



# CITY OF ALBUQUERQUE

## Albuquerque Police Department

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

**MEETING MINUTES: 22-23**

**DATE: November 02, 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
Michelle Wright	Policy and Procedure Unit
Miles Begay	Policy and Procedure Unit
Cara Garcia	Compliance and Oversight Division
Trevor Rigler	Assistant City Attorney
David Lopez	City Attorney
Patty French	CPOAB
Deirdre Ewing	CPOAB
Diane McDermott	CPOAB
Stephanie Griego and Lieutenant Justin Trebitowsky (Presenter)	Operations Review
Cara Garcia (Presenter)	Compliance & Oversight Division
Sergeant Xavier Chacon (Presenter)	Operations Review
John Maes (Presenter)	Academy Division
Acting Deputy Director Cottrell (Presenter)	Internal Affairs Division

<b>1. SOP 1-12 (Formerly) Volunteer and Internship Programs</b>	Presented by: Stephanie Griego and Lt. Trebitowsky
Discussion:	Stephanie Griego explained what changes were made to the draft. How volunteers will be placed within the department. She discussed what waivers are needed and how they are submitted. <b>No question 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.
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<b>2. SOP 3-7 Remote Work</b>		Presented by: Cara Garcia
Discussion:	Cara Garcia explained that this policy is not a new policy but is in the 6-month review process regarding remote work. No changes were made, just updated clarifications to policy and what supervisor roles should be done regarding remote work. <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 3-15 Physical Personnel Positions and Seniority</b>		Presented by: Sergeant Chacon
Discussion:	Sergeant Chacon explained that the positions of sworn personnel were changed for clarification. <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 3-31 Physical Fitness Assessment</b>		Presented by: John Maes
Discussion:	John Maes explained that the policy promotes health and wellness. He explained the yearly assessment for officers. He also said that he removed letters for exemptions from doctors because this is not mandatory to participate within the program. <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 3-40 Civil Litigation Process</b>		Presented by: Acting Deputy Superintendent Cottrell
Discussion:	Acting Deputy Superintendent Cottrell explained what the Civil Litigation Process is about. He also explained that the draft was completed through legal. No changes made to the draft made. <b>Question: Asked if the policies should be noted in the SOP for officers been sued? Answer: Acting Deputy Superintendent Cottrell advised that he would get with Diane to discuss further.</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.	

	period.
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