



CITY OF ALBUQUERQUE
Albuquerque Police Department
Policy and Procedure Unit (P&P)

MEETING MINUTES: 21-21

DATE: December 15, 2021

TIME: 1:00 pm – 3:00 pm

VENUE: Zoom Web Conference

ATTENDEES:

Patricia Serna	Policy and Procedure Unit
Angelina Medina	Policy and Procedure Unit
Commander Jason Sanchez	Compliance and Oversight Division
Lieutenant Matthew Chavez	Compliance and Oversight Division (Presenter)
Dr. William Kass	Civilian Police Oversight Agency Board (CPOAB)
Trevor Rigler	City of Albuquerque Attorney
Laura Kuehn	APD Crime Prevention Unit (Presenter)
Dr. Nils Rosenbaum	Behavioral Sciences Section (Presenter)
Lieutenant Jose Sanchez	Valley Area Command (Presenter)
Commander Matthew Dietzel	Crisis Intervention Division (Presenter)
Lieutenant Mark Landavazo	Northeast Area Command (Presenter)
Judge Sharron Walton	APD Policy Consultant

1. SOP 1-20 (Formerly 1-11) Behavioral Sciences Section	Presented by: Dr. Nils Rosenbaum
Discussion:	Dr. Rosenbaum stated references were made to the Officer Wellness Program, the Officer Wellness Program Committee, and relative policy because the Behavioral Sciences Section (BSS) has certain things they have to do to comply with the Officer Wellness Program policy, such as the mandated annual mental wellness check-up. He explained that someone from the BSS must serve on the Officer Wellness Program Committee. Dr. Rosenbaum advised there was confusion about the amount of sessions an employee needs to attend. The policy draft mandates an employee to attend a minimum of three appointments versus just one. He explained that BSS needs see the employee a

	minimum of three times for appointments to be beneficial and therapeutic because some clients may not benefit from just one appointment. If the person does not show up for the three appointments, BSS has to notify the employee's supervisor of the employee's absence. The only information given to the supervisor is whether the employee showed up or not. Question: No questions were asked.
Action:	The draft SOP, as presented, was reviewed by P&P and will be uploaded in the Department's document management system for the 15-day commentary period.

2. SOP 1-28 (Formerly 4-3) Downtown Unit (Formerly Community Response Unit)		Presented by: Lieutenant Jose Sanchez
Discussion:	Lt. Sanchez stated the policy was published in August 2021. He explained that there was a minor change on page two on non-criminal civil or legal disputes between community members and businesses where the issue may be referred for mediation and not a criminal investigation or enforcement by the Downtown Unit. The only other possible change would be to definitions if Special Order 20-18 is still in effect or if it has expired and needs to be archived. The Policy Manager stated this Special Order will stay in effect because it impacts various Department operations to a great extent. The Special Order will be left in place until P&P is told otherwise. Question: You mentioned when this was last published. What is the cause of coming back to represent or what is the significant change? The Policy Manager advised that there was a request to get six (6) specific policies on the same revision cycle. Commander Matt Dietzel stated these policies are all part of the Court-Approved Settlement Agreement (CASA). He said the Department wants to evaluate these behavioral health policies together.	
Action:	The draft SOP, as presented, was reviewed by P&P and will be uploaded in the Department's document management system for the 15-day commentary period.	

3. SOP 1-34 (Formerly 4-5) Crime Prevention Unit		Presented by: Laura Kuehn
Discussion:	Ms. Kuehn stated the policy starts by focusing and defining the responsibilities in a general sense, such as being community-centric with the programs and education that the Crime Prevention Unit provides. She explained the Unit collaborates with other divisions and units within APD to execute the duties. Ms. Kuehn spoke about the different position responsibilities. The Other Resources section was added and cites to the national partners, such as the National Neighborhood Watch Program. The Senior Crime Prevention Specialist's responsibilities for the Design Review Board and the	

	Environmental Planning Commission were clarified. In the previous version of the policy, there was a citation stating it was per City ordinance but because the citation could not be found, it was removed from the policy. There was clarification to language to allow the policy to flow better. Question: Does this interact with the new initiative with the City to respond to events? Is there any connection? Ms. Kuehn advised they will work with the City's Albuquerque Community Safety (ACS) Department and provide resources. The Crime Prevention Unit will be including ACS in its trainings that are offered to the public.
Action:	The draft SOP, as presented, was reviewed by P&P and will be uploaded in the Department's document management system for the 15-day commentary period.

4. SOP 1-37 (Formerly 2-13) Crisis Intervention Division (CID) and Program	Presented by: Commander Matthew Dietzel
Discussion:	<p>Commander Dietzel stated there were minor changes. When he first wrote the policy, the Department was using a different internal program that will need to be updated to Mark 43 instead of TraCS. He explained that the Section is now recognized as a Division and this is reflected in the draft. The main overall policy change that was made was adding mental disabilities and substance abuse to the purpose statement. The responsibilities for the CID Commander and the CID Lieutenant were revised. Commander Dietzel stated he gives direction on what goes on in the division. COAST personnel responsibilities were updated and a part was taken out saying that COAST could only take cases where someone is a threat to themselves and no one else. The reasoning behind this is because there were situations where a case was referred. There was a change on the last page of the policy to reflect the Crisis Intervention Incident Review that they implemented several years ago. On a monthly basis, Commander Dietzel places calls to each supervisor in CID and the supervisor pulls reports, video, and the CAD for the call from the Crisis Intervention Team (CIT) contact sheet. The purpose of this is to see whether the training is working. Question: Is the Department seeing issues in the field that they do not know about? The Department is seeing some policy violations that they are now training on. Question: How does this interact with the ACS Department? Commander Dietzel stated they are still working with ACS to see what calls they can respond to and how to activate ACS. It is still in the works and once all questions are answered, there will be training and additions to policy at that point. What about reporting? This seems it would be an important aspect to see if ACS and CID are successful. Commander Dietzel stated that once APD Mark43 is up and running and all the bugs are worked out, there will be a move to ACS using Mark43. ACS will have as good of data reporting as APD does.</p>

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5. SOP 2-8 Use of On-Body Recording Devices (OBRD)	Presented by: Lieutenant Mark Landavazo
Discussion:	<p>Lt. Landavazo stated minor changes were made throughout the policy. He said he defined "contact", "guard duty", and "prisoner transport duty". He said prisoner transport duty includes when an officer works overtime performing guard duty at the Prisoner Transport Center (PTC). There was a section added to the mandatory recording section for prisoner transport duties and guard duties. There was an addition to the lieutenant reviewing duties to indicate that the lieutenant must choose two (2) officers under their supervision to conduct OBRD video reviews that were reviewed by a subordinate sergeant for auditing purposes. The lieutenant will file an Internal Affairs Request (IAR) if there are discrepancies in the sergeant's review of the video. Question: The Civilian Police Oversight Agency Board (CPOAB) has requested that non-evidentiary videos be retained for longer than the listed 120 days. This would assist with the review of community member requests/complaints. Do you have any data that could be shared on what the most prevalent problems are with the OBRD? What can be improved or fixed? Lt. Landavazo stated the worst problem they had was that officers were having trouble uploading videos by the end of their shift. The Department is working with the vendor to possibly do WIFI uploads. This is something that the Department's Crime Lab is still working on. The previous issue of officers not turning on their cameras for emergency situations was trained on and has improved since the training. Lt. Landavazo stated he would like to talk to the CPOAB to discuss what they would like to have as an ideal timeline to retain video footage. The recommendation would be a one (1) year retention. This is due to a backlog of community investigations.</p>
Action:	The draft SOP, as presented, was reviewed by P&P and will be uploaded in the Department's document management system for the 15-day commentary period.

6. SOP 2-19 Response to Behavioral Health Issues	Presented by: Commander Matthew Dietzel
Discussion:	<p>Commander Dietzel stated this policy had a few changes. There was an addition to the policy to advise the Emergency Communications Center (ECC) to consider using ACS for response. This is to remind ECC personnel to keep ACS in mind for calls that they are able to take. One thing he wanted to add was how Emergency Crisis Intervention Team (ECIT) and MCT coverage is established. This is measured by demand for calls for service data. Every bid and every month the numbers are</p>

	<p>evaluated to see where the most mental health calls are. There was language added to clarify when a sergeant or lieutenant will respond to a call. Language was added for when to disengage a call that has been responded to multiple times. There would be a struggle between the ECC and the field in regards to calls with the same situation that was occurring on a previous call where an officer went out. Wording was added to advise about new criminal charges and how there would not be additional dispatches made. Language was added to advise that if a person experiencing a behavioral health crisis were more likely to comply with fire department personnel, the Department would allow the fire department to transport the individual. Question: You introduced the subject of considering the ACS Department. Will there be guidelines offered to what is appropriate to dispatch ACS to calls for service? Commander Dietzel stated it has been a bit challenging for the Department to determine when ACS can respond in order to keep everyone safe. The guidelines that will be released to the officers is that the scene has to be secured and there has to be some kind of belief on the officer's part that ACS is the appropriate responder. Does it involve homelessness or is it in a public place? The officer will have ACS respond. ACS is not responding to individual houses at this time.</p>
Action:	<p>The draft SOP, as presented, was reviewed by P&P and will be uploaded in the Department's document management system for the 15-day commentary period.</p>

<p>7. SOP 2-38 (Formerly 4-13) Daily Staffing and Briefings</p>	<p>Presented by: Lieutenant Matthew Chavez</p>
Discussion:	<p>Lt. Chavez stated there was an addition stating there must be at least one (1) Sergeant, Acting Sergeant, or Lieutenant acting in a first line supervisory capacity for every eight (8) sworn personnel. Only sworn personnel who have successfully completed the Acting Sergeant class and have maintained their mandatory yearly training are eligible to perform as an Acting Sergeant. The Academy Division will be sending out a new list of the Acting Supervisors who are no longer eligible to participate in the Acting program as they have not kept to their training. Question: The span of control you are talking about is someone in the area command and we are not talking about a field operation, correct? Lt. Chavez stated there has to be at least one (1) hard stripped supervisor or an officer that is an Acting Sergeant for the shift. If it is an Acting Sergeant, the officer needs to have been trained and maintain their yearly training. If you have 24 officers in an area command, does that mean there will be three (3) Sergeants in the area command? How does the system work? Lt. Chavez stated you would only need one hard stripped Sergeant and you can have Acting Sergeants as the other two (2) Sergeants. Each area command has call signs identified by a letter and a number and personnel are training on how to identify a Sergeant and Acting Sergeant.</p>

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The meeting ended at 2:03pm.