

CIVILIAN POLICE OVERSIGHT ADVISORY BOARD
POLICY AND PROCEDURE REVIEW SUBCOMMITTEE

Gail Oliver, Chair

Rowan Wymark

Diane McDermott, CPOA Executive Director

Ali Abbasi, CPOA Deputy Director

Friday, September 6, 2024, at 9:30 a.m.
Plaza Del Sol Building, 600 2nd Street NW
4th Floor Conference Room

Members Present:

Gail Oliver, Chair

Aaron Calderon

Members Absent:

Rowman Wymark

Others Present

Diane McDermott, CPOA

Ali Abbasi, CPOA

Valerie Barela, CPOA

Minutes

- I. Welcome and Call to Order.** Member Oliver called to order the Policy and Procedure Review Subcommittee meeting at 9:31 a.m.
- II. Approval of the Agenda**
- a. Agenda approved.
- III. Public Comment**
- a. None.
- IV. Election of Subcommittee Chair**
- a. Aaron Calderon nominated Gail Oliver to Chair the Policy and Procedure Review Subcommittee. Gail Oliver nomited herself for Chair of the Policy and Procedure Review Subcommittee. There were no other nominations. Gail Oliver was nomited to Chair of the Policy and Procedure Review Subcommittee by the following vote:
- For: 2 – Calderon, Oliver**
- V. Approval of Minutes from August 1, 2024**
- a. August 1, 2024, minutes were approved.

VI. APD Policy-Related Activities/Discussion Items:

a. PPRB Drafts Awaiting CPOAB Comment

1. SOP 1-83 Real Time Crime Center (RTCC)

- a. The Subcommittee recommended forwarding the CPOA recommendations for SOP 1-83 to the Board for discussion and possible action at the next regularly scheduled Board meeting. *(See attached)*

2. SOP 1-95 Metro Traffic Division

- a. The Subcommittee recommended forwarding the CPOA recommendation for SOP 1-95 to the Board for adoption at the next regularly scheduled Board meeting. *(See attached)*

3. SOP 3-31 Physical Fitness Assessment

- a. There were no recommendations for SOP 3-31.

4. SOP 1-2 (Formerly 1-44) Social Media

- a. The Subcommittee recommended forwarding the CPOA recommendations for SOP 1-2 to the Board for dissection and possible action at the next regularly scheduled Board meeting.

5. SOP 1-34 (Formerly 4-5) Crime Prevention Unit

- a. There were no recommendations for SOP 1-34.

6. SOP 2-6 (Formerly 2-56) Use of Emergency Warning Equipment

- a. Executive Director Diane McDermott presented the CPOA policy recommendation for SOP 2-6.
- b. The Subcommittee recommended moving the CPOA recommendation for SOP 2-6 to the Board for adoption at the next regularly scheduled Board meeting. *(See attached)*

7. SOP 3-46 (Formerly 1-09) Discipline System

- a. Executive Director Diane McDermott presented the CPOA policy recommendation for SOP 3-46.
- b. The Subcommittee recommended moving the CPOA recommendations for SOP 3-46 to the Board for adoption at the next regularly scheduled Board meeting. *(See attached)*

8. SOP 2-16 Reports

- a.** Executive Director Diane McDermott presented the CPOA policy recommendation for SOP 2-16.
- b.** The Subcommittee recommended moving the CPOA recommendations for SOP 2-16 to the Board for discussion and possible action at the next regularly scheduled Board meeting.
(*See attached*)

VII. Other Business

- 1.** The Subcommittee recommended moving Off-cycle CPOA recommendation for SOP 3-21 and SOP 3-43 to the Board for discussion and possible action at the next regularly scheduled Board meeting. (*See attached*)
- 2.** The Subcommittee recommended that the CPOA contact the policy owners for the SOP 1-6 Patrol Ride-Along Program to coordinate attendance at a subcommittee meeting and table the item for further discussion at the next Policy and Procedure Subcommittee meeting.
- 3.** The Subcommittee recommended moving Off-cycle CPOA recommendation for SOP 2-46 Response to Traffic Crises to the Board for discussion and possible action at the next regularly scheduled Board meeting. (*See attached*)

VIII. Next Meeting Thursday, October 3, 2024, at 3 p.m.

IX. Adjournment

- a.** The meeting was adjourned at 10:26 p.m.

APPROVED:

Gail Oliver
Gail Oliver, Chair
Policy & Procedure Review
Subcommittee Chair

October 3, 2024
Date

CC: Isaac Padilla, City Council Staff
Ethan Watson, City Clerk
Dan Lewis, 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**

SUBCOMMITTEE MEETING DATE: SEPTEMBER 6, 2024

NAME (PLEASE PRINT)

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

There are 21 policies that need to be reviewed prior to the October 10, 2024 CPOAB meeting. The first batch needs to be reviewed prior to **September 16, 2024**, the second batch prior to **September 27, 2024**, and the third batch prior to **October 2, 2024**. These SOPs are:

1. 1-83: Real Time Crime Center
2. 1-95: Metro Traffic Division
3. 3-31: Physical Fitness Assessment
4. 1-2: Social Media Review
5. 1-34: Crime Prevention Unit
6. 2-6: Use of Emergency Warning Equipment
7. 3-46: Discipline System
8. 2-16: Reports

In addition, there are 4 off-cycle policies that the CPOA has recommendations for:

1. 3-21: Scheduled and Unscheduled Leave
2. 3-43: Relief of Duty
3. 1-6: Patrol Ride-Along Program
4. 2-46: Response to Traffic Crashes

The following are recommendations from the CPOA for 6 policies:

1. SOP 1-83: Real Time Crime Center
 - a. 1-83-4-D-1-b: replace “affect” with “inform” to read: “Provide the Department and other partners with analysis to identify patterns and characteristics of crime trends to *inform* the deployment of personnel and resources”
 - b. 1-83-4-F: This is under the “Rules and Responsibilities” section of the policy so should be written in a similar manner to A-E. Could be re-written to:

F. Mobile Video Tech Unit

1. Mobile Video Tech Unit personnel shall:

- a. Maintain and deploy mobile video trailers and mobile license plate trailers throughout the City of Albuquerque

2. SOP 1-95: Metro Traffic Division
 - a. 1-95-5-A: According to SOP 2-48: Towing Services, personnel are to check for a Unattended Vehicle Permit prior to placing an abandoned vehicle sticker on the vehicle, which is not reflected in 1-95
3. SOP 1-2: Social Media
 - a. 1-2-4-A-7: Specify if this is regarding an employee posting on their personal page or on behalf of the Department
 - b. Add that approval from the PIO shall be documented in writing because not getting is a sanctionable offense and without documentation it cannot be proved that it was given. May be added to 1-2-4-A-2 or wherever the Department feels it is appropriate
4. SOP 2-6: Use of Emergency Warning Equipment

- a. 2-6-3-D: Recommend defining full emergency equipment. 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
- 5. SOP 3-46: Discipline System
 - a. 3-46-3-E: OBRD and CASA acronyms should be spelled out first
- 6. SOP 2-16: Reports
 - a. 2-16-3-B: Re-define to "Any information that can be used to identify a person"
 - b. 2-16-4-A-3-a: Make this it's only section and keep 2-16-4-A-3-b beneath it or keep it as it is and turn b into an i because it's specifically about the CT
 - c. 2-16-5-B-3-b: this section is about documents generated outside the Department and this sub b is about items generated within the Department so should be separated
 - d. 2-16-5-B-6-a: Rewrite to: "Supplement Reports shall correspond to the original report in the record management system (e.g., TraCS and Mark 43)
 - e. 2-16-5-E-4: Add "or review/approve their reports" to include supervisors so that this reads: "Department personnel who have planned days off beyond their normal duty weekends (i.e., vacation time, military leave, leave taken under the Federal Medical Leave Act (FMLA), etc.) shall submit or review/approve of their reports prior to starting their time off from work"
 - f. 2-16-5-C: Rewrite to:
 - 1. Department personnel shall submit Uniform Incident Reports, Uniform Crash Reports, Supplemental Reports, and any related documents (e.g., bank records, receipts, etc.) by the end of their shift, except at the direction of a supervisor
 - a. If Department personnel are not physically capable of submitting their reports by the end of their shift during which the incident occurred, the employee's immediate supervisor or their designee shall ensure that the report from the involved employee is submitted by the end of the employee's shift during which the incident occurred
 - b. If personnel receive approval from their supervisor to submit their report late, they shall document when and how that approval was given in the incident's existing CAD report
 - 2. A supervisor shall complete the review/approval of all reports within three (3) workdays of when they were submitted, except at the direction of their supervisor
- 7. 3-21: Scheduled and Unscheduled Leave and SOP 3-43: Relief of Duty (Off-cycle)
 - a. Recommend adding a provision that states personnel shall set up automatic replies when they are on any kind of leave that goes beyond one week and that the supervisor is to ensure that the employee does this prior to leaving. If the employee does not set up automatic replies, then the supervisor shall coordinate with IT to set up automatic emails
- 8. 1-6: Patrol Ride-Along Program (Off-cycle)
 - a. Recommend adding a provision that states Department personnel shall exercise vigilance and take all necessary precautions to protect civilians from potentially dangerous situations".
- 9. 2-46: Response to Traffic Crashes (Off-cycle)

- a. 2-46-4-A-1-b-ii: Add “Department personnel shall request emergency medical services (EMS) personnel to respond whenever injuries are apparent or any of the involved vehicles have deployed airbags or sustained significant damage”
 - i. Personnel may not always be able to determine if there is an injury and the involved individual may deny having an injury, but crashes involving airbag deployment or significant damage have a higher likelihood of leading to a concussion or some other kind of bodily trauma