



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

**MEETING MINUTES: 21-16**

**DATE: September 22, 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
Ali Abbasi	Civilian Police Oversight Agency (CPOA)
Edward Harness	CPOA
Carlos Pacheco	Managing City Attorney
Lt. David Saladin	Training Division
Judge Sharon Walton	Compliance and Oversight Division Policy Consultant
Elaine Maestas	APD Forward Coalition
Patty French	Civilian Police Oversight Agency Board (CPOAB)
D/Commander Kyle Hartsock	Criminal Investigations Section (Presenter)
Karmela Ortiz	Human Resources Administrator (Presenter)
Sergeant Peter Silva	Recruiting Unit (Presenter)
Sergeant Bonnie Briones	Special Operations Division
Greg Mondragon	Prisoner Transport Unit (Presenter)
Frank Galanis	Safety Officer (Presenter)
Lieutenant. Juan Cabrera	Criminal Investigations Section (Presenter)
Sergeant Matt Groff	Bomb Squad (Presenter)
Sergeant Aaron Hoisington	Background Investigations Unit (Presenter)

<b>1. SOP 1-5 Harassment/Sexual Harassment in the Workplace</b>	Presented by: Karmela Ortiz
Discussion:	Ms. Ortiz advised the policy provides information on how to report and investigate harassment and sexual harassment in the workplace. The terms were updated to include gender-inclusive pronouns and

	formatting. This policy coincides with the City of Albuquerque's Administrative Instruction on Harassment and Sexual Harassment . The sanctions were updated throughout the policy to coincide with the current discipline system procedures. A section was moved from the definitions section to another part of the policy, as it was a directive, not a definition. <b>Question: 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>2. SOP 1-42 (Formerly 6-7) Bomb Squad (Formerly Explosive Ordnance Disposal (EOD) Unit)</b>	Presented by: Commander Terysa Bowie, Sgt. Bonnie Briones, and Sgt. Matthew Groff
Discussion:	Sergeant Groff stated the title of the policy "Explosive Ordnance Disposal (EOD) Unit was changed to Bomb Squad due to EOD being more of a military term. Sanctions were added and language updated throughout the policy to coincide with current discipline system procedures. The main change was when the Bomb Squad responds to and investigates traps and improvised devices. <b>Question: 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>3. SOP 1-67 (Currently 7-2 and 7-3) Multi-Agency Task Force (MATF)</b>	Presented by: D/Commander Kyle Hartsock
Discussion:	Deputy Commander Hartsock stated that the Multi-Agency Task Force (MATF) policy is in part a new version of the current Critical Incident Review Team (CIRT) policy. One major change was to the definitions of a "critical incident officer-involved shooting" and "in-custody death". The Internal Affairs Force Division (IAFD) investigators are now part of the briefings so everyone is on the same page and obtains the same information for investigations. <b>Question: The policy states that the detective shall ensure interviews of involved and witness officers are conducted as soon as possible, the previous version said they have to be separated prior to the interview. Is the current procedure that the primary and witness officers are separated when the supervisor arrives on scene? Yes, witnesses are separated as soon as the scene is secured. Is there a way to add the Memorandum of Agreement (MOA) to the end of this policy?</b> I do not think we attach MOAs to policies.
	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 1-85 (Currently 6-2) Recruiting Unit</b>		Presented by: Sgt. Pete Silva
Discussion:	The Recruiting Unit was separated from SOP 6-2 to create a stand-alone policy. There was a change to the Recruiting Unit Supervisor section. This allows the supervisor to be a sworn or civilian employee. Communication from the community to obtain recommendations was added to the policy. The position of Administrative Assistant was added to the policy. There was a section on community outreach that was added to the policy. <b>Question: Do you do the recruiting for the Public Service Aides (PSA), or why was that section taken out? We do need to add the PSA's back into the policy as we do recruit for PSA's. Can the Albuquerque Police Department participate in a military type programs that allow non-citizens to serve in the police department while obtaining citizenship?</b> To become an officer you have to be a citizen, though you do not need to be a citizen to become a PSA while you are working towards citizenship.	
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 1-88 Sex Crimes Unit</b>		Presented by: Lt. Juan Cabrera
Discussion:	Lt. Cabrera advised this policy is being presented to be archived because the material was moved to SOP 1-26 Special Victims Section. <b>Question: 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 2-24 Hazardous Material Incident Response</b>		Presented by: Frank Galanis
Discussion:	Mr. Galanis stated there were no major changes to the policy but that it was aligned with current policy conventions. Mr. Galanis asked for the reference to the EOD Unit to be changed to cite to the Bomb Squad. <b>Question: 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 2-82 Restraints and Transportation of Individuals</b>		Presented by: Gregory Mondragon
Discussion:	Officer Mondragon stated documentation on the use of restraints was clarified. The reasons a person is unable to be restrained and the use of a passive restraint system (PRS) were explained. Clarification for	

	<p>voluntary transportation in a Department vehicle and a safety check for weapons was outlined. The Prisoner Transport Unit has the discretion to transport the individual or not transport an unruly individual. The transportation procedure for an individual with physical disabilities was discussed due to changes at the Metropolitan Detention Center (MDC). <b>Question: Is the Passive Restraint System (PRS) taken off when the individual is facing a medical issue?</b> If the person is compliant, the device is taken off but this is a case-by-case basis. This would be due to safety of everyone involved.</p>
	<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>

<p><b>8. SOP 2-90 (Currently 6-2) Background Investigations</b></p>	<p>Presented by: Sgt. Jacob Hoisington</p>
<p>Discussion:</p>	<p>Sergeant Hoisington stated this policy only has information regarding the background investigations now. The Recruiting Unit information will be captured in a separate, stand-alone policy. The minimum qualifications section was taken out of the policy due to on-going changes to the qualifications. <b>Question:</b> No questions were asked</p>
<p>Action:</p>	<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>

<p><b>9. SOP 3-17 Duty Assignments and Transfers</b></p>	<p>Presented by: Lt. Paul Haugh</p>
<p>Discussion:</p>	<p>Lieutenant Haugh stated the definitions and language were updated throughout the policy. There were no significant changes to the policy. Sanctions were added throughout the policy to coincide with current discipline system procedures. <b>Question:</b> No questions were asked</p>
<p>Action:</p>	<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>