



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

MEETING MINUTES: 22-18

DATE: August 24th, 2022

TIME: 1:00pm to 3:00pm

VENUE: Zoom Web Conference

ATTENDEES:

Patricia Serna	Policy and Procedure Unit
Tanya La Force	Policy and Procedure Unit
Alexis Galloway	Policy and Procedure Unit
Ali Abbasi	Civilian Police Oversight Agency (CPOA) Investigator
Deirdre Ewing	CPOA Executive Director
Sharon Walton	APD Policy Consultant
Patricia French	CPOAB Chair
Cara Garcia (Presenter)	Compliance and Oversight Division Deputy Director
Acting Deputy Commander Bret White (Presenter)	Compliance and Oversight Division Acting Deputy Commander
Sergeant Jonathan Lambert (Presenter)	Aviation Division
Lieutenant Ryan Nelson (Presenter)	Investigative Services Division

1. SOP 1-9 Compliance and Oversight Division (Currently 8-2)	Presented by: Acting Deputy Commander Bret White
Discussion:	Acting Deputy Commander White explained that the only changes made were updates to the definitions. No questions were asked.
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 1-17 Aviation Division	Presented by: Sergeant Jonathan Lambert
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(Formerly 4-9)	
Discussion:	Sergeant Lambert explained that the language was changed throughout the policy, and a subsection about Explosives Detection Canine Handler responsibilities was revised. No questions were asked.
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 2-69 Informants (Formerly 2-04)	Presented by: Lieutenant Ryan Nelson
Discussion:	Lieutenant Nelson explained that the only change was removing some of the definitions that weren't used in the policy. No questions were asked.
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 3-53 Self-Assessments	Presented by: Cara Garcia
Discussion:	Ms. Garcia explained that this is a new policy that had language and information that was taken out of SOP 1-9 Compliance and Oversight Division. She explained the four sections on what the policy was about and who this policy will affect. Question: Are the self-assessments only limited to the Court-Approved Settlement Agreement (CASA) provisions? Answer: This policy is memorialized and will continue after two years. The Performance Metrics Unit (PMU) will have an annual audit plan that will contain specific provisions in the CASA, especially the high-risk areas to sustain continued assessments way beyond the two-year period. Question: On subsection 3-53-4 A.1., why does the Chief of Police need to authorize in writing for PMU personnel to have unrestricted access? Answer: There are going to be certain data that PMU will not have access to because of Health Insurance Portability and Accountability Act (HIPAA) rights or, for example, there is a case that is still in the middle of an investigation. Those will need special authorization by the Chief of Police. Question: Can you give an example of any internal or external efforts that a PMU Auditor can encounter that will interfere with the scope of audit work? Answer: When someone internally tells an auditor "we do not want you to audit this," or "we are only allowing you to audit certain parts of this," and to report the standing compliant.
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.