

El Camino Police Department  
Division Council Meeting  
September 20, 2011

Present: Mike Trevis, Dal Toruno, Jonathan Ott, Erick Mendoza, Arlene Bautista, Mitchell Kekauoha, George Cervantes, Jan Caldwell, Gino Alvarino

The meeting began at 1:30 pm. The minutes of the August 18 meeting were approved as written.

Old Business

Booking Clearance

Effective September 1, 2011, medical okay to book will be done at Torrance Memorial Medical Center. Torrance charges \$35 which is cheaper than other agencies. They will fill-out the paperwork and bill the subject. If the medical aid is necessitated by campus police, El Camino Police Department will be billed for the service.

Officers must document in the police report when a subject is taken to a medical facility. When the police department receives an invoice, before it is authorized for payment the police report is checked to verify that the subject was brought to the facility. This morning we received an invoice from Bayside Medical. There was nothing in the police report stating that the subject was brought to Bayside.

New Carpet Installation

Mike thanked Erick for coordinating the carpet replacement project. This Friday new carpet will be installed in Parking Services, Dispatch, and the COPS office.

Survey on Local Agency Fee

Table till next meeting

New Business

Condition of Returned Loaner Police Unit from EC Compton Center PD

ECPD Unit 57 was loaned to EC Compton Center because one of their units was sent for repair. When it was returned to El Camino PD, it had to go to Bothwell Automotive for repairs. The steering column is broken due to use of the wrong key. The keys to the EC Compton Center PD units are the same fleet keys as Los Angeles County fleet. The keys to the El Camino PD units are the same fleet keys as South Bay.

EC Compton Center PD will be responsible for paying for the repairs for loaner units.

Round Table

Mitchell Kekauoha

The cite machines have a limited amount of cites that can be issued. One machine can handle 20 – 30 before the machine has to be downloaded. Another machine must be downloaded every 10 citations. This issue cannot be fixed because the cite machines are an old model. We will continue to handle downloads the same way.

George Cervantes

Is there a budget for signage at EC Compton Center? There is a budget for it signage. Plans were submitted; however, due to other projects with higher priority, this has been put on hold.

Dal Toruno

When arrests are made on someone on a bicycle, documentation should be attached to the bike. The police report should also indicate why the bicycle was kept.

Jan Caldwell

The El Camino College report for the Jeanne Cleary Act is almost done. If EC Compton Center needs help with their report, she is available.

Mike Trevis

There are 2 police officer vacant positions: 1 at El Camino College and 1 at EC Compton Center. The positions are 10-month positions. The application deadline closed last week; however, because officers from El Camino and Compton Center were interested in the positions, the deadline was extended to September 29, 2011.

Officers must complete an online application then go through an oral interview. If the officer is selected, a background check does not need to be done.

There is a caution. The PERS laws might affect retirement. Currently, PERS takes the single highest pay rate year at retirement. If PERS changes this to the last 3 years of employment, the retirement will be based on the last 3 years on the 10-month salary.

The procedure for Night Dean Duty has changed. Night deans were required to be on campus during their assigned nights. They are now on-call. A weekly Night Duty Schedule will be sent to the police department. Phone numbers are not to be given out. Dispatch will contact the assigned dean.

In December, we will do a repeat Active Shooter training at EC Compton Educational Center.

Erick Mendoza

Flat Tire Replacement - If the police units have a flat tire, we have spares. The spare tires are at Bothwell Automotive. Van Lingen Towing should be called for El Camino units and B & H Inglewood Tow should be called for EC Compton Center units.

Gino Alvarino

Officer recertification training for use of the tasers is scheduled for the end of September.

Time ended 1:56 pm