



# CITY OF ALBUQUERQUE

Albuquerque Police Department

Office of Policy Analysis (OPA)

**MEETING MINUTES: 19-8**

**DATE: 7/25/2019**

**TIME: 10:15 AM – 12:00**

**VENUE: 400 Roma NW, LEC, Tech Services Conf. Rm. #304, 3<sup>rd</sup> floor – old side**

## ATTENDEES:

Amir Chapel, Mgr. Policy/Procedure  
Ofc. J. Maycumber, Policy Coordinator  
Sgt. J. Barnard, SID  
Sofia Torres, Radio  
E. Frank Galanis, Risk Mgmt.  
Sgt. D. Otzenberger, Academy

Ofc. C. Carter, Compliance  
Edward Harness, CPOA  
Terry Speedy, SED  
Greg Mondragon, APD PTU  
Patty French, AFSCME  
Justin Montgomery, APOA

---

1. SOP 2-61 Gathering of Criminal Activity Information (Removal)	Presented by: Amir Chapel and Ofc. Julie Maycumber
Discussion:	Presented to the Office of Policy Analysis (OPA) for review, a revised draft of SOP 2-61. The removal of this policy is due to the Special Investigations Division (SID) creating SOPs specific to the Cell Site Simulator (CSS), Small Unmanned Aircraft Systems (sUAS) as well as the creation of the Electronic Support Unit (ESU). In addition, making this division's policy compliant with SB199.
Action:	1. As presented and reviewed by OPA, the draft policy will be posted on PowerDMS for 7 Day Commentary.

2. SOP 3-32 Employee Work Plan and Performance Evaluations	Presented by: Sgt. J. Barnard
Discussion:	Presented to the Office of Policy Analysis (OPA) for review, a revised draft of SOP 3-32. Changes to this policy are due to outdated information in the previous version. Language and sanctions were updated and unnecessary procedural information is removed. A

	handbook will be added to the protopage containing the procedural information. There is a focus on personnel assignment through verification as well as procedures for personnel transfers. Discussion occurred regarding use of force (UOF) incidents in relation to evaluation for performance. It is determined that UOF will be more clearly evaluated in the performance reviews as well as performance documents and supervisors will utilize information gathered from the EIRS.
Action:	1. As presented and reviewed by OPA, the draft policy will be posted on PowerDMS for 7 Day Commentary.