department to investigate, document, process, preserve, collect, securely store, and analyze evidence related to criminal investigations. It is also the policy for SED personnel to support and train Department personnel and outside law enforcement agency personnel as needed.

- **PnP Subcommittee Discussion:**

SOP 2-24 Hazardous Materials Incident Response: It is the policy of the Department to respond to hazardous material incidents and provide a maximum amount of safety to sworn personnel and community members.

- **PnP Subcommittee Discussion:**

SOP 2-67 Lineups and Field Identifications: It is the policy of the Department for sworn personnel to follow procedures and rules derived from the Accurate Eyewitness Identification Act when conducting field identifications and lineups during an investigation.

- **PnP Subcommittee Discussion:**

SOP 2-100 Emergency Communications Center (ECC) Division: 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 ECC.

- **PnP Subcommittee Discussion:**

SOP 2-111 Records Division Units: It is the policy of the Department to serve the community and governmental agency personnel through the imaging, printing, and production of Uniform Incident Reports through its Central Records Units for the NCIC Reporting Unit to ensure the accuracy of all entries by providing immediate support and responsiveness to Department personnel; and for the National Incident-Based Reporting Systems (NIBRS) Unit to efficiently and effectively code and enter technical and statistical, error-free data, based on the standards of the FBI and NIBRS.

- **PnP Subcommittee Discussion:**

SOP 3-6 Language Access Policy: It is the policy of the Department to provide free language access assistance to all limited and non-English proficient persons and to take reasonable steps to provide meaningful access to all persons in any encounters with the Department regardless of their national origin or limited ability to speak, understand, read, or write English. The Department strives to provide language access in a timely, accurate and effective manner.

Furthermore, it is the goal of the Department to reduce language barriers for LEP and D/HH persons seeking access to Department programs, services, and information.

- **PnP Subcommittee Discussion:**

APD Responses to Policy Recommendations

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

- This recommendation was submitted on 3/17/2025 but not responded to until 7/25/2025.
- **Recommendation:** Recommend adding a provision to 2-86-4-A-5 stating "Department personnel should make reasonable efforts to notify the registered owner when a stolen vehicle is recovered. The date, time, and method of attempted contact shall be documented. If personnel are unable to reach the owner or do not attempt contact, they shall document the reason and any efforts made to notify the owner"
- **APD Response:** Concur. Recommendation incorporated into upcoming revision of SOP.

SOP 2-73 Collection, Submission, and Disposition of Evidence and Property:

- **Recommendation:** Consideration regarding the new language of inventory and safekeeping searches.
- **APD Response:** Partially concur.
 - "Thank you for your comment and have made some changes based on your feedback. These are novel, complex legal issues on which we've consulted with City Legal extensively. This complex case law is also being trained by the District Attorney's Office in legal updates to the department's officers."
- **Notable Change:** Section 2-73-5 B.1.a.ii
 - Used to state:
 - *"Criminal charges will not be filed as a result of such safekeeping searches unless approved by the District Attorney's (DA) Office or City Attorney's Office. Any items of potential evidentiary value discovered during a search of safekeeping property shall be packaged and labeled independently."*
 - Now states: Removed approval by District Attorney and added reference to SOP 2-71
 - *"Any items discovered during an inventory search in accordance with SOP Search and Seizure Without a Warrant which may have evidentiary value shall be packaged and labeled independently."*