

El Camino Police Department
Division Council Meeting
February 13, 2014

Present: Mike Trevis, Erick Mendoza, Dean Starkey, Dal Toruno, Arlene Bautista, Mitchell Kekauoha, Mike DeSanto, Josh Armstrong, Christine Baskin, Ruben Lopez, Mike Martinez

The minutes of the January 14 meeting were approved as written.

OLD BUSINESS

Police Officer Daily Activity Log

Clarification on the Police Activity Log discussion – Officers should be using the MDC's for inputting activity information. Dispatchers can ask the officer to use their MDC to input their own information.

Citations Stored in Admin Bldg.

Arlene purchased 2 drawers for the citations. They are located on the storage cabinet directly across Grace's office.

Interference on EC Compton Center PD's Radios - Nursery

Per Lt. Box, there still is some interference but not as bad as before. Ray will send someone over to the neighboring nursery to see if they have radios which might be causing the interference.

Canvas or Nylon Bag for Ambu Bags

Canvas bags were purchased to store the ambu emergency equipment. The kits are in the trunk of the police units.

Note: If something from the first aid kits needs to be replenished, verbally or via email, advise Jan Caldwell of the items that need to be replenished.

Also, each police unit had a red canvas bag with first aid supplies. All but 3 are missing.

First Aid Box – Mike Trevis will ask Valerie Wagner for 3 metal First Aid Kits which will be mounted on the wall. Two kits will be housed at El Camino PD and one at EC Compton Center PD.

Bicycle Uniforms for Inclement Weather

EC Compton Center PD officers inquired about bicycle uniforms for inclement weather. At times, it is misty when an officer is on bike patrol. Oscar obtained a price list from Gear Up Uniforms. Following are the prices: Polo shirt - \$60; Pants \$60; Jacket \$120 or approximately \$250 total.

Currently the budget did not include expenses for inclement weather bike uniforms.

Mike Trevis will send an email to officers to get a count on how many officers are interested in getting inclement weather bicycle uniforms.

Also, officers must meet criteria for this type of uniform. There will be further discussion on the criteria.

NEW BUSINESS

Quality of Service Surveys

Accreditation is now looking at AUO (Administrative Unit Outcomes) that addresses all non-academic services and how does it support the academic piece. This will be accomplished by doing a Customer Satisfaction Survey. The survey for the police department should cover 4 areas: Communications, Police Operations, Livescan, Parking Services

ROUND TABLE

Josh Armstrong

The contractor's schedule for our radio antennas was delayed. The antennas should have been up by now. It's scheduled for March. Until they are back up, in certain areas on campus officers will have to switch to Channel 3 to communicate with the Dispatch Center.

Erick Mendoza

Two cameras at Lot H, 5th floor and Lot F north side facing Lot E went down. New cameras will be ordered.

Police units will be assigned according to shifts in order to balance out the usage of our police vehicles. Other agencies in the area do this.

Implementation will be effective Monday, February 17, 2014 as follows:

Unit 53 Day	Unit 54 Night	Unit 55 Pool Car
Unit 56 Night	Unit 58 Day	Unit 59 Pool Car

Fire Extinguishers are stored in the AC closet in the sally port. Used extinguishers should be left outside the closet to indicate they need to be refilled.

Christine Baskin

EC Compton Center PD has suspended 990's, service to disabled students. The Dispatch Center has received complaints from disabled students. Those calls should be referred to Lt. Ray Box for handling.

Dal Toruno

A jail inspection is scheduled today at 11:30 am. The interview panel for police officer lateral position is meeting today.

Jeff Lewis

Jeff sent a BOLO to crime analysts in the area. A Gardena sergeant advised Jeff that some vehicles (Acura) were stolen off Crenshaw Boulevard. Hawthorne Police Department arrested one suspect. Gardena is obtaining a warrant. El Camino PD will piggy back off Gardena's warrant.

Evidence - When dealing with dope, the officer is the person who must fill out the lab receipt.

Traffic Citations - Pay attention to locations you write on the traffic citation location section. 15 citations were returned because of these errors.

Mike Trevis – During the spring break, we will hold a department meeting and have a training session on completion of evidence/lab receipt and traffic citations.

Mitchell Kekauoha

The new lights at EC Compton Center are LED lights. A system screen is mounted in the data center. The lights are wireless. The system comes with a tracking device. This is so that whoever is nearest to the downed light can be deployed to the location right away.

Mike Trevis – Should the need arise for the Dispatch Center to access the system screen; it would be helpful for the Dispatch Center to have access to the system screen.

Mike Trevis

Monday, February 24, 2014, Police Reserve Officer Shelly Yoshida will be graduating at 7 pm.

Tomorrow the Palos Verdes Estates is having a ceremony for the two officers who were killed in 1994. ECPD cadets will be assisting with traffic control.

We had a debriefing on the alleged anthrax incident. We discussed what went right what went wrong, and what we could do better.

Hazardous Material Inspection – The fire marshall will be doing an inspection of the college to ensure that the District is in compliance with storage of hazardous materials.

SERT Team - Expenses for the EC Compton officer on the SERT Team will come out of ECPD budget. Overtime, as it relates to SERT, will also be charged to ECPD.

Lexipol – Mike found out that everyone has the ability to access the Lexipol website to view bulletins and updates to our procedures manual. When someone views procedures manual updates, etc., it will be time stamped. This is important because, should litigation come up, Lexipol will be able to show that someone viewed the information relating to the litigation.

Clarification was given on the following:

If a sergeant from the Compton Center shows up at El Camino and there is no sergeant at El Camino, officers should follow the Compton Center sergeant until the Torrance sergeant arrives. The Compton sergeant will brief the Torrance sergeant who will then take charge.

If an El Camino sergeant shows up at Compton Center and there is no sergeant at Compton Center, officers should follow the Torrance sergeant until the Compton Center sergeant arrives. The Torrance sergeant will brief the Compton sergeant who will then take charge.

The meeting ended at 11:30 am.