



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

MEETING MINUTES: 23-06

DATE: March 21, 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
Lieutenant Chris Patterson	Metro Traffic Division
Lieutenant Mark Landavazo	Internal Affairs Division
Deputy Commander Jay Ratliff	Criminal Investigations Division
Sergeant Xavier Chacon	Operations Review
Dr. Jessica Henjy	Academy Division
Deirdre Ewing	Civilian
Diane McDermott	CPOAB Interim Executive Director
Sharon Walton	APD Consultant

1. SOP 1-39 (Formerly 4-07 and 6-4) DWI Unit	Presented by: Lt. Chris Patterson
Discussion:	Lt. Patterson explained that minor changes were completed to draft in regards to verbiage. No other major changes. 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 1-62 (Formerly 2-08 and 7-1) Internal Affairs Professional Standards Division	Presented by: Lt. Mark Landavazo
Discussion:	<p>Lt. Landavazo explained that Performance Evaluation Management Systems. (PEMS) was deleted from the policy and updated job descriptions. No other major changes were completed to the policy.</p> <p>Questions: Who is the point of contact for Civilian Police Complaints (CPSs)? Answer: Lt. Landavazo stated that Jackie Babcock is the point of contact. Question: Is there a change to the process of who the command staff report to and is it by rank? Answer: Lt. Landavazo stated that there is no change and rank is listed in the policy. Question: Who are the reports sent to weekly? Answer: Lt. Landavazo advised that the reports are sent to the Internal Affairs Professional Standards (IAPS) Division. Comment/Question: Seems like there is redundancy to the roles of chain of command and how the roles are incorporated? Answer: Lt. Landavazo stated that the redundancy is needed and It works out based on the organizational chart.</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.

3. SOP 2-29 (Formerly 5-4) Child Exploitation Detail (CED)	Presented by: Deputy Commander Jay Ratliff
Discussion:	<p>Deputy Commander Jay Ratliff explained that no major changes were completed to the draft.</p> <p>No questions were asked.</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.

4. SOP 2-39 (Formerly 4-21) Field Services Bureau Response to Demonstrations Incidents and Events	Presented by: Sergeant Xavier Chacon
Discussion:	<p>Sgt. Chacon explained that the form name was changed and added in some examples of aid. No other major changes.</p> <p>Comment: Not all field officers have received Axon photograph training and not trained to take photographs. Suggested it be noted in the policy. Answer: Sgt. Chacon stated that he will review the policy and add the verbiage into the draft.</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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5. SOP 2-92 Crimes Against Children Investigations	Presented by: Deputy Commander Jay Ratliff
Discussion:	Deputy Commander Jay Ratliff explained that only changes completed were to the roles and responsibilities. Updated verbiage, no major changes. Questions: Asked if verbiage to take photographs of victims that are juveniles should be added to the policy? Answer: Dpty. Commander Ratliff answered that it written within the policy to protect the juvenile's rights. Answer: It was asked if interviews of alleged victims/suspects should it be added within the policy? Answer: Commander Ratliff will look into the policy and see if it suggestions will be added to the policy.
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 3-47 Acceptance of Disciplinary Action and Right to Appeal	Presented by: Lt. Mark Landavazo
Discussion:	Lt. Landavazo explained that there was minor updates to verbiage to language, but no other major changes. 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.