CITY OF ALBUQUERQUE

Albuquerque Police Department

Policy and Procedure Unit (P&P) (Formerly OPA)

MEETING MINUTES: 21-7

DATE: May 5, 2021

TIME: 1:00 pm – 3:00 pm

VENUE: Zoom Web Conference

ATTENDEES:

Patricia Serna	Policy and Procedure Unit
Officer Tanya La Force	Policy and Procedure Unit
Angelina Medina	Policy and Procedure Unit
Acting Commander Sean Waite	Compliance and Oversight Division
Edward Harness	Civilian Police Oversight Agency (CPOA)
Ali Abbasi	Civilian Police Oversight Agency (CPOA)
Sgt. Andrew Wickline (Presenter)	Operations Review
Trevor Rigler	City Attorney
Dr. William Kass	Civilian Police Oversight Agency Board (CPOAB)
Commander James Collins (Presenter)	Foothills Area Command
Sgt. Jacob Hoisington	Training Division
Sharon Walton	APD Policy Consultant
Maria Garcia-Cunningham (Presenter)	Planning Division
Sgt. Jonathan Lambert (Presenter)	Aviation Division
Sgt. Paul Haugh (Presenter)	Operations Review
Kelly Mensah	Community Policing Council
Deputy Commander Jeremy Basset (Presenter)	Aviation Division

1. SOP 1-14 Rapid Accountability Diversion Program		Presented by: Commander James Collins
Discussion:	Commander Collins advised the policy outlines the Rapid Accountability Diversion (RAD) Program. The program gives juveniles the opportunity to participate in a diversion program instead of going into the juvenile	

	system. The RAD Program reduces recidivism and costs to the juvenile system. The guidelines for a juvenile to qualify for the program are outlined in the policy. Question: How is this program administered? What is the curriculum? The participant is provided a pamphlet about the program and the juvenile will have to sign agreeing to participate in the program. The Program Director then contacts the juvenile with more information about the program. If the juvenile completes the program, the violation is then taken off their record. If the juvenile does not complete the program, the charges the juvenile occurred will then be reinstated. Question: Is there a list of crimes that will be accepted? The Commander advised that the candidate is prohibited from having a previous violent crime charge or an active warrant. Question: What level of participation or success has occurred so far? There has not been full participation since the publication of the Special Order on this program. This is due to lack of education on the program. Once the policy is published, there will be more information sent to each area command and educated through the chain of command.
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 1-17 Aviation Division	Presented by: Deputy Commander Jeremy Bassett and Sgt. Jonathan Lambert
Discussion:	Sgt. Lambert advised that the Aviation Division has become a part of the Albuquerque Police Department (APD). Direct supervision is performed by APD. The airport security staff, Aviation Division chain of command, and APD worked together to update the rules and regulations needed for the Aviation Division. The responsibilities of the staff were updated, as well as the chain of command. Sanctions have been added to the policy. Language and definitions were updated to coincide with the Aviation Division Operational Manual. Question: Who prevails when APD, Public Service Aides (PSA's), and Airport Security are on the same call? It depends on the type of call. A security issue will be taken care of by the security staff. There is a set of rules for who will assist with certain calls and in what capacity.
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 1-31 Court Services Unit	Presented by: Sgt. Andrew Wickline
Discussion:	Sgt. Wickline advised they updated language and formatting throughout the policy. Responsibilities have been updated to make the language clear as to what the unit's responsibilities are. Question: Who is

	responsible when an officer does not show up to the court hearing? The policy does advise who shall be contacted if there is a missed court hearing.
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 1-75 Planning Division	Presented by: Maria Garcia-Cunningham
Discussion:	Ms. Garcia-Cunningham, who is the Planning Manager, advised they reformatted and restructured the policy. The Planning Division has three specific units: the Capital Implementation Program (CIP); Grants Administration; and Property Unit. Rules and responsibilities have been listed in 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.

5. SOP 2-75 Request for Legal Opinions for the City Attorney	Presented by: Patricia Serna
Discussion:	Patricia Serna presented the policy to be archived. The policy was obsolete with information due to City Legal having the ability to decline to assist through their direct supervisor. 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 3-23 Retirement Observance	Presented by: Sgt. Paul Haugh
Discussion:	Sgt. Haugh advised that they cleaned up language in the policy because the information was outdate. Updates were made to qualifications with concealed carry permits. The Reserve Officer Program as a requirement was removed due to the program no longer being used. Question: What is the percentage of officers that follow through with the concealed carry permit? There is not a way for Operations Review to track the number of officers that follow through with the concealed carry permits after retirement.
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.