



CITY OF ALBUQUERQUE

Albuquerque Police Department

Policy and Procedure Unit (P&P) (Formerly OPA)

MEETING MINUTES: 21-9

DATE: June 16, 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
Acting Commander Sean Waite	Compliance and Oversight Division
Edward Harness	Civilian Police Oversight Agency (CPOA)
Ali Abbasi	Civilian Police Oversight Agency (CPOA)
Dr. William Kass	Civilian Police Oversight Agency Board (CPOAB)
Lieutenant David Saladin	Training Division
Detective Robert Carlson	Operations Review Section (Presenter)
Sergeant Jeffrey Barnard	Investigative Services Division (Presenter)
Kathy Roybal-Nunez	Records Division (Presenter)
Sofia Clingenpeel	Emergency Communications Center (ECC) (Presenter)
Deputy Commander Jason Janopoulos	Investigative Services Division (Presenter)
Dr. Justin Hazen	Naloxone Administration Program Physician Medical Director

1. SOP 1-21 Bicycle Patrol		Presented by: Officer Tanya LaForce
Discussion:	Officer La Force stated the policy outlines the Bicycle Patrol Unit responsibilities. There were updates made to the policy that allow the officer to do minor maintenance to the bicycle. She explained this helps with time spent going to the Department-approved vendor to perform	

	minor repairs, such as changing a tube or tightening a bolt. Officer La Force stated Bicycle Unit sworn personnel's interaction with the community is much easier due to the officer not being in a vehicle. Question: How many officers are in the unit? Officer La Force advised there are over twenty-four (24) units. Each area command has four (4) units and there are sworn personnel who work in the Downtown area.
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 1-86 Report Review Unit		Presented by: Kathy Roybal-Nunez
Discussion:	Ms. Roybal-Nunez stated the policy is being presented to be deleted because the responsibilities for the Report Review Unit were incorporated into two (2) other Records Division policies, 1-84 Records Division and 2-111 Records Division Units. There were no questions 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.	

3. SOP 1-93 (Formerly 8-11) Telephone Reporting Unit (TRU)		Presented by: Sofia Clingenpeel
Discussion:	Ms. Clingenpeel stated the Telephone Reporting Unit (TRU) has been relocated to become part of the Emergency Communications Center (ECC). To reflect current policy requirements, updates were made to the purpose and policy statements and the use of the word suspect/offender was removed. There were additions to the types of calls that TRU can accept over the phone and online. A required time line for reporting residential burglaries has been removed. The procedures for entering items into the National Crime Information Center (NCIC) system was updated to reflect current practice. Question: Can you give information about the unit and what they do? There are seven (7) civilian operators who take calls for Uniform Incident Reports that do not need an officer to further investigation. They do not answer calls for 911 or the non-emergency line.	
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 2-5 Use of Department Vehicles		Presented by: Detective Robert Carlson
Discussion:	Det. Carlson explained the title of the policy was changed from "Use of Department Vehicles" to "Department Vehicles". He explained that the	

	<p>forms that are used by the Department to document the condition of the vehicles before taking a vehicle home were added to the policy. He said citation to several City Administrative Instructions were incorporated into the policy. He said citations to the state- and City-authorized window tinting percentages for Department vehicles was added to the policy. He pointed out the Special Orders that would be rescinded were listed in the policy. He said language was added to explain accommodations for personnel who need special accommodations to their vehicle. Question: Rescinded and Special Orders were incorporated why? Detective Carlson advised the Department wanted to make sure that all Special Orders were addressed in this policy. Question: Why are all police vehicles not Crown Victoria's or Tahoe's? Detective Carlson explained the Department is working to get one type of vehicle, which is now the Ford Explorer. Question: How many vehicles does the Department have? Detective Carlson explained the Department has around nine hundred and fifty (950) vehicles in use. Question and Recommendation: There is language in the policy that states the officer shall use good judgement when using the vehicle and shall not park the vehicle in areas that reflect poorly on the Department. Is there a way to update the wording less subjective? Detective Carlson stated the language could be changed to be more objective. Question: How do you determine when a vehicle is decommissioned? Detective Carlson explained said if the cost to repair the vehicle is more than the cost of the vehicle then the vehicle is decommissioned. Question: Does the Department have plans to use electric vehicles? Detective Carlson explained the City is talking about using and purchasing electric vehicles. The Department would need to research the use of the vehicles and the addition to adding electric charging stations throughout the City. He said there is not an immediate plan to change to electric vehicles 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>

5. SOP 2-63	Presented by: Sergeant Jeffrey Barnard
Discussion:	<p>Sgt. Barnard explain updates to the language and sanction classifications were done to update the policy with current standards. Sgt. Barnard stated Crime Stoppers funding is done through the Crime Stoppers Board, as well as other departments that are not part of the Albuquerque Police Department. Question: What is the status of the program with the number of tips that are received? What is the success of arrests made from tips that come in? Sgt. Barnard explained there are about twenty-five (25) to forty (40) tips that are obtained daily. He said the Metro 15 list is what Crime Stoppers has been focusing on lately. He said the tips have helped apprehend many people on the Metro15 list. H explained that the rewards given for information on gun</p>

	crimes has helped obtain more tips from community members.
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 2-99 Naloxone Policy		Presented by: Dr. Justin Hazen
Discussion:	<p>Dr. Hazen explained that redundant language was taken and that they cited to the state statute on the possession, dispensing, and administration of opioid antagonists. He said that the Department will re-train sworn personnel on naloxone administration is going to be done through the Department. He explained that the Department will have to purchase new naloxone syringes because the current batches are getting close to expiring. Question: What is the retraining process and how long will it take? Dr. Hazen advised there will be hands-only CPR training for sworn personnel, and training on how sworn personnel need to document the administration of naloxone. Question: How often is naloxone used in the field? He said that the Department had eleven (11) administrations of naloxone last year. Question: Are sworn personnel required to do this training and how many sworn personnel carry naloxone in their vehicles? He explained that every officer is trained to administer the naloxone and issued two (2) doses of naloxone. Question: What is the shelf life for naloxone? Are there inspections to make sure sworn personnel are carrying the naloxone with them? Dr. Hazen explained that there is not an inspection done to check that sworn personnel have naloxone with them or in their vehicles. He said the shelf life is two (2) years, but the Food and Drug Administration (FDA) recently stated naloxone can now be stored for three (3) years, rather than two. He said the Department plans to exchange two hundred (200) doses a month over the next year to replace the expired doses or doses that will. Question: Can you describe the procedure to administering a dose of naloxone? Dr. Hazen explained the process to administer naloxone in detail. He explained the reasons the officer would not use naloxone and advised that hands-only CPR will be used to assist the person. He explained that after the officer administers the naloxone they also give the person a pamphlet regarding naloxone administration and ways to obtain help for their addiction. Question: Does the person become violent after naloxone is administered? He explained that sworn personnel are trained to understand that there can be a response of fear or violence following administration. Sworn personnel talk to the person to explain what has just happened following administration.</p>	

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7. SOP 2-113 Customs Notifications Gun Buy-Back (CNGBB) Program	Presented by: D/Commander Jason Janopoulos
Discussion:	<p>Deputy Commander Janopoulos stated the policy is new and part of the Violence Intervention Program (VIP). He said that the Department recognized that there was a forty percent (40%) increase in self-inflicted gunshot wounds and that they want to offer these individuals assistance. He said that as part of this program, APD personnel are offering firearm safety literature and firearm safety classes to the individual. He said that if the individual does not feel safe with the weapon and wants to surrender their gun for their safety, the Department can purchase the gun, and provide them gift cards.</p> <p>Question: Can you explain the difference between this program and the general gun buyback program? This program is more individualized by targeting victims of self-inflicted gunshot wounds. He said the program offers training on the safe use of guns, and individuals are offered a gun lock. He said the program seeks to help the community by keeping them and others safe through gun safety. Question: Is this program offered to the victim of intentional or unintentional shootings? Deputy Commander Janopoulos advised the program is offered to people who accidentally shoot themselves. Question: How are possible program participants identified? He said gunshot wounds are called in to police. This starts as an investigation to see if the injury was a crime or accident. Question: Is there a program for destroying the guns that were obtained or is there program to sell the guns to the federal government? Deputy Commander Janopoulos stated the Department destroys all weapons they purchase as soon as they are able to.</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.