

El Camino Police Department  
Division Council Meeting  
September 20, 2012

Present: Mike Trevis, Jonathan Ott, Dal Toruno, Arlene Bautista, Jan Caldwell

The meeting began at 10:38am. The minutes of the August 21, 2012 meeting were approved as written.

OLD BUSINESS

General Order 2012-01 Booting/Towing Policy

General Order 2012-01 was distributed. Six (6) signed Acknowledgement of Receipt forms for ECPD still have not been returned. EC Compton Center PD has not turned in their forms.

Information Package for Outside Agencies On-Campus Assistance

Dispatcher Christina Baskin put together 3-ring binders for distribution to outside agencies when they offer on-campus assistance. The binders will be stored at the Dispatch Center.

EC Compton Center PD Items

Mike sent an email to Dr. Keith Curry regarding repairing the camera at the front door of the ECEC PD, keeping the department clean and fixing the air conditioner in the locker room. Ray Box and Wayne Ward were cc'd. Dr. Curry directed Mr. Ward to look into these issues.

The software programs on the computers at EC Compton Center PD have been updated with Office 2010 compatibility packs. They cannot get Office 2010 because their computers must be replaced. Office 2010 requires certain required components which Compton's computers currently do not have. Also we are looking at adding a firewall to their campus that will allow all their machines to be on the PD's network and reduce the two machines per desk issue.

Long Term Solution for Officer Coverage for Darrell Miller

Mike sent an email to Ray Box regarding the MOU which clearly states that if EC Compton Center drops to less than 7 officers, their schedule reverts back to the 4/10 schedule. If Darrell Miller is out much longer, Compton must revert to the 4/10 schedule.

The construction company placed light trailers in areas requiring lighting.

Cars driving both ways into EC Compton Educational Center campus pass too closely to each other. In about 2 weeks, the entrance/exist at Artesia Blvd. will be converted to a one-way entrance only. Drivers will exit into the community or at Greenleaf Avenue.

More and more students are parking in the community off the delta known as College Square. Residences in that community have complained. Presently we are asking students for voluntary compliance.

## NEW BUSINESS

### Mike Trevis

Mike submitted a recommendation to VP Higdon to raise our daily permit fee from \$2.00 to \$3.00. We are also considering raising our parking citation fines to \$5.00. However, this must go through the approval process. We are also looking at raising the semester permit fees.

Fifty percent of the District's budget must be expended on instructional activities and fifty percent on non-instructional activities. Our department needs to keep track of what we are spending on non-instructional activities. Some events are the DUI Task Force, Roadium, Child Development Center, Civic Center Rentals.

When cadets work non-instructional events they must complete the Green Authorization form. This will provide accurate information on non-instructional events. Arlene will keep copies of the forms for record purposes.

For staff that completes the District Comptime/Overtime Authorization form (#20470), Mike will submit a suggestion to VP Higdon to have the form include a line which states Instructional or Non-Instructional. Staff will then mark the applicable item.

Information on Plan Builder for 2013/2014 needs to be inputted by end of December.

## ROUND TABLE

### Jonathan Ott

Jonathan is having difficulty finding certain training classes. There are 4 -5 personnel who need to be trained in a particular class, however, so far the class has not been offered.

### Dal Toruno

Officers are not switching out the video camera tapes. Per the log, last time someone switched out a tape was August 26, 2012. Note – Mike Trevis sent an email advising officers to switch out the tapes.

### Jan Caldwell

Jan, Mike DeSanto and Gary Robertson have done class presentation.

### Arlene Bautista

Arlene will be collecting the badges for refurbishing. Due to a limited supply of loaner badges, 5 badges at a time will be sent for refurbishing.

Human Resources sent Tuberculosis examination notifications. Four (4) staff members from ECEC Compton PD and 3 from ECPD are due for their TB test.

After officers have notified Sgt. Ott that they are interested in attending training, he/she should follow-up with Sgt. Ott on the status of their request. Arlene and Grace will process a requisition for a check for the registration fee. A manila folder will be placed in the officer's mailbox with information about the training. The folder indicates that

everything has been completed, and the officer is confirmed to go to the training. Officers should not wait until the last minute to find out whether they are confirmed to go to the training. Note – Mike Trevis sent an email to everyone advising them of the correct procedure.

When an officer submits a Leave Request for Military Leave, a copy of the order should be attached. The officer is also responsible for indicating on the leave slip whether the leave is paid or non-paid. Note – Mike Trevis sent an email to officers who are military reserve officers of the correct procedure for submitting their request.

Meeting ended: 11:15 am