



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

**MEETING MINUTES: 21-14**

**DATE: August 25, 2021**

**TIME: 1:00 pm – 3:00 pm**

**VENUE: Zoom Web Conference**

**ATTENDEES:**

Patricia Serna	Policy and Procedure Unit
Edward Harness	Civilian Police Oversight Agency (CPOA)
Ali Abbasi	CPOA
Lieutenant David Saladin	Academy Division
Trevor Rigler	City Attorney
Dr. William Kass	Civilian Police Oversight Agency Board (CPOAB)
Judge Sharon Walton	Compliance and Oversight Division Consultant
Sergeant Andrew Wickline	Operations Review Section (Presenter)
Sergeant Christopher Rody	Metro Traffic Division (Presenter)
Frank Galanis	Safety Officer (Presenter)
Sergeant Charles Crook	Crisis Intervention Section (Presenter)
Commander Matthew Dietzel	Crisis Intervention Section (Presenter)
Lieutenant Jeffrey Barnard	Special Investigations (Presenter)
Elaine Maestas	APD Forward
Kelly Mensah	Community Policing Council (CPC) Liaison
Patty French	CPOAB

<b>1. SOP 1-19 Shield Unit</b>	Presented by: Sgt. Andrew Wickline
Discussion:	Sgt. Wickline advised this is a new policy. There are definitions of the different types of discovery that are sent to the District Attorney's (DA) Office. The definitions were explained. The Shield Unit Sergeant responsibilities were discussed. The Case Preparation Specialist (CPS) duties and responsibilities were explained. There are timelines that were added for Shield Unit personnel to follow when providing discovery. On all sex crimes and crimes against children cases, the Shield Unit will

	<p>provide full discovery to the DA instead of an abbreviated discovery. The unit will contact businesses to obtain surveillance video. Shield Unit personnel order the items from evidence for photos. They will also request for drug testing but the DA has to follow-up with the drug testing. <b>Question: What kind of specialized training is done for the unit? How many people are in the unit? What type of cases does the unit process?</b> There are 13 personnel; 12 plus the sergeant. Training is a month long where another Case Preparation Specialist trains them. This will include database searching and collecting paperwork from the various judicial system systems. They are shown how a case is put together and will start putting cases together. There is a first and second review to make sure everything has been included in the case. Shield Unit personnel process anywhere from 4-15 cases. This depends on the type of case. <b>Are the Shield Unit personnel sworn personnel?</b> The Shied Unit are all civilian personnel.</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.

<b>2. SOP 1-39 (Formerly 6-4) DWI Unit</b>	Presented by: Sgt. Christopher Rody
Discussion:	<p>Sgt. Rody stated they updated language throughout the policy. The definition of "Drug Recognition Expert (DRE) Officer" was updated. There was a change from supervisor to the DWI Sergeant. The crash vehicle removal section was removed from this policy. <b>Question: Can you tell me about the specialized training that is given to the DWI Unit? How many roadblocks and checkpoints do you do?</b> Sgt. Rody explained he did not know the answer as to how many roadblocks and checkpoints are done as that is through a grant program, but that the new DWI Sergeant would be taking over in the near future. The unit goes through a 40-hour training through APD's Academy Division. Within one year, they also need to be certified in the DRE program, which is a two-week of class time and four days of on-the-job training. They also do a 40-hour trainer class to be able to train others in the state.</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.

<b>3. SOP 2-4 Use of Respirators</b>	Presented by: Frank Galanis
Discussion:	<p>Mr. Galanis advised that this policy coincides with SOP 1-36 Officer Wellness Policy due to the respirator test being done as part of the physical wellness goals in 1-36. Language was updated throughout the policy. Selection of the type of respirator is done based on the hazards the officer will face. There is a physical done for the employee to make</p>

	<p>sure that the officer is in good physical shape and does not have a medical issue that a respirator will aggravate out in the field. <b>Question: Can you distinguish when the Albuquerque Police Department (APD) will use a respirator and when Albuquerque Fire and Rescue (AFR) will be contacted?</b> The primary use of respirators by Albuquerque Fire Rescue is a supplied air respirator to be used when going into burning houses. Their respirators are used mostly for rescue and fire. For APD, we use air purifying respirators that allow for safe oxygen content. These would be used during special weapons and tactics (SWAT) situations or a riot. There are also specialized units that use respirators, such as the Clandestine Lab Unit. They use respirators due to chemicals in clandestine labs. The Search and Rescue Dive Team also uses scuba tanks. Respirators are mostly used during SWAT and riot situations. <b>You mentioned the Dive Team why would that not be an AFR call?</b> We have an Open Space Section that works with AFR and we have a couple of scuba divers. <b>How often do you use the scuba divers in New Mexico?</b> We use the Dive Team for rescue when people are found in the river, like during flash flooding in the arroyos. They are also used for evidence retrieval. A few years ago, the Academy Division incorporated respirator training and fit testing into cadet training to allow a cadet to be tested, fitted, and provided the equipment before leaving the academy. <b>Does every officer carry a respirator in their vehicle? Do they have to wear them while processing drugs?</b> The full-face respirator with the canisters that we use protect against fentanyl; however, when an officer encounters fentanyl, they are to contact Narcotics Section personnel. The Narcotics Section has more training with fentanyl.</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.

<p><b>4. SOP 2-79 Law Enforcement Assisted Diversion (LEAD) Program</b></p>	Presented by: Sgt. Charles Crook
Discussion:	<p>Sgt. Crook advised two to three pages were removed due to redundant material. The program explains what jail diversion is and how it can be incorporated when officers use this type of program. The program is based on officers using their discretion when deciding to divert an individual from the criminal justice system. Language was updated throughout the policy. The process for trained officers referring candidates was explained. The responsibilities for the LEAD Liaison were added to the policy. <b>Question: Is there tracking of the number of potential referrals vs the number of accepted referrals to the program?</b> The average is 18-20 referrals a month. Around four are social referrals. I do not have a hard number for the number of people who have met the exclusion area due to the officer using the resources</p>

	that are available to them to run background checks. <b>Is there special training for officers with the program?</b> The Proactive Response Team sworn personnel have mandated training in this program. The LEAD Liaison then offers the training to officers in the field. <b>If every officer is allowed to offer the program in the field, why are they not all mandated to have the training?</b> One of the components as part of the agreement with the county is for it to be a discretionary program. The officers do have the discretion to use the training and the program. The LEAD program is based on a voluntary cooperation with both the individual and victim.
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 2-85 Certificate for Evaluation</b>	Presented by: Commander Matthew Dietzel
Discussion:	<p>Commander Dietzel advised the policy gives concrete steps for a certificate for evaluation (CforE). The way we have been doing things over the last twenty years is archaic and has resulted in unfavorable outcomes for APD and the public. The current process is the provider will fax the CforE to the area command and it will sit there until someone sees it. The new process is to have the paper sent to the Emergency Communication Center (ECC). This will take a lot of training and communication between APD and the providers. We have recruited Behavioral Sciences Section Medical Director Dr. Nils Rosenbaum to assist with the training. The whole purpose of this policy is to have one clearinghouse of CforE done through email and this process has been cleared through ACLU lawyers and Disability Rights New Mexico lawyers to get the approval to use email. The catch all email of <a href="mailto:APDCFORE@CABQ.GOV">APDCFORE@CABQ.GOV</a> was created for providers to send the CforE to one email, which is monitored. This will allow APD to track how often the department uses CforEs. <b>Question: How often is the CforE issued?</b> Over the years, since APD has been bringing in more and more clinicians, this has become more common. Before this, CforEs were rare. Today, we have clinician's on-scene who evaluate individuals while they are in the middle of psychosis. APD averages around five to ten per week where before it would be three to four City-wide. As a program, APD's Mobile Crisis Team personnel are writing many CforE's for transports. Before this was not occurring; however, this is just a transportation document not a document mandating treatment. The hospital staff can still release the individual. We are working to change the system in New Mexico.</p>
	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>6. SOP 3-32 Employee Work Plan/Performance Evaluations</b>		Presented by: Lt. Jeffrey Barnard
Discussion:	<p>Lt. Barnard stated the language and formatting was updated. One major section that was implemented was for performance evaluation of supervisors such that it coincides with the Court-Approved Settlement Agreement (CASA). This calls for the evaluation of supervisors on the quality of their use of force investigations. The evaluation of the supervisors in each area command and division was explained. This will allow APD to hold their supervisors accountable in their investigations.</p> <p><b>No questions were asked.</b></p>	
Action:	<p>The draft SOP, as presented, was reviewed by P&amp;P and will be uploaded in the Department's document management system for the 15-day commentary period.</p>	