



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

MEETING MINUTES: 22-16

DATE: July 27th, 2022

TIME: 1:00pm to 3:00pm

VENUE: Zoom Web Conference

ATTENDEES:

Patricia Serna	Policy and Procedure Unit
Officer Tanya La Force	Policy and Procedure Unit
Alexis Galloway	Policy and Procedure Unit
Ali Abbasi	Civilian Police Oversight Agency (CPOA)
Diane McDermott	CPOA
Sharon Walton	APD Policy Consultant
Carlos Pacheco	Assistant City Attorney
Patricia French	Civilian Police Oversight Agency Board (CPOAB)
Vicki Williams	Community Policing Council (CPC) Representative
Lieutenant Jennifer Garcia (Presenter)	Community Engagement Section
Greg Mondragon (Presenter)	Prisoner Transport Unit (PTU)

1. SOP 1-30 Community Ambassador Program	Presented by: Lieutenant Jennifer Garcia
Discussion:	<p>Lieutenant Garcia explained that the Community Ambassador Program has been running for a year now and the program needed a policy. She explained what the Community Ambassador Program is about, how to join the program and once joined, what the Community Ambassador's responsibilities are.</p> <p>Question: What is the method by which the Focused Community Groups were identified? Answer: Lieutenant Garcia explained that the groups were identified before she took over the program, but program personnel wanted to make sure to meet with community groups that they hadn't tailored the program services to.</p> <p>Question: How often do groups need to be added or changed? Answer: Lieutenant Garcia suggested that every time the policy comes up for its annual review is a</p>

	<p>good time to discuss which groups need to be added or changed. Question: For a point of contact for these groups, who can the community reach out to and is this contact information given out at events? Answer: The program has cold called groups before. The program receives referrals and the City of Albuquerque Office of Equity and Inclusion (OEI) gives information to the program as well. Question: Is there something on the APD webpage that lists the program's events for the community? Answer: Lieutenant Garcia explained that there is not anything on the APD webpage but she agreed that she needs to have that updated. Question: Is the program and the events that the Community Ambassadors attend performed during their normal work hours? Answer: The events can be both on and off-duty depending on the event and depending on the Community Ambassador's schedule.</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 1-80 Prisoner Transport Unit (PTU)	Presented by: Greg Mondragon
Discussion:	<p>Mr. Mondragon explained that this policy was revamped six months ago and only one change was made, which was the removal of information about supervisors having the discretion to accept in-custody individuals without completed arrest documents because it is not feasible with the amount of traffic that goes through the Prisoner Transport Center (PTC).</p> <p>Question: Can medical staff at the PTC reject a prisoner? Answer: The medical staff will reject a prisoner if they do not meet the criteria to be transported to the Metropolitan Detention Center (MDC). Answer: Is there a form that could be developed that a prisoner can get on why they were rejected? Answer: PTC medical staff do give prisoners a form stating the reason why they were rejected.</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.
3. SOP 2-37 Meal Breaks	Presented by: Officer Tanya La Force
Discussion:	<p>Officer La Force explained that this policy describes how all sworn personnel take meal breaks. No changes were made.</p> <p>No questions have been asked.</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.