

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

I. Communications- *Dates from November 01, 2011 through November 30, 2011 Dispatch.*

- a. 1517 Total police calls for service.
- b. 110 Emergency Medical Service (EMS) calls for service.
- c. 87 Fire calls for service.

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

- a. 692 Offense Incident Reports entered by the Law Enforcement Information (LEI) staff.
- b. 58 Traffic Accident Reports entered by the LEI staff.
- c. 82 Citations entered by the LEI staff.
- d. 241 Customers attended to by the LEI staff.
- e. 275 Offense Incident, Traffic Accident, and PRA's Reports scanned by LEI staff.

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

- Continuing Training and Education
- 192 security checks for this month
- 166 traffic citations issued not including calls for service.
- 11 warnings, 15 parking citations, and 49 arrests made
- 92 citizen's contacts
- 53 business contacts

Enforcement Service Specialist (code enforcement and animal control)

- 135 Calls for service
- 85 Animal Control call for Service
- 48 Animals Picked up and taken to shelter
- 16 call for service for Code Enforcement
- 21 Parking Violations
- 12 Parking Citations given

- 10 Blue door tags
- 37 Animals picked up and taken to shelter
- Assisted with traffic control for electric light parade
- Enforcement Service Specialists also assist with traffic control and other assistance needed by patrol.

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

- a. Conducted vehicles searches for narcotics.
- b. Conducted building clearings on homes and business.
- c. Assisted on numerous calls as a tool.
- d. Weekly Kennel Maintenance.

Chicco- Dates from November 01, 2011 through November 30, 2011

- a. Conducted vehicles searches for narcotics.
- b. Conducted building clearings.
- c. Conducted clearings on homes and business.
- d. Assisted on numerous calls as a tool.
- e. Weekly Kennel Maintenance.

V Investigations Division- Dates from November 01, 2011 through November 30, 2011

1. The Following Reports are being investigated at this time.
 - a. 2 Robberies
 - b. 1 Credit Card Fraud
 - c. 1 Aggravated Burglary
 - d. 2 Burglaries
 - e. 1 Embezzlement
 - f. 1 Criminal Sexual Penetration
 - g. 1 Aggravated Battery
2. Other cases pending court or is closed, and is preparing for court trials.
3. Guilty Verdict on first-degree murder trial that was completed on December 02, 2011.

Region IV Narcotics Task Force

1. Region IV under reorganization and end of fiscal grant cycle.
2. A Police Officer was promoted to Sergeant and assigned to Region IV.
3. Region IV continues to investigate narcotic calls as they are received.

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

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

- a. 27 Reports
- b. 25 Supplemental Reports
- c. 18 CDR'S
- d. 11 DVDR'S
- e. 3 VHS Tapes

The intake for the month of November was 92 items

The output was 16 items.

The following items copied for Police Officers were:

- a. 43 CDR'S
- b. 10 DVDR'S
- c. 1 VHS Tapes

The following items copied for City Attorney:

- a. 5 Police Reports
- b. 5 Supplemental Reports
- c. 1 VHS Tape
- d. 2 CDR'S
- e. 2 DVD

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

Marla Martinez worked with Finance on a daily basis.

- Submitted bills to finance for payment
- Attended meeting reference to Region IV grant to included over time issues
- Contacted vendors for discrepancy on invoices
- Submit requisitions to purchasing for equipment
- Went to purchasing for supplies for department

- Prepare budget transfers
- Reconciled general fund
- Worked with Grants to include reconciling
- 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
- Attended meetings
- Worked on reimbursement for E-911 Grant
- Worked on cost for special Assignments
- Worked on purchase of bullet proof vests
- Worked on bid process to purchase ten (10) police cars

VIII. Media Requests

1. Criminal Activity

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 November 01, 2011 through November 30, 2011

Grants Administrator duties completed:

- Update Grant files.
- Met with Chief Montañó for signatures to pay bills for Region IV 2010 Justice Assistance Grant.
- Updated calendar for upcoming meetings and appointments.
- Researched grant opportunities
- Forwarded equitable sharing agreement to City Attorney
- Prepared deposits for request of reimbursements.
- Prepared requisitions form to get supplies from inventory
- Picked up supplies from inventory
- Met with City Manger regarding a Grant Application
- Met with City Finance personnel regarding payment on Region IV
- Submitted budget transfer on 2009 American Recovery and Reinvestment Act Grant for Street Survival Training.
- Prepared for Street Survival Training

- Deposit funds from Department of Public Safety
- Worked on quotes for office supplies
- Reviewed timesheets on a bi-weekly basis on Region IV, Drug Eradication, County Driving While Intoxicated, and other overtime paid by special grants
- Attended safety training at city hall
- Worked and completed purchase orders for supplies.
- Met with Region IV staff, reference to presentation on 2011 Justice Assistance Grant funding
- Worked on agenda requests and resolutions for Council meeting.
- Filled all appropriate paperwork to corresponding grant files.
- Covered communications division while dispatcher attends safety training.
- Submitted memo for payment to finance on street survival training to be paid out of the American Recovery and Reinvestment Act Grant
- Assisted Deputy Chief Garcia with documentation for the New Mexico Finance Authority from the Police Vehicle vendor
- Complied statistics for Region IV Commander on all cases, arrest activity from august 2009 to current, for the Justice Assistance Grant presentation.
- Drafted letter of support for City Finance as required by Region IV Justice Assistance Grant program review team.
- Worked on report corrections on the Justice Assistance Grant
- Worked on billing for overtime on grants.
- Submitted request for reimbursement.
- Set up line item for bullet proof vest
- Attended Department of Safety grants determination for funding for Region IV 20112 fiscal year.
- Assisted Chief Montaña with copies of information regarding acquisition of the police units in a packet for council justification.
- Received donations from the community for the officers attending the Streets Survival Training.
- Facilitated Street Survival Training for sixty three (63) Police Officers. This was held November 15, 16, 2011.
- Updated line items to reflect current expenditures.
- Ran Check detail on grant overtime.
- Processed close out paper work and was submitted back to Calibre Press and distributed internal questionnaire to officers on Street Survival Training, for grant requirements.

XII. Department Goals

- a. Meet federal regulation for narrow banding compliance
- b. Obtain New Police Vehicles

XIII. Professional Services Contracts

- a. Gorseco
- b. HOV Services
- c. Motorola
- d. Sleuth

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

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

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

Travel Authorization

- *November 07, 2011*-Communications SFST instructor update – Police Officer (P.O.) Monica Vigil in Rio Rancho, NM.
- *November 15-18, 2011*-Assessment for Los Lunas Police Department- Lieutenant (LT.) Theo Chavez-in Los Lunas, NM.

