



CITY OF ALBUQUERQUE

Albuquerque Police Department

Policy and Procedure Unit (P&P)

MEETING MINUTES: 22-5

DATE: February 09, 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 (Presenter)
Angelina Medina	Policy and Procedure Unit
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)
Lieutenant Matthew McElroy	Scientific Evidence Division (Presenter)
Lieutenant Jennifer Garcia	Community Engagement Section (Presenter)
Officer Timothy McCarson	DWI Unit (Presenter)

1. SOP 1-87 (Currently 5-5) Scientific Evidence Division	Presented by: Lieutenant Matthew McElroy
Discussion:	<p>Lt. McElroy stated the policy went through a complete rewrite. This policy is currently Standard Operating Procedure (SOP) 5-5 Scientific Evidence Division. He advised there was information removed that was more about training and did not need to be in policy. The definition section was updated to include “life-threatening injury”. Lt. McElroy stated they reorganized information in the policy to clarify the information. The previous policy was over forty (40) pages and has now become a thirteen (13) page policy. The officer-involved shooting (OIS) section was updated to state how firearms are assigned after an OIS. He stated the different units in the division responsibilities were updated and outlined. Lt. McElroy stated he added language regarding how the division collects evidence and the different timelines required with evidence. He stated language was updated throughout the policy to coincide with current practice. Question: Where is the information</p>

	<p>that was taken out of this policy now located? Lt. McElroy stated the information is in manuals for Unit personnel to follow the guidelines. There are times there may be five (5) manuals used for one (1) machine or robot. He explained the material was more suitable for a manual.</p> <p>What is the overlying document of the information? Lt. McElroy stated there are many documents as there are many different procedures. It takes over two (2) years to fully train someone in these positions. It is hard to reference all the manuals, as there are so many of them.</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.

2. SOP 2-18 Contact with Persons with Disabilities		Presented by: Lieutenant Jennifer Garcia
Discussion:	<p>Lt. Garcia stated the policy title was updated but she will be looking into whether there has been any changes to the use of the wording. She advised this policy entails persons that are deaf and hard of hearing. Lt. Garcia stated the language was updated throughout the policy to coincide with current practice. The definitions of "American Sign Language" and "Auxiliary Aid or Service" were updated. She advised there are sworn and civilian personnel that interact with persons with disabilities so language was updated to state Department personnel. Lt. Garcia stated language for the definition of "individuals who are deaf, hard of hearing, or deaf-blind" was left in as this language comes from state statute. No questions were asked.</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.	

3. SOP 2-42 DWI Investigations and Revoked/Suspended License		Presented by: Officer Timothy McCarson
Discussion:	<p>Officer McCarson stated there were not many changes to this policy. He advised language was updated to coincide with current practice. The certification for a Drug Recognition Expert (DRE) officer is done outside of the Department. The language for the use of Preliminary Breath Testing (PBT) was updated. Officer McCarson stated there was clarification on blood draw cases. He stated there are specific steps now due to a recent court case ruling. The policy now shows the proper procedures for drawing blood, handling the blood sample, and collection of evidence. Officer McCarson stated deadlines for submitting blood evidence were updated. The language was clarified in the call-out procedures for DRE officers. Question: Is there any use of force associated with DWI Investigations? Officer McCarson stated the DWI Unit has a very low percentage of use of force.</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.
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4. SOP 2-43 Roadblocks and Checkpoints	Presented by: Officer Timothy McCarson
Discussion:	Officer McCarson stated there were not many changes to this policy. He advised he added language to the sobriety checkpoint section to state the Department will follow the guidelines of the Betancourt ruling. Language was updated throughout the policy to coincide with current practices. 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.

5. SOP 2-76 Court	Presented by: Lieutenant Jennifer Garcia and Officer Tanya La Force
Discussion:	Officer La Force stated the policy pertains to when Department personnel appear in any court. There was language added to allow executive staff to grant an exception to the requirement to appear for hearings if the employee is needed elsewhere for the betterment of the Department. 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.

6. SOP 2-96 Clandestine Drug Laboratory and Indoor Marijuana Grow Investigations	Presented by: Deputy Commander Janopoulos
Discussion:	This policy will be rescheduled.
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 1pm and ended at 1:39pm.