

El Camino Police Department
Division Council Meeting
June 23, 2011

Present: Mike Trevis, Dal Toruno, Arlene Bautista, Erick Mendoza, Josh Armstrong, Kenny Galan, Dean Starkey, Mike DeSanto, Michael Martinez

The meeting began at 8:00 am. The minutes of the May 10 meeting were approved as written.

Old Business

Booking Clearance

Mike DeSanto is waiting for data from Torrance Memorial Hospital.

On-Call and Chief Notification

Mike Trevis drafted a general order for On-Call Notification similar to Chief D'Amico's notification. It will be distributed to everyone.

Issues on General Order 2011-02 Mobile Video System

General Order 2011-02 Mobile Video System #6a – When the MVS indicates there is 30 minutes or less of remaining video tape, the user shall return to the station as soon as practical and ask their supervisor or other person(s) designated by the Chief of Police to replace the video tape. This is problematic during the weekends.

The procedure will be amended to make the officers who work the weekend shifts responsible for changing the videotape. Whenever there is a tape change, the dispatcher will enter it into Tiburon. "Officer _____ changed MVS videotape on (date) in unit ____."

Officers will need to be trained on how to change out the tape. The equipment is fragile and will break should an officer manhandle the equipment. Erick will provide instructions on how to change out the videotape.

Monthly Safety Meeting/Flyer & Safety Training Documentation

The monthly safety training flyer will be discussed during Division Council. As a reminder, the Safety Training Documentation sheet for staff members to sign will be posted with a check off list next to it. When staff signs the documentation sheet, you should cross off your name on the check list. There are 2 pages. Do not sign page 2, if you have already signed Page 1.

External Vest Carriers

Use of external vest carriers was discussed. Currently the department is not considering using it. This will be revisited again.

New Business

Digital Cameras for Police Department Use

There are 3 digital cameras, colors red, blue and black for department use. The red and black camera will be stored at the Dispatcher Center. The blue camera will be permanently stored in the glove compartment of the watch commander's police unit.

Access Vacation Days

Each June 30, a report is provided which shows total vacation days to date. Staff who have more than 30 days at the end of June need to use those days. There might be some officers who have accumulated up to 4 weeks vacation time. This will be discussed at next meeting.

Dispatch Center Items

EC Compton Education Center

The Dispatch Center constantly receives telephone calls from EC Compton Educational Center students who need a daily parking permit. Cadets have been meeting students at their cars in the parking lots. The visitor/student should go to the El Camino Compton Educational Center for the permit. Mike will discuss this with Lt. Box.

Is it possible to have someone at EC Compton Center Police Department until at least 10 pm? Dispatch has received telephone calls from student/visitors/staff with questions/concerns about EC Compton Educational Center which the El Camino Dispatch Center are not able to provide an answer. A student worker was just hired to assist at the EC Compton Center PD's front office when Mitchell is out of the office.

Round Table

Mike Trevis

The department needs to keep a close eye on the budget for 2011 – 2012. We need to watch our over time requests. Parking citation revenues are down this year. However, semester parking permits are up.

Josh Armstrong

Department Radios – We have been experiencing issues with Channel 1. The problem is a cascade failure of equipment originating from the Compton radio room. Repairs by RCC have been made. However, we are still experiencing problems with the connections between the two campuses. Two parts had to be physically repaired by the manufacturer. This will end up costing the District as it is out of warranty and outside the scope of our contract. RCC and El Camino will be bringing in AT&T to further test the lines between the two repeater sites.

The El Camino side experienced an issue with Channel 1. This is due to an issue referred to as PL slip. Unfortunately, until the El Camino officer radios, MTS 2000, are replaced, we will continue to periodically experience this problem due to the age of the radios and the fact that Motorola never really designed them to function in the narrow band mode.

MDC – We have just about completed the installation of the new MDC's in the Torrance patrol cars with a few remaining items, primarily antennas. We are experiencing an issue with the Sprint modems and software working with Windows 7. RCC, Sprint and myself have been working to resolve it. We were recently provided a patch that seems to be helping the testing unit. Once testing is completed, we will roll it out to the rest of the cars. The issue has to do with the modem losing connectivity and the Sprint software crashing, requiring the MDC to be fully shut down and reboot on a frequent basis. Sprint will also be sending us a new modem to test with the MDC.

Station Cameras – We have completed the installation of the new IP cameras within the station. Some minor tweaks will need to be taken care of during the next fiscal year. The only new cameras are in the sally port, the rear door, and conference room. The conference room will be on a switch and will not record audio or video unless the switch is in the on position.

Modifications were made in the jail area. A magnetic trigger was added on the inner jail door. When this door is closed, it will trigger all 3 cameras and the audio pick ups in the jail area will remain on and recording. When the door is opened, the cameras will go back to motion trigger. If somebody is in custody, this inner door should always remain closed to maintain a constant recording.

Erick Mendoza

As a reminder, District marked "Reserved" stalls are paid for by the individual managers and deans assigned to these stalls. The college has an obligation to keep these stalls available 24/7. Please do not park any department or personal vehicles in any of the reserved stalls.

Dean Starkey

Can we consider working 13 ½ hours instead of working buy back 8 hour days? It was suggested that the officers discuss this with Gary Robertson then present it to the chief.

Can the inside of the police department be painted?

The meeting ended at 8:53 a.m.