

Las Vegas Police Department
Monthly Report
July 2011
Christian Montaña Chief of Police

I.** Communications**

- a. The calls for service from *June 01, 2011 through June 30, 2011* are 1,898 calls for service.

II. **Records/Patrol -Dates from June 01, 2011 through June 30, 2011**
Records Section

- a. 366 Offense Incident Reports entered by the Law Enforcement Information (LEI) staff.
b. 60 Traffic Accident Reports entered by the LEI staff.
c. 186 Citations entered by the LEI staff.
d. 333 Customers attended to by the LEI staff.
e. 371 Offense Incident Reports scanned by LEI staff.
f. 68 Traffic Reports scanned by LEI staff.

III. ** Patrol. – Dates from June 01, 2011 through June 30, 2011**

- Continuing education
- Estimated 258 security checks for this month
- Estimated 195 traffic citations issued not including calls for service.
- Estimated 22 warnings, 15 parking citations, and 99 arrests made
- Estimated 38 citizen's contacts
- Estimated 21 business contacts

Enforcement Service Specialist (code enforcement and animal control)

- Estimated 286 calls for service
- Estimated 188 Animal control calls for service
- Estimated 3 bite calls
- Estimated 21 calls on water violations
- Estimated 10 calls for illegal dumping
- Enforcement Service Specialists also assist with traffic control and other assistance needed by patrol.

If you have any questions, please contact Field Service Commander Juan Montaña at 425-7504

IV**K-9 Kiran** -Dates from June 01, 2011through June 30, 2011

- a. Weekly kennel maintenance training on narcotics and patrol
- b. Conducted vehicles searches for narcotics
- c. Conducted building clearings on homes and business
- d. Completed quarterly evaluation and passed re-certification on narcotics and patrol in Santa Fe, NM
- e. Located large amount of cocaine during a search warrant on a residence
- f. Participated in a K-9 demo at the Legion Park elementary school
- g. Kiran has been a great show of force tool during incidents where he could have been deployed for apprehension purposes, during these incidents the subjects became complaint as soon as they seen the K-9

K-9 Chicco-Dates from June 01, 2011through June 30, 2011

- a. Weekly kennel maintenance training on narcotics and patrol
- b. Conducted vehicles searches for narcotics
- c. Conducted building clearings on homes and business
- d. Completed quarterly evaluation and passed re-certification on narcotics and patrol in Santa Fe, NM
- e. Chicco has been a great show of force tool during incidents where he could have been deployed for apprehension purposes, during these incidents the subjects became complaint as soon as they seen the K-9

V*Investigations Division**- Dates from June 01, 2011through June 30, 2011.

1. The Following Reports are being investigated at this time.
 - a. 3 Unattended Deaths
 - b. 1 Missing Person
 - c. 1 Aggravated Assault
 - d. 1 Arson
 - e. 1 Battery
 - f. 1 Criminal Sexual Penetration
 - g. 8 Burglaries
 - h. 1 Embezzlement
2. Other cases pending court or is closed, and is preparing for court trials.

Region IV Narcotics Task Force

1. Region IV continues to investigate narcotic calls as they are received.

VI*Evidence Division- Dates from June 01, 2011through June 30, 2011**

For the month of March the following items were copied for the DA's office to help the discovery process.

- a. 27 Reports
- b. 18 Supplemental Reports
- c. 8 Sets of Pictures
- d. 8 CDR'S
- e. 8 DVDR'S
- f. 3 VHS Tapes

The intake for the month of May was: 75 items

The output was: 1,230 items.

The following items copied for Police Officers were:

- a. 13 CDR'S
- b. 7 DVDR'S
- c. 2 VHS Tapes

The following items copied for City Attorney:

- a. 9 Police Reports
- b. 3 Supplemental Reports
- c. 2 VHS Tapes
- d. 6 CDR'S
- Destroyed over 1200 items this month.

VII*Accounting/Budget- Dates from June 01, 2011through June 30, 2011**

Marla Martinez worked with Finance on a daily basis.

- Submitted bills to finance for payment
- Contact vendors for discrepancy on invoices
- Submitted requisitions to purchasing for equipment ECT.
- Submit updates of purchase orders to purchasing in order to pay out invoices
- Went to purchasing for supplies for department
- Prepare budget transfers
- Reconciled general fund
- Worked with Grants Administrator Beatrice Sena on Grant

- Assist with timesheets on a bi-weekly basis; to include making sure grant overtime is charged to appropriate line items. Also reviewing timesheets with payroll clerk at City Offices.
- Contacted vendors on equipment and supplies for department
- Submitted documentation for approval to send dispatcher to training through the E911 Grant.
- Attended meetings
- Attend meetings with Finance Department.
- Prepared documentations to Art Rios E911 Coordinator to purchase equipment through the grant for State Police and Mora County.
- Worked on 2012 budgets to included spreadsheets, quotes, purchase orders ect.
- Met with finance with issues on grants and budgets.
- Closed out 2011 fiscal year with all grants ECT.
- Prepared correspondence for rollovers on grants.

If you have any questions, please contact Marla Martinez at 426-3148

VIII. **Media Requests

- a. Several media releases.

IX. * Presentations**

- a. K- 9 Presentations at Legion Elementary.

X. ** Community Meetings

- a. Public Safety Meeting is held the second (2nd) Monday of every month at Fire Station I (604 Legion Drive) at 3:30pm

XI. *Grants - *Dates from June 01, 2011 through June 30, 2011*** *Grants Administrator duties completed:*

- Reviewed all incoming emails, mail, and phone messages received.
- Met with Chief Montaña on bullet proof vest Grant
- Prepared Agenda request for bullet proof vest, out of state travel, and resolution for funding through the Edward Byrne Justice Assistance Grant.
- Submitted STEP and OBDWI request for reimbursement for approval for the month of May.

- Submitted memo to Chief Montaña with updates from DPS training.
- Mailed OBDWI and STEP request for reimbursement to SAFER New Mexico.
- Received copies of OBDWI timesheets for my files.
- Updated E911 grant fund to reflect expenditures.
- Sent certificate of service to Helen in Account Payable to receive a copy of fleet check.
- Ran PAR forms and distributed to officers for signatures.
- Entered expenditures into the 2011 JAG Grant and the E911 Grant.
- Verified numbers entered into OBDWI grant was billed correctly.
- Filed all paperwork
- Research grants opportunities.
- Reviewed 2012 JAG Grant application for submission and reviewed ours and San Miguel County's allocation.
- Reviewed RFR 11 for Region IV Coordinator for submission to DPS.
- Received Region IV timesheets for processing totals.
- Ran PAR forms for pay period 12, 13 and 14 on Region IV JAG Grants
- Reviewed timesheets on Region IV, OBDWI, and STEP on a bi-weekly basis making sure correct hours are put in the appropriate line items.
- Set up meeting with Chief Montaña, San Miguel Sheriff, and Commander Allingham to go over 2012 JAG Grant in order to proceed with application.
- Contacted Tasha Martinez, Human Resource Manager in reference to Region IV Agent Position.
- Drafted memorandum of understanding with San Miguel County on 2012 JAG Grant.
- Worked on contract extension for Region IV Coordinator
- Worked on updating Region IV MOU and by-laws.
- Contacted City Clerk's office regarding Region IV coordinator extension of contract.
- Ran distribution for Chief Montaña on Region IV confidential funds.
- Started working on 2012 JAG grants application.
- Contacted Advance Communications on quotes on hand held radios.
- Met with Police Finance Specialist to review grant files.
- Submitted requested paperwork to NMDOT analyst.
- Had teleconference with myself, Region IV coordinator and DPS grant analyst as per grants office.
- Did Region IV site visits and met with agencies to introduce myself, and 1 of our agents and to go over issues we can work on regionally.
- Attend Region IV task meeting.

- Met with Chief Montaña, City Manager, to go over extension of Region IV Coordinator Contract and Memorandum of Understanding and By-Laws for Region IV.
- Updated extension for Region IV's contract.
- Reviewed DEA proposal for Commander Allingham and went over plan to apply for monies through that project.
- Emailed sheriff Vigil to obtain a copy of his over time policy for deputies.
- Went over deliver amendment agreement on 2010 JAG Region IV Grant and program income on 2009 ARRA Jag Grant to DPS Grants Management.
- Updated reimbursement on OBDWI for the month of June.
- Met with Region IV Coordinator to discuss issues on budget amendment for 2010 Region IV JAG Grant and close out process.
- Sent request for budget on 2012 Law Enforcement protection fund to finance for DFA approval.
- Met with Region IV Commander to go over confidential funds for upcoming fiscal year.
- Spoke with City of Raton Clerk on reimbursement out of the Region IV JAG Grant.

XII. **Department Goals**

- a. Meet federal regulation for narrow banding compliance
- b. Crime Scene Unit
- c. Fill all departmental vacancies

XIII. * Professional Services Contracts**

- a. Soleil West

XIV. **Meetings Attended- *Dates from June 01, 2011 through June 30, 2011*

- a. Weekly Directors Meetings
- b. Council Meeting
- c. Commander Meetings
- d. Supervisors Meetings
- e. Meeting with City Manager
- f. Public Safety Meetings
- g. Local Emergency Planning Committee (LEPC) meeting
- h. Meetings with Community Development
- i. Meeting with District Attorney's Office
- j. Meeting with City Attorney's Office
- k. Meeting with various citizens

- l. Meeting with Office of Emergency Management
- m. Fiesta Sub-Committee Meeting
- n. Fiesta Oversight Committee Meeting
- o. Region IV Meeting
- p. Budget Hearings

XV. **Training** -*Dates from June 01, 2011through June 30, 2011*

- a. *June 06 thru June 07, 2011* Patrol Officer Drug Investigation Training-Officer M. Apodaca, Officer D. Cordova, Officer G. Martinez, Officer K. Stumberg, and Officer M. Vigil

XVI. ** Other-** *Dates from June 01, 2011through June 30, 2011*

- a. None at this time.