

El Camino Police Department
Division Council Meeting
January 14, 2014

Present: Jan Caldwell, Mitchell Kekauoha, Josh Armstrong, Erick Mendoza, Gary Robertson, Dal Toruno, Arlene Bautista, Mike Trevis

The minutes of November 21, 2013 were approved as written.

OLD BUSINESS

Police Officer Daily Activity Log

The idea about using a Police Officer Daily Activity Log was brought forth a while back. Mike is looking for more information, i.e., Did Officer X check the president's office vs. checked the Administration building. Some officers are excellent when they go 10/8. Others are not.

If officers included detailed information in the CAD entry, the Police Officer Daily Activity Log will not be needed.

Also, the Dispatch Center should not edit what an officer says.

This will be revisited again in the future.

Formal Booking Procedure

When someone is brought in for a warrant, there is no document. A Booking Slip should be completed when someone is brought in our Booking facility. If the person is cited out in the field, a booking slip does not have to be completed. If someone is brought into our detention facility, book him/her then cite him out.

Citations Stored in Cage 1 of the Administration Building

Jan and Arlene are working on this. Arlene will be purchasing a drawer, and the citations will be stored in the drawer. The drawer will be kept in the police department. The location to be determined.

Mike Trevis – All traffic cites, station copies, including voided citations, will be kept for three (3) years.

Mitchell – Compton officers are entering their own cites. Mitchell reviews them.

Interference on EC Compton Center PD's Radios

Josh has not heard anything more about interference on the Compton Center PD's radios. He did some checks, and there was nothing that stood out.

The EC Compton Center PD frequency is not a public safety frequency. It's a business band frequency. Until we get more information, date, time, etc. to narrow it down nothing further will be done.

If there still is a problem, an email should be sent to Josh to let him know what happened.

Mike will drive to the neighboring nursery and inquire if they have any radios. This will be discussed at the next division council meeting.

Canvas or Nylon Bag for Ambu Bags

Jan is looking into it.

NEW BUSINESS

Quality of Service Surveys

Accreditation will now concentrate on SAO (Service Area Outcomes). JoAnn Higdon would like the departments to develop some kind of survey consisting of 3-4 questions on what we would like to ask people. Questions should include information about cadets, communications (dispatch), patrol operations, and Livescan.

Submit your suggestion by the next division council meeting.

Bicycle Uniforms for Inclement Weather

EC Compton Center PD officers would like bicycle uniforms for inclement weather. At times, it is misty when an officer is on bike patrol. Sgt. Zuniga will be asked to obtain more information on this type of uniforms.

ROUND TABLE

Mike Trevis

Manhattan Beach Police Department donated a SUV to the El Camino Police Department. It will be assigned to the Watch Commander. The department received approval to purchase 2 new patrol cars and 2 electric shuttle carts.

Gary Robertson

Police Officer Daily Activity Log – Gary gave some examples as far as what he inputs in the MDC. Officers can see him for more information.

Example: At 5 am, I was in the MBA building. The entire 4th floor was checked, and everything is okay. All the offices in the SSC were checked okay.

Mitchell Kekauoha

Officer Cervantes asked if they could get a radio for the Detective Unit. Josh will install the last remaining radio. However, this radio does not have any frequencies.

Josh Armstrong

Officer's written reports - Pay close attention to the address field. It is showing-up as Campus Police. This needs to be changed to the correct location.

Arrest or cite report - There's a difference between ARR arrest and CIT citation.

Jeff Lewis

When you fill out citations, do not right January 7, 2013. Be sure to write 2014. He sent an email reminding officers of the correct year.

Erick Mendoza

Vehicle Maintenance – When completing a Vehicle Maintenance request, specify whether it's the driver side or passenger side.

Other

There was a discussion on handling hazardous chemical training.

The meeting ended at 11:36 am.