



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

**MEETING MINUTES: 22-26**

**DATE: December 14, 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
Diane McDermott	CPOAB
David Lopez	Assistant City Attorney
Gilbert Gallegos (Presenter)	Social Media
Karmela Ortiz (Presenter)	Personnel Management
Commander Rene Barraza (Presenter)	Field Services Bureau-Southwest Area Command (FSB)
Commander Mark Torres (Presenter)	Management Services and Support Bureau
Detective Rob Carlson (Presenter)	Operations Review Division
Anthony Ballo (Presenter)	Technology and Innovations Division
Deputy Commander Janopoulos (Presenter)	Investigative Bureau

<b>1. SOP 1-2 Social Media</b>		Presented by: Gilbert Gallegos
Discussion:	<p>Gilbert explained that they changed the sequence of the policy and updated the sanctions to the policy.</p> <p><b>Question: Does the policy protect the employee's social media's page and is there a disclaimer that can be provided to protect the blending of personal and professional accounts? Answer: Not opposed to adding verbiage and will get with City Legal to add verbiage.</b></p>	
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 1-5 Harassment / Sexual Harassment in the Workplace</b>		Presented by: Karmela Ortiz
Discussion:	Karmela explained that there were no changes to this Standard Operating Procedure (SOP). <b>Question:</b> Should there be a section for contract employees? <b>Answer:</b> The current SOP falls in line with the standard practice of City Human Resources (HR) policy, but is willing to discuss with City HR.	
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 1-21 Bicycle Patrol</b>		Presented by: Commander Rene Barraza
Discussion:	Commander Barraza explained that he reviewed that policy and that there were no changes needed 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>4. SOP 1-22 Automated License Plate Reader Program</b>		Presented by: Commander Mark Torres
Discussion:	Commander Torres explained that definitions were updated but no other changes. <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 2-5 Department Vehicles</b>		Presented by: Detective Rob Carlson
Discussion:	Detective Carlson explained that timeframes were separated in the policy for following leave reasons: Military leave, Family Medical Leave Act (FMLA), Injury Light Duty (ILD). <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>6. SOP 2-9 Use of Computer</b>		Presented by: Anthony Ballo
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<b>Systems</b>	
Discussion:	Anthony explained that there is a new section to the policy which is section (add the section. Ex; 2-9-4-G-1a....) G and added item #4. He also stated that the City is moving away from various vendors and updated that section. <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>7. SOP 2-84 Body Cavity Searches</b>		Presented by: Deputy Commander Jason Janopoulos
Discussion:	Deputy Commander Janopoulos explained that this policy was reviewed with City Legal. City Legal recommended that they removed "strip searches" and to only include Body Cavity Searches. <b>Question: Is this policy is complete? There is a concern that if "Strip Searches" is not in this policy but the Albuquerque Police Department (Department) are still conducting Strip Searches then it needs to be in a policy. Answer: Commander Janopoulos stated that he is still agrees to incorporate the strip searches back into this policy, however as of right now it is not in this current draft and was taken out by City Legal and the Deputy Chief's.</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>8. SOP 2-98 Gunshot Detection Procedure</b>		Presented by: Commander Mark Torres
Discussion:	Commander Torres explained that they cleaned up the verbiage in the policy but no major changes were made. <b>Question: Is there is policy in place to measure statistics to metrics? Answer: Commander Torres stated that he is willing to sit down and meet to answer this, but as of right now there is no policy in place, however that is why there is an annual review needed for each SOP.</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.	