

El Camino Police Department
Division Council Meeting
May 10, 2011

Present: Mike Trevis, Jonathan Ott, Mitchell Kekauoha, Kenny Galan, Erika Solorzano, Erick Mendoza, Josh Armstrong, Arlene Bautista, Gary Robertson, Jan Caldwell, Tosh Tipton

The meeting began at 12:56 p.m. The minutes of the April 20 meeting were approved as written.

Old Business

Booking Clearance

Mike DeSanto is waiting for data from Torrance Memorial Hospital.

On-Call and Chief Notification Procedure

Mike Trevis has a draft of the procedure. He would like to review it with the sergeants before the procedure is distributed.

Request for Use of College Vehicle Procedure – General Order 3

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.

The District needs to account for damages to the District vehicle. Therefore, when a CSO or cadet is not available to do the inspection, an officer is responsible to handle this.

General Order 2011-03 Request for Use of College Vehicle Form and a Receipt of Acknowledgment will be distributed.

New Business

Classic Cleaners

Recently an officer on graves dropped his uniforms in the Night Drop-off slot. When he picked up his uniforms, it contained Tipton's polo shirt and BDU pants. The cleaners also lost his new trousers.

The chief stressed the importance of getting a drop-off receipt. It was suggested that the officers on graves have a day shift officer drop-off their uniforms during the regular business hours.

The chief also stressed that officers should not ask a CSO/cadet to drop-off/pick-up their uniforms for them. Officers should not place the CSO/cadet in an awkward situation

Monthly Safety Meeting/Flyer & Safety Training Documentation

The monthly safety flyer from the Office of Safety and Health will be emailed to all full-time staff. The Employee Safety Training Documentation form will be posted in front of

the Watch Commander's Officer. Staff must read the flyer. Then sign the documentation form.

April 2011 Flyer – We Can't Afford an Accident

May 2011 Flyer – Don't Get Left Hanging

Issues on General Order 2011-02 Mobil Video System (MV) Chapter – Patrol Operations

The remote for the MVS in Unit 54 is missing. MVS #6a through 6e is not being followed.

A draft instruction covering these sections will be presented at the June Division Council meeting.

Round Table

Mike Trevis

We have been experiencing problems with Channel 1. Josh reported that the problem should be fixed by Thursday.

The interview committee picked Josh Armstrong for the Lead Dispatcher position. The anticipated start date for the position is July 1, 2011.

Erick Mendoza

The new signs for the permit machines were received.

Gary Robertson

Ericka Solorzano and Anthony Tanori will attend a Taser training class on Thursday, May 12, 2011. Other officers who wish to attend can attend. Gino Alvarino and Darrell Miller will do the training.

Forced Entry Tools – Gary will speak with Luna from Facilities or find other locations where training with the tool can be done.

Traffic Collision Report - When officers complete a CA 555 Traffic Collision Report, they indicate in Tiburon "See attached - CA 555-03". The CA 555 should be scanned and then imported into the Tiburon report.

Tosh Tipton

If Rick Yatman, the district buyer, substitutes items, can he check with the police department first before he places the order?

Jan Caldwell

Someone is spraying Armor All on the flooring of the police units. It's dangerous for the officers because the officer's shoes slips on the floor. Armor All "should not" be used on the flooring.

Kenny Galan

Some law enforcement agencies have adopted the use of an external vest carrier. Officers will be able to put their Kevlar vest into the external carriers. It reduces back pain and injury, etc. and is customized to fit the officer's vest. Kenny will provide samples.

The meeting ended at 1:55 p.m.