

# minutes

Policy and Procedure Review Subcommittee		
5.2.2019	12:30pm - 1:56pm	Plaza Del Sol Basement Hearing Rm Abq, NM
Meeting called by	Van Deventer	
Type of meeting	Policy & Procedure	
Facilitator	Van Deventer	
Note taker	Katrina	
Timekeeper	Katrina	
Attendees	Chair Chelsea Van Deventer, Dr. William Kass, Chantal Galloway(phoned in), Edward Harness, Diane McDermott and Charles Arasim	
APD SOP's sent to POB after PPRB review and approval. a.1-80 Prisoner Transport and b. 1-88 Sex Crimes Unit.		
	Van Deventer	
Discussion	Committee reviewed the two letters provided by Chair Van Deventer on SOP's 1-80 Prisoner Transport and 1-88 Sex Crimes Unit.	
(see attached)		
Conclusions	Motion by Member Galloway to move forward and recommend the letters to the full board for approval. Second by Chair Van Deventer.	
Action Items	Person Responsible	Deadline
POB Policy Guidance and Recommendations pursuant to City Ordinance a-f.		
	Van Deventer	
Discussion	Policy and Procedure reviewed the SOP recommendations made by CPOA in the last year. Committee also discussed policy Recommendations on 275-18.	
Conclusions	Motion by Member Kass to change the order of agenda item VI. (a) 275-18 I-v to be discussed last of this item. Chair Van Deventer second the motion. Member Kass recommends that agenda item VI. (c) 202-18 Social media policy tabled for the next Policy and Procedure meeting. A second motion by Chair Van Deventer to take no action on agenda item VI. (f). Member Kass second the motion. Chair Van Deventer motioned to forward the Recommendations discussed MOU Pawn Brokers, 2-8 OBRD and 2-16 (Tracking Citations) for the board's approval. Second by Member Galloway.	
Action Items	Person Responsible	Deadline
Mediation program - update from CPOA		
	Van Deventer	
Discussion	Chair Van Deventer was requesting an update on where in the process is mediation with Judge Browne.	
Conclusions	Director advised that no date has been set.	
Action Items	Person Responsible	Deadline

# minutes

Cases involving non-English speaking complaints		
	Kass	
Discussion	Chair Van Deventer suggested that if a standardized procedure should exist in the Policy and Procedures for translation on How CPOA receives, translates and responds to non-English complaints.	
Conclusions	Chair Van Deventer withdrew agenda item VIII.	
Action Items	Person Responsible	Deadline
Timing of receipt of minutes		
	Kass	
Discussion	Chair Van Deventer requested that subcommittee minutes be provided prior to PNP meetings.	
Conclusions	Subcommittee minutes will be provided in advance of the meetings.	
Action Items	Person Responsible	Deadline
<b>Next meeting June 6, 2019 at 12:30pm</b>		

**Civilian Police Oversight Agency**  
Edward Harness, Esq., Executive Director

**Civilian Police Oversight Agency Board**

*Chantal M. Galloway, Chair*

*Joanne Fine, Vice Chair*

*Leonard Waites, Valerie St. John, Dr. William Kass, Chelsea N. Van Deventer*

May 9, 2019

Michael Geier, Chief of Police  
City of Albuquerque  
Albuquerque Police Department  
400 Roma NW  
Albuquerque, NM 87102

Re: SOP 1-80 *Prisoner Transport Unit*

Dear APD,

The Civilian Police Oversight Agency Board is in receipt of SOP 1-80 *Prisoner Transport Unit* which came to us after being approved by the Policies and Procedures Review Board on April 17, 2019.

As a general rule, the Board is committed to providing feedback, commentary, and recommendations on all policies implicated by the Court Approved Settlement Agreement (CASA). At times, the Board may also provide feedback, commentary, and recommendations on policies that are not implicated by the CASA but that are of particular interest to the Board, the community, or the mission of advancing constitutional policing.

We note that SOP 1-80 *Prisoner Transport Unit* is not an SOP that pertains to the CASA.

The Civilian Police Oversight Board makes no recommendations on SOP 1-80 *Prisoner Transport Unit*.

Sincerely,

Civilian Police Oversight Agency Board

**CC:** City, Council President Klarissa J. Pena  
Mayor, Tim Keller  
City Attorney, Esteban A. Aguilar Jr.  
James Ginger Ph.D.  
United States Attorney, John C. Anderson  
City Clerk, Katy Duhigg  
APD, Commander Michelle Campbell

**Civilian Police Oversight Agency**  
Edward Harness, Esq., Executive Director

**Civilian Police Oversight Agency Board**  
*Chantal M. Galloway, Chair*  
*Joanne Fine, Vice Chair*  
*Leonard Waites, Valerie St. John, Dr. William Kass, Chelsea N. Van Deventer*

May 9, 2019

Michael Geier, Chief of Police  
City of Albuquerque  
Albuquerque Police Department  
400 Roma NW  
Albuquerque, NM 87102

Re: SOP 1-88 *Sex Crimes Unit*

Dear APD,

The Civilian Police Oversight Agency Board is in receipt of SOP 1-88 *Sex Crimes Unit* which came to us after being approved by the Policies and Procedures Review Board on April 17, 2019.

As a general rule, the Board is committed to providing feedback, commentary, and recommendations on all policies implicated by the Court Approved Settlement Agreement (CASA). At times, the Board may also provide feedback, commentary, and recommendations on policies that are not implicated by the CASA but that are of particular interest to the Board, the community, or the mission of advancing constitutional policing.

We note that SOP 1-88 *Sex Crimes Unit* is not an SOP that pertains to the CASA.

The Civilian Police Oversight Board makes no recommendations on SOP 1-88 *Sex Crimes Unit*.

Sincerely,

Civilian Police Oversight Agency Board

**CC:** City, Council President Klarissa J. Pena  
Mayor, Tim Keller  
City Attorney, Esteban A. Aguilar Jr.  
James Ginger Ph.D.  
United States Attorney, John C. Anderson  
City Clerk, Katy Duhigg  
APD, Commander Michelle Campbell



# City of Albuquerque

## Civilian Police Oversight Agency

Tim Keller, Mayor

### Interoffice Memorandum

December 20, 2018

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**To:** Dr. William Kass, Policy Subcommittee Chair, Police Oversight Board  
Chantal Galloway, Policy Subcommittee, Police Oversight Board  
Chelsea VanDeventer, Policy Subcommittee, Police Oversight Board  
Edward Harness, Executive Director, Civilian Police Oversight Agency

**From:** Erin O'Neil, CPOA Investigator

**Subject:** CPC 085-18

The purpose of this memo is to alert the policy subcommittee of a recommendation to update the Memorandum Of Understanding (MOU) between the Albuquerque Police Department (APD) and the Albuquerque Pawn Brokers Association (APBA).

**Recommendation:** The current MOU between the APD and APBA was established and agreed upon by both parties in 1997 and should be updated to reflect current practices, policies and procedures. Earlier this year, City Councilor Diane Gibson proposed changes to the City Ordinance regarding Pawn Brokers/Shops, which should also be taken into consideration when updating the MOU.



Tim Keller, Mayor

# City of Albuquerque

## Civilian Police Oversight Agency

### Interoffice Memorandum

November 20, 2018

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**To:** Dr. William Kass, Policy Subcommittee Chair, Police Oversight Board  
Chantal Galloway, Policy Subcommittee, Police Oversight Board  
Chelsea VanDeventer, Policy Subcommittee, Police Oversight Board  
Edward Harness, Executive Director, Civilian Police Oversight Agency

**From:** Diane McDermott, CPOA Investigator

**Subject:** CPC 202-18

The purpose of this memo is to alert the policy subcommittee of policy recommendations arising out of a complaint concerning an officer's use of social media.

The recommendation for SOP 1-2 is:

Personal officer pages as department sanctioned create confusion that the content is official. Members of the public would not likely distinguish between official statements and personal opinions despite any disclaimers. It is recommended that personal officers not be allowed to have department sanctioned pages.

If the department finds value in department sanctioned personal social media pages then the following recommendation is being made:

There should be a formal process for obtaining written permission with parameters of what the permission entails. An audit process should be established for Department sanctioned pages to make sure there is continued compliance and the projected benefits to the Department, are achieved.

I would encourage the Subcommittee to submit these comments as part of the policy recommendation period currently ongoing for this policy



# City of Albuquerque

## Civilian Police Oversight Agency

Tim Keller, Mayor

### Interoffice Memorandum

April 4, 2019

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**To:** Chelsea Van Deventer, Chair, Policy Subcommittee  
Chantal M. Galloway, Policy Subcommittee  
Dr. William J. Kass, Policy Subcommittee  
Edward Harness, Executive Director, Civilian Police Oversight Agency

**From:** Diane McDermott, CPOA Investigator

**Subject:** Policy Recommendation for 2-8 OBRD

A citizen complaint arose from the claim that a report documented their statement inaccurately in a traffic accident.

Drivers, often the ones found to have contributed to the accident, often file complaints about inaccurate reporting of their statements on accident reports. Officers and PSAs document each person's statement, witness' statements, and their observations. If traffic accidents were included in the list of mandatory recording events, it would protect officers and PSAs from false claims of inaccurate reporting. It would also assist citizens with their insurance companies in if in fact there were some substantive differences from the report to their verbal statement absent other evidence. PSAs especially have underutilized the usefulness of lapel recording and are often the ones completing non-injury accidents.



# City of Albuquerque

## Civilian Police Oversight Agency

Tim Keller, Mayor

### Interoffice Memorandum

January 23, 2019

**To:** Dr. William Kass, Policy Subcommittee Chair, Police Oversight Board  
Chantal Galloway, Policy Subcommittee, Police Oversight Board  
Chelsea VanDeventer, Policy Subcommittee, Police Oversight Board  
Edward Harness, Executive Director, Civilian Police Oversight Agency

**From:** Diane McDermott, CPOA Investigator

**Subject:** CPC 237-18

The purpose of this memo is to alert the policy subcommittee of policy recommendations arising out of a complaint concerning the tracking of citations.

The recommendation for SOP 2-16 is:

Currently there is no way to track whether officers submit citations to Metro Court. A citizen alleged he showed up to court, but found out the paperwork was never submitted. As part of the investigation, I conferred with Court Services and the TRAX Administrator. Either tickets are issued through TRAX or if the system is down or the officer's in-car printer is down, then ticket books are used. Whether created through TRAX or a citation book, once the citation copy is signed by the offender it is delivered into a mailbox at the substation. There is no electronic transmission of the ticket to the courts. Personnel collect the tickets from the substation mailboxes and deliver them to Court Services. Then other personnel take the citations from Court Services to the proper courts. There is no log kept of what is collected or delivered in any of those locations. It is in the works to have TRAX electronically communicate with the court system, however, that has been in development for at least a year and not accomplished yet. I suggest to the Policy Subcommittee that a policy recommendation be sent that until electronic transmittal of tickets is established, a paper log should be maintained at one or all of the locations that paper copies of tickets go for the purposes of tracking. The purpose would be to identify a possible pattern or breakdown in the process if tickets were not consistently making their way to court. Those logs should be retained and periodically audited for compliance.

I would encourage the Subcommittee to submit these comments as a policy recommendation with the likely location in SOP 2-16.





# City of Albuquerque

## Civilian Police Oversight Agency

Tim Keller, Mayor

### Interoffice Memorandum

March 5, 2019

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**To:** Dr. William J. Kass, Chair, Policy Subcommittee  
Chantal M. Galloway, Policy Subcommittee  
Chelsea Van Deventer, Policy Subcommittee  
Edward Harness, Executive Director, Civilian Police Oversight Agency

**From:** Diane McDermott, CPOA Investigator

**Subject:** Policy Recommendation for the Alarm Ordinance Unit

A citizen complaint arose from the methods used by the Alarm Ordinance Unit, specifically having police officers call to collect fees owed.

I reviewed the APD SOPs regarding the Alarm Ordinance Unit. There are no SOPs regarding this Unit, just mentions of it. The Alarm Ordinance Unit is mentioned in Administrative Order 3-5 by explaining the unit issues alarm permits, maintains alarm permit records, and is responsible for billing and collection of false alarm fines. The Unit is also mentioned in Administrative Order 8-4, which states the Unit is responsible for the issuance and maintenance of alarm permits and provides their hours. There is no additional guidance in the APD SOPs for how this Unit is to operate. Therefore, the primary governing document is the Alarm Ordinance itself, which is 9-3-1 through 9-3-99. There is also a frequently asked questions section on the City of Albuquerque website.

I spoke to the supervisor of the Alarm Ordinance Unit asking about their process to enforce the Alarm Ordinance. The supervisor explained some of her processes and at what point she enlisted the assistance of sworn officers. The Ordinance outlines what it is supposed to accomplish, but does not specify how in many circumstances leaving it up to interpretation. Each supervisor would have their own method of enforcing the Ordinance, leading to inconsistencies and possible frustrations. Since this Unit falls under APD, a basic guideline in policy of how it should function, just as many other APD Units have SOPs, should exist. I suggest that the Policy Subcommittee make a recommendation that APD create a policy for the Alarm Ordinance Unit.