



# CITY OF ALBUQUERQUE

## Albuquerque Police Department

### Policy and Procedure Unit (P&P)

**MEETING MINUTES: 22-9**

**DATE: April 20, 2022**

**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) Investigator
Diane McDermott	Civilian Police Oversight Agency Board (CPOA) Interim Executive Director
Trevor Rigler	Assistant City Attorney
Acting Deputy Commander Michael Meisinger (Presenter)	Special Services Division
Kathy Roybal-Nunez (Presenter)	Records Division
Deputy Commander Kyle Hartsock (Presenter)	Criminal Investigations Division
Acting Commander Aaron Jones (Presenter)	Investigative Services Division
Vicki Williams	NE Community Policing Council
Patricia French	CPOAB Chair

<b>1. SOP 1-52 (Currently 6-10) Homeland Security Unit</b>	Presented by: Acting Deputy Commander Michael Meisinger
Discussion:	Deputy Commander Meisinger explained that there was an update to the policy to take out parts that specifically described another unit because those parts were added to those specific unit SOPs and were not needed in this policy. The language in the policy was changed as well. <b>No questions were asked.</b>
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.

<b>2. SOP 2-17 Offense/Incident Report Form</b>		Presented by: Kathy Roybal-Nunez
Discussion:	Kathy explained that this policy is being deleted/archived because it was no longer active or correct. <b>No questions were asked.</b>	
	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.	
<b>3. SOP 2-62 (Formerly 1-06) Criminal Background Investigations</b>		Presented by: Deputy Commander Kyle Hartsock
Discussion:	Deputy Commander Hartsock explained that no major changes were made to the policy, only the language was changed to sound more professional. <b>No questions were asked.</b>	
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.	
<b>4. SOP 2-86 (Formerly 2-26) Investigation of Property Crimes</b>		Presented by: Acting Commander Aaron Jones
Discussion:	Acting Commander Jones explained that they included verbiage from SOP 4-22 Shoplifting to the bottom of the policy. The policy was updated to be consistent with any other SOP, like the language. <b>No questions were asked.</b>	
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.	
<b>5. SOP 4-22 Shoplifting</b>		Presented by: Acting Commander Aaron Jones
Discussion:	Acting Commander Aaron Jones explained that this policy will be deleted/archived because it was incorporated into SOP 2-86. <b>No questions were asked.</b>	
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.	