



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

MEETING MINUTES: 21-17

DATE: October 06, 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
Commander Jason Sanchez	Compliance and Oversight Division
Kelly Mensah	Community Policing Council (CPC) Liaison
Dr. William Kass	Civilian Police Oversight Agency Board (CPOAB)
Edward Harness	Civilian Police Oversight Agency (CPOA)
Trevor Rigler	City Attorney
Ali Abbasi	CPOAB
Lt. Amy Sedler	Northwest Area Command (Presenter)
Sgt. Jeffery Abernathy	Internal Affairs Professional Standards (IAPS) Division (Presenter)
Judge Sharon Walton	Compliance and Oversight Division Policy Consultant
Commander Zak Cottrell	Internal Affairs Professional Standards (IAPS) Division (Presenter)
Sgt. Xavier Chacon	Operations Review Section (Presenter)

1. SOP 1-62 (Currently 7-1) Internal Affairs Professional Standards (IAPS) Division	Presented by: Sgt. Jeffrey Abernathy
Discussion:	Sgt. Abernathy stated old language was removed due to previous names of units that are no longer active or have a different name. The Performance Evaluation and Management System (PEMS) was added to the definitions section and throughout the SOP to replace references to the Early Intervention and Recognition System (EIRS). The chain of

	command and personnel who are assigned to the IAPS Division were explained. The sanctions were updated throughout the policy to coincide with current discipline practices, including maintaining the confidentiality of IAPS Division records. All language relating to Internal Affairs Force Division (IAFD) investigations was removed because IAPS Division does not conduct force investigations. Question: When there is a criminal and administrative investigation, how are they investigated? The investigations are run concurrently with each division (i.e., IAPS Division and IAFD) doing their own investigation.
2. SOP 4-8 Property Crime Reporting Technicians II	Presented by: Officer Tanya La Force
Discussion:	Officer La Force advised this policy is being presented for deletion. The Crime Scene Specialist (CSS) Unit took over the Property Crime Reporting Technicians' II duties. Question: 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 2-3 Firearms and Ammunition Authorization	Presented by: Lt. Amy Sedler
Discussion:	Lt. Sedler stated this policy was aligned with current policy conventions and procedures. The material was reorganized. The safe handling and carrying of firearms was moved to the top of the policy, as it is a high priority topic. The language for the Range Master-Authorized List was updated throughout the policy. Question: How often have you found violations of the Department's policy when an officer is found to be using an unauthorized firearm? What is done when there is a violation? In the last two (2) years, there has not been an incident. This should be captured during the supervisor's monthly line inspection process. There was one incident in which an officer was found to have modified their firearm grip and strap, which was unauthorized, but that was the only issue.
	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 2-29 Child Exploitation Detail (CED)	Presented by: Lt. Juan Cabrera
Discussion:	L t. Cabrera stated there were decisions that were made about who does the investigation when a child is taken. The CED is in charge of the AMBER Alerts and case responsibility. New Mexico State Police (NMSP) is the police department that actually does the AMBER Alert and CED assists NMSP with the request. CED mostly works on child pornography cases. There are two (2) detectives in the unit. CED also

	oversees the Sex Offender Registry Detail (SORD). There is one (1) detective that is assigned to SORD. What is the reason for an individual to be labeled a preferential offender? It is someone who has a preference for a specific age group or sex of a child. Does this change the investigation? No, the investigation does not change but is more of a state statute. This could also change who investigates the cases depending on the age of the child.
	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 2-35 Emergency Response Team (ERT)	Presented by: Sgt. Xavier Chacon
Discussion:	Sgt. Chacon stated the policy was reformatted to be in chronological order and to align with Standard Operating Procedure (SOP) Field Services Bureau Response to Demonstrations, Incidents, and Events. The definition section was updated to include new definitions. The difference between training and practice was added. This was added to explain how ERT members perform ERT deployment dry runs by following the currently-trained techniques. The difference between pre-planning for an event and incidents was explained. IAFD personnel responsibilities were added because they respond to any ERT call-out. The mass arrest section was updated and the photographing subsection was removed. Material on a civil emergency was added to advise on what to do if there is a civil riot. Question: In the recent incident in which several officers were involved in a shooting, does that rise to the status of a critical incident? That incident was contained to one (1) city block so the ERT would not have been sent out. The ERT would respond for a different type of incident, like a call where the individual is fleeing APD through many areas of the city. What type of event triggers a response from ERT whereby it is a significant incident but not wide spread? We do not deploy ERT based on the size and severity. We follow the seven-step guide when determining whether ERT will be deployed. There was a suggestion to define a "civil emergency" in the definition section, rather than stating 'as defined by the City's ordinance on emergency powers'. It was decided to not add the definition due to the length of the definition and how it would add another page to the policy just for that definition.
	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 2-106 (Currently 4-27) Lost and Found Government-Issued Identification Cards and Driver's	Presented by: Officer Tanya La Force
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Licenses	
Discussion:	Officer La Force stated this policy outlines the process that is needed when an officer obtains a lost or found government-issued ID. One (1) form was updated to have a standard form for all area commands. Language was update to coincide with current policy conventions. Question: 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.

7. SOP 3-42 Criminal Investigation of Police Personnel		Presented by: Commander Zak Cottrell
Discussion:	Commander Cottrell explained there were no major changes that were made. Some sections were combined to have the information for sworn and civilian in one (1) area. The language was updated to coincide with current policy conventions. Question: 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.	

8. SOP 3-47 Acceptance of Disciplinary Action and Right to Appeal		Presented by: Commander Zak Cottrell
Discussion:	Commander Cottrell stated this policy outlines that when an employee is suspended, demoted, or terminated they have the ability to appeal the decision. The City of Albuquerque is the entity the employee would go through instead of the Department. A suggestion was made to include in the Other Resource(s) section a citation to the City of Albuquerque and Albuquerque Police Officers' Association Collective Bargaining Agreement since the policy refers to an employee's union contract in the last sentence. Commander Cottrell agreed that this needs to be added as a resource. P&P personnel will add the resource after the meeting.	
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.	