



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

MEETING MINUTES: 23-17

DATE: August 23rd, 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
Miriam Michel	Policy and Procedure Unit
Stephanie Griego	Volunteer Program Coordinator
A/Deputy Commander Matthew Schmidt	Field Services Bureau (FSB)
Deputy Commander Kenneth Willey	Special Operations Division
Commander Dodi Camacho	Financial Management (Fiscal Division)
Commander Jason Sanchez	Compliance and Oversight Division
Commander Kyle Hartsock	Criminal Investigations Division
Sergeant Johnathan Lambert	Aviation -Airport
Officer Jermaine Wilkins	Aviation -Airport
Lynn Thompson	Civilian
Skywalker	Civilian
Kathy-Roybal Sanchez	Mgmt. Services and Support Bureau
Diane McDermott	Civilian Police Oversight
David Lopez	City Legal

1. SOP 1-6 Patrol Ride-Along Program	Presented by: Stephanie Griego
Discussion:	Stephanie explained that the policy explains the roles and procedures for individuals to sign up for a ride-along. There was some verbiage that was

	updated, with no major changes. Comment: Asked that the policy clarifies that CPOA needs to complete two (2) ride-alongs every six (6) months. Answer: Stephanie stated that the changes will be made.
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.

2. SOP 1-52 Homeland Security Unit	Presented by: Acting Deputy Commander Matthew Schmidt
Discussion:	Acting Deputy Commander Schmidt explained that the policy covers the roles and responsibilities of the Unit. There were no changes or updates to the policy. Questions: No questions were asked.
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.

3. SOP 1-66 High-Risk Victims Unit	Presented by: Deputy Commander Jay Ratliff
Discussion:	Deputy Commander Ratliff explained that Questions:
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.

4. SOP 1-92 Special Weapons and Tactics (SWAT)	Presented by: Deputy Commander Kenneth Willey
Discussion:	Deputy Commander Willey explained the policy governs how the team is organized, trained, and what incidents they deploy to. Definitions were added and updated. Minor changes were completed to the uniform section, ammunition authorization, weapons qualifications and standards, and individual responsibilities for a SWAT sergeant and SWAT officer. The language was added/updated for the Training Coordinator and Tactical Entry Specialist. Comment: Suggested moving the section of barricaded individuals to another section within the policy. Answer: Yes, we can look at that. Question: Why is the Noise Flash Divisorary Device (NFDD) not applicable to the chemical munitions section? Answer: It is because other emergency response teams also use chemical munitions during civil disturbances. Questions: Officers have to consider environmental factors, is there something that can be added to the policy so officers are aware when using chemical munitions? Answer: It is something that can be looked at to see if it can be added to the policy.
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.

5. SOP 1-96 Crisis Negotiation Team (CNT)	Presented by: Deputy Commander Kenneth Willey/ Commander Shane Todd
Discussion:	Deputy Commander Willey explained that there were no major changes to the policy. The only minor adjustment was how a Crisis Negotiation Team (CNT) member will now report to the manager who is the Deputy Commander vs. a Team Leader who is a Sergeant. Questions: No questions were asked.
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.

6. SOP 2-2 Department Property	Presented by: Commander Dodi Camacho
Discussion:	Commander Camacho explained that there were no major changes. There was an update to the General Responsibilities section of the policy which will now include the smart lockers which are new to the department and added rules and regulations for the process of equipment usage. Lastly, there were grammatical changes. Questions: When it comes to new equipment coming out is a Special Order (SO) published? Answer: The issue of new equipment will depend if an SO is needed. Questions: Is there still an issue with cameras being replaced in a timely manner? Answer: Commander Camacho has not had any issues with cameras being issued.
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.

7. SOP 2-58 Force Review Board (FRB)	Presented by: Commander Jason Sanchez
Discussion:	Commander Sanchez explained that there were major changes to the policy. The changes were completed to ensure that the policy is in compliance with paragraph 78 of the settlement agreement. The major change is the structure of case review. APD is no longer required to review all Level 3 or ten percent (10%) of Level 2 Use of Force cases (UOF) as outlined in the CASA. There are some provisions that have to be heard such as in-custody deaths, officer-involved shootings, and all uses of deadly force. Samples of Level 2 and Level 3 UOF will be pulled and reviewed. The other change will now be the timeframe cases will be presented to the Force Review Board (FRB). The policy includes the MATF chain of command, which will be included in the (FRB). Questions: Supervision was removed, why is the Force Review Board (FRB) not looking at the supervision aspect as opposed to equipment? Answer: The policy is mirrored to the settlement agreement, however, the supervisory component will still be assessed during a FRB. Comment: Add in the policy that supervision will be covered under tactics. Answer: Commander Sanchez agreed to add supervision. Question: Removing the deficient investigation was removed because of

	not having enough time to review is that correct? Answer: Commander Sanchez, yes that is correct. Question: The policy addresses voting, but there is no longer voting in FRB, the policy needs to be revised? Answer: They still vote and have referrals, but will be reviewed more and reviewed again at 15-Day Commentary.
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.

8. SOP 2-62 Criminal Background Investigations	Presented by: Commander Kyle Hartsock
Discussion:	Commander Hartsock explained that there were no changes. Questions: No questions were asked.
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.

9. SOP 2-114 Handheld Backscatter Imaging System (X-Ray)	Presented by: Sergeant Johnathan Lambert/ Officer Jermaine Wilkens
Discussion:	Officer Wilkens explained that this policy is in reference to equipment/tool that is used by the Airport K-9 team to help identify items in bags. Questions: Does this equipment/tool contain or store information? Answer: It does have the capability to store information. Answer: Officer Wilkens agreed to add language to the policy. Question: Is only used to aide after suspicious activity? Answer: This tool is used mainly after the K-9 has found something suspicious.
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.

10. SOP 3-50 Forms Control	Presented by: Alexis DeHerrera/ Michelle Wright
Discussion:	Alexis explained that the only changes were made to the Policy and Procedure Review Board (PPRB) voting members changing from 7 to 3 to be consistent with Standard Operating Procedure (SOP) 3-52 and added a definition of a Document Management System. Questions: Was it approved to change the PPRB voting member from seven (7) to three (3)? Answer: Miles, yes the change will be made.
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.