CITY OF ALBUQUERQUE

Albuquerque Police Department

Policy and Procedure Unit (P&P)

MEETING MINUTES: 22-11

DATE: May 18, 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
Diane McDermott	Civilian Police Oversight Agency Board (CPOA) Interim Executive Director
Trevor Rigler	Assistant City Attorney
Lieutenant Matthew McElroy (Presenter)	Criminalistics Section
Lorissa Quintana (Presenter)	Special Investigations Section
Sergeant Renee Ollquist (Presenter)	Special Investigations Section
Sharon Walton	APD Policy Consultant
Acting Deputy Superintendent Zakary Cottrell	Police Reform Bureau
Frank Galanis (Presenter)	Safety Compliance Section
Acting Commander Matthew Dietzel (Presenter)	Crisis Intervention Division
Sergeant Andrew Garcia (Presenter)	Operations Review Section
Lieutenant Bret White (Presenter)	Performance Evaluation and Management Unit
Lieutenant Amanda Tapia (Presenter)	Academy Division

1. SOP 1-41 Evidence Unit	Presented by: Lieutenant Matthew McElroy
Discussion:	Lieutenant McElroy explained that there was only one change to the policy which was adding the section “Returning to Owner.” **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.

2. SOP 1-72 Organized Crime Unit		Presented by: Lorissa Quintana and Sergeant Renee Ollquist
Discussion:	Sergeant Ollquist and Ms. Quintana explained that this policy was created because there was not a policy on the Organized Crime Unit (OCU). Lorissa Quintana also explained each section that was added and what the OCU personnel's responsibilities are. **Question: Is there a specific mechanism in the policy that talks about the process if an individual receives stolen items from a pawn shop and wants to return it? Answer: Any electronic device that has been pawned usually clears out all the information from the prior owner but if that happens usually the OCU will turn that stolen property into evidence.**	
	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 2-32 Exposure to Blood and Bodily Fluids		Presented by: Frank Galanis
Discussion:	Mr. Galanis explained that the language was changed throughout the policy but that there were no other significant changes. **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.	
4. SOP 2-59 Extreme Risk Firearm Protection Order		Presented by: Acting Commander Matthew Dietzel
Discussion:	Acting Commander Dietzel explained that there were very minor changes to the language in the policy but no significant changes were made. **Question: Are there any other Departments that have encountered the danger in filing an Extreme Risk Firearm Protection Order petition before? Answer: Valencia County and other southern counties have taken a different spin on this petition. Law enforcement cannot solely report, someone from the family will need to file a petition.**	
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 3-25 Bid Process		Presented by: Sergeant Andrew Garcia
Discussion:	Sergeant Garcia explained that the title of the policy was changed from Bid/Transfers to Bid Process. **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 3-33 Performance Evaluation and Management System		Presented by: Lieutenant Bret White
Discussion:	Lieutenant White explained that there were changes to the forms related to	

	the policy, “designated employee” was defined, and the reference to the Internal Affairs Professional Standards (IAPS) Division was taken out of the confidentiality section because the Performance Evaluation and Management System (PEMS) and the unit is no longer under IAPS. **Question: The data that are being collected in this policy, are they coming from a centralized source? Answer: No, PEMS still pulls data from multiple sources.**
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.
7. SOP 3-34 Training Committee	Presented by: Lieutenant Amanda Tapia
Discussion:	Lieutenant Tapia explained that this policy was updated to more accurately reflect the vision the Academy Division has for the Training Committee. She also explained that a section on the “Training Liaison” was added to the policy and the composition of the Training Committee and what their responsibilities are were updated. **Suggestion: Add the Civilian Police Oversight Agency (CPOA) director or their designee to the Training Committee? Answer: The Training Committee is trying to limit the committee to operational size, but Lieutenant Tapia advised she would have to talk to her Commander about that suggestion.**
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.
8. SOP 3-44 Review of Completed Administrative Investigation Cases	Presented by: Acting Deputy Superintendent Zakary Cottrell
Discussion:	Acting Deputy Superintendent Cottrell explained the policy was changed, specifically about the Superintendent of Police Reform and subsection E Discipline Review Process because the process of who reviews the IAPS Division cases has changed. **Question: Does subsection E include all Civilian Police Oversight Agency (CPOA) complaints? Answer: Correct. Suggestion: To revise the policy because CPOA no longer does findings on cases. Answer: Acting Deputy Superintendent Cottrell agreed to the revision, and said that he will revise the policy.**
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.