



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

**MEETING MINUTES: 22-8**

**DATE: March 23, 2021**

**TIME: 1:00 pm – 3:00 pm**

**VENUE: Zoom Web Conference**

**ATTENDEES:**

Patricia Serna	Policy and Procedure Unit
Alexis Galloway	Policy and Procedure Unit
Officer Tanya La Force	Policy and Procedure Unit
Ali Abbasi	Civilian Police Oversight Agency (CPOA)
Diane McDermott	Civilian Police Oversight Agency Board (CPOA) Executive Director
Judge Sharon Walton	APD Policy Consultant
Trevor Rigler	Assistant City Attorney
Sergeant James Burton (Presenter)	Field Services Bureau
Vicki Williams	Community Policing Council
Bridgette Long (Presenter)	Fiscal Division Manager

<b>1. SOP 1-6 (Currently 4-15) Patrol Ride-Along</b>	Presented by: Sergeant James Burton
Discussion:	Sgt. Burton explained that the purpose of this SOP is to educate those who go on a ride-along can advance their knowledge of law enforcement. He explained that the most significant changes were made to the procedures. He said that APD's Volunteer Program Coordinator is now overseeing the procedures. He said they now track ride-alongs and keep the ride-along form on file so that the person who goes on a ride-along doesn't have to complete it again. <b>Question: Is it possible to get a report of CPOAB members who went on a ride-along to provide to City Council? Answer: Sgt. Burton</b>

	<p>explained he could speak about this offline and come to an agreement about what could be provided. <b>Question: Will the individuals who go on a ride-along who are members of the Community Policing Councils (CPC) need to register for the City of Albuquerque One Albuquerque Volunteers Program? Answer: Yes. All CPC members need to register. Question: Will they have to do training? Answer: If they decide they want to do volunteer work outside of the ride-along then, yes, there would be training. If they are only registered for the ride-along, then no. Question: Do they still need to go online and fill out the online form? Answer: Correct. Question: Can the CPCs and the Civilian Police Oversight Agency (CPOA) be notified of the change? Answer: Sgt. Burton provided his contact information for the CPCs for a mass registration day.</b></p>
Action:	<p>The draft SOP, as presented, was reviewed by P&amp;P and will be uploaded in the Department's document management system for the 15-day commentary period.</p>
<p><b>2. SOP 1-48 (Currently 8-3) Fiscal Division</b></p>	<p>Presented by: Bridgette Long</p>
Discussion:	<p>Ms. Long explained the SOP was heavily revised because everything had pretty much changed. She went over the information under the Other Resources section and the purpose statement. She confirmed sanction classifications were added. She explained they properly outlined what it truly means to fill out a timecard and what the employee's and supervisor's duties are. She confirmed the deadlines for when leave requests need to be entered by the employee and by when the supervisor needs to approve their employee's leave. She explained that employee's need to complete coursework through the Department of Finance and Administrative Services' system ePro when purchasing goods. <b>Question: On page 5, numbers 7 and 9 are exactly the same. Also, a Special Order was recently published that increased the minimum work shift available hours, is that going to be temporary to the Special Order? Answer: The 80 hours is per the Fair Labor Standards Act. That is the bare minimum we have to pay you but if you work overtime those are the adjustments to your schedule or timecard that requires manager approval. Overages or under 80 hour is meeting Federal requirements. Question: I could not find anything about what the Payroll Officer or the division does to verify whether employees are paid correctly for overtime. Answer: She explained that because it is entered by the employee, the Fiscal Division doesn't know whether they enter it correctly. They are able to audit the time when it is mandated. Question: What is audited? Answer: The TeleStaff reporting is outdated, therefore, unable to do a complete audit. The goal is to match what is in TeleStaff is also in PeopleSoft. Fiscal Division personnel send a report to managers on a weekly basis. She explained that if everybody approves the time, they would know to pay the employee. Question: Has the Chief's Overtime Program contracts being paid enough to cover all expenses? For example, the associated expenses that are incurred. Answer: She said that the former Fiscal Division Manager calculated</b></p>

	<p><b>these costs and they are working on assessing the risks. Question: Does the CBA conflict with the FLSA? Is this being resolved? Answer: She explained she is unsure of this. She said in readying the policy and the CBA, the City policy would have to change.</b></p>
	<p>The draft SOP, as presented, was reviewed by P&amp;P and will be uploaded in the Department's document management system for the 15-day commentary period.</p>
<p><b>3. SOP 3-76 Purchasing Guide</b></p>	<p>Presented by: Bridgette Long</p>
<p>Discussion:</p>	<p>Ms. Long explained that the material in this SOP was incorporated into the policy draft for SOP 1-48. She confirmed this SOP was very, very old. <b>No questions were asked.</b></p>
<p>Action:</p>	<p>The draft SOP, as presented, was reviewed by P&amp;P and will be uploaded in the Department's document management system for the 15-day commentary period.</p>