



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

**MEETING MINUTES: 23-12**

**DATE: June 14<sup>th</sup>, 2023**

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

**VENUE: Zoom Web Conference**

**ATTENDEES:**

|                                 |                                   |
|---------------------------------|-----------------------------------|
| Miles Begay                     | Policy and Procedure Unit         |
| Michelle Wright                 | Policy and Procedure Unit         |
| Shea Ulibarri                   | Policy and Procedure Unit         |
| Lieutenant Richard Ingram       | Operations Review                 |
| Deputy Commander Kenneth Willey | Special Operations Division       |
| Commander Shawn Garrett         | Field Services Division (FSB)     |
| Sean Gassner                    | Compliance and Oversight Division |
| Diane McDermott                 | Civilian Police Oversight         |
| David Lopez                     | City Legal                        |
| Sharon Walton                   | APD Policy Consultant             |

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| <b>1. 1-71 Operations Review Section</b> |  | Presented by: Lieutenant Richard Ingram |
| Discussion:                              | Lieutenant Ingram explained that there were no changes to the policy.<br><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. |   |

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| <b>2. 2-20 (Formerly 2-42) Hostage Situations, Barricaded Individuals, and Tactical Threat Assessments</b> | Presented by: Deputy Commander Kenneth Willey |
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| Discussion: | Deputy Commander Willey explained that this policy incorporates largely both the Special Investigations and Criminal Investigations making no changes to these sections. The only major change was to the Tactical Threat Assessments section within the policy to match other policies.<br><b>Questions: It was asked how things are decided during a situation for neighbors or other bystanders? Answer: Deputy Commander Willey stated that each situation is situational dependent but he will discuss it with command staff to see if they would like to codify language into 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.  |

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| <b>3. 3-11 (Formerly 3-02 and 3-2) Command Staff Responsibilities</b> | Presented by: Commander Shawn Garrett  |
| Discussion:   | Commander Garrett explained that verbiage and definitions were updated within the policy.<br><b>Questions: It was asked how communication is completed when the community policing council (CPC) provides a recommendation? Answer: Commander Garrett explained that once the recommendation is received most area commands will meet with the CPC and let them know how the recommendation was completed.</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.   |

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| <b>4. 3-17 (Formerly 3-55) Duty Assignment and Transfers</b> | Presented by: Lieutenant Richard Ingram  |
| Discussion:  | Lieutenant Ingram explained that there were no changes to the policy.<br><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. |

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| <b>5. 3-24 (Formerly 3-20) In the Line-of-Duty Death Notifications and Benefits</b> | Presented by: Lieutenant Richard Ingram  |
| Discussion:   | Lieutenant Ingram explained that there were no changes to the policy.<br><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. |

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| <b>6. 3-53 Self-Assessments</b> |   | Presented by: Sean Gassner |
| Discussion:                     | Sean explained that this policy assesses self-assessments with units and how the unit completes self-assessments of the products. He further explained that there were very few changes to the policy and updated verbiage.<br><b>Questions: It was asked if it would be wise to add a section for CPOA to the policy? Answer: Sean stated that he believes that the policy does cover CPOA in product lead terminology, but will look further into adding more detail.</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.  |                            |