



# CITY OF ALBUQUERQUE

## Albuquerque Police Department

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

**MEETING MINUTES: 23-11**

**DATE: May 31<sup>st</sup>, 2023**

**TIME: 1:00 pm to 3:00 pm**

**VENUE: Zoom Web Conference**

**ATTENDEES:**

Miles Begay	Policy and Procedure Unit
Alexis Galloway	Policy and Procedure Unit
Michelle Wright	Policy and Procedure Unit
Deputy Director Zac Cottrell	Police Reform Bureau
Barbara Tegtmeier	Chaplain Unit
Lieutenant Jose Sanchez	Field Services Bureau (FSB)
Laura Kuehn	Field Services Bureau (FSB)
Sergeant Eric Nelson	Metro Traffic Division
Deputy Commander Jay Ratliff	Criminal Investigation Division
Deirdre Ewing	Civilian
Tressler Stephenson	Civilian Police Oversight
David Lopez	City Legal
Sharon Walton	APD Policy Consultant

<b>1. 1-4 Bias-Based Policing and/or Profiling</b>		Presented by: Deputy Director Zac Cottrell
Discussion:	Deputy Director Cottrell explained that there were not many changes and that the only minor change was to the definition of disability which was from pulled from the Americans Disabilities Act (ADA). <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. 1-25 Chaplain Unit</b>		Presented by: Barbara Tegtmeier
Discussion:	Barbara explained that no changes were made to the policy. <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>3. 1-28 (Formerly 4-3) Downtown Unit (DTU)</b>		Presented by: Lieutenant. Jose Sanchez
Discussion:	Lieutenant Sanchez explained that there are currently no changes, however, there will be changes completed at 15-Day Commentary to definitions based on recommendations from CPOA. <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. 1-34 (Formerly 4-5 and 4-45) Crime Prevention Unit (CPU)</b>		Presented by: Laura Kuehn
Discussion:	Laura explained that this Standard Operating Procedure (SOP) defines the goals and organizational structure of the unit. There were two minor changes to sections C-1-g updating the name to read Organize the Neighborhood Watch Program and also adding verbiage to include Neighborhood Watch Program starter packets. <b>No questions no 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. 2-44 (Formerly 2-49) Traffic and Roadway</b>		Presented by: Sergeant Eric Nelson
Discussion:	Sergeant Nelson explained that grammar errors were fixed. There was one recommendation to change section 2-44-4 to update the verbiage that motorists are responsible for all towing charges. There were no other major changes. <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>6. 2-93 Child Abduction and Missing Child Investigations</b>		Presented by: Deputy Commander Jay Ratliff
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Discussion:	Deputy Commander Ratliff explained that there are no changes currently to this policy. <b>Questions: It was asked if the recommendation that was submitted was received in regard to defining a child. Answer: Deputy Commander stated that he will look into the statutes and see if it fits within this policy.</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.