



# CITY OF ALBUQUERQUE

Albuquerque Police Department  
Office of Policy Analysis (OPA)

**Meeting Minutes**  
**18-26**

**DATE: November 29, 2018**

**TIME: 10:00 am – 12:00 pm**

**VENUE: Chief's Conference Room, 5<sup>th</sup> Floor, LEC**

**ATTENDEES:**

Julie Maycumber, APD Officer/FS  
Kim Prince, SOP Liaison  
Jolene Luna, Implementation Unit Mgr.  
Sofia Torres/ Communications

David Saladin, Lt. /Academy  
Danyel Mayer, City Legal  
Lt. Johnny Yara, OPA  
Henryk Hinkle Zaleski, Compliance

1. SOP 3-1 Field Service Bureau		Presented by: Lt. Yara
Discussion:	An overview of the draft policy was presented to the Office of Policy Analysis for review. The Presenter noted that the bureau policies are out dated and not practical because they must be rewritten each time a new administration is elected and when a change occurs to the organizational chart (small changes can take place daily). The content in each bureau policy is addressed in other SOPs.	
Action:	1. The draft SOP as presented was agreed upon by OPA and will be posted on PowerDMS for 7 Day Commentary.	

2. SOP 3-2 Investigative Bureau		Presented by: Lt. Yara
Discussion:	An overview of the draft policy was presented to the Office of Policy Analysis for review. The Presenter noted that the bureau policies are out dated and not practical because they must be rewritten each time a new administration is elected and when a change occurs to the organizational chart (small changes can take place daily). The content in each bureau policy is addressed in other SOPs.	
Action:	1. The draft SOP as presented was agreed upon by OPA and will be posted on PowerDMS for 7 Day Commentary.	

3. SOP 3-3 Special Services Bureau	Presented by: Lt. Yara
Discussion:	An overview of the draft policy was presented to the Office of Policy Analysis for review. The Presenter noted that the bureau policies are out dated and not practical because they must be rewritten each time a new administration is elected and when a change occurs to the organizational chart (small changes can take place daily). The content in each bureau policy is addressed in other SOPs.
Action:	1. The draft SOP as presented was agreed upon by OPA and will be posted on PowerDMS for 7 Day Commentary.

4. SOP 3-4 Professional Accountability Bureau	Presented by: Lt. Yara
Discussion:	An overview of the draft policy was presented to the Office of Policy Analysis for review. The Presenter noted that the bureau policies are out dated and not practical because they must be rewritten each time a new administration is elected and when a change occurs to the organizational chart (small changes can take place daily). The content in each bureau policy is addressed in other SOPs.
Action:	1. The draft SOP as presented was agreed upon by OPA and will be posted on PowerDMS for 7 Day Commentary.

5. SOP 3-5 Administrative Support Bureau	Presented by: Lt. Yara
Discussion:	An overview of the draft policy was presented to the Office of Policy Analysis for review. The Presenter noted that the bureau policies are out dated and not practical because they must be rewritten each time a new administration is elected and when a change occurs to the organizational chart (small changes can take place daily). The content in each bureau policy is addressed in other SOPs.
Action:	1. The draft SOP as presented was agreed upon by OPA and will be posted on PowerDMS for 7 Day Commentary.

6. SOP 3-16 Seniority	Presented by: Lt. Yara and Officer Julie Maycumber
Discussion:	An overview of the draft policy was presented to the Office of Policy Analysis for review. There was a discussion in regards to adding the word “sworn” in front of “personnel” in section 3-16-1. This addition is to clarify the affected personnel of the SOP. The Presenter noted that the addition of the word “lateral”, in section 3-16-2A.4a, is necessary in lieu of the number of laterals who are applying with the Department.
Action:	1. The draft SOP as presented with changes was agreed upon by OPA and will be posted on PowerDMS for 7 Day Commentary.