



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

**MEETING MINUTES: 23-13**

**DATE: June 28<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
Deputy Commander Joshua Hawkes	Organized Crime Unit
Lieutenant Ric Ingram	Operations Review Section
Sergeant Xavier Chacon	Operations Review Section
Detective Marcus Kelly	
Commander Jason Sanchez	Compliance and Oversight Division
Diane McDermott	Civilian Police Oversight
David Lopez	City Legal
Sharon Walton	APD Policy Consultant

<b>1. SOP 1-72 Organized Crime Unit (OCU)</b>	Presented by: Lorissa Quintana/ Deputy Commander Joshua Hawkes
Discussion:	Deputy Commander Hawkes explained that the policy breaks down the duties and responsibilities of Organized Crime Unit personnel. The only change was updating one definition. <b>Questions: 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 1-78 Police Service Aide (PSA) Program</b>	Presented by: Sergeant Xavier Chacon
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Discussion:	Sergeant Chacon explained that there were no changes. <b>Questions: What does it look like that a supervisor needs to approve a PSA to take crash calls? Answer: It depends on the situation, but mostly all PSAs are trained to take all crash calls with and without injuries. Suggestion to clean up the language to read better in the policy. Answer: Sergeant Chacon agreed.</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. SOP 2-35 Emergency Response Team (ERT)</b>	Presented by: Sergeant Xavier Chacon
Discussion:	Sergeant Chacon explained that he submitted a more updated draft that updates the definitions and language throughout 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>4. SOP 2-96 Clandestine Drug Laboratory and Indoor Marijuana Grow Site Investigations</b>	Presented by: Detective Marcus Kelly
Discussion:	Detective Kelly explained that there were no changes to the policy. <b>Questions: 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 3-14 Supervision</b>	Presented by: Commander Jason Sanchez
Discussion:	Commander Sanchez explained that Special Order 23-25 and 23-76 was incorporated into the policy. No other major changes. <b>Questions: Is it a mandate for supervisors to take Axon pictures? Answer: Discipline will only happen if a supervisor is sent out to a call and they choose not to take pictures. Question: What does it mean to act "appropriately to complaints?" Answer: To follow policy. Question: Should supervisors always respond to emails or calls that they have? Is it a requirement? Answer: Commander Sanchez agreed and believed that this language was in the policy but could not locate it during the meeting.</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. SOP 3-20 Overtime, Compensatory Time, and Work Shift Designation</b>	Presented by: Lieutenant Ric Ingram
Discussion:	Lieutenant Ingram explained that one Special Order was incorporated into this policy, and language about call-out compensation was updated. <b>Questions: Is there a protection order in place for Sworn personnel being capped with overtime? Answer: In most instances, supervisors will ensure their Sworn personnel don't go over their 25-hour cap or get too exhausted.</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>7. SOP 3-43 Relief of Duty</b>	Presented by: Miles Begay
Discussion:	Miles explained that there were no major changes to the policy. The only changes were to update the language in the policy. <b>Questions: 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.