

El Camino Police Department  
Division Council Meeting  
August 20, 2013

Present: Mike Trevis, Jeffrey Lewis, Erick Mendoza, Dal Toruno, Arlene Bautista, Josh Armstrong, Mitchell Kekauoha, Erika Solorzano, Francisco Esqueda, Stuart Melvin

The minutes of the July 18, 2013 meeting were approved as written.

OLD BUSINESS

Stop Sign at Stadium Way Lot H (for southbound traffic) and Lot A

Tom Brown said he would look into it.

Outcome/Status of Traffic Safety Officer Panel Members

Jan Caldwell is on vacation and returns this week. The concern is that if there is an officer dedicated to Traffic Safety, what happens when we are short staffed?

Daily Permit Increase at EC Compton Center

There has been some discussion about raising the daily permit fee at EC Compton Educational Center. Their daily fee is still \$2. This is a Compton Center issue which they will have to decide.

Request for Clarification on DR # for 28/29

28/29's (Want/Warrant and DL checks) are routinely provided by the Dispatch Center to the officers. No DR is required for those types of checks, only standard CLETS requirements (Need to Know/Right to Know). However, RAP sheets and/or criminal history checks are a court function. For the Compton campus court functions and related paperwork are handled by the county sheriff's office, and RAP sheets must be provided by the county sheriff's. Since the Torrance campus files its own cases directly with the courts, criminal history checks are pulled as part of the standard court paperwork court process. A DR number, officer name and reason must be provided for criminal history checks as per CLETS policy and the DOJ routinely audits the department for compliance.

NEW BUSINESS

EC Compton Center - Alarms; Different Dispositions When Officers Clear the Alarm Calls; Name of Person Tripping Alarm to be Provided by Officer; Provide Codes when Officer States That Maintenance is Doing the Work

Alarms: Stuart Melvin spoke with Ms. Barbara Perez. She said that she would do something about this. The 11 pm officers receive a message regarding the alarms on their MDC's.

Compton Center's maintenance lead personnel have alarm codes. Regular personnel do not. Part-time teachers are not issued alarm codes. Department heads have alarm codes. Mike Trevis - Lt. Box has discussed this with Dr. Curry and Ms. Barbara Perez.

Clear Alarm Calls: Calls should be cleared the same way. Officers should obtain and log the name(s) of the person(s) who triggered the alarm. It is the Center's hoped that when the infrastructure construction is completed, the alarm system will improve.

EC Compton Center officers should also provide codes when the officer calls-in that maintenance is doing some work.

#### Garaventa Super-Trac Portable Wheelchair Lift

The District acquired a new wheelchair lift. The equipment runs on battery and will go up and down the stairs 30 times before it needs to be recharged. It's a large lift; however, the recommended maximum weight is 450 lbs. Some power wheel chairs, by itself, weigh 500 lbs. If this is the case, it must be moved without the person in the chair.

It's stored inside the MBA building in the storage room on the south east side of the building. Everyone will be trained. Erick will set-up training.

Mike and the vendor representative took a look around campus and determined that the following areas were of concern: The stairwell in the library nearest to the ATM machine is okay. The stairwell on the north side of the library is a tight spot. The stairwell in PE south is steep so it is recommended to use the south PE stairwell when evacuating someone in a wheelchair.

#### ROUND TABLE

##### Erick Mendoza

Erick produced a You Tube video explaining parking at El Camino College. It was approved and will be on the police department website.

##### Dal Toruno

The new officer starts on September 5. He will be working with FTO Michael DeSanto.

##### Josh Armstrong

New radios are currently being installed in the police units. At the end of September, officers will receive a new radio (Model APX6000), a spare battery and an extended microphone. If officers want to other accessories, it will be at their own expense. Before purchasing the accessory, send the information to Erick or Josh. They will verify that the accessory is compatible with the radio model.

##### Erika Solorzano

Is the department planning to purchase replacement officer recorders? Mike has it noted in Plan Builder.

Can officers be assigned a police unit? After the weekend on Mondays, the police units are found with trash, etc. Mike Trevis gave the okay to assign police units. The officers will work it out amount themselves. It will also make it easier for the fleet manager.

Erika would like an opportunity to work as a Field Training Officer. Mike will hold an FTO meeting.

### Jeff Lewis

Case Law Discovery and Brady which is information provided to the other attorney vs. requesting for it – Per Mike Trevis, our department camera should be used.

### Francisco Esqueda

Some concern was expressed about the implementation of the Police Officer Daily Activity Log. Mike would like to try this out. He will send out an email as to what should be included on the log.

### Stuart Melvin

There was a vehicle bulletin issued by the Ford Motor Company on 2007 Police Interceptors where the volume output on power steering is not enough. It is not a recall, and Ford will fix it when the problem comes up. Mike does not want to wait until the problem comes up and would like have Bothwell Automotive replace what needs to be replaced.

### Mike Trevis

Mike had a meeting with chiefs of police from several colleges. The consensus was that the colleges need to share information with each other. When Mike receives information from other chiefs, he will forward it to the officers.

The department is trying to increase our cadet force because of the 25 work hours per week restriction.

EC Compton Educational Center will use 250 parking spaces at the Crystal Park Casino. Anyone parking in those lots will be shuttled to the campus.

Police reports need to be completed right away. It affects the ability to input accurate UCR reports.

Meeting ended at 11:26