



CITY OF ALBUQUERQUE

Albuquerque Police Department
Office of Policy Analysis (OPA)

MEETING MINUTES: 19-1

DATE: April 18, 2019

TIME: 10:00am – 12:00pm

VENUE: LEC, Tech Services Conf. Rm. #304, 3rd floor – old side

ATTENDEES:

Shaun Willoughby, Det./APD/APOA Rep.
Greg Mondragon, APD PTU
Ed Harness, CPOA Executive Director
Kim Prince, SOP Liaison
Julie Maycumber, Ofc./Compliance
E. Frank Galanis, Risk/APD
Chris George, Cmdr./SED
Vicki Williams, NECPC

J. Hoisington, Sgt./Academy
Amir Chapel, Mgr./ Compliance
Chermaine Carter, APD Ofc./Compliance
Sofia Torres, Radio
Elizabeth Martinez, USAO/DOJ
Lindsay Van Meter, City Legal
Michelle Campbell, Cmdr./ Compliance

1. SOP 1-35 Crime Scene Specialists (formerly 5-8)		Presented by: Cmdr. Chris George and Ofc. Julie Maycumber
Discussion:	An overview of the draft policy was presented to the Office of Policy Analysis (OPA) for review. This policy was due for an annual review. Some of the content from this policy was moved to other SOPs where the information was more pertinent to a different unit.	
Action:	1. The draft SOP as presented was reviewed by OPA and will be posted on PowerDMS for 7 Day Commentary.	

2. SOP 1-41 Evidence Unit (formerly 5-6)		Presented by: Cmdr. Chris George and Ofc. Julie Maycumber
Discussion:	An overview of the draft policy was presented to the Office of Policy Analysis (OPA) for review. The policy was due for an annual review. During the review, content unrelated to this unit was removed and replaced by clarifying language pertinent to the unit's rules and responsibilities.	
Action:	1. The draft SOP as presented was reviewed by OPA and will be posted on PowerDMS for 7 Day Commentary.	

3. SOP 1-57 Identification/Disposition Unit (formerly 5-7)	Presented by: Cmdr. Chris George and Ofc. Julie Maycumber
Discussion:	An overview of the draft policy was presented to the Office of Policy Analysis (OPA) for review. The policy was due for an annual review. Job descriptions were removed from the SOP which is not policy material. The SOP was updated to reflect current unit procedures and rules; outdated information was removed.
Action:	1. The draft SOP as presented was reviewed by OPA and will be posted on PowerDMS for 7 Day Commentary.

4. SOP 1-87 Scientific Evidence Div. (formerly 5-5)	Presented by: Cmdr. Chris George and Ofc. Julie Maycumber
Discussion:	An overview of the draft policy was presented to the Office of Policy Analysis (OPA) for review. The policy was due for an annual review. Changes made reflect new procedures for "call-outs," technological advances, updated roles within the division, and lab security concerns were addressed.
Action:	1. The draft SOP as presented was reviewed by OPA and will be posted on PowerDMS for 7 Day Commentary.

5. SOP 2-65 Interviews and Collection of Evidence at Hospitals (REMOVAL)	Presented by: Cmdr. Chis George and Ofc. Julie Maycumber
Discussion:	An overview of the draft policy was presented to the Office of Policy Analysis (OPA) for review. This policy was due for an annual review. It is being removed as an SOP, but the content has been incorporated into other related policies.
Action:	1. The draft SOP as presented was reviewed by OPA and will be posted on PowerDMS for 7 Day Commentary.

6. SOP 2-72 Digital Photography/ Imaging (REMOVAL)	Presented by Cmdr. Chris George and Ofc. Julie Maycumber:
Discussion:	An overview of the draft policy was presented to the Office of Policy Analysis (OPA) for review. This policy was due for an annual review. It is being removed as an SOP, but the content has been incorporated into other related policies.
Action:	1. The draft SOP as presented was reviewed by OPA and will be posted on PowerDMS for 7 Day Commentary.

7. SOP 2-73 Collection, Submission, And Disposition of Evidence	Presented by Cmdr. Chris George and Ofc. Julie Maycumber:
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Discussion:	An overview of the draft policy was presented to the Office of Policy Analysis (OPA) for review. The policy was due for an annual review. The policy's name has changed to capture the SOP's purpose better. Changes to the policy were made to provide clarity and updates to rules, responsibilities, and procedures.
Action:	<ol style="list-style-type: none">1. The draft SOP as presented was reviewed by OPA and will be posted on PowerDMS for 7 Day Commentary.