



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

MEETING MINUTES: 22-13

DATE: June 15, 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)
Trevor Rigler	Assistant City Attorney
Diane McDermott	CPOA
Commander Aaron Jones (Presenter)	Investigative Services Division
Patricia French	Interim CPOAB Chair
Lieutenant Matthew McElory (Presenter)	Scientific Evidence Division
Commander Jason Sanchez (Presenter)	Compliance and Oversight Division
Judge Sharon Walton	APD Policy Consultant
Sergeant Thomas Ivie (Presenter)	Special Operations Bureau
Sergeant Sonny Molina (Presenter)	Investigative Services Division
Deputy Commander Kyle Hartsock (Presenter)	Criminal Investigations Division
Lieutenant Matthew Chavez (Presenter)	Southwest Area Command
Terry Huertaz (Presenter)	Criminal Investigations Division

1. SOP 1-1 Personnel Code of Conduct	Presented by: Commander Jason Sanchez
Discussion:	Commander Sanchez explained that the recommendation to add a section on the violation of laws and regulations on the dismissal of any court proceedings was accepted and the recommendation to revise the subsection on the reporting violations and the intake for Internal Affairs Requests was accepted.

	<p>He also explained that the sanction classifications for the section on reporting violations were updated to align with the Albuquerque Police Department's (Department) discipline Standard Operating Procedures (SOP).</p> <p>Suggestion: A suggestion was made to add the language from SOP 3-13 Officer's Duties and Conduct that was archived to this policy. Answer: Commander Sanchez agreed to look into SOP 3-13 and consider revising the policy. Question: Was Special Order 21-96 incorporated into the policy? Answer: Yes, it was. Question: Does the policy prohibit Department personnel from committing sexual acts with other Department personnel or with in-custody individuals. If they do engage in such an act with an in-custody individual, the sanction should be adjusted. Answer: Commander Sanchez clarified that personnel are prohibited from committing sexual acts with in-custody individuals and he agreed to revise the sanction classification.</p>
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 1-50 Gun Violence Reduction Unit	Presented by: Sergeant Sonny Molina
Discussion:	<p>Sergeant Molina explained what the policy's about and explained the duties and responsibilities of the Gun Violence Reduction Unit (GVRU). He also explained that the major change was adding information about shootings with suspicious circumstances and made sure that this policy was consistent with SOP 2-72 Procedures for Serious Crimes Call-outs.</p> <p>No questions were asked.</p>
	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 1-53 Homicide Unit	Presented by: Deputy Commander Kyle Hartsock
Discussion:	<p>Deputy Commander Hartsock explained that the Criminal Investigation Division wanted this policy to align with SOP 2-60 Preliminary and Follow-up Investigations. He explained that the language was changed throughout the policy and that he added information about the two-day and 60-day meetings that take place after the initial call-out investigation.</p> <p>Question: Who takes responsibility for notifications to the families of homicide victims? Answer: This is addressed in SOP 2-60 and it describes how the Victim Advocate Section was created for notifying the victim's next of kin. Question: What is the number of homicides in 2022 and what is the average clearance rate? Answer: There were 53 victims of a homicide and the clearance rate is at 97%.</p>
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 1-65 Metropolitan Court Protection Unit	Presented by: Sergeant Thomas Ivie

Discussion:	<p>Sergeant Ivie explained that the policy was shortened down from the last review. He explained that the policy breaks down what responsibilities Department supervisors and officers have while working at the Metropolitan Court.</p> <p>No questions were asked.</p>	
Action:	<p>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.</p>	
<p>5. SOP 2-13 StarChase Pursuit Management System</p>		<p>Presented by: Commander Aaron Jones</p>
Discussion:	<p>Commander Jones explained what the StarChase Pursuit Management System is. He also explained the language was changed throughout the policy to address prior concerns.</p> <p>Question: For post-activation procedures, how does someone know the trend of StarChase? Is it in a form of a report? Answer: Commander Jones was unsure how the data were collected but will find more information. Question: Is it true that the StarChase device can be easily taken off of a vehicle? Answer: That is correct; the StarChase has a heated sticky dart and if the dart attaches to any plastic piece of a vehicle, then it'll come off very easy. If the StarChase device is deployed and is attached to a metal piece on the vehicle, it will stick better. The weather can also affect how the StarChase device sticks to a vehicle. Question: Is there a StarChase manual to help sworn personnel train on the use and importance of when a StarChase can be deployed? Answer: Yes, sworn personnel go through StarChase training and all of that information will be covered in the training.</p>	
Action:	<p>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.</p>	
<p>6. SOP 2-21 Apparent Natural Death or Suicide of An Adult</p>		<p>Presented by: Lieutenant Matthew McElroy</p>
Discussion:	<p>Lieutenant McElroy explained that no changes were made to the policy.</p> <p>Question: Can you define what "unattended death" means in the policy? Answer: Lieutenant McElroy agreed to add a definition of unattended death to describe that it means. He explained it means that there was no medical doctor who was present. Question: Would the Department consider specialized training for officers when delivering a death notification to next of kin? Answer: Usually the Chaplain Unit is called for notifications of deaths. Lieutenant McElroy agreed to get more information on training on how to conduct death notifications.</p>	
Action:	<p>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.</p>	
<p>7. SOP 2-33 Rights and Safety of Onlookers</p>		<p>Presented by: Lieutenant Matthew Chavez</p>

Discussion:	<p>Lieutenant Chavez explained that the verbiage was changed throughout the policy and a sanction classification of 6 was added to the "Rules" subsection.</p> <p>Question: If the individual refuses to give their personal information to an officer, what happens? Answer: If the individual wants the recording back, then a name would need to be given and a warrant will not be secured. Suggestion: A supervisor or a sergeant should be involved in the decision making for the types of cases where evidence or a video recording needs to be seized. Answer: Lieutenant Chavez agreed that he will consider the suggestion.</p>	
Action:	<p>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.</p>	
<p>8. SOP 2-66 Victim and Witness Assistance</p>		<p>Presented by: Deputy Commander Kyle Hartsock and Terry Huertaz</p>
Discussion:	<p>Terry explained that the policy needed overall updates and that she added the seven critical needs of victims to the policy. She said that concerns from others were addressed in the policy.</p> <p>Suggestion: A suggestion was made to add documentation of the various required contacts with the victims and witnesses. Answer: The contacts are tracked but she agreed that the tracking needs to be expanded.</p>	
Action:	<p>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.</p>	