

El Camino Police Department  
Division Council Meeting  
January 13, 2015

Present: Michael Trevis, Jeff Lewis, Dal Toruno, Arlene Bautista, Mitchell Kekauoha, Erick Mendoza, Josh Armstrong, Christina Baskin, Erika Solorzano, Ruben Lopez, Kenny Galan

The minutes of the December 11 were approved as written.

ROUND TABLE

Michael Trevis

Mike sent an electronic bulletin about ambushes on police officers. When our officers are on a traffic stop, a backup unit should automatically be dispatched to the location. While on the traffic stop, you should constantly survey the scene. Mike will issue a general order on this topic. Today is active shooter training.

Jeff Lewis

Jeff is sending staff to training. If there is a specific training that you would like to attend, let Jeff know.

Mike – CPT training is on a calendar year basis. The POST portal website has online training to meet to the CPT training requirements.

Arlene Bautista

For training with registration fees costing \$20 or less, officers will pay for the training and obtain a receipt for payment. After the training, the receipt should be submitted to Grace, and she will process the paperwork required for reimbursement.

Reminder that Off-duty Employment Request forms must be submitted each calendar year.

Citations: Both sides of the citations must be scanned and uploaded into Tiburon. As part of the records duty, the graveyard dispatcher is responsible for scanning the citations.

Mike- Officers need to submit citations to the watch commander for review to ensure that the citations are legible for court submission.

El Camino Police Department will use 90 citation days into court. This will give the violator, the issuing agency, and court adequate time to process the citation.

Mitchell Kekauoha

Lt. Box received an email from Gary Robertson regarding the Compton Center cadets' participation in the Active Shooter training. Lt. Box and Mitchell are the coordinators for the Compton Center cadets. Therefore, when the Torrance campus plan training and would like the Compton cadets' participation, the Torrance training coordinators should work with Lt. Box and Mitchell for approval. An email should be sent to Lt. Box and Mitchell to advise them when Compton cadets are used.

Kenny Galan

For clarification, when ECPD officers work at the Compton Center and an arrest is made, the arrest must be handled through the sheriff's department because it is a jurisdictional procedure.

Erick Mendoza

Completed CHP 180 forms must be entered into the system. Be sure that the Dispatch Center receives a copy of the completed CHP 180 form. The dispatcher will enter the information into the system.

The person who requests to have a car towed is responsible for sending the notification to the registered owner and lienholder, if applicable. The notification is part of the CHP 180 form. Preaddressed envelopes to DMV are located in the tray above the Citation Drawers.

Training on how to use electric gates at the shop is scheduled for tomorrow. Training will be arranged for those who cannot make it. Tuesday, January 20 show how to use the security system in I & T building.

Officers are encouraged to walk through the new Industry and Technology building. The card reader only works on the card assigned to the staff member. You must also input a PIN. The fence is coming down at Tech Arts building.

The Industry & Technology building elevator is not ECC. If someone gets stuck, the elevator vendor should be contacted. The vendor will depend on what building the elevator is in.

Doors to Police Units – Officers should not kick the police unit doors closed. The doors should be closed with your hands. Kicking the door closed creates a misalignment problem.

If officers hear anything unusual or out of the ordinary in the police vehicles, Erick should be notified via a work order. No work order, no service to the problem.

Josh Armstrong

The new units should be available next week.

CLETS – When an officer takes a report and there is a serial number to an item, the SN should be given to dispatch. The dispatcher will enter the number. Then the report goes to the watch commander for review. During the last DOJ report, our department was dinged for not having serial numbers.

Installation of parts for the new radio system is scheduled for next week. Within a month, all of the radios should be up and running. We are still having issues with Channel 5. It will take at least 6 weeks from the time the buyer places the order for the equipment to come in.

There should be 1 incident per 1 DR. For example, if a 459 at 123 Music building turns out to be at 124 Music building which is actually a different location. Because this is a different, a separate DR should be done.

Patrol checks and incident numbers – Close each patrol check. Change in location is considered 1 incident.

Mike – Officer should let the dispatch center know what they are doing. Inaccuracies will be used by the court.

Christina Baskin

Officers should specify as to what campus they are calling in from. Instead of “Patrol check 1”, state “Patrol check - Compton campus.”

Mike explained that officers were concerned why they must say Compton. It is required because sometimes the voice is not recognized. It could also be a safety issue. The clarification is so that the dispatch center will accurately input the information. There needs to be some distinction between the 2 campuses. It could be a life and death situation.

Meeting ended 11:01 am