

El Camino Police Department  
Division Council Meeting  
February 23, 2012

Present: Dal Toruno, Mike Trevis, Erick Mendoza, Anthony Tanori, Arlene Bautista, Jan Caldwell, Jeff Lewis

The meeting began at 9:59 am. The minutes of the January 17, 2012, meeting was approved as written.

Old Business

Survey on Local Agency Fee

El Camino Police Department charges the following:

\$10 for traffic accident reports and regular reports

\$20 per fingerprint hard card - Other agencies charge \$15 for the first card, \$10 each additional card.

\$35 Impound release administrative fee. The tow company charges this fee and sends a monthly check to El Camino Police for the total administrative fees charged for the month

\$35 Proposed fee for a request to expunge a report

Sign-off on citation (except CHP) - \$10 parking services first violation. The dispatch center can write the receipt. Arlene will purchase receipt books.

New Business

Procedure for Calling Fire Dept. – 902's

Jan Caldwell has noticed that the fire department is called for every 902's. Dispatch should follow the memo dated June 28, 2010. Mike will discuss this with the fire captain.

Subpoena El Camino PD – Proof of Service

The court clerk at Torrance court called on behalf of one of the judges regarding subpoenas. The judge was not happy with officers (all law enforcement agencies) who have been subpoenaed and do not show-up at court. El Camino Police officers were subpoenaed but there is no proof of service confirmation.

The sergeants will physically give the subpoena to the officer. and officer will sign it. A copy of the signed subpoena should be placed in Grace's box. She will replace the clipboard copy with the signed copy.

Gall's Long Beach Uniform – Is their service satisfactory?

Francisco Esqueda finally received his polo shirts. However, Gall's gave him black polo shirts. Since the authorization letter specified navy blue polo shirts, Francisco will be advised to return the black shirts to Gall's and asked them to provide the correct color shirt.

Navy blue is the authorized color for officer's polo shirts. It is a known that Gall's has used black instead of navy blue. Therefore, officers are to return the black polo shirts and request the correct color. It takes up to 3 weeks or more to get uniforms from Gall's. Mike will speak with the manager.

## Round Table

Jeffrey Lewis

Radios: Gardena Police Department's frequency changed to South Bay 7. Tactical frequency is SB4 which needs to be switched.

Per Erick, RCC will be programming every radio in the South Bay in April. RCC is also changing the frequency on the car radios. The change will be done by seniority.

Jan Caldwell

At a South Bay Sexual Response Team meeting she attended, the following procedure should be followed. If there is a rape victim and the victim is not desirous for prosecution but is desirous to have a rape kit, the officer should prepare a rape kit. SBSRT should be contacted. A DR number is assigned to the rape kit. If the victim does not want to have a report completed (doesn't want to give a name), it should be marked "Jane Doe" and stored for at least 2 years. If at a later time the person is desirous to prosecute, El Camino Police will have the kit.

Erick Mendoza

We have 92 cameras campus wide. Sixty two (62) will be installed and recording will be kept for 45 days. The server can record 300 cameras for 45 days. The District is seeking a new bond (El Camino Safety Bond) or extending the current bond.

Dal Toruno

Officers are not securing their department issued equipment. The equipment must be stored in the Evidence Room.

Mike Trevis

We are hiring two new officers who will start April 5. One officer (David Pantoja) will be assigned to El Camino and one officer (Deladrian Chua) will be assigned to Compton Center. The position is 10 months with the officer off in June and December. Statistically these are the slowest months of the year. Probation will be 12 working months.

Jonathan met with the Field Training officers. One more meeting will be scheduled. Training will be in two phases. One officer will work at each campus for orientation. In July, the officers will go to their respective campus.

Meeting Ended: 10:53 am