



CITY OF ALBUQUERQUE

Albuquerque Police Department

Office of Policy Analysis (OPA) / Policy and Procedure Unit (P&P)

MEETING MINUTES: 21-1

DATE: January 13, 2021

TIME: 1:00 pm – 3:00 pm

VENUE: Zoom Web Conference

ATTENDEES:

Patricia Serna	Policy and Procedure Unit
Officer Tanya La Force	Policy and Procedure Unit
Angelina Medina	Policy and Procedure Unit
Deputy Commander Sean Waite	Policy and Procedure Unit
Edward Harness	Civilian Police Oversight Agency
Ali Abbasi	Civilian Police Oversight Agency
Deputy Commander Jason Janopoulos	Deputy Commander Investigative Services Division
Sergeant Gerard Bartlett	Investigative Services Division
Gerri Bachicha	VIP Project Manager
Commander Leonard Nerbetski	Commander
Lieutenant David Saladin	Academy Division
Trevor Rigler	City Attorney
Dr. William Kass	Civilian Police Oversight Agency Board (CPOAB)
Gilbert Gallegos	Communications and Communication Outreach Director
Wanda Harris	Community Policing Council (CPC)
Judge Sharon Walton	APD Policy Consultant

1. SOP 2-36 Police Press Relations and Release of Police Identification		Presented by: Gilbert Gallegos
Discussion:	Gilbert Gallegos explained updates to the policy including adding a Communications Specialist and Public Information Officer (PIO). There are now two (2) sworn PIO's and one (1) civilian PIO. He explained the PIO's duties and responsibilities for verifying facts and getting information out to the media and out to the public. A question was asked about how the PIO was advised about an incident and who gives the PIO the information. Mr.	

	Gallegos provided the steps that are taken once the PIO is notified and how they obtain the most up to the moment information to provide the media and public. A question was asked if there was always a PIO on duty. Mr. Gallegos advise there is a PIO on call at all hours.
Action:	The draft SOP, as presented, was reviewed by OPA and will be posted on PowerDMS for the 15-day commentary period.
2. SOP 2-64 Violence Intervention Program (VIP) Custom Notification Deliveries	Presented by: Deputy Commander Jason Janopoulos, Sergeant Gerard Bartlett, and Gerri Bachicha, Violence Intervention Program
Discussion:	Sergeant Bartlett explained the purpose of the program and how they establish requirements for the program. He went over the definitions that are listed in the policy and how they relate to the program. Sergeant Bartlett advised how the officer delivers the program message and how they help provide resources for the individual(s) they make contact with. He stated there is a follow up procedure to stay connected with the individuals they reach out to so they can provide more assistance if/when needed. Sergeant Bartlett explained the difference between requirements for an adult and a juvenile for the program. A question was asked about how the department tracks what services help and how they track who they keep in contact with. Gerri Bachicha advised they have a system they use to keep track of the people they keep in contact with so they could follow up with them. A question was asked with all the organizations involved in the program is there a way to track the services that are offered. Gerri Bachicha stated they have a system that listed the organizations/services available and will be providing them on the Violence Intervention Program (VIP) website within the next year.
Action:	The draft SOP, as presented, was reviewed by OPA and will be posted on PowerDMS for the 15-day commentary period.