



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

**MEETING MINUTES: 22-21**

**DATE: October 5, 2022**

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

**VENUE: Zoom Web Conference**

**ATTENDEES:**

Tanya La Force	Policy and Procedure Unit
Alexis Galloway	Policy and Procedure Unit
Cara Garcia	Compliance and Oversight Division
Trevor Rigler	Assistant City Attorney
Sharon Walton	APD Policy Consultant
Amir Chapel	CPC Representative
Patricia French	CPOA Director
Lieutenant Jennifer Garcia (Presenter)	Operations Review
Deputy Commander Onken (Presenter)	Scientific Evidence Division
Deputy Commander Kyle Hartsock (Presenter)	Criminal Investigations Division
Sonya Marquez (Presenter)	Special Investigations Division

<b>1. SOP 1-54 Honor Guard Team</b>		Presented by: Lieutenant Jennifer Garcia
Discussion:	Lieutenant Garcia explained that there was verbiage that was changed in the Policy, information about Honors for Officers and information about being removed for the Honor Guard Team was added. <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 1-58 Crime Gun Intelligence</b>	Presented by: Deputy Commander Nicholas
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<b>Center (CGIC)</b>		Onken
Discussion:	Deputy Commander Onken explained that the email for the Crime Gun Intelligence Center (CGIC) was updated in the policy and information about NIBIN entry and correlation was added. <b>Suggestions were brought up. Deputy Commander Onken incorporated the suggestions that he felt were necessary. 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 1-67 Multi-Agency Task Force (MATF)</b>		Presented by: Deputy Commander Kyle Hartsock
Discussion:	Deputy Commander Hartsock explained that there were no major changes to the policy since the last revision cycle. <b>Questions: Is there any way that section 1-67-4. D. can be updated on a case-to-case to basis and at the discretion of the Chief of Police? Answer: Deputy Commander wanted to keep the language the same.</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 2-63 Crime Stoppers Investigations</b>		Presented by: Sonya Marquez
Discussion:	Sonya explained that no major changes were made to 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>5. SOP 2-107 Use of Crime Scene Specialists (CSS) Unit</b>		Presented by: Deputy Commander Nicholas Onken
Discussion:	Deputy Commander Onken explained that there were no major changes made to the policy but explained that once he starts seeing a change with Crime Scene Specialists (CSS) then he will initiate a Special Order. <b>Questions: Do you think that FSB personnel has a good understanding of when CSS shall be dispatched to a call? Answer: Deputy Commander Onken agrees that FSB personnel do have the training and a good understanding of the Policy.</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.	

