

El Camino Police Department
Division Council Meeting
April 20, 2011

Present: Erick Mendoza, Michael Trevis, Arlene Bautista, Josh Armstrong, Jonathan Ott, Michael DeSanto, JanCaldwell

The meeting began at 10:17 am. The minutes of the March 16, 2011 meeting were approved as written.

Old Business

Force Entry Tools

The department purchased a force entry tool which will be used for emergency entrance into a room. Training must be done "before" it is put into use. Facilities will be removing some doors in the art building. Since the doors will not be replaced, officers will be able train on these doors.

Phone inventory

The physical on-campus telephone inventory at EC Compton Center is completed. The list will be provided to Compton ITS and AT&T so that their systems can be updated.

Josh Armstrong and Rudy Ramos, Compton ITS, made contact with AT&T regarding the issues. AT&T provided Compton new access to update their psALI Database. They are in the process of making corrections. Some corrections will have to wait until the final inventory is put into an Excel spreadsheet and given to Compton. Once that is done, we should be back to where we started. We still have fax machines and some other analog lines that need to be identified.

Compton's system does not have the ability to identify individual rooms. This feature does not have an easily accessible ability. El Camino's system was programmed to provide this feature from its inception.

Multiple DR's for 1 Incident

Officers are again pulling multiple DR's for single incidences. The department's operating procedure is one incident, one DR. This follows along with the other Tiburon users as well as Torrance, Redondo and Palos Verdes Estates.

Detective DeSanto is going to reconfirm with the District Attorney's office as to any special circumstances that would warrant pulling multiple DR's.

Clearance for Booking

There was a discussion about where to get clearance for booking and blood draw. Mike DeSanto will do a flow chart of the process.

New Business

Request for Use of College Vehicle Procedure

The Use of College Vehicle procedure requires someone from Campus Police to do a visual inspection of the District vehicle before the staff member takes it out and at the

time that the vehicle is returned. When a CSO or cadet is not available to do this, an officer is responsible to do the physical inspection.

Chief Trevis will issue a General Order addressing this procedure.

Use of Photocopy Machine and Paper Supply

Use of the photocopy machine and paper for the copier are for department use only. It is commendable that staff continue to advance their educational career. However, staff was reminded that photocopying materials for schooling should not be done with department supplies. If there is a need, the department is able to get a report which shows who has been making copies and whether the copies are for department use or personal use.

Missing Equipment – Camera and Blue Check Device

The camera designated for department use is missing. Jan Caldwell took a stolen report. The second camera is damaged and no longer serviceable. Therefore, at the present time there is no camera available.

The Blue Check Fingerprint Device provided by the Los Angeles County Regional Identification System Section for El Camino Police Department's use is missing. The device has 2 parts – the part for fingerprinting and the phone. The phone is in the COPS Office, and the case for the fingerprint part was found in the conference room. If the department cannot find the missing part, the department will owe LARISS \$1,200. Our records show that the device has not been used since January 2011.

Mike Trevis stated that from the time that he started working with El Camino Police Department, equipment has been misplaced or lost. A PAZ device, the Blue Check device, and camera are equipment that have gone missing or were lost. People need to be held accountable. If equipment is stolen, the culprit will be put in jail.

Construction Update

The Social Science building remodel is moving along. Staff members are complaining about the new signs. Some of the signs are a safety hazard because when the driver is at the exit the sign blocks the view of on-coming traffic. The driver has to pull forward to get a clear view of traffic. The front of the vehicle is in the flow of traffic and on-coming traffic might crash into the front of the vehicle.

Round Table

Mike Trevis

The Administrative Services Department is working on the Goals for 2011– 012. This is for the El Camino Campus only.

Goals for the police department are as follows:

- Purchase/ installation of cameras throughout campus – funded through bond
- Lead dispatcher position was approved. The position was announced and applications were submitted by interested parties.
- Investigator/Detective assignment stipend still in negotiations
- Purchase of 2 replacement patrol cars – Unit 57 & 52 for consideration

- Replacing existing 2-way radio systems, portable walkie talkies, car radios and additional radios for cadets
- Parking permit weather covers - When parking machines get wet due to rain and people use wet money, it jams. We will do a beta test on 2 machines. If this works, we will move ahead with this.
- Replace mobile digital cameras from VHS to DVD
- Mobile Data Terminal (MDT) - completion of the program
- Creation of a dispatcher trainer stipend
- Upgrading the PD IT infrastructure – Need to replace 13 computers at the computer workstations and 3 printers. John Wagstaff said that ITS can take care of this.

At the last Management Forum meeting the following was mentioned:

- Possibility of not having winter classes and have two back-to-back 6-week summer sessions
- Compton Center – The center needs to cut three to six million dollars. Possibilities for cuts are, and not limited to, freezing faculty positions, reducing hourly workers, reducing sections.

Everyone was asked to watch overtime.

Josh Armstrong

Nixle is a media outlet for the department to make mass notification to students, faculty and staff via an opt-in system. The premium service that allows additional features will cost approximately \$1,500. Josh and Chief Trevis have identified a funding source that is not from the police department to cover this cost. The Cities of Torrance, Gardena and Redondo Beach use this system. Mike Trevis and Josh Armstrong met with Rocky Bonura. They also need to meet with Ann Garten.

The Dispatch Center has always had an On-call and Chief Notification procedure. This procedure is for the Torrance Campus and does not apply to the Compton campus. Josh asks for update about every 2 years. It was updated when Chief Trevis first came to El Camino. A copy of the document was provided to Chief Trevis and the sergeants. It will be reviewed at the next Division Council meeting.

Dal Toruno

CSO Shelly Yoshida, Jorge Martinez, Cadets Arturo Ceja, Kimberly Lopez, and Rebeka Diaz are at the Pasadena Police Cadet Academy. Pasadena is impressed with our cadets.

Arlene Bautista

The Livescan Fingerprint machine in Booking which is used by the officers is one of the lowest used machines. If the system doesn't see any activity in 90 days, officers will be locked out. It will take anywhere between 5 minutes to 5 hours to get the officers back into the system. The screens have changed.

The meeting ended at 11:56 am