



CITY OF ALBUQUERQUE

Albuquerque Police Department

Office of Policy Analysis (OPA)

MEETING MINUTES: 20-13

DATE: December 09, 2020

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
DC Jon Griego	Management Services and Support Bureau
Commander Johnny Yara	Southeast Area Command
Greg Mondragon	Prisoner Transport Unit
Patrick Kent	Department of Justice
Dr. William Kass	Civilian Police Oversight Agency Board (CPOAB)
Ali Abbasi	Civilian Police Oversight Agency
Edward Harness	Civilian Police Oversight Agency
Trevor Rigler	City Attorney
Lt. David Saladin	Academy Division
Huong Nguyen	New Mexico Asian Family Center
Patty French	False Alarm Reduction Unit
Damian Lara	City Attorney
Alexander Vang	City Attorney
Verenice Peregrino Pompa	New Mexico Center on Law and Poverty Attorney
John D'Amato	Albuquerque Police Officers' Association Attorney
Judge Sharon Walton	Albuquerque Police Department Policy Consultant

1. SOP 2-37 (Currently 4-16) Meal Breaks		Presented by: Commander Johnny Yara, Southeast Area Command
Discussion:	Commander Yara explained that there weren't many changes to this policy. He explained that some of the wording was shortened and how the policy was aligned with APD's current policy standards. He confirmed this policy guides all sworn personnel and Police Service Aides when requesting a meal break. He pointed out in the policy how there should not be more than three (3) marked vehicles and/or three (3) uniformed personnel in the same place on a break at the same time. He explained how personnel shall not take their meal break one hour after their shift begins or one hour before it ends. He confirmed sanctions were assigned to sections in the policy. A question was asked about whether a verbal request was required to discontinue one's shift.	

	or to have meal break. Commander Yara confirmed this is correct. A question was asked about the mechanics of a shift change. Commander Yara explained the activities during this point in time, including briefings, giving directives and assignments, and reporting on crime trends. He said that when personnel are coming up the end of their shift, they close out their calls, etc. A follow-up question was asked about whether there was overlap in coverage. Commander Yara confirmed there's a two-hour overlap between shifts and explained that sometimes personnel sometimes may be held over.
Action:	The draft SOP, as presented, was reviewed by OPA and will be posted on PowerDMS for the 15-day commentary period.

2. SOP 2-65 Language Access Procedure		Presented by: DC Jon Griego, Management Services and Support Bureau
Discussion:	DC Griego reviewed the history behind this SOP, including Executive Order 13166. He pointed out that this SOP looks different when you compare it to APD's other SOPs because it required APD to ensure specific elements were included in the policy. He explained individuals who do not have a complete mastery of the English language is an individual who is "limited English proficient", or LEP, and how a Supreme Court case found that denial of meaningful access to services was a civil rights violation. He verified that he received feedback from the community groups. He went over what is meant by vital documents, which are the forms listed in this SOP. A vital document shall be translated to a Safe Harbor language. The plan is to translate all the documents listed under "Forms" to a Safe Harbor language. He explained the difference between translation and interpretation. He explained they looked at how the people in the community interact with APD. He explained he worked with national experts on best practices for qualified interpreter services. He discussed the different levels of certified bilingual officers. He said that the SOP covers what an exigent circumstances and emergency situations. He described why it is important to not use a child to act as an interpreter. He described the translation procedures, include the procedures for the Language Access Coordinator. He confirmed that APD should make documents available in the top five Safe Harbor languages as based on U.S. Census data. He said i-Speak signs are in an APD facility lobby. He explained how when the person cannot read, the translation service provider will read the vital document. He said he's currently speaking with an outside entity that is an expert in this field to develop training. He said that complaints need to be translated and interpreted. He confirmed APD is working with the CPOA Executive Director to execute a Memorandum of Understanding (MOU) to follow APD's language access procedures. A question was asked about APD's experience with the LanguageLine. He went over APD's experience with the LanguageLine and the seven most common languages spoken among community members who use the LanguageLine. He went over the average hold-time. A question was asked about how APD's Emergency Communications Center (ECC) duties. He confirmed it would be an ECC employee who brings a third party on the line to work through determining the	

	caller's spoken language.
Action:	The draft SOP, as presented, was reviewed by OPA and will be posted on PowerDMS for the 15-day commentary period.
3. SOP 3-6 Language Access Policy	
	Presented by: DC Jon Griego, Management Services and Support Bureau
Discussion:	DC Griego confirmed they had to cross-walk many of the items from the Language Access Plan into the SOP in order to prevent future issues. He reviewed a situation during which a woman who did not speak English was assaulted over an extended period of time, yet could not communicate or report the abuse. He pointed out how Executive Order 13166 was executed in 2000. He briefly described the responsibilities of the Language Access Implementation Committee (LAIC). He confirmed APD is trying to figure out how it can virtually and appropriately assist individuals who speak Keres, a language that is not written. He describe the difference between "reasonable access" and "meaningful access" and provided an example. He pointed out how currently he is the Language Access Coordinator. He projected that more than five Safe Harbor languages will be identified. A question was asked how this policy will change APD's operations. He explained that APD has a few services that are used but not memorialized. He believes this becomes problematic in specific situations during which information gets lost because of the nature of interpreting an utterance from one language to another. He confirmed this policy will enable APD to develop a formal avenue of documentation.
Action:	The draft SOP, as presented, was reviewed by OPA and will be posted on PowerDMS for the 15-day commentary period.