

El Camino Police Department  
Division Council Meeting  
August 18, 2015

Present: Mike Trevis, Jeff Lewis, Dal Toruno, Arlene Bautista, Jan Caldwell, Josh Armstrong, Erick Mendoza, Erika Solorzano, Dean Starkey,

The minutes of the July 8 meeting were approved as written.

SUV's – Josh spoke with Hawthorne PD fleet manager and Ford. The problem with the gas flowing out when the fuel tank reaches the filled capacity could not be duplicated. No one else has had issues with it. It could have been a problem with the pump(s) that were used.

Mike Trevis

Fencing is installed at the Manhattan Beach Boulevard side of campus. Tom Brown mentioned that Lend Lease is going to block-off the left-hand turn lane heading west on Manhattan Beach Boulevard into campus. Tom Brown would like to meet today. At the new faculty orientation, the new faculty was advised to arrive early on campus.

#### ROUND TABLE

Jeff Lewis

Officers are not transferring their videos or logging-off the Arbitrator system at EOW. If the officer does not log-off, the Arbitrator system will have the next officer who uses the unit logged under the previous officer. Jeff sent an email to remind the officers to log-off.

Dal Toruno

During the beginning of the fall semester, he will hold over the graveyard officers and bring in the 10 am officers early to help with traffic control, etc. Dean recommended that bicycle patrol officers also get deployed. The bookstore overtime has been assigned. We will continue to hire cadets.

We are down dispatchers. Mike spoke with Linda Beam. Hopefully the police department will be able to hire 2 dispatchers from the list of qualified applicants. The vice presidents have recommended that we hire a 5<sup>th</sup> dispatcher. Dr. Fallo has the final say. Per the VP's, with the 5<sup>th</sup> dispatcher, the 2 part-time dispatch clerk positions will be eliminated. The police department is hoping to end up with the 5<sup>th</sup> dispatcher and 2 part-time dispatch clerks.

Mike – Two officers from Compton Center have requested to be transferred to the Torrance campus. Mike is waiting for further guidance from the Human Resources office. Marcus Thompson's position at Compton Center was never filled. Jeff Lewis' position needs to be filled.

Arlene Bautista

What is the status of the revised Notice to Appear Citation? The court is requiring the change to the NTA citation. Ruben is working on this. There's a meeting coming up with the county judges. Ruben and Jeff will be attending the meeting.

Jan Caldwell

Jan is getting ready to put together stats for the Clery Act. She needs the code to get into the site. It is sent directly to the President Fallo's office. Mike will remind Susan about this.

Any time someone comes to the PD to complain about another student, we need an incident report is required. A CAD entry is not acceptable.

To be discussed at our next division council meeting: Standardized codes for Clery

Josh Armstrong

Most projects are done. He is dealing with battery issues on the arbitrator system.

Erick Mendoza

Everyone at the Torrance campus received MAV Arbitrator training except for one more officer. Parking is horrible.

Erika Solorzano

Will there be sufficient dispatchers for officer safety? Mike – The department will do our best with the number of dispatchers that we currently have. We are looking at having officers assist at the dispatch center.

Mike/Josh: Officers should make use of the MDC's. They should also be cognizant when there is a delay in the dispatcher's responding to radio calls. The dispatchers multi-task and might be on the phone. If there is something the officer can do on the MDC, use the MDC. If they can come in to the department to do an assignment, go ahead and come in.

Erika - Officers are interested in working at dispatch as call takers.

Discussion on whether an officer can pull a DR number: Yes, a DR number can be pulled. However, if the officer is not at an ECC location, the system will pull the DR for that city at the location where the stop is made. Officers should type-in "DREC" to pull an ECPD DR number.

Erika ran into Michelle Arthur. Michelle is working with Jaynie Nishikawa regarding restroom locations for unisex restrooms. Can officers have the locations of those restrooms? Mike will contact Jaynie for more information.

Mike Trevis

Have a safe first week of school which begins Saturday, August 22. Mike reminded Erick to submit statistics on the parking situation during the first few weeks of school.

Meeting ended: 10:58 am