



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

**MEETING MINUTES: 23-16**

**DATE: August 9<sup>th</sup>, 2023**

**TIME: 1:00 pm to 3:00 pm**

**VENUE: Zoom Web Conference**

**ATTENDEES:**

Miles Begay	Policy and Procedure Unit
Alexis DeHerrera	Policy and Procedure Unit
Michelle Wright	Policy and Procedure Unit
Shea Ulibarri	Policy and Procedure Unit
Danielle Silva (Presenter)	APD Community Engagement
Commander Scott Norris (Presenter)	IAFD
Lieutenant Jennifer Garcia (Presenter)	Compliance and Oversight Section
Commander Rene Barraza (Presenter)	Southwest Area Command- FSB
Deputy Commander Bret White (Presenter)	Compliance and Oversight Section
Diane McDermott	Civilian Police Oversight
David Lopez	City Legal
Dr. Jessica Hejny	Academy Division
Sharon Walton	APD Policy Consultant

<b>1. SOP 1-30 Community Ambassador Program</b>		Presented by: Danielle Silva
Discussion:	Danielle explained that no major changes were made to the policy since the last revision cycle. <b>Questions: No questions were asked.</b>	
Action:	The draft SOP, as presented, was reviewed by P&P and will be hand-delivered to APD Executive Staff for their review and pre-approval.	

<b>2. SOP 1-61 Internal Affairs Force Division</b>	Presented by: Commander Scott Norris
Discussion:	<p>Commander Norris explained that sanctions were added to be consistent upon ranks, definitions were updated to match other SOPs, and language was updated. The major change was taking out Performance Metrics Unit (PMU) from the policy because they are not under or related to the Internal Affairs Force Division (IAFD).</p> <p><b>Questions: Why was the Public Safety Statement definition taken out of the policy? Answer: This was because it does not have to do with IAFD. Question: Language about “Lateral Policy Violations” was taken out because Internal Affairs Professional Standards (IAPS) handles this, correct? Answer: Correct. Question: Does Civilian Police Oversight Agency (CPOA) need to be defined in this policy? Answer: Commander Norris agrees. Question: Does Force Review Board (FRB) need to be mentioned in this policy? Answer: Commander Norris disagrees; it does not need to be in this policy.</b></p>
Action:	The draft SOP, as presented, was reviewed by P&P and will be hand-delivered to APD Executive Staff for their review and pre-approval.

<b>3. SOP 1-90 Investigative Services Division</b>	Presented by: Lieutenant Ryan Nelson (Shea Ulibarri)
Discussion:	<p>Shea explained that the definitions were updated, and some language was removed because units were changing.</p> <p><b>Questions: Why were those sections removed that were talked about? Answer: This was because the units were changing, like the SOP about human trafficking.</b></p>
Action:	The draft SOP, as presented, was reviewed by P&P and will be hand-delivered to APD Executive Staff for their review and pre-approval.

<b>4. SOP 2-76 Court</b>	Presented by: Lieutenant Jennifer Garcia
Discussion:	<p>Lieutenant Garcia explained that there were no major changes to the policy, just that the language was updated.</p> <p><b>Questions: No questions were asked.</b></p>
Action:	The draft SOP, as presented, was reviewed by P&P and will be hand-delivered to APD Executive Staff for their review and pre-approval.

<b>5. SOP 2-105 Destruction or Capture of Animals</b>	Presented by: Commander Rene Barraza
Discussion:	<p>Commander Barraza explained that there were only grammatical changes to the policy.</p> <p><b>Questions: Suggestions to re-flow the policy. Answer: Commander</b></p>

	<b>Barraza said he would take it into consideration.</b>
Action:	The draft SOP, as presented, was reviewed by P&P and will be hand-delivered to APD Executive Staff for their review and pre-approval.

<b>6. SOP 2-106 Lost and Found Government-Issued Identification Cards and Driver's Licenses</b>	Presented by: Commander Rene Barraza
Discussion:	Commander Barraza explained that there had been no changes to the policy since the last revision cycle. <b>Questions: No questions were asked.</b>
Action:	The draft SOP, as presented, was reviewed by P&P and will be hand-delivered to APD Executive Staff for their review and pre-approval.

<b>7. SOP 3-32 Performance Evaluations</b>	Presented by: Deputy Commander Bret White
Discussion:	Deputy Commander White explained that there were no changes made to the policy. <b>Questions: No questions were asked.</b>
Action:	The draft SOP, as presented, was reviewed by P&P and will be hand-delivered to APD Executive Staff for their review and pre-approval.