

El Camino Police Department
Division Council Meeting
August 21, 2012

Present: Mike Trevis, Tosh Tipton, Erika Solorzano, Jonathan Ott, Arlene Bautista, Jan Caldwell, Michael DeSanto, Erick Mendoza, Mitchell Kekauoha, George Cervantes

The meeting began at 10:33 am. The minutes of the July 2 12, 2012 meeting were approved as written.

OLD BUSINESS

Booting/Towing Policy

Chief Trevis will issue a General Order for the Booting/Towing Policy. Upon receipt, it should be added to everyone's copy of the El Camino Police Department Policies and Procedures manual.

NEW BUSINESS

Mike Trevis

Increasing Citation Fee - Mike will be sending to the September 4, 2012 a board agenda item to raise the citation fee from \$38 to \$43. The citation fee has not been raised since 2004/2005.

An information sheet on Tips for Faculty and Safety Tips is on ECPD website. The pictures will be updated.

Mike received an email from Dispatcher Christina Baskin. When other agencies show-up on campus to assist with an active shooter incident, they won't know where to go. Baskin will put together an information package for distribution during an active shooter incident. Mike thanked everyone who participated in active shooter training that was held after our department meeting.

Mike sent an email to Tosh advising him that because of the budget situation, regrettably, to reduce expenses, range qualification will be done twice a year every 6 months.

ROUND TABLE

Mitchell Kekauoha

The camera at the front door still has not been repaired. Work orders have been submitted; however, to date the camera has not been repaired. Mike Trevis will discuss this issue with Wayne Ward. (Note – Mike sent an email to Wayne.)

Michael DeSanto

ITS is moving to the back of the bookstore temporarily during renovation of the MCS building. With the servers moved there, will officers be assigned on special detail? No because there will be only one door to enter and leave the area.

Jan Caldwell

Jan sent an email to Ann Garten asking her to publicize classroom presentations which Jan is willing to do. Cleary Act report is close to being finished. Mike and Jan will be attending the Cleary Act update meeting in December. Office Haynes will also attend.

Arlene Bautista

Cadets are required to report damages to golf carts. There are officers who also use the golf carts. Officers are also required to report damages to golf carts.

Erika Solorzano

What is the status new officer? There is one applicant that will be doing a polygraph examination. After this, he will continue with the background check. If this person doesn't pass, we will then consider the next applicant who applied for the EC Compton Center Police Department position.

George Cervantes

Their computer software programs need to be updated. They are having problems viewing training DVD's.

We need a long term solution for officer coverage while Darrell Miller is out sick leave. He broke his ankle and will be out for a while. Per Chief Trevis, officers might have to revert back to the 4/10 or 5/8 work schedule until Miller returns.

What is the status of the Reserve Police Officer program? Chief Trevis put it on Plan Builder. However, it will be contingent upon EC Compton Center PD's ability to cover the expenses for the reserve officer. Expenses include a physical examination and uniforms at approximately \$6,000.

There needs to be better custodial services in the lock rooms, etc. at EC Compton Center PD. The air conditioning also needs to be looked at. There is no cold air from the air conditioners. Mike Trevis will discuss this with Dr. Keith Curry. (Note – Mike sent an email to Dr. Curry.)

Erick Mendoza

The contractor responsible for installing new light poles and Code Blue emergency phones will be finished with these projects by the end of August. Light trailers at Lot L South will need to be turned-on by officers in the evening.

Lighting at EC Compton Center during construction - It was the Chief's understanding that Land Lease would provide lighting and traffic control during the construction project. Mike will verify this.

Meeting ended: 11:40 am