

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

I.** Communications**

- a. The calls for service from *July 01, 2011 through July 11, 2011* are 988 calls for service.

II. **Records/Patrol -Dates from July 01, 2011 through July 31, 2011 Records Section**

- a. 257 Offense Incident Reports entered by the Law Enforcement Information (LEI) staff.
b. 58 Traffic Accident Reports entered by the LEI staff.
c. 133 Citations entered by the LEI staff.
d. 267 Customers attended to by the LEI staff.
e. 257 Offense Incident Reports scanned by LEI staff.
f. 58 Traffic Reports scanned by LEI staff.

III. ** Patrol. – Dates from July 01, 2011 through July 31, 2011**

- Continuing education
- Estimated 107 security checks for this month
- Estimated 149 traffic citations issued not including calls for service.
- Estimated 10 warnings, 40 parking citations, and 53 arrests made
- Estimated 42 citizen's contacts
- Estimated 24 business contacts

Enforcement Service Specialist (code enforcement and animal control)

- Estimated 39 calls for service for Code Enforcement
- Estimated 100 calls for service for Animal control
- Estimated 6 bite calls
- Estimated 11 calls on water violations
- Estimated 18 Parking Violations
- Estimated 12 Fire Work Calls
- 1 Abandoned Vehicle
- 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 July 01, 2011through July 31, 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. Assisted patrol during Motorcycle rally.
- e. Assisted other Agency (San Miguel Sheriff Office)

K-9 Chicco-*Dates from July 01, 2011through July 31, 2011*

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V*Investigations Division**- *Dates from July 01, 2011through July 31, 2011*

1. The Following Reports are being investigated at this time.
 - a. 1 Arson
 - b. 1 Battery Against a house hold member
 - c. 1 Fraud
 - d. 1 False Imprisonment
 - e. 1 Unattended Death
 - f. 7 Burglaries
 - g. 1 Robbery
 - h. 1 CYFD Referral
 - i. 1 Missing Person
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 July 01, 2011through July 31, 2011*

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

- a. 35 Reports
- b. 29 Supplemental Reports
- c. 6 Sets of Pictures

- d. 23 CDR'S
- e. 6 DVDR'S
- f. 3 VHS Tapes

The intake for the month of May was: 88 items

The output was: 25 items.

The following items copied for Police Officers were:

- a. 32 CDR'S
- b. 9 DVDR'S
- c. 4 VHS Tapes

The following items copied for City Attorney:

- a. 7 Police Reports
- b. 3 Supplemental Reports
- c. 1 VHS Tape
- d. 4 CDR'S
- e. 1 DVD

VII*Accounting/Budget-** *Dates from July 01, 2011 through July 31, 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
- 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 budget meetings with Chief, Deputy Chief, City Manager, Finance Director, Mayor, and Council.
- Prepared documentations to Art Rios E911 Coordinator to purchase equipment through the grant for State Police and Mora County.
- Worked on cell phone issues

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

VIII. **Media Requests

- a. Several media releases.

IX. * Presentations**

- a. none at this time.

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 July 01, 2011 through July 31, 2011**
Grants Administrator duties completed:

- Worked on compiling statistics for Region IV JAG Grant
- Did SF425 Financial reporting for April-June quarter on ARRA JAG Grant
- Worked on draw down and memo on ARRA JAG Grant for finance.
- Completed quarterly/Federal reporting report on ARRA JAG Grant
- Filed all paperwork on ARRA JAG Grant.
- Completed quarterly performance report on 2010 JAG Grant
- Sent off super blitz activity report to SAFER NM
- Updated OBDWI file
- Researched reimbursement claim for City of Raton on ARRA Region IV JAG Grant.
- Reviewed Grant application for Region IV DEA funding
- Updated E911 Grant book.
- Attended safety Training at city hall
- Printed PAR forms for RFR4 for Raton Police dept.
- Ran PAR forms for pay period 14, 15 and 16 on Region IV JAG Grants
- Entered Statistics for Region IV JAG Grant on Bureau of Justice assistance website.
- Made copies of all paperwork pertaining to RFR 4 for Region IV JAG Grant
- Met with Region IV Coordinator to close out ARRA Region IV JAG Grant

- Completed agenda request to apply for DEA funding as requested by grants management
- Attended DEAC meeting in Santa Fe, NM
- Updated payroll rates to reflect LVPOA contract.
- Trained on entering statistics for coop consulting on Region IV JAG Grant
- Met with Region IV Coordinator, and Commander to go over ARRA 2009 extension on funds and 2010 JAG Grant amendment.
- Submitted budget transfer to Finance Director regarding 2010 Region IV Grant
- Submitted memo to Finance Director on Request for Payment (RFP) to Clayton PD from 2010 Region IV Grant
- Submitted memo to finance to request a copy of fuel cost for month of June on 2010 Region IV Grant
- Assisted Region IV Coordinator on computer issues.
- Worked on budget revisions
- Uploaded process of JAG application
- Filed daily paper work on all grants
- Reviewed timesheets on Region IV.
- Attended city budget hearing

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 July 01, 2011 through July 31, 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. Region IV Meeting
- n. Budget Hearings

XV. **Training** -Dates from July 01, 2011through July 31, 2011

- Commander Gutierrez has completed the drafting of Sergeant and Lieutenants written examinations and tentatively scheduling the promotional process to begin on the week of August 15 when all of the applicants for the promotional process have returned from vacations.
- Commander Gutierrez has tested 12 applicants for the 2 vacant positions of E.S.S. and only one has passed with a qualifying score of 74% (required passing score is 70%). I will consult with Chief and HR to determine if we will have to grade on a curve to allow lower scores to be accepted to move further in the application process.
- Commander Gutierrez has conducted testing for the four vacant positions of police officer with four applicants passing the written and physical portions of the application process.
- Commander Gutierrez has tested for any officers that were interested in attending the upcoming SWAT training course on July 23, 2011. Unfortunately only 3 officers showed any interest and showed up to test for the available positions in the class. Officers Michael Lopez, David Cordova, and Eric Padilla all showed great heart and determination during the physical fitness assessment and they have been chosen to attend the basic SWAT training course.
- No in and out of state travel vouchers submitted by Admin Secretary, Anne De Vargas for the month of July.

If you have any questions, please contact Training/Recruitment Commander Robert F. Gutierrez at 426-3142

XVI. ** Other-** Dates from July 01, 2011through July 31, 2011

- a. None at this time.