



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

MEETING MINUTES: 22-25

DATE: November 30, 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
Patty French	CPOAB
Deirdre Ewing	CPOAB
Diane McDermott	CPOAB
Alicia Farley	Court Services
David Lopez	Assistant City Attorney
Cara Garcia	Compliance and Oversight Division
Bridgette Long (Presenter)	Planning Division
Deputy Commander Nicholas Onken (Presenter)	Criminalists Division
Lieutenant Paul Haugh (Presenter)	Criminalists Division
Sofia Clingenpeel (Presenter)	Communications Center
Commander Aaron Jones (Presenter)	Special Investigations Division
Lieutenant Justin Trebitowski (Presenter)	Operations Review Division

1. SOP 1-31 Court Services		Presented by: Alicia Farley
Discussion:	Alicia Farley explained that the Standard Operating Procedure (SOP) outlines the procedures within the Court Services Unit. She also explained that there was slight verbiage changes made to the SOP, however not many changes made within the SOP. 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.
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2. SOP 1-35 Crime Scene Specialists Unit	Presented by: Deputy Commander Nicholas Onken and Lieutenant Paul Haugh
Discussion:	Deputy Commander Onken explained that there were minor changes to the verbiage where the policy talks about unexpected deaths as well as property crimes. Question: Who determines if it is a suspicious death? Answer: It a combination of both the Officer of Medical Investigator (OMI) and Crime Scene Specialist (CSS) at the scene.
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 1-75 Planning Division	Presented by: Bridgette Long
Discussion:	Bridgette Long explained that the verbiage to the Planning Division SOP was updated and added in the responsibilities of each personnel within the unit. 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 2-10 Use of Emergency Communications	Presented by: Sofia Clingenpeel
Discussion:	Sofia Clingenpeel explained that a Special Order was incorporated was into the SOP and cleaned up the verbiage to the SOP. Questions: Why was the sanction for the National Crime Information Center (NCIC) was a 5 rather than a 4. Answer: It was reviewed by Deputy Director Cottrell and determined to be a sanctioned a 5.
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.

5. SOP 2-67 Photographic Arrays and Field Identifications	Presented by: Commander Jones
Discussion:	Commander Jones explained that no formal changes were made to 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.

6. SOP 2-68 Interviews and Interrogations		Presented by: Commander Jones
Discussion:	Commander Jones explained that this SOP was submitted to city legal and no legal changes were made. Comment: The definition of “Custodial Interrogation” was not well defined. Answer: Commander Jones was open to changing definition.	
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.	

7. SOP 2-72 Procedures for Serious Crimes Call-Outs		Presented by: Deputy Commander Nicholas Onken
Discussion:	Deputy Commander Onken explained that Serious Crimes calls could be initiated by the Crime Scene Specialist and further investigated by a Major Crime Scene Investigator. He explained the process of how Serious Crimes calls are directed based on the type of incident. 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.	

8. SOP 2-86 Auto Theft and Motor Vehicle Theft-Related Investigations		Presented by: Commander Aaron Jones
Discussion:	Commander Jones explained that he made changes to how officers enter the vehicles into NCIC and that he worked with Katherine Roybal-Nunez on the process of entering notes into reports. Officer LaForce informed P&P that this SOP was formerly SOP 2-60 (Preliminary Investigations and Follow-up Procedures) 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.	

9. SOP 2-113 Custom Notifications Gun Buy-Back Program		Presented by: Commander Jones
Discussion:	Commander Jones explained that the policy is a relatively new policy and program and that no changes were made. 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.	

10. 3-23 Retirement Observance		Presented by: Lieutenant Justin Trebitowski
Discussion:	Lieutenant Trebitowski explained that there were no changes made to this SOP. 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.	