



ALBUQUERQUE POLICE DEPARTMENT  
ADMINISTRATIVE ORDERS

SOP 3-34

Effective: 03/06/19 Review: 03/06/20 Replaced: N/A

### **3-34 Training Committee**

**Related Policies:** None

#### **3-34-1 Purpose**

It is the purpose of this policy to establish guidelines for Albuquerque Police Department Training Committee to provide a framework to address training needs that become identified through course of business operation.

#### **3-34-2 Policy**

The Training Committee provides guidance to the Academy based on statistical analysis, trends and training recommendations to ensure that the Academy can effectively meet the training needs of the Department. The Committee will collect information from sources both within the Department and from outside stakeholders. While the Academy directly addresses training of personnel that is required by the State or supervisory personnel, the Committee will identify immediate training needs as well as monitor long term trends to address emerging and existing patterns that are contrary to best practices or the law.

#### **3-34-3 Personnel**

A. Committee Chair

1. The Committee will be led by the Director of Training.

B. Committee Members

1. The Committee will be staffed by supervisors of the department that represent Sections or Divisions in which statistical analysis of department activities are developed as course of business documentation. Permanent members of the Committee will include supervisors from:
  - a. Advanced Training
  - b. Basic Training
  - c. Field Training Coordinator
  - d. Internal Affairs Misconduct
  - e. Internal Affairs Force
  - f. Operations Review
  - g. Compliance
  - h. Any other representatives deemed appropriate per the Training Committee Chair
2. Committee members are to assign a designee that may accompany them to all meetings in an observation capacity. This designee may stand in for the Committee Member in emergency circumstances.



ALBUQUERQUE POLICE DEPARTMENT  
ADMINISTRATIVE ORDERS

SOP 3-34

Effective: 03/06/19 Review: 03/06/20 Replaced: N/A

3. The Committee Chair will have final decision authority on training recommendations presented to the Academy.

C. Advisors

1. The Committee may request additional personnel to attend meetings, such as Subject Matter Experts or personnel who have recommended training. These personnel will not be permanent members of the Committee.

**3-34-4 Rules and Procedures**

A. Training Recommendation and Identification

1. The Committee will collect statistical information and recommendations in order to properly identify the training needs of the Department. The Committee will also ensure the Academy is appropriately addressing training recommendations. This information will be requested from the following sources:

- a. Academy
- b. Internal Affairs Misconduct
- c. Internal Affairs Force
- d. Citizen Police Council
- e. Civilian Police Oversight Agency
- f. Police Oversight Board
- g. Force Review Board
- h. Tactical
- i. CIB
- j. SID
- k. Training Suggestion Forms
- l. City Legal
- m. District Attorney's Office
- n. Risk Management
- o. PPRB Chair
- p. Operations Review
- q. Any other source deemed appropriate by the Training Committee Chair

B. Training Review

1. The Committee shall review all training that has been delivered to APD personnel in response to: (1) an identified training deficiency, (2) a policy revision, or (3) an amendment to best practices; and has been delivered to the entire department or a definable group within the Department. There are only two exceptions to the review process. The first will be mandated training that has been provided to the Department by an outside entity and is necessary to maintain or acquire a certification (e.g., DPS mandated training). In order to qualify for this exception, the training must not be modified by the Department. The second exemption will be mandated (remedial) training.



ALBUQUERQUE POLICE DEPARTMENT  
ADMINISTRATIVE ORDERS

SOP 3-34

Effective: 03/06/19 Review: 03/06/20 Replaced: N/A

2. The Academy will provide the Committee with the following documentation:

- a. Needs Assessment Form
- b. Curriculum Development Form
- c. Evaluation documentation
- d. Revision documentation

C. Procedure

1. The Committee will meet quarterly, during the months of January, April, July and October.
2. Requests for information will be sent out no later than six (6) weeks before a scheduled meeting.
3. Collected information will be presented to Committee members two (2) weeks before a meeting is to occur.
  - a. The Committee Chair will ensure that an agenda is forwarded with the collected information.
  - b. Committee members may suggest amendments to the agenda no later than three (3) business days before a meeting.
  - c. The Committee will meet during the second week of the month.
4. Meetings will follow the presented agenda. Deviations may only be made with approval by the Committee Chair and will be noted, with explanation, in the Training Committee minutes.
  - a. The Committee will present meeting minutes to Committee members and the Training Committee recommendations to the Director of Training within seven (7) working days of the meeting.
5. The Director of Training will be responsible for implementing the recommended training within the specified timeline. In the event that the recommended training cannot be completed within the specified timeline, the Director of Training will ensure that the reason is documented in the Follow Up section of the Recommended Training Form, along with the newly proposed timeline.