

El Camino Police Department
Division Council Meeting
January 17, 2012

Present: Mike Trevis, Erick Mendoza, Arlene Bautista, Michael DeSanto, Dal Toruno

The meeting began at 8:35 am. The minutes of the October 27, 2011, meeting was approved as written.

Old Business

Survey on Local Agency Fee
Need to do a new survey.

Dispatch Center – Late to Arms
Table until the next meeting.

Bicycle Uniforms
Table until the next meeting. We need more input from Kenny Galan.

New Business

First Aid Storage – Lot H
Jan Caldwell has first aid supplies stored in cabinets at Lot H storage. Bicycles, etc. are blocking the cabinets, and she cannot get to the first aid supplies. Dal will ensure that the area in front of the cabinets will remain clear for easy access to the first aid supplies.

Sexual Assault Response Team (SART)
Table until the next meeting. We need more information from Jan Caldwell.

US Postal Service Bins; POST Reimbursement forms
The white US Postal Service bin on the counter is used by the mailroom. If staff needs additional bins, they should contact Corey at the Mail Room. He will bring bins upon request.

A reminder that when staff goes to a training that is POST reimbursable, the staff member should give the completed form to the trainer. This will ensure that the department gets reimbursed for the expenses.

Department Authorized Police Office Polo Shirts
When the department initially looked into new polo shirts, navy blue was the authorized color. Therefore, the color of the department authorized police officer polo shirt is Navy Blue. Officers who already have the black polo shirts will be allowed to wear them. However, effective immediately purchase of police officer polo shirts is authorized for **navy blue only**. "POLICE" will be silk screened on the back of the shirt. The following

are authorized embroidering: Shoulder patches, badge on left chest, name on right chest, Sergeant Chevron

Round Table

Erick Mendoza

As of January 1, 2012 the South Bay Consortium has activated the barcode system for evidence filing. Yesterday, we installed the new radio frequency for the police department. We have the following Channels 1, 2, 3, 4, 5.

- 1 – Primary channel
- 2 - Direct (when the system goes down) channel
- 3 - EC tactical channel
- 4 - Compton Center tactical channel
- 5 - Campus wide channel

Dal Toruno

Bicycles that are confiscated and put in the sally port need paperwork attached to them. There have been several occasions when Dal has come to work in the morning and found a bicycle in the sally port with nothing identifying why it is there. The Dispatch Center issues an incident number. The officer needs to print the incident report and attach it to the bicycle.

Dal has found department equipment left unattended. At the officers' end of watch, the equipment should be stored in the safe in the Evidence Room.

Mike Trevis

Mike is working with Sharin Nakayama to start a bicycle registration program beginning Spring 2012. Students would be able to register their bikes on-line via ECC Portal. Mike would like to have a couple of officers go to the Radium to see if any of the stolen bikes are being sold there.

Dal suggested having an article on bicycle registration in the school newspaper. When a bicycle is found without a lock, the police department has been using a department lock to secure the bike. A note is left advising the owner to come to the police department so that the police department can unlock the bicycle.

Meeting Ended: 9:07 am