



CITY OF ALBUQUERQUE

Albuquerque Police Department

Policy and Procedure Unit (P&P)

MEETING MINUTES: 22-1

DATE: January 5, 2022

TIME: 08:30 – 9:30 am

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
Commander Jason Sanchez	Compliance and Oversight Division
Lieutenant Matthew Chavez	Compliance and Oversight Division
Trevor Rigler	City of Albuquerque Office of the City Attorney
Dr. William Kass	Civilian Police Oversight Agency Board (CPOAB) Chair
Sergeant Troy Nicko	Academy Division
Eric Nixon	Civilian Police Oversight Agency Board (CPOAB)
Ali Abbasi	Civilian Police Oversight Agency (CPOA)
Kelly Mensah	Civilian Police Oversight Agency (CPOA)

1. SOP 1-94 (Currently 6-1) Training Division	Presented by: Sergeant Troy Nicko
Discussion:	Sgt. Nicko stated the policy was long overdue for an update because it had been published in 2016. Sgt. Nicko stated he has removed the job descriptions that were in the previous policy and moved them to handbooks for those positions. He stated related policies and forms were added as references. The Basic Training Academy Cadet Handbook was added as a resource for this policy. The purpose statement was updated to coincide with current practice. The definitions were updated to clarify language throughout the policy. Information was added to convey the minimum physical fitness requirements for the training staff and the requirements for the cadets. He did not feel the information from the handbook needed to be in policy; however, a reference to the handbook was added. State requirements regarding the cadets and their firearms was included. The training with firearms was

specifically clarified, as well as the addenda each cadet must sign. He stated in the past, they saw cadets were unable to meet the standards in these areas. The dismissal of cadets is outlined in the policy and is provided to the cadets in training. Preparing for graduation and the requirements for graduation is outlined. Sgt. Nicko stated the training Sergeant is the person that provides advanced training. When officers return to duty and have missed training there was a section added as to how to complete the training once the employee returned to duty. Testing requirements, such as percentages, were added to the policy to clarify what the minimum scores are and how many opportunities Department personnel have to pass the testing. Supervisor advanced training requirements were clarified as to when they need to schedule their staff for training. If there is a missed training there needs to be documentation of why the training was missed. Sgt. Nicko stated he needs documentation to provide to the state and to the Court-Approved Settlement Agreement (CASA) parties as to why personnel have not attended the training. Sgt. Nicko stated there are mandates within the CASA and within state laws regarding by when training has to be completed. There is a biannual training required by the state and what advanced trainings are needed. **As far as records retention goes, what are is the Academy Division's record retention requirements?** Sgt. Nicko stated the records are permanently retained.

Sgt. Nicko stated reality-based training (RBT) is the scenario and video-based training. The RBT section outlines what an officer needs to go to training, what will be done in training, and the safety rules that are set for this training. This also outlines the training that will be completed in the training session. He stated there is a section on emergency procedures if an emergency occurs. This sets out where emergency equipment is located and Department-issued equipment while at the training session. Sgt. Nicko stated the Training Division provides all equipment for training and all officers are searched as they enter the training session as lethal and less lethal ammunition and weapons are not allowed at the training. The training equipment is loaned out to other units at times, such as to the SWAT Team. The equipment is also loaned out when there is training with scenarios that are performed at the Firearms Range. The Academy Division has gone to a digital evaluation form for evaluations that has helped the staff and the students. **As far as training equipment, has APD received any equipment from the armed forces?** Sgt. Nicko stated APD has not received equipment from the armed forces. There have been red dot scopes for firearms training that have been provided by the Department of Defense (DOD). No vehicles have been given to the Department. **The DOD in Albuquerque has the Basic Security Police Officer Training (BSPOT) Competition. Are there are any collaborative trainings that you do with the government. Do you have the opportunities to attend these trainings?** Sgt. Nicko stated they do take advantage of

the Federal Law Enforcement Training Center (FLETC) for advanced training. He sends officers to the Use of Force Instructor training at the FLETC. It provides the officers the training to become a Use of Force Instructor. There are Advanced Driving courses and Active Shooter Instructor courses, and Emergency Medical Aide Instructor courses the officers are able to attend. However, the officers know the Academy Division has to vet the training and understand that nothing discussed in that training that violates the CASA or is outside of our Department policies will be used. **As far as role based training is concerned, there are many conferences that are held throughout the United States each year. Have you attended any of those conferences and been able to bring information into the training to APD?** Sgt. Nicko stated personally he has not attended the trainings but the prior sergeant has attended other training. Sgt. Nicko stated he has brought in Ken Murray with Training with the Speed of Light every two (2) years. He plans to continue bringing in Mr. Murray as he also evaluates our training system. **Is there an audit process that the academy goes through, such as auditing training effectiveness?** Sgt. Nicko stated that is part of the seven (7) step training process that the Comprehensive Training Unit does. APD is big on lessons learned. Any Use of Force and Tier IV RBT that has been done this last year has been evaluated. One part of the closeout process is to read all of the evaluations. He stated they provide all participants the ability to critique the training and provide feedback about any training they would like to see in the future. If there is something that needs to be clarified during training, it is addressed immediately by training video and sent to the entire Department. Sgt. Nicko touched on the inspection and repair of firearms. Officers are not allowed to repair their own firearms. **Would this include weapon modifications as well? Is that something that has to be vetted through this process also?** Sgt. Nicko stated weapon modifications do need to be approved and done by the armorer. If the officer wants to stop using a red dot scope and change to a magnified scope, this has to be done by the armorer to make sure that it is per protocol and then tested at the range. Sgt. Nicko stated the Citizens Police Academy is a twelve (12) week program that community members can attend to understand more about the Department. Outside agencies are also allowed to attend the trainings. The Comprehensive Training Unit came about around three (3) years ago and in the last six (6) months, they have obtained a new director, Dr. Jessica Hejny who is from a University setting. She has taken a process from its infancy to a clear process. All instructors have to vet all training through the Comprehensive Training Unit. It has to go through the seven (7) step process. This goes from "I have an idea for training" to the auditing of the training. The Department does not allow any training that has not been vetted through the academy. If there is CASA-mandated training, the Academy Divisions ensures it goes through City Legal, the

Albuquerque Police Officers' Association (APOA), the Independent Monitor (IM), and the Department of Justice (DOJ). This is a way to ensure all training by the Department is consistent and has gone through the process. **I am curious how you take information from the Force Review Board (FRB) and other investigations and incorporate it into training.** Sgt. Nicko stated the policy talks about steps one through three (1-3). Step 1 is the intake of information, Step 2 is the development of course materials, and Step 3 is the review process. Steps 4 and 5 are not listed as they are teaching the class. Steps 6 and 7 are the breakdown of what was taught and lessons learned. Sgt. Nicko stated everything is documented and the Academy Division ensures the training is updated and kept current. He stated if he gets a referral for training he first needs to see if there is existing training or prior training that was done. Before the prior training can be used, it first has to be vetted to make sure it meets new standards. The Comprehensive Training Unit will be the ones to complete the process. The entire process is not in here but Sgt. Nicko stated he could provide the process to the Civilian Police Oversight Agency (CPOA). **I understand that adding the information to a handbook is good but we would like to have access to the handbook to have that information. I am curious how we can create a process to be advised of what information is being taught and used at the Academy Division. The mention of a ride-along has been taken out for, example. The CPOA has to do ride-alongs and now that information is no longer in this policy. Could there be schedules provided to others for when trainings will be provided, such as simulated training?** Sgt. Nicko stated there is the issue with trainings due to COVID-19. **Access to Use of Force training program was restricted before Is this still restricted?** Sgt. Nicko stated the Use of Force training was outlined in the CASA and the requirements have not changed as far as the hours and timeline. Each year he is tasked with breaking down the training for lessons learned and best practices. He takes that information and updates the next year's training. This is done by updating policy, simulated training, or all training. He ensures the Department meets the requirements for the CASA and the state. As far as scheduling goes, he is happy to provide the tentative training when requested; however, there are times the training schedule is modified due to situations, such as COVID-19. If he is sent a request for the schedule, with approval of his chain of command, he can provide the schedule. **What are the other options to view some of the training other than normal a ride-along?** Sgt. Nicko stated he has not been asked this before. There would have to be some discussion on this as the approval would have to come from the Chief. This is due to some areas are not accessible to the public. He would like to get a request that he could take to the chain of command. **I know there is a new Standard Operating Procedure (SOP) for the Training Committee.**

	<p>Is that coming back? The previous committee had too many members and would only meet twice and there was nothing being done. The new commander is bringing it back and working with Lieutenant Amanda Tapia to reestablish the Training Committee to help with staffing and understanding of responsibilities. They want to ensure the Training Committee meets the needs of the Department and the Academy Division . Sgt. Nicko stated the process mandates that instructors review the training and to research other departments to ensure what is being trained aligns with best practices. Is there a catalog of the training models? Sgt. Nicko stated the Comprehensive Training Unit Manager is responsible for maintaining the training catalog for when requests are made about what an officer was trained in per year. This would include the training modules and all documents. The rosters are kept by Academy Division administrative personnel and the training that is completed is held by the Comprehensive Training Unit. I am interested on how the training catalogs are maintained. Sgt. Nicko stated this was seen as a deficiency as the Department could not pull up the information that was trained. The Comprehensive Training Unit was created to maintain this information. Sgt. Nicko stated the training that relates to mental health has to go through the Mental Health Response Advisory Committee (MHRAC). Sgt. Nicko is a member of the MHRAC Training Committee. He attends the meetings to keep them updated. This is another review requirement for mental health training being given to the officers. Video trainings are done with the Video Trainer who develops films and edits everything to adhere to Department standard. All state trainings have course accreditations. If there is state training that does not align with the CASA requirements, Sgt. Nicko stated he modifies the training and sends it back to the State for course accreditation before he administers the training. Sgt. Nicko stated that all external trainings need to be vetted by the Training Division prior to approval to attend. Anything that is taught during the external training that violates the CASA or Department policy will not be used. What is the relationship with external training agencies, such as the Force Science Institute or other outside trainers? Sgt. Nicko stated he went through the Force Science Institute years ago. There is an Officer Survival Training put on by the Bernalillo County Sheriff’s Office that is covered by the Department.</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.

The meeting started at 08:01 am and ended at 9:39 am.