MEETING MINUTES: 20-06
DATE: June 3, 2020
TIME: 1:00 pm – 3:00 pm
VENUE: Zoom Meeting

ATTENDEES:

1. Sgt. Hollie Anderson  Armed Robbery Unit
2. No attendance  APD Safety Officer
3. Shawn Willoughby  APOA President
4. Patricia Serna  Policy Manager
5. Dr. William Kass  CPOA Member
6. Diane McDermott  CPOA Member
7. Sharon Walton  APD Policy Consultant
8. Ali Abassi  CPOA Member
9. Jonas Armstrong  APD City Legal
10. Matt Fischer  APOA VP
11. Lt. Dave Saladin  Advanced Training/Academy
12. Edward Harness  CPOA Director
13. Camila Valdez  SOP Liaison
15. Greg Mondragon  Prisoner Transport Center
**Discussion:**
An overview of the draft policy was presented to the Office of Policy Analysis (OPA) for review. This policy was removed from SOP 5-3 Criminal Investigations Division and updated. Procedures have been updated to reflect current practices. Definitions were added of the different types of robbery the unit actually takes, taken directly from statute. A flow chart has been included as a visual guide for robbery situations to field officers. A unit handbook is also being developed. A discussion was held as to how many cases were assigned per detective, which cases are assigned and how many cases are currently on backlog for the unit. Staffing levels are also part of the on call rotation that is shared by the Homicide Unit. Written statements are no longer taken, only video and audio as recorded by the On-Body Recording Device.

**Action:**
1. The draft SOP, as presented, was reviewed by OPA and will be posted on PowerDMS for 15 Day Commentary.