



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

MEETING MINUTES: 23-03

DATE: February 08, 2023

TIME: 1:00 pm to 3:00 pm

VENUE: Zoom Web Conference

ATTENDEES:

Michelle Wright	Policy and Procedure Unit
Miles Begay	Policy and Procedure Unit
David Lopez	Assistant City Attorney
Sofia Clingenpeel (Presenter)	Communications Division
Lieutenant Benito Martinez (Presenter)	Metro Traffic Division
Kathy Roybal-Nunez (Presenter)	Records Division
Commander Luke Languit (Presenter)	Field Services Bureau (FSB) – reschedule
Deputy Commander Kyle Hartsock (Presenter)	Investigative Bureau Division – no show
Deirdre Ewing	

1. SOP 1-93 Telephone Reporting Unit (TRU)		Presented by: Sofia Clingenpeel
Discussion:	Sofia explained that there were no major changes. They did add in a section for Arson now that the TRU Unit can take reports on some Arson cases. She also explained that the TRU can now take reports for lost or stolen government issued ID's. 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.	

2. SOP 1-95 Metro Traffic Division (Formerly Traffic Section)		Presented by: Lieutenant Benito Martinez
Discussion:	Lt. Martinez explained that the Hit and Run Unit was removed from policy and now have the Aggressive Driving Unit in the policy. He explained that the training section was updated and cleaned up the verbiage within 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.	

3. SOP 2-16 Reports		Presented by: Kathy Roybal-Nunez
Discussion:	Kathy explained that there were a few changes to verbiage in the policy. The definitions were reviewed and updated. She also explained that sections within the Standing Operating Procedure (SOP) were added and updated. 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.	

1. SOP 2-45 Pursuit by Motor Vehicle		Presented by: Commander Luke Languit
Discussion:	Commander Languit was unable to present the policy. He will be rescheduled for a later date. Questions:	
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.	

1. SOP 3-42 Criminal Investigations of Department Personnel		Presented by: Deputy Commander Kyle Hartsock
Discussion:	Deputy Commander Hartsock was a no show to present the SOP. He will be	

	rescheduled for a later date. Questions:
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.