

El Camino Police Department  
Division Council Meeting  
January 29, 2013

Present: Mike Trevis, Josh Armstrong, Erick Mendoza, Tosh Tipton, Jeff Lewis, Dal Toruno, Arlene Bautista, George Cervantes, Stuart Melvin, Kenny Galan, Mike Martinez

The meeting began at 12:59 pm. The minutes of the November 15, 2012 meeting were approved as written.

OLD BUSINESS

Video Release Policy Draft

Draft copies of the policy were distributed for further discussion and input. Mike Trevis will add under Section C, "Unless a public information request is submitted. . ."

Consent to Search (Statement of Probable Cause) Form

The department will not use this form. Verbal consent as well as having the consent on the officers' voice recorder is sufficient.

NEW BUSINESS

Use of MDC's (when there's only 1 Dispatcher); Compton Center Alarms

MDC - Dispatchers handle multiple tasks such as phone calls, lobby traffic, etc. Officers should be considerate of this and utilize their MDC's. Dr. Curry is trying to find funding for Compton's MDC's.

Compton Center Alarms - Can the security company arm the Compton Center alarms after 10:30 pm? Stanley Security is the security company for EC Compton Center. Mike Trevis will discuss this with EC Compton Center administrators.

One of the problems with the alarms going off is that faculty/staff at Compton Center do not notify the police department when they are in the building. Mike Trevis will discuss this with Ms. Barbara Perez and Dr. Keith Curry.

Josh Armstrong will create a digital map. He will set-up an email tree with a list of Compton Center deans. Whenever staff/faculty goes into an office without advising campus police, an email notification will automatically go to that division dean.

Original Receipt for Officer Equipment Reimbursement; Written Approval for Outside Employment; Don't Block First-Aid Cabinet in Lot Purchase Date for Officers' Dept. Issued Vests

Per Article 20, Section 4(a).2 of the POA contract, the District will reimburse each eligible officer up to \$100 for maintenance, etc. related to footwear. Accounts Payable requires the original receipt (auditing purposes) to get reimbursed. If a photocopy of the receipt is submitted, Arlene will not process it for reimbursement.

Every calendar year, police department staff who are employed outside of the police department must submit an Outside Employment (Off-Duty) Request/Application to the chief of police for his approval.

First Aid supplies are stored in several cabinets in Lot H. Jan is not able to get to the supplies because items are placed in front of the cabinets. When items are sent to Lot H for storage, do not place any items in front of the First Aid cabinets.

#### Compton Center Radio System

Yesterday Josh and Erick had Mitchell do a 10-count on the radio. Radio transmitted information was dropping, and there's static. The Compton Center officers cannot hear the dropped information on their radios; however, dropped information is what the Dispatch Center receives and hears. The problem with the dropped transmissions is that Compton Center's infrastructure is old. When it rains, a dropped transmission is worse.

Compton Center officers should push the button, wait a second or two, and then talk on the radio.

Compton Center has push to talk emergency cellphones should they need to use them.

Retro fitting the Compton units will cost approximately \$800 per unit for the equipment and \$40 monthly data service.

#### Traffic Safety Officer

This item will be discussed at the February Division Council meeting. Officers and the dispatchers should discuss this among themselves and bring back the pros and cons to the meeting.

#### Proposed Fee Adjustment for Daily Permits and Parking Ticket Fines

At El Camino, the cost for daily parking permits has been \$2 since 1998. Mike approached administration and recommended to have the daily permits raised to \$5. Another suggestion was to use a scale, i.e., a parking for 2 - 3 hours is \$3; 4 hours or longer \$5 with a maximum price. Santa Monica charges \$10 for their daily permit. Most colleges are going to propose \$3.

Semester Parking Permits - The education code states that colleges could charge up to \$50 maximum. El Camino currently charges \$38 per semester. Most likely it will remain at \$38 for now.

Parking Citation Fines - The last time El Camino raised the parking ticket fines from which the college benefited was in 2005. Since then, the State of California raised their fee. We will be proposing to raise the parking ticket fines \$5 more per ticket to \$43.

## ROUND TABLE

George Cervantes

Where do the funds from parking citations go? By the education code, fines and parking permit funds go into a general fund. A percentage goes into traffic funds for parking lot lighting, parking permit machines, etc.

Dal Toruno

During December, the evidence room was cleared out for property destruction. Officers should make every effort to keep the Evidence Room neat.

Jeff Lewis

Is it possible for the department to get an undercover car? Josh will check with Van Lingen Towing to see if the police department could use cars that will go for auction on loan to El Camino Police Dept.

Tosh Tipton

The police department holds range qualification two times per year. Tosh received information that this quarter it will cost the department approximately \$900 to use the Gardena range. How much is the department willing to spend? Mike Trevis will obtain more information on this to determine what our expenses will be. Tosh will send Mike the email address of the contact person for the Gardena Police Department range.

Erick Mendoza

The new Business, Math and Allied Health building will have alarms in some of the classrooms. The deans are okay with their staff being responsible for activating the alarms at 10 pm and deactivating them at 7am.

There is a 2nd server room located at the north side of the Bookstore. The room has an alarm system. Information Technology Services would like our officers to respond to the area when the alarm goes off.

The new Cashier's area will have a man trap. The first door closes before you go to the second door.

Josh Armstrong

Purchasing is handling the campus wide radio project. El Camino Police Department is purchasing new radios for officers. The current radios are 13 years old and no longer serviceable. Cadets are also getting new radios.

MDC's - By May/June, in order to log-on to the MDC's you will need a key FOB, user name, and password. This is a CLETS requirement.

Mike Trevis

School will be starting soon. Officers should be visible. An active shooter drill will be schedule during the spring break. ASO and employees would like to participate. During Flex day, Mike will do an active shooter PowerPoint presentation.

Meeting ended: 2:30 pm.