



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-34

Effective: 09/29/2022 Review: 09/29/2023 Replaces: 03/06/2019

3-34 TRAINING COMMITTEE

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

None

B. Form(s)

[PD 2402 TNA Part 1 – Training Development Request Form](#)

[PD 2403 TNA Part 2 – Training Needs Assessment Form](#)

C. Other Resource(s)

None

D. Rescinded Special Order(s)

None

3-34-1 Purpose

The purpose of this policy is to provide a framework for the Albuquerque Police Department (Department) Training Committee to address training needs that are identified through course of business operations.

3-34-2 Policy

It is the policy of the Department to provide guidance to the Academy Division based on statistical analysis, trends, and training recommendations to ensure that the Academy Division can effectively meet the training needs of the Department. While the Academy Division directly addresses the training of Department personnel required by the State of New Mexico or supervisory personnel, the Training Committee will assist in identifying immediate training needs and monitor long-term trends to address emerging and existing patterns that are contrary to best practices or the law.

N/A

3-34-3 Definitions

None

N/A

3-34-4 Training Committee Composition

A. Chairs

The Training Committee will be chaired by the Academy Division Commander and the Curriculum Development Manager.



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B. Members

1. The Academy Division Deputy Commander, Advanced Training Section Lieutenant, Field Training Area Lieutenant (FTAL), Basic Training Unit Lieutenant, and the Curriculum Development Manager will serve as members of the Training Committee.
2. The Academy Division Commander and Training Director will serve as chairs of the Training Committee.
3. The Training Committee will be comprised of representatives from the following Department areas and will serve as members of the Training Committee:
 - a. Force Review Board (FRB);
 - b. Internal Affairs Force Division (IAFD);
 - c. Internal Affairs Professional Standards (IAPS) Division;
 - d. Crisis Intervention Division (CID);
 - e. Special Operations Division (SOD);
 - f. Criminal Investigations Division (CID);
 - g. Investigative Services Division (ISD);
 - h. Performance Metrics Unit from the Compliance and Oversight Division;
 - i. Policy and Procedure Unit from the Compliance and Oversight Division;
 - j. Performance Evaluation and Management System Section from the Compliance and Oversight Division;
 - k. Aviation Division;
 - l. The Records Division Manager; and
 - m. One (1) representative from each of the six (6) area commands to serve as the Training Liaison.
4. Training Committee members are selected through their chain of command and approved by the Chief of Police.
5. The Training Committee chairs may appoint additional Training Committee members.

N/A 3-34-5 Procedures

A. Training Liaison

1. Each Training Committee representative will identify a Training Liaison.
 - a. The Training Liaison will serve as the representative at Training Committee meetings and identify their assigned area's training needs at the Training Committee meetings.
 - b. If the Training Liaison cannot attend a meeting, they will identify a designee.



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- i. The Training Liaison's designee will attend the Training Committee meeting in the Training Liaison's absence.

B. Training Committee Meetings

1. The Training Committee meets biannually during April and October.
2. A designee from the Training Division will take minutes during the meetings and provide the minutes to attendees within two (2) weeks following the meeting.

C. Training Needs and Recommendations

1. The Training Committee will request information and recommendations from Training Committee members at biannual meetings to properly identify the training needs of the Department.
2. Before each biannual meeting, Training Committee members will identify training needs within their assigned areas, and formulate needs as training recommendations.

D. Report

1. The Training Committee chairs summarize training needs and recommendations gathered at each meeting.
2. The Training Committee chairs' report serves as a guide to develop the recommended training.

E. Implementation of Recommendations

The Academy Division Commander will oversee the development and implementation of the recommended training.