

VILLAGE OF CUBA

POLICE DEPARTMENT SIX-MONTH REPORT

February 1–August 1, 2026

Presented to the Village Council

Michael Huckleby, Chief of Police

Accountability • Professionalism • Service • Partnership

Message to the Village Council

This report summarizes the organizational changes, operational accomplishments, community initiatives, and continuing projects undertaken by the Cuba Police Department during its first six months under the current administration.

The reporting period began with a department-wide assessment of policies, staffing, supervision, training, equipment, evidence management, purchasing practices, community engagement, and interagency relationships. The central objective was to strengthen the basic systems that allow officers to serve the community safely, consistently, and accountably.

Substantial progress has been made. The department established stronger supervisory coverage, improved written procedures, introduced modern evidence-accountability technology, expanded business and school safety partnerships, pursued outside funding, strengthened regional law-enforcement relationships, and began the transition to a unified Axon body-worn camera and TASER platform. Several of these projects are complete; others are multi-stage improvements that will continue into the next reporting period.

This document is intended as an executive report. Personnel matters, active investigations, protected law-enforcement information, and security-sensitive operational details are summarized only to the extent appropriate for public presentation.

Executive Summary

Initiative	Status	Council Summary
Patrol supervision	Implemented	Added a patrol-sergeant level to improve shift supervision, scheduling, report review, evidence oversight, and operational accountability.
Evidence management	Implementation underway	Procured the PMI evidence tracking system, designated and trained evidence personnel, and initiated corrective inventory and audit work.
Business Watch Program	Active	Launched a structured partnership with local businesses; conducted more than 100 checks and took enforcement action in 31 separate incidents during the reporting period.
Axon BWC and TASER 10	Implementation underway	Began replacing fragmented or aging equipment with an integrated body-worn camera and electronic-control-device platform.
Federal grants	Applications pursued	Prepared and submitted federal funding requests, including microgrant opportunities, to supplement limited local resources.

Initiative	Status	Council Summary
SCSO cross-deputization	In progress	Advanced cross-deputization with the Sandoval County Sheriff's Office to improve legal authority, coverage, and coordinated response.
School emergency planning	In progress	Partnered with SCSO and Cuba Independent Schools in a tabletop process to develop coordinated emergency-response operational plans.
Policy and accountability	Ongoing	Expanded Lexipol-based policy management and established clearer procedures for training, reporting, use of force, purchasing, overtime, and chain of command.

1. Organizational Leadership and Accountability

Department assessment and restructuring

The department began the reporting period with an organizational assessment focused on operational readiness and administrative control. Areas receiving immediate attention included documentation quality, evidence handling, crash reporting, policy accessibility, training records, purchasing practices, supervision, and public transparency. The assessment became the basis for a phased improvement plan rather than a series of isolated corrections.

- Established and reinforced a defined chain of command so officers, partner agencies, and Village staff have clear points of responsibility.
- Clarified approval processes for purchasing, vendor quotes, training registration, overtime, and departmental commitments.
- Standardized administrative routing for timesheets, leave requests, and supervisory review.
- Reinforced expectations for professionalism, accountability, policy compliance, report completion, and performance documentation.
- Established a more consistent process for reviewing complaints, performance issues, and policy violations while protecting due process and confidential personnel information.

Patrol sergeant and supervisory capacity

The department added a patrol-sergeant level to provide daily operational supervision and reduce the number of routine supervisory functions concentrated solely in the Chief's office. Officer Andy Chapa was promoted to sergeant on June 24, 2026. The position strengthens shift scheduling, leave coordination, overtime monitoring, inspections, report and CAD review, evidence oversight, and accountability for body-worn cameras, TASERs, RMS/CAD systems, and PMI evidence procedures.

This added layer of supervision is especially important for a small department providing continuous police services. It improves decision-making at the shift level while allowing the Chief to focus

more consistently on budgeting, policy, grants, intergovernmental coordination, long-range planning, and Council priorities.

Staffing, scheduling, and employee development

- Improved scheduling controls to support dependable maximum available coverage while accounting for leave, training, court, and overtime limitations.
- Implemented a clearer rule that preserves minimum shift coverage when leave is approved.
- Supported an increase in employee leave accrual from four to six hours per pay period, improving retention and recognizing the demands of continuous public-safety work.

2. Policy, Training, and Professional Standards

Lexipol policy management

The department expanded use of the Lexipol policy-management system to place current policies in a centralized, accessible platform. Personnel were directed to review policies and acknowledge revisions. The system also supports policy-based daily training, training records, and periodic review so written directives remain connected to actual practice.

- Conducted policy review and revision with emphasis on legally sound, contemporary law-enforcement practices.
- Reinforced the State training requirement of at least 40 hours of NMLEA-certified training every two years while encouraging training that addresses department-specific needs.
- Created a more controlled training-registration process to ensure operational coverage, supervisory approval, budget review, and accurate records.

Operational directives and standardized practices

Several day-to-day practices were standardized to improve consistency and defensibility:

- Revised interview-recording expectations to improve documentation and evidentiary quality.
- Implemented a standardized use-of-force reporting form and reinforced supervisory review requirements.
- Clarified CJIS and dispatch procedures through the Sandoval County Sheriff's Office.
- Established uniform and Class A appearance expectations for formal events and public representation.
- Introduced clearer accountability for grant-funded traffic enforcement, including activity expectations and supervisory review of overtime.
- Continued work toward a formal Field Training Officer program to ensure new and reserve officers receive consistent instruction and evaluation.

3. Evidence, Records, and Technology

PMI evidence tracking and evidence-room reform

Evidence accountability was identified as a priority area during the initial assessment. The department procured the PMI evidence tracking system to replace informal or fragmented tracking practices with a documented chain-of-custody process. PMI provides a central record for intake, location, transfer, audit, disposition, and release of evidence and property.

- Designated collateral evidence personnel and provided training on the new system and evidence-room responsibilities.
- Began reconciling existing property and evidence against available case records and historical documentation.
- Established expectations for documented intake, secure storage, controlled access, and authorized disposition.
- Planned an independent or third-party audit to validate the inventory and identify any remaining corrective action.
- Integrated PMI compliance and evidence oversight into the patrol sergeant's formal duties.

This is a continuing project because responsible evidence reform requires deliberate inventory work, preservation of criminal cases, coordination with prosecutors and courts, and legally authorized disposition. The objective is a sustainable system that can be audited and defended.

Axon body-worn cameras and TASER 10

The department began implementation of new Axon body-worn cameras and TASER 10 devices. Moving to an integrated platform improves officer safety, evidence quality, public transparency, device accountability, and the department's ability to manage digital evidence. Implementation includes procurement, policy alignment, user training, equipment assignment, digital-evidence administration, and ongoing compliance review.

The project is being implemented in stages so equipment deployment is supported by training and written policy. The goal is not simply to issue new devices, but to establish a complete accountability system for activation, upload, retention, supervisory review, maintenance, and reporting.

Records and performance information

The department improved expectations for CAD review, report writing, crash reporting, case documentation, and supervisory quality control. These changes will also improve future Council reporting by producing more reliable measures of calls for service, enforcement activity, training, investigations, and response patterns.

4. Community Safety and Engagement

Business Watch Program

The Cuba Police Department launched a structured Business Watch Program to build direct working relationships with local businesses and improve prevention, communication, and after-hours enforcement. Program materials included business contact and enrollment forms, trespass authorization, partner-identification stickers, and a direct information-sharing process.

During the reporting period, officers conducted more than 100 business checks across day and night shifts and took enforcement action in 31 separate incidents. These checks created a visible police presence, helped officers identify recurring concerns, and strengthened the department's ability to contact owners or managers when problems occurred.

- Prepared an initial set of 30 program-partner stickers for participating businesses.
- Created a consistent mechanism for businesses to provide current emergency contacts and authorize enforcement when appropriate.
- Improved timely sharing of safety information between participating businesses and the department.

Public communication and transparency

The department expanded direct public communication through an official website and social-media presence. These platforms are used for public-safety information, departmental updates, recognition of officer work, significant case outcomes, community notices, and recruitment or program information. The department also reinforced that employees must maintain professionalism and avoid engaging in online arguments concerning active incidents or police actions.

School safety partnership

Cuba Police Department, the Sandoval County Sheriff's Office, and Cuba Independent Schools initiated a tabletop planning process for emergency response at local schools. The purpose is to develop coordinated operational plans before an emergency occurs, clarify agency and school responsibilities, identify communication and access issues, and ensure responding personnel are working from compatible procedures.

- Review emergency notification, command, staging, reunification, medical response, and family-information needs.
- Identify site-specific access considerations and response assignments for Cuba schools.
- Convert tabletop findings into written operational plans and future training or exercises.

Chaplain and community-support planning

The department began evaluating a chaplain or community-support program that could assist officers, victims, families, and community members during critical incidents, deaths, crises, and other high-stress events. Program development remains in progress and will require clear selection, confidentiality, training, identification, and deployment standards before activation.

5. Interagency Cooperation and Emergency Readiness

Sandoval County Sheriff's Office partnership

The department strengthened its operational relationship with the Sandoval County Sheriff's Office. This partnership has supported dispatch and CJIS coordination, emergency planning, equipment and resource discussions, mutual assistance, and the development of cross-deputization.

Cross-deputization is intended to reduce jurisdictional limitations, clarify legal authority, and improve coordinated enforcement and emergency response. The project remains subject to the necessary legal, administrative, training, and commissioning requirements.

Regional tactical and emergency-response capability

Cuba Police Department continued participation in regional emergency-response planning, including the Sandoval County Regional Emergency Services Team framework. Regional participation gives a small agency access to specialized personnel, equipment, planning, and command resources that would be impractical to maintain independently.

Major operational response

Officers managed several significant incidents during the reporting period, including a barricaded-subject arrest on June 6, a serious threat investigation and a shooting response on June 16, and other high-risk calls requiring coordinated response and follow-up. These incidents demonstrated the importance of improved supervision, body-worn camera capability, regional partnerships, training, and clear command procedures.

The department also completed investigations that produced meaningful court outcomes. In one burglary involving Cuba Independent Schools, thorough investigation and follow-up by Sgt. Andy Chapa contributed to no-contest pleas for non-residential burglary and receiving or transferring a stolen motor vehicle, with the defendant receiving a four-year New Mexico Corrections Department sentence. The case reflected effective cooperation among Cuba PD, the school district, the 13th Judicial District Attorney's Office, and the court.

6. Fiscal Stewardship, Equipment, and Grants

Purchasing and budget controls

The department strengthened purchasing controls to ensure expenditures and vendor commitments are authorized, supported by available funding, and reviewed for public-purpose and procurement compliance. Officers were instructed that vendor quotes, equipment commitments, and registrations require approval before the department assumes any obligation.

- Reviewed existing vendor and equipment matters for pricing accuracy, documentation, and legal or budget compliance.
- Linked training, overtime, equipment, and vehicle decisions to documented budget availability.

- Prioritized grant funding and interagency resource sharing to reduce pressure on the Village's approximately \$1.2 million police budget and limited overtime allocation.

Federal grant applications

The department actively pursued federal grant opportunities, including COPS Office microgrant funding and other public-safety programs. Applications and supporting narratives have focused on strengthening equipment, technology, training, officer safety, community policing, and the department's ability to provide reliable service without placing the full cost on local taxpayers.

Grant applications are competitive and cannot be treated as guaranteed revenue. Nevertheless, developing grant capability is an important long-term improvement because it positions the department to act when funding windows open and demonstrates that local needs are supported by planning, policy, and measurable objectives.

Resource development

The department worked with partner agencies to identify available vehicles, computers, communications support, and other resources. It also prioritized replacement or modernization of officer-safety equipment, including optics, body-worn cameras, and electronic control devices, while applying stronger purchasing review.

7. Completed, Active, and Continuing Work

Initiative	Status	Council Summary
Chain of command and approval controls	Completed / active	Written expectations now guide supervision, purchasing, training, overtime, and administrative routing.
Patrol sergeant level	Completed	Supervisory capacity added; Sgt. Andy Chapa promoted June 24, 2026.
Business Watch	Active and expanding	Enrollment tools, checks, partner identification, contacts, and enforcement processes are in use.
PMI evidence system	Active implementation	System procured; personnel trained; inventory reconciliation and audit work continuing.
Axon BWC / TASER 10	Active implementation	Procurement, policy, training, assignment, and digital-evidence administration underway.
School emergency plans	Planning stage	Multiagency tabletop process will produce written operational plans and future exercises.
SCSO cross-deputization	Administrative process	Legal authority, commissioning, policy, and training requirements are being completed.

Initiative	Status	Council Summary
Federal grants	Submitted / pursued	Applications and narratives developed for competitive public-safety funding.
FTO and reserve programs	Development stage	Standards, training hours, evaluation, and supervision are being formalized.
Evidence-room independent audit	Planned	External validation will follow sufficient inventory reconciliation and record preparation.

8. Priorities for the Next Six Months

The next reporting period will focus on completing current reforms and demonstrating that new systems are being used consistently. Priorities include:

- Complete Axon body-worn camera and TASER 10 deployment, training, assignment, and compliance review.
- Complete PMI data entry and evidence reconciliation; conduct or schedule the independent evidence-room audit; and resolve authorized dispositions.
- Finalize cross-deputization and related interagency agreements when legal and administrative requirements are satisfied.
- Convert the school-safety tabletop work into written site-specific operational plans, then test those plans through drills or exercises.
- Expand Business Watch participation and continue tracking checks, contacts, enforcement actions, and recurring problem locations.
- Continue Lexipol policy adoption, personnel acknowledgment, daily training, and documented supervisory review.
- Formalize Field Training Officer, reserve-officer, leadership-development, and chaplain/community-support programs.
- Improve activity-data reporting so Council receives consistent measures of calls for service, response activity, arrests, citations, crashes, training, overtime, and case outcomes.
- Continue federal grant development and pursue funding aligned with staffing, officer safety, technology, emergency preparedness, and community policing.
- Maintain responsible staffing and 24-hour coverage while monitoring retention, leave, overtime, and employee development.

Conclusion

The department's first six months were focused on building durable systems: clearer supervision, accountable evidence handling, modern equipment, stronger policy, better partnerships, and more direct engagement with the community.

Many of the most important improvements are administrative and may not always be visible during a routine call for service. They are nevertheless essential. Reliable evidence systems protect criminal cases. Strong purchasing controls protect public funds. Modern body-worn cameras protect officers and the public. Written school plans reduce confusion during emergencies. Trained supervisors improve daily decision-making. Regional partnerships give the Village capabilities beyond what a small department could maintain alone.

The Cuba Police Department will continue reporting progress honestly, addressing identified weaknesses, and pursuing practical improvements that strengthen safety and public trust. The department appreciates the support of the Mayor, Village Council, Village staff, partner agencies, Cuba Independent Schools, local businesses, and the residents we serve.

Respectfully submitted,

Michael Huckeby

Chief of Police | Village of Cuba Police Department