



# CITY OF ALBUQUERQUE

## Albuquerque Police Department

### Policy and Procedure Unit (P&P)

**MEETING MINUTES: 23-01**

**DATE: January 11, 2023**

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

**VENUE: Zoom Web Conference**

**ATTENDEES:**

Tanya La Force	Policy and Procedure Unit
Alexis Galloway	Policy and Procedure Unit
Michelle Wright	Policy and Procedure Unit
Miles Begay	Policy and Procedure Unit
Patty French	CPOAB
Diane McDermott	CPOAB
David Lopez	Assistant City Attorney
Sharon Walton	APD Policy Consultant
Donald Lewis (Presenter)	Real Time Crime Center (RTCC)
Kathy Roybal-Nunez (Presenter)	Records Division
Deputy Director Cottrell (Presenter)	Communications Director
Commander Rene Barraza	Southwest Area Command

<b>1. SOP 1-3 Grooming Standards</b>		Presented by: Commander Rene Barraza
Discussion:	Commander Barraza explained that the only major change was that a current Special Order (SO 22-161 Grooming Standards) regarding mustaches and beards was implemented into this Special Operating Procedure (SOP). <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>2. SOP 1-83 Real Time Crime Center (RTCC)</b>	Presented by: Donald Lewis
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Discussion:	Donald explained that after reviewing the current policy, no changes were made. <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>3. SOP 1-84 Records Division</b>	Presented by: Kathy Roybal-Nunez
Discussion:	Kathy explained that this SOP will be archived and incorporated into SOP 2-111-Records Division Units. <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 2-111 Records Division Units</b>	Presented by: Kathy Roybal-Nunez
Discussion:	Kathy explained that SOP 1-84-Records Division was incorporated into this policy. She also explained that the duties of Records Division personnel were updated into this 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>5. SOP 3-47 Acceptance of Disciplinary Action and Right to Appeal</b>	Presented by: Deputy Commander Cottrell
Discussion:	Deputy Commander Cottrell was not available to present the policy. We will reschedule him to present the policy for a later date.
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.