



City of Albuquerque
Human Rights Board
Agenda Packet
January 16, 2025

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Thursday, January 16, 2025

5:00-6:30 PM MST

1 Civic Plaza NW

Basement Level - **Vincent E. Griego Council Chambers**

Albuquerque, NM 87102

Zoom Meeting Information

Meeting ID: **858 1752 4672**

Accommodations: If you have a disability and need accommodation in order to participate in this public meeting, please contact CivilRights@CABQ.gov. Please request any accommodation necessary at least 72 hours prior to the meeting. Best efforts will be made to provide the requester with their auxiliary aid of choice. If doing so is not possible due to time constraints or other logistical concerns, the city will work directly with the requester to provide an alternate method of accommodation.



City of Albuquerque
Human Rights Board
Agenda - January 16, 2025

(Items listed on the agenda may be discussed and acted on out of sequential order)

- 1. Call to Order/Introductions**
- 2. Approvals**
 - a. Agenda – January 16, 2025
 - b. *(Draft)* Meeting Minutes – *December 10, 2024*
- 3. Public Comment**
- 4. Director’s Report**
 - a. Office of Civil Rights
- 5. Subcommittee Reports**
 - a. Accessibility & Accountability
 - b. Advocacy & Representation
 - c. Integration & Sustainability
 - d. Research, Investigation, & Policy
- 6. Discussions**
 - a. HRB Vacancy
- 7. Proposals**
 - a. HRB Resolution 2025-01: HRB Standards
 - b. HRB Resolution 2025-02: OCR Discrimination Complaints
 - c. HRB Resolution 2025-03: APD’s Use of Force
 - d. HRB Resolution 2025-04: Encampment Policy
 - e. HRB Resolution 2025-05: ABQ Ride Suspension Policy
 - f. HRB Resolution 2025-06: Metro Security Division
- 8. Announcements**
- 9. Adjourn**

Next Meeting: February 20, 2024

City of Albuquerque
Human Rights Board
December 10, 2024 Meeting Minutes

Board Members Present

Chair Anami Dass (*District 9*)
Vice Chair Jack Champagne (*District 8*)
Kathryn Boulton (*District 7*)
Larry Hinojos, Jr. (*District 6*)
IPC Leticia Galvez-Trujillo (*District 9*)

Board Members Not Present

Samia Assed (*District 8*)
Kimberly Andujo (*District 6*)

Staff Members Present

Dr. Nina Cooper, *Deputy Director OEI*
Vanessa Arballo, *Bank On Program Manager*
Charles Davis, *Board Attorney*
Carolyn Tanaka, *ADAAC Member*

Members of the Public (Speaking)

Rosemary Blanchard
Sarah Azibo

This meeting was held via Zoom and Broadcast on GovTV. [Watch the meeting using this link.](#)

I. Call to Order

1. Chair Dass call the special meeting to order at 5:10 PM on December 10, 2024

II. Introductions

1. All members of the Board, Staff, and members of the public introduced themselves.

III. Approvals

1. December 10, 2024 Special **Meeting Agenda**
 - A. Motion: Member Hinojos
 - B. Second: Member Galvez-Trujillo
 - C. Vote: 5-0-2 (Approved)
2. October 19, 2024 **Meeting Minutes**
 - A. Motion: Member Boulton
 - B. Seond: Chair Dass
 - C. Vote: 5-0-2 (Approved)

IV. Public Comment

1. **Rosemary Blanchard** thanked the board for taking human rights seriously, suggested the City provide an independent staff to the board, and wished everyone a Happy Human Rights Day.
2. **Sarah Azibo** wished everyone Happy Human Rights day and thanked both Chair Dass and the board for their advocacy and focus on housing this year. She indicated that she would continue to work with them to uplift Human Rights in the City.

V. Presentation – 50th Human Rights Day in Albuquerque (Dass)

1. The Mayor’s Office issued a proclamation declaring Albuquerque’s 50th Human Rights Day. Board members took turns reading through sections of the proclamation. The proclamation is available at [this link](#).

VI. Director’s Report

1. Office of Civil Rights
 - A. Dr. Cooper reported that the recruitment for the OCR position has proved challenging due to the specialized skills set required. Next level approval for a potential candidate is currently at the executive level. The OCR Admin position is also in the process of recruitment to provide full-time in support of Board and on other issues. Currently, OCR is engaging in a team approach with Cecelia Webb, senior constituent services, in Mayor’s Office to cover Civil Rights/Consumer Protection issues while position is vacant. Most requests/complaints being received are tenant/landlord issues. Dr. Cooper also let the Board know that she is working on getting some numbers to summarize what the civil rights complaints currently look like.
 - B. Chair Dass asked the question about the Consumer Protection services. Dr. Cooper explained the process is the same for the handling of complaints and confirmed that the individual who is hired for the OCR position will also be working on Consumer Protection issues. She also mentioned that the OCR manager will collaborate closely with the Financial Empowerment manager on these issues.
 - C. Chair Dass had questions about Cities for Financial Empowerment Fund and wanted to find out what CFE programs the City is currently working on. Vanessa Arballo provided detailed information on the programs we are currently working on to include Bank On Burque, Summer Jobs Connect, and some Consumer Protection presentations for Seniors. Dr. Cooper provided supplemental information.

VII. Subcommittee Reports

1. Advocacy & Representation Subcommittee – Member Hinojos asked if there was tabling material available for outreach. Chair Dass mentioned that Lisa Schatz-Vance had literature previously. Dr. Cooper committed to follow-up and disseminate that material to the Board.
2. Research, Investigation & Policy Subcommittee – Member Boulton did not have an official report. She invited colleagues to get together and plan for 2025.
3. Integration & Sustainability subcommittee – Vice Chair Champagne did not have an official report. Goal for next year is to make explicit and formalize the public hearing procedure to help alleviate some of the issues that arose this previous year.

VIII. 2025 Board Chair & Vice Chair Elections

PENDING APPROVAL

1. Member Boulton nominated Anami Dass for Board Chair for upcoming year. Member Galvez-Trujillo seconded the nomination. Board unanimously agreed and Anami Dass was confirmed for the Board Chair for the next year.
2. Board member Boulton shared a self-nomination for Board Vice Chair. Chair Dass seconded the nomination. The Board unanimously agreed and Kate Boulton was confirmed as the Vice Chair for the next year.

IX. Changes to the Board Rules and Regulations

1. Chair Dass described the changes she proposed to the Board Rules and Regulations.
 - A. Motion to refer the proposal on rules and regulation changes to the Research, Investigations, & Policy subcommittee in tandem with the Integration and Sustainability subcommittee for review
 - i. Motion: Chair Dass
 - ii. Second: Vice Chair Elect Boulton
 - iii. Vote: 5-0-2 (Approved)
 - B. Community member Rosemary Blanchard suggested that any board staff be independent from the City/Administration in the event of a quasi-judicial hearing that is a subject of complaint.
 - C. Chair Dass thanked Rosemary for her input and asked Attorney Davis how a conflict of interest would be handled for OCR, if needed. Attorney Davis indicated that he would do additional research and report back.

X. HRB Resolution No. 2024-99: Annual Report

- A. Chair Dass reviewed the Board schedule for 2025. Meetings will occur on the third Thursday with the exception of the June meeting due to Juneteenth being a federal holiday. The June Board meeting will be held on the fourth Thursday instead.
- B. Section 9 of the resolution indicates that the Board approves the cover letter to the annual report in fulfillment with the Human Rights Ordinance. Chair Dass walked Board members through a draft of the proposed annual report.
- C. Motion to Approve HRB R-2024-99 and HRB OC-2024-99
 - i. Motion: Chair Anami Dass
 - ii. Second: Vice Chair Jack Champagne
 - iii. Vote: 5-0-2 (Approved)

XI. Announcements

1. Next Human Rights Board Meeting will be January 16, 2025 at 5:00pm.
2. Chair Dass thanked the Board and staff for their work and perspectives contributed over the last year.
3. She also thanked the ASL interpreters for their presence while also expressing the importance of keeping meetings accessible to everyone. The interpreters

have facilitated this ability.

XII. Adjournment

1. Meeting adjourned by Chair Dass at 6:30 pm

Chair Anami Dass

Date

**CITY OF ALBUQUERQUE
HUMAN RIGHTS BOARD
RESOLUTION No. 2025-01**

--

**A RESOLUTION
ESTABLISHING UNIFORM STANDARDS FOR RESOLUTIONS ADOPTED BY THE
ALBUQUERQUE HUMAN RIGHTS BOARD.**

--

WHEREAS, §11-3-5 (A) of the Albuquerque Human Rights Ordinance allows the Board to set such rules and regulations as are necessary for the operation of the Board.

NOW THEREFORE BE IT RESOLVED BY THE ALBUQUERQUE HUMAN RIGHTS BOARD:

SECTION 1. SEVERABILITY STANDARD

The Severability Standard for Board Resolutions is hereby adopted as follows:

[If any section. paragraph. sentence clause, word. or phrase of this resolution is for any reason held to be invalid or unenforceable by any court of competent jurisdiction, such a decision shall not affect the validity of the remaining provisions of this resolution. The Board hereby declares that it would have passed this resolution and each section paragraph sentence clause word or phrase of this resolution irrespective of any provision being declared invalid or unenforceable.]

SECTION 2. PUBLICATION STANDARD.

The Publication Standard for Board Resolutions is hereby adopted as follows:

[This resolution is to be signed and published on the webpage for the Board under the section titled “Recent Documents” within 10 calendar days of the resolution being adopted by the Board and later moved into the online archive by request of the chairperson of the board or by a quorum of the members of the Board.]

SECTION 3. UNIFIED STANDARDS.

The following text may be used to refer to both the Severability Standard and the Publication Standard:

[HRB STANDARDS APPLY. (ref. HRB R-2025-01)]

SECTION 4. STANDARDS.

HRB STANDARDS APPLY (ref. HRB R-2025-01)

CITY OF ALBUQUERQUE
HUMAN RIGHTS BOARD
RESOLUTION No. 2025-02

--

A RESOLUTION

--

REQUESTING UPDATES TO THE PACKET AND ONLINE SUBMISSION FORM RELATING TO THE DISCRIMINATION COMPLAINTS DIRECTED TO THE OFFICE OF CIVIL RIGHTS

--

WHEREAS, the Albuquerque Human Rights Board is tasked with reviewing all existing and proposed ordinances and policies which relate to the objectives of this article by §11-3-5 (F) of the City of Albuquerque Human Rights Ordinance.

WHEREAS, the City Council approved and the Mayor signed amendments to the Albuquerque Human Rights Ordinance in May of 2024.

NOW THEREFORE BE IT RESOLVED BY THE ALBUQUERQUE HUMAN RIGHTS BOARD hereby requests the administration act on the following recommendations:

SECTION 1. ONLINE FORM. The following requests relate to the online grievance submission form found at <https://www.cabq.gov/office-of-equity-inclusion/civilrights/filing-a-discrimination-complaint>:

(A) Replace the first webpage found with the form found at the following URL:

<https://www.cabq.gov/office-of-equity-inclusion/civilrights/filing-a-discrimination-complaint/discrimination-inquiry-form>.

(B) Revise the question that reads [~~What Basis Were You Discriminated Against?~~] as follows: WHAT WAS THE PROHIBITED BASIS FOR THE DISCRIMINATION?

(C) Use the following options for the question described in Section 5-A (2) of this resolution:

- Age
- Childbirth or condition related to childbirth
- Color
- Cultural Headdress
- Disability (Mental)
- Disability (Physical)
- Gender
- Gender Identity
- National Origin or Ancestry
- Pregnancy or condition related to pregnancy
- Race
- Religion
- Sex
- Sexual Orientation

- Source of Income (Housing Only)

(D) Replace the options under the header that reads “Type of Discrimination” to the following options:

- Employment
- Housing Accommodations
- Public Accommodations
- In Commercial Space

(E) Commission the accurate translation from English of the recommended changes are also made to the online submission form to all languages listed as options for the questions that reads “Preferred Language” of the form.

Section 2. GREIVANCE PACKET. The following Request relates to the Grievance Packet available at <https://www.cabq.gov/office-of-equity-inclusion/civilrights/grievance-procedure>.

- (1) Replace the currently available packet with the version attached to this resolution as [ATTACHMENT A](#) or another packet that incorporates similar revisions to the aforementioned attachment.

SECTION 3. LANGUAGE ACCESS.

(A) Commission similar revisions to those mentioned in Section 1 of this resolution to be translated into Spanish and use the revised online form to replace the form found at <https://www.cabq.gov/office-of-equity-inclusion/civilrights/presentar-una-queja-de-discriminacion>.

(B) Commission a Spanish version and any other languages as requested by members of the public and publish the various versions to the webpage found at of the attachment mentioned in Section 2.1 of this resolution.

- a. Replace the document found at <https://www.cabq.gov/office-of-equity-inclusion/civilrights/documents/complaint-form spanish final edited.pdf> with the commissioned edition of the packet.

SECTION 4. This Resolution shall be electronically delivered to representatives of the following personnel for further consideration:

- (1) Director of the Office of Civil Rights
- (2) Director of the Office of Equity & Inclusion
- (3) ADA Coordinator
- (4) City Attorney

SECTION 5. STANDARDS. HRB STANDARDS APPLY (ref. HRB R-2025-01)

CITY OF ALBUQUERQUE
OFFICE OF CIVIL RIGHTS
COMPLAINT PACKET

Instructions

This packet of materials is to provide you with the information necessary to submit a complaint to the City of Albuquerque Office of Civil Rights (OCR). Please review all of the materials before completing the included form. If you have any questions about the form or information in this packet, you may contact OCR by phone at (505) 768-4595 or by email to civilrights@cabq.gov.

Jurisdiction

The Albuquerque Human Rights Ordinance (HRO) is the city ordinance addressing civil rights discrimination within Albuquerque city limits. Under the HRO, it is unlawful for someone to discriminate against another in public accommodations, housing accommodations, and employment, based on a protected class.

The HRO recognizes the following protected classes:

- Age
- Color
- Cultural Headdress or Race Related Hairstyle
- Disability (Physical or Mental)
- Gender
- Gender Identity
- National Origin or Ancestry
- Pregnancy or Condition Related to Childbirth or Pregnancy
- Race
- Religion
- Sex
- Sexual Orientation
- Source of Income or the requirements of any program providing the source of income

OCR also has jurisdiction for the Albuquerque Closed Captioning Ordinance, which requires any person owning or managing a place of public accommodation to make closed-captioning services available on their television receivers unless excepted by Ordinance (see ROA 1994 §13-8-1-1 et seq.).

In order for OCR to have jurisdiction over a claim, the concern must have occurred within Albuquerque city limits in the last 90 days and alleges discrimination based on a protected status as recognized by the Albuquerque Human Rights Ordinance. Additionally, OCR cannot address complaints based on the same information that has been filed with other agencies such as the U.S. Department of Housing and Urban Development (HUD), U.S. Equal Employment Opportunity Commission (EEOC), U.S. Department of Justice (DOJ), or New Mexico Human Rights Bureau (NMHRB).

If, upon review of a complaint, OCR determines that the available information shows that the matter is not within OCR's scope, the complaint will be dismissed. OCR may exercise discretion in accepting claims that have substantially similar facts, or arising from the same facts, that are pending before a court. More information on jurisdiction can be found in the Grievance Procedure section of this packet.

Definitions

Childbirth or Condition Related to Childbirth or Pregnancy. The act or process of giving birth to a child, including labor and delivery. Any medical condition or complication that arises during pregnancy, childbirth, or the postpartum period, or is exacerbated by pregnancy or childbirth.

Commercial Space. Any space in a building, structure, or portion thereof, which is used or occupied or intended to be occupied for the manufacture, sale, resale, processing, reprocessing, displaying, storing, handling, garaging, or distribution of personal property; and any space which is used or occupied as a separate business or professional unit or office in any building, structure, or portion thereof.

Complainant: A person who files an OCR claim or complaint of discrimination against a respondent.

Cultural Headdress: Includes, but is not limited to, burkas, hijabs, head wraps, head scarves, or other headdresses used as part of an individual's personal cultural or religious beliefs.

Disability: A physical or mental impairment that substantially limits one or more of a person's major life activities. A person is also considered to have a mental or physical disability if the person has a record of a physical or mental disability or is regarded as having a physical or mental disability.

Employee: Any person in the employ of an employer.

Employer: Any person employing one or more persons acting for an employer.

Employment Agency: Any person regularly undertaking with or without compensation to procure opportunities to work or to procure, recruit, or refer employees.

Gender. An individual or societal expectation or perception of a person as masculine or feminine based on appearance, behavior or physical characteristics.

Gender Identity. A person's self-perception, based on the person's appearance, behavior or physical characteristics, that the person exhibits more masculinity or femininity or the absence of masculinity or femininity whether or not it matches the person's gender or sex assigned at birth.

Housing Accommodation: Any building or portion of a building which is constructed or to be constructed, which is used or intended for use as the residence or sleeping place of any individual.

Human Rights Board: The entity tasked with carrying out the directives set forth in the City of Albuquerque Human Rights Ordinance (HRO). The HRB comprises of seven volunteer members recommended by the mayor's office and appointed by the city council.

Labor Organization: Any organization which exists for the purpose in whole or in part of collective bargaining or of dealing with employers concerning grievances, terms or conditions of employment or of other mutual aid or protection in connection with employment.

Mediation: A process wherein parties meet with an impartial and neutral person who assists them in the negotiation of their differences.

Minimum Income Requirement: A requirement set by an owner relating to the amount of income a prospective tenant must receive in a prescribed period of time and used to determine the prospective tenant's ability to pay rent.

Party or Parties: The complainant and respondent as well as any representatives they may have.

Prima Facie: For purposes of OCR and its grievance procedure, prima facie is a phrase used to mean that the information provided, on first impression, is enough to establish facts or a basis of discrimination, unless said facts are disproved or rebutted.

Probable Cause: Probable cause is determined when there are facts and circumstances sufficient to support a reasonable belief in the truth of the claim. In the OCR process, the Human Rights Board determines whether there is probable cause for discrimination.

Public Accommodation: Any establishment that provides or offers its services, facilities, accommodations or goods to the public, but does not include a bona fide private club or other place or establishment which is by its nature and use distinctly private.

Public Contractor. A person, company, or organization who receives public funds as a result of contracting with a governmental entity.

Race: Includes, but is not limited to, traits historically and commonly associated with race or ethnicity, including hair types, hair texture, volume of hair, length of hair, protective hairstyles, or cultural headdresses.

Race Related Hairstyle: Includes, but is not limited to, those hairstyles necessitated by, or resulting from, the characteristics of a hair texture associated with race, such as braids, locs, afros, tight coils or curls, bantu knots, and twists.

Real Property. Lands, leaseholds and tenements.

Respondent: The party named in a complaint alleged to have discriminated against the complainant.

Sex. A person's categorization as male, female or intersex based on biology, physiology and physical characteristics.

Sexual Orientation. A person's physical, romantic or emotional attraction to persons of the same or a different gender or the absence of any such attraction.

Source of Income: Any lawful and verifiable source of money and program requirements of such funding, paid directly to or on behalf of a renter or buyer of housing, including, but not limited to: income from a lawful profession, occupation, or job; income derived from social security or any form of federal, state, or local public assistance or housing assistance, including a housing choice voucher issued pursuant to Section 8 of the United States Housing Act of 1937, or any other form of housing assistance payment or credit, whether or not such income or credit is paid or attributed directly to a landlord and even if such income includes additional federal, state, or local requirements including but not limited to required inspections and contracting with the agency administering the public assistance program; or a pension, annuity, alimony, child support, foster care subsidies, or any other recurring, lawful, and verifiable monetary consideration or benefit.

Unlawful Discriminatory Practice. Those unlawful practices and acts as specified in § 11-3-7. ('74 Code, § 12-3-3) (Ord. 106- 1973; Am. Ord. 2021-001; Am. Ord. 2022-023; Am. Ord. 2024-010)

Role of OCR

The Office of Civil Rights (OCR) works on behalf of the City of Albuquerque and the Human Rights Board, to receive and address claims of discrimination alleged to be in violation of the Albuquerque Human Rights Ordinance (HRO). The below grievance procedure describes how OCR addresses claims.

OCR does not determine if there is probable cause to believe discrimination in violation of the HRO occurred. Rather, OCR presents information collected in investigations for the Human Rights Board so that it may vote on if probable cause occurred.

Grievance Procedure:

Complaints can be made by submitting this form via email, online submission, in-person drop off, or mail. At a minimum, the complainant should provide contact information, the date of the incident(s), and a description of the concern. After the OCR receives this form, it will review the information to ensure OCR has jurisdiction over the matter. If OCR does not have jurisdiction, it will refer the individual to alternative offices or resources that can help to resolve the issue. Based on the complaint packet, OCR will review the information to ensure OCR has the authority to address the matter.

Next, OCR will send the respondent the complaint packet, which includes a cover letter notifying the respondent that OCR received a discrimination complaint, a copy of the filed complaint, an invitation for pre-investigation resolution, and a copy of the HRO or Closed Captioning Ordinance sections alleged to be violated. The invitation for pre-investigation resolution will also include an option for the respondent to request an investigation of the matter. OCR requests that the pre-investigation resolution form be returned within ten (10) business days. If the form is not received within ten business days, OCR may continue with an investigation of the matter.

If the pre-investigation resolution was unsuccessful, or if the respondent requests an investigation, OCR will serve as the impartial, fact-finding investigator. OCR will send the respondent a questionnaire to be returned within thirty (30) calendar days as the next step in the investigative process. The questionnaire will include questions, requests for documents, and/or other evidence relevant to the complaint.

Following the investigation, OCR will write a report for the Human Rights Board (HRB) to review.

During an HRB meeting, the Board will discuss the matter and vote to determine if there is probable cause that discrimination occurred. OCR will inform the parties as to which meeting the HRB will discuss their case. The complainant and respondent will have the opportunity to attend the HRB meeting and speak or provide written comments.

If the HRB finds probable cause, the complainant and respondent will have the opportunity to participate in conciliation. If conciliation is not successful, OCR may file in metropolitan court to enforce penalties against the respondent. Upon case closure, OCR will send the parties a letter explaining actions taken and informing that the matter is closed.

Complainants and Respondents are allowed to have a support person attend OCR meetings with them. Support people cannot speak on behalf of the Complainant or Respondent but may ask questions of OCR staff. OCR and City staff reserve the right to request that a support person leave a meeting if said support person causes disruption, upon request of a party, or in the City staff's discretion.

COMPLAINT OF DISCRIMINATION

City of Albuquerque Office of Civil Rights
City of Albuquerque Human Rights Board
1 Civic Plaza NW, 4th Floor
Albuquerque, New Mexico 87102
505-768-4595

FOR INTERNAL USE ONLY

Case #: _____

Filing Date: _____

(Complainant)

v.

(Respondent)

COMPLAINT

SECTION I. COMPLAINANT INFORMATION

Name: _____

Address: _____

Phone: _____ Email: _____

SECTION II. RESPONDANT INFORMATION

*Name: _____

*Address: _____ (or)

I do not have an address.

*Phone: _____ *Email: _____

Organization/Employer: _____

Address of Organization/Employer: _____

SECTION III. INCIDENT INFORMATION

*Date of Incident: _____ (Date or Date Range)

*Location of Incident:

_____ (Address Line 1)

_____ (Address Line 2)

Albuquerque, NM _____ (Zip)

*(Check all that apply) I was discriminated against in the area of:

- Employment
- Commercial Space
- Public Accommodation
- Housing Accommodation

* Indicates that the information is required.

**(Check all that apply) I was discriminated against on the basis of:*

- Age
- Color
- Cultural Headdress/Race Related Hairstyle
- Disability
- National Origin / Ancestry
- Pregnancy or Condition relating to Pregnancy or Childbirth
- Race/Ethnicity
- Religion
- Sex
- Sexual Orientation
- Source of Income
- Closed Captioning Ordinance

SECTION IV. DISCRIMINATION STATEMENT

The following is a brief and concise statement of the facts stated by the Complainant regarding the alleged violation.

SECTION V. SIGNATURE & ATTESTATION

**I, _____, affirm under penalty of perjury under the laws of the State of New Mexico that I am the Complainant in the above-entitled cause. I further acknowledge that I know and understand that the contents contained in the above complaint are true to the best of my knowledge and belief. I have not filed a complaint with the same facts with a state or federal agency.*

**(Today's Date)*

**Signature*

**(Name (print))*

(Address (if applicable))

**(City, State, Zip Code)*

**(Telephone Number)*

** Indicates that the information is required.*

Statement of Understanding

By signing below, I acknowledge the following statements:

I understand that the attorney representing the Office of Civil Rights (OCR) represents OCR only and does not represent my position or me as an individual. I understand that my communications with OCR, therefore, may not be protected by privilege, nor are they confidential.

I understand that OCR cannot provide legal advice to me.

I understand that there are circumstances in which OCR may determine that it cannot investigate a reported concern and that OCR continually assesses its jurisdiction over matters filed with the office.

I understand that if OCR investigates my complaint, the investigation may present findings that are inconsistent with my belief of the facts. I understand that if my case is investigated, OCR will keep me updated on its progress.

I understand that it is important to talk to an attorney if I have questions or concerns about the impact of these proceedings on my individual rights.

I understand that I am responsible for participating in settlement negotiations if necessary to resolve the matter.

I understand that I am responsible for keeping in touch with OCR and for responding to inquiries from OCR within 2 business days. I understand that my case may be closed if OCR is unable to reach me.

I understand I am in charge of handling my own case and I will make my own decisions about how I handle my case. I understand the benefits and risks of such an arrangement and give my complete and informed consent to the assistance of OCR.

Printed Name: _____

Date: _____

Signature: _____

CITY OF ALBUQUERQUE
HUMAN RIGHTS BOARD
RESOLUTION No. 2025-03

--

A RESOLUTION

RECOMMENDING THE INCLUSION OF CERTAIN INFORMATION ON THE ALBUQUERQUE
POLICE DEPARTMENT MONTHLY USE OF FORCE REPORTS

--

WHEREAS, the Albuquerque Human Rights Board is tasked with reviewing all existing and proposed ordinances and policies which relate to the objectives of this article by §11-3-5 (F) of the City of Albuquerque Human Rights Ordinance.

WHEREAS, the Albuquerque Police Department began publishing monthly use of force reports in January 2024 and the reports lack certain information that is relevant to Human Rights;

WHEREAS, the Civilian Police Oversight Agency and the Civilian Police Oversight Advisory Board were established for the purpose of Fostering and perpetuating policing policies and practices that effectively maintain social order and which foster mutual trust and cooperation between police and civilians and to provide input, guidance and recommendations to the City Council, the Mayor and the Chief of Police for the development of policy for the Albuquerque Police Department; and

WHEREAS, the Albuquerque Human Rights Board is tasked by the Human Rights Ordinance to work in close cooperation with other governmental agencies to preserve, protect and promote human rights and human dignity and use its best efforts to promote trust, understanding and respect among the citizens of the Albuquerque community and between the citizens and their governmental agencies.

NOW THEREFORE BE IT RESOLVED BY THE ALBUQUERQUE HUMAN RIGHTS BOARD:

SECTION 1: The Board hereby requests the following with regard to the Monthly Use of Force Reports published by the Albuquerque Police Department:

(A) The Inclusion in the monthly Use of Force Reports of a table containing information on the number of Interactions where force is used on the involved individual is classified as:

- (1) unhoused,
- (2) housed, or
- (3) unknown housing status.

1 **(B) The Inclusion in the monthly Use of Force Reports of a table containing**
2 **information on the number of Level 1, 2, and 3 incidents involving force**
3 **applications/uses from:**

- 4 **(1) One Officer,**
- 5 **(2) Two Officers,**
- 6 **(3) Three Officers, and**
- 7 **(4) Four or More Officers.**

8 **SECTION 2. This resolution shall be delivered to the following personnel and requests**
9 **further consideration by the appropriate personnel:**

- 10 **(A) Chair of the Civilian Police Oversight Advisory Board**
- 11 **(B) Director of the Civilian Police Oversight Agency**
- 12 **(C) Director of Analytics for the Albuquerque Police Department**

13 **SECTION 3. STANDARDS. HRB STANDARDS APPLY (ref. HRB R-2025-01)**

CITY OF ALBUQUERQUE
HUMAN RIGHTS BOARD
RESOLUTION No. 2025-04

--
A RESOLUTION

--
RECOMMENDING CHANGES TO THE POLICY FOR RESPONDING TO ENCAMPMENTS ON
PUBLIC PROPERTY

-
WHEREAS, The City of Albuquerque revised the City’s Policy for responding to
Encampments of Public Property in December 2024; and

WHEREAS, The Mental Health Response Advisory Committee (MHRAC) is tasked by the
MHRAC bylaws to “be responsible for considering new and current response strategies
for dealing with chronically homeless individuals”

WHEREAS, the Board is tasked by the Human Rights Ordinance to work in close
cooperation with other governmental agencies to preserve and protect human dignity;
and to use its best efforts to promote respect between Albuquerque’s governmental
agencies and the citizens they are meant to serve; and to review all existing and
proposed ordinances and policies which relate to Human Rights.

NOW THEREFORE BE IT RESOLVED BY THE ALBUQUERQUE HUMAN RIGHTS BOARD:

SECTION 1. ENCAMPMENT POLICY. *Relating to the December 2024 version of the City of
Albuquerque’s Policy for Responding to Encampments on Public Property*

(“*Encampment Policy*”). The Board hereby recommends:

(A) Section I of the Encampment Policy should be revised as follows: “[The
Encampment Policy] applies only when individuals establish encampments **with
the intent to occupy** IN public spaces ~~for MORE THAN 24 HOURS~~ ~~extended periods
of time, thereby depriving others of the use of that space.~~”

(B) Section II of Encampment Policy’s definition of “Encampment” should be replaced
by a reference to § 9-25-3 of the City’s Code of Ordinances.

(C) Section III-A of the Encampment Policy should be updated as follows: [... the City
shall assess the ALLEGED encampment...]

(D) An exemption should be made relating to Section V-F of the Encampment Policy so
that people who are living in an encampment because Emergency Shelters
will/have/can not accommodate their disability are not subject to sudden
displacements without appropriate alternative accommodation(s).

1 (E) Section V of The Encampment Policy should prohibit the arrest of any person for
2 the sole purpose of providing temporary shelter.

3 (F) Section VII-E of the Encampment Policy should include an alternative distance
4 where city blocks are different sizes or where they are difficult to perceive by
5 stating, [The City may require **individuals** PEOPLE vacating the encampment to
6 move ~~a minimum of~~ UP TO four blocks OR [#] WHICHEVER IS SHORTER from the
7 encampment being cleared...] (where [#] is the equivalent formal distance).

8 (G) The Roman Numeral for the section titled TRAINING should be corrected to “IX”
9 (“nine”).

10 (H) The Roman Numeral for the section titled RECORD KEEPING should be corrected
11 to “X” (“ten”).

12 (I) The Roman Numeral for the section titled GRIEVENCE PROCESS should be
13 corrected to “XI” (“eleven”).

14 (J) **ATTACHMENT A** of this resolution includes a sample form that was created for the
15 grievance process described in the second Section VIII of the Encampment Policy.
16 The board recommends that this or a similar form be made available on the city’s
17 website, so that the grievance process is simplified, and complaints are uniform.

18 **SECTION 2. REQUEST FOR CONSIDERATION.**

19 This Resolution shall be electronically delivered to representatives of the following
20 personnel for further consideration.

21 (A) Associate Chief Administrative Officer overseeing the Health, Housing, and
22 Homelessness Department

23 (B) Homelessness Innovations Officer

24 (C) City Attorney

25 (D) Chair of the Mental Health Response Advisory Committee

26 **SECTION 3. STANDARDS. HRB STANDARDS APPLY (ref. HRB R-2025-01)**

***Complainant**

Representative (if Applicable)

Name: _____

Name: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Organization: _____

GRIEVANCE TEMPLATE – FOR ENCAMPMENT OCCUPANT

For “City of Albuquerque Policy for Responding to Encampments on Public Property” (2024), Section VIII

INSTRUCTIONS

- To file a grievance relating to the enforcement of the City’s Encampment Policy:
 - Call 311 and file a grievance over the phone (suggested); or
 - Mail a copy of this completed form and relevant document(s) to the following address:
Homeless Innovations Officer
Department of Health, Housing and Homelessness
PO Box 1293
Albuquerque, NM 87103
- Fill out the information below and sign/date. (If you are filling out this form on the complainant’s behalf, include your information under the header where it says “Representative”)
- Both the complainant and their Representative must sign and date the spaces bottom of page 2.

INCIDENT INFORMATION

(If additional space is needed, use the blank space provided on the back of this page.)

***Date of Incident:** ___/___/___
(Approximate is okay.)

***Time:** _____:_____ AM or PM
(Circle one)

***Location of Incident:** _____

***City Personnel Involved:** _____

(Include names, badge/ID numbers, departments etc. to the best of your ability.)

Others Involved: _____

(Include names & contact information to the best of your ability.)

***Incident Theme(s):** (Mark the box to the left of all that apply)

- (Targeted) Harassment Property Damage(s) Other Theme(s)
- Unprofessional Behavior Physical Injury

List of Supporting Documentation (if any): _____

STATEMENT

Provide a detailed description of the incident

(If needed, attach additional pages to this form and label them clearly as “pg. 3”, “pg. 4”...etc.)

SIGNATURE(S)

By signing this document, the appellant and any authorized representative attest that:

- The information provided is accurate to the best of their knowledge/recollection; and
- The signees understand that they can expect confirmation of receipt no later than 30 days after this form has been mailed with appropriate postage to the address mentioned in the instructions; and
- The signees understand that if they do not receive confirmation within that 30-day window, it is the complainant’s responsibility to reach out to the City of Albuquerque Department of Health, Housing, and Homelessness at the address provided in the instructions or call 311 to request verbal confirmation of receipt.
- It is not the responsibility of the City of Albuquerque or any of its departments if this form and the copies of relevant documents are lost/damaged by the United States Postal Service or any other courier.

Complainant Signature

Date

Representative Signature *(If Applicable)*

CITY OF ALBUQUERQUE
HUMAN RIGHTS BOARD
RESOLUTION No. 2025-05

-

A RESOLUTION
RECOMMENDING CHANGES TO THE ABQ RIDE SUSPENSION POLICY

-

WHEREAS, the City of Albuquerque Adopted a policy that will result in limited accessibility to certain residents based on allegations of violations of the transit department’s Rules to Ride; and

WHEREAS, the Transit Advisory Board is tasked to seek input from and work cooperatively with other appropriate city boards and commissions; and

WHEREAS, the Board is tasked by the Human Rights Ordinance to work in close cooperation with other governmental agencies to preserve and protect human dignity; and to use its best efforts to promote respect between Albuquerque’s governmental agencies and the citizens they are meant to serve; and to review all existing and proposed ordinances and policies which relate to Human Rights.

NOW THEREFORE BE IT RESOLVED BY THE ALBUQUERQUE HUMAN RIGHTS BOARD:

SECTION 1. ABQ RIDE SUSPENSION POLICY. The Board hereby recommends that the following points relating to the ABQ Ride Suspension Policy adopted in 2024 be revised to set a maximum ban for Level I offenders.

SECTION 2. ABQ RIDE SUSPENSION POLICY APPEALS FORM. The Board hereby recommends that a template appeals form be commissioned and be made available through the city’s website so that appellants can appeal in a simplified and complete manner.

SECTION 3. This Resolution shall be electronically delivered to representatives of the following personnel for further consideration.

- (1) Director of Transit Department.
- (2) Chair of the Transit Advisory Board.
- (3) City Attorney

SECTION 4. STANDARDS.

HRB Standards Apply (ref. HRB R-2025-01)

CITY OF ALBUQUERQUE
HUMAN RIGHTS BOARD
RESOLUTION No. 2025-06

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A RESOLUTION
--

RECOMMENDING PUBLIC REPORTING OF USE OF FORCE CASES BY METRO
SECURITY DIVISION

WHEREAS, the Board is tasked by the Human Rights Ordinance to preserve and protect human dignity; and to use its best efforts to promote respect between Albuquerque’s governmental agencies and the citizens they are meant to serve; and to review all existing and proposed ordinances and policies which relate to Human Rights.

NOW THEREFORE BE IT RESOLVED BY THE ALBUQUERQUE HUMAN RIGHTS BOARD:

SECTION 1. The Board hereby recommends enhanced public reporting practices and policies relating to the Metro Security Division of General Services Department including, but not limited to:

- (A) Use of Force
- (B) General Policies and Procedures
- (C) Calls Diverted

Section 2. The Board Hereby requests the publication of the following documents relating to the Metro Security Division of the General Services Department:

- (A) Establishing Ordinance, Resolution or equivalent document;
- (B) Organizational Chart; and
- (C) Training Policies.

SECTION 3. This resolution shall be delivered to the following personnel for further consideration:

- (A) Honorable Mayor
- (B) President of City Council
- (C) City Councilors
- (D) City Attorney
- (E) Director of General Services
- (F) Deputy Director of General Services overseeing Metro Security Division

SECTION 4. STANDARDS. HRB Standards Apply (ref. HRB R-2025-01)