

El Camino Police Department
Division Council Meeting
April 21, 2015

Present: Jan Caldwell, Mike Trevis, Erick Mendoza, Leroy Enriquez, Ruben Lopez, Dal Toruno, Michael Martinez

The minutes of the March 13 were approved as written.

Old Business

Status on Key Card Reader

The custodians assigned to campus police have been issued key cards. The problem does arise when the regular custodians are out and substitute custodians are assigned.

Use of Cellphone on Officer Traffic Stop (Officer outside of range of radios)

This was an isolated incident. Sgt. Zuniga and Officer Cervantes went on a detail in Downey. While there, they pulled a car over. They thought that because of the location of the stop, the radio in the police unit could not transmit to ECPD. Therefore, a cellphone was used. Officers should use the police radio.

New Business

Use of Tools from DRMO Toolbox

The department acquired 2 tool boxes from DRMO. Tools from the toolbox were found strewn all over the computer workstations. Anyone using the tools should return them to the toolbox after use.

Van Rental Procedures for Dispatch Center

Several years ago, Sgt. Ott and Linda Mobley (Purchasing Office) developed a Van Rental Procedure for the Dispatch Center. Somehow with the passing of time, a disconnect occurred, and it seems that not everyone in the Dispatch Center is aware of the procedure.

To ensure that everyone receives the same instruction, the procedure was discussed during Division Council meeting. Arlene will email a copy of the procedure to the dispatchers.

Round Table

Jan Caldwell

February minutes regarding SART (Sexual Assault Response Team) training – Jan is waiting for dates from the chief so she can set-up the training. Thursday, May 21 or Friday May 22 are possible dates and 2 hours should be allowed for the training.

Clarification on the information for SART – Someone from SART will come out when a victim is dealing with El Camino Police Department.

Arlene Bautista

When you get your uniforms from the cleaners, double check that the dry cleaning bag is “your” bag. The cleaners are giving the wrong bags to the wrong person when cleaned uniforms are picked up.

Erick Mendoza

Erick is working with the locksmith to install two (2) emergency switches. If an emergency occurs, the emergency switches will allow the police department to lockdown a building(s). While a building is on lockdown, you are still able to enter the building with a key card.

When the computers in the department go down, do not attempt to correct the situation. Computers recently went down, and someone unplug some connections. It was difficult to locate the unplugged connections.

Mike Trevis

If there is an incident on graveyards and the weekends where immediate clean-up is required, Facilities should be notified immediately.

During the past weekend, the third floor of the art building was vandalized (fire extinguisher was disengaged). The officer put in a work order but Facilities did not see the work order until Monday. This caused a couple of class cancellations.

We will be recruiting for an officer for the El Camino Compton Center Police Department. The position will be re-announced.

The police officer position for Jeff Lewis' vacant position is in the discussion phase.

Time ended: 11:26 AM

How to do Van Rental

1. Division should input a requisition on the Datarel System use vendor I.D. # 1128136.
2. Call or e-mail Eric Farias at Airport Van Rental (AVR) 323-455-6488 e-mail ericfarias@airportvanrental.com for pricing and to reserve van(s).
3. It is district policy to include full coverage insurance on all van rentals.
4. Be sure to give the representative at AVR the requisition number for tracking purposes.
5. Complete requisition when you have obtained pricing so the Purchase Order can be generated. The requisition should include the names of all designated drivers and the reservation number obtained from AVR. ***DRIVER(S) name MUST BE ON SAFE DRIVING LIST.***
6. Scan and e-mail a copy of the drivers' license of the person(s) who are designated to drive the van(s) to Linda Mobley in the Purchasing Department. The license along with hard copy purchase order is then emailed or fax to AVR for confirmation.
- Dispatch** 7. AVR will drop van(s) at our Campus Police location; the dispatcher on duty will accept the keys and sign in and out log sheet, a copy of the agreement will be left inside the van for your records.
- Dispatch** 8. When returning from your trip the van should be dropped off at Campus Police the keys given to the dispatcher and the in and out log sheet should be signed by the person(s) returning keys to dispatcher.
9. District does not permit the rental of 15 passenger vans for any reason.
10. If an accident should occur please make sure Rocky Bonura is made aware as soon as possible