

**Las Vegas Police Department**  
**Monthly Report**  
**May 2011**  
**Christian Montaña Chief of Police**

**I.\*\*\*\* Communications**

- a. The calls for service from *May 01, 2011 through May 31, 2011* are 740 calls for service.

**II. \*\*\*\*Records/Patrol -Dates from May 01, 2011 through May 31, 2011 for Records Section**

- a. 184 Offense Incident Reports entered by the Law Enforcement Information (LEI) staff.  
b. 36 Traffic Accident Reports entered by the LEI staff.  
c. 161 Citations entered by the LEI staff.  
d. 190 Customers attended to by the LEI staff.  
e. 186 Offense Incident Reports scanned by LEI staff.  
f. 37 Traffic Reports scanned by LEI staff.

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

- Continuing education
- Estimated 90 security checks for this month
- Estimated 222 traffic citations issued not including calls for service.
- Estimated 0 warnings, 17 parking citations, and 57 arrests made

**Enforcement Service Specialist** (code enforcement and animal control)

- Estimated 53 animals picked up including stray and dead animals.
- Estimated 24 citations issued by code enforcement.
- Estimated of 90 calls for service.
- 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 May 01, 2011through May 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 NM State Police on a narcotic search on two (2) Vehicles on Interstate 25

**K-9 Chicco**-Dates from May 01, 2011through May 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

**V\*\*\*\*Investigations Division**- Dates from May 01, 2011through May 31, 2011.

1. The Following Reports are being investigated at this time.
  - a. 7 Burglaries
  - b. 2 Fraud
  - c. 2 CSC (criminal sexual contact) of Minors
  - d. 1 Missing Person
  - e. 1 Aggravated Burglary
  - f. 1 Larceny
2. Other cases pending court or are closed.
3. Investigations is preparing for the following court trials:
4. Evidence Technician completed destruction of evidence, cases that have been closed since the early 1990's.
5. Case assignment tracking system in working process.
6. Re-organization and clean up of evidence room.

**Region IV Narcotics Task Force**

1. Conducted Highway Drug Interdiction.
2. Conducted hotel/motel bus interdiction.
3. Conducted Consensual Encounters.
4. Conducted Undercover Operations.

5. Conducted Patrol Operations.

**VI\*\*\*Evidence Division- *Dates from May 01, 2011through May 31, 2011***

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

- a. 22 Reports
- b. 14 Supplemental Reports
- c. 6 Sets of Pictures
- d. 4 CDR'S
- e. 3 DVDR'S
- f. 3 VHS Tapes

The intake for the month of May was: 6 items

The output was: 35 items.

The following items copied for Police Officers were:

- a. 8 CDR'S
- b. 2 DVDR'S
- c. 2 VHS Tapes

The following items copied for City Attorney:

- a. 8 Police Reports
- b. 2 Supplemental Reports
- c. 2 VHS Tapes
- d. 4 CDR'S

**VII\*\*\*Accounting/Budget- *Dates from May 01, 2011through May 31, 2011***

Marla Martinez worked with Finance on a daily basis.

- Submitted bills to finance for payment
- Worked on cell phone issues
- 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 Budget meetings with Chief Montaña, 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.
- Attended Department Spring Inspection at the Recreation Center.
- Participated in Trash Clean up with City office staff.

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 (2<sup>nd</sup>) Monday of every month at Fire Station I (604 Legion Drive) at 3:30pm

### **XI. \*\*\*Grants - Dates from May 01, 2011 through May 31, 2011** *Grants Administrator duties completed:*

- Completed and Submitted OBDWI request for reimbursement for the month of April.
- Submitted S.T.E.P. request for reimbursement for the month of April.
- Ran check detail for Region IV JAG Grant.
- Attended APCO/NENA Conference in Albuquerque, to maintain communications certification hours.
- Attended Department Spring Inspection at the Recreation Center.
- Completed and submitted activity report to SAFER NM.
- Assisted San Miguel DWI Coordinator with Grant Application.
- Entered expenditures on E911 grant ledger.

- Met with Region IV Commander and Coordinator on issues on Region IV Grant.
- Prepare seizure and donation fund for Region IV grant fund.
- Worked on PAR forms
- Typed draft letter of support for Region IV funding.
- Forwarded email to all agencies within the Region for support in efforts on continuing receiving funds.
- Met with Chief Montaña on Law Enforcement Block Grant, and region IV JAG Grant.
- Met Commander Gutierrez on funding for training and recruiting purpose on ARRA JAG Grant.
- Filed Paperwork
- Submitted Agenda Request and resolution on Law Enforcement Protection Grant.
- Sent memo to Interim Finance Director for corrections on Region IV Grant.
- Reviewed timesheets for pay period 11.
- Met with Region IV Coordinator
- Reviewed all incoming emails on a daily basis.
- Attended Coop consulting audit on Region IV ARRA JAG grant and regular JAG Grant.
- Attended budget hearing at City Offices.
- Met with Chief Montaña and Deputy Chief Garcia on purchasing vest through the Bullet Proof Vest Grant.
- Submitted Agenda request on Bullet Proof Vest Grant.
- Attended GMB training at Department of Public Safety to satisfy scope of Region IV Grant.

**XII. \*\*\*\*Department Goals**

- a. Working on new building construction
- b. Meet federal regulation for narrow banding compliance
- c. Crime Scene Unit
- d. Fill all departmental vacancies

**XIII. \*\*\* Professional Services Contracts**

- a. Soleil West

**XIV. \*\*Meetings Attended-** *Dates from May 01, 2011through May 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
- g. Meetings with Community Development
- h. Meeting with District Attorney's Office
- i. Meeting with City Attorney's Office
- j. Meeting with various citizens
- k. Meeting with Office of Emergency Management
- l. Meeting with Homeland Security
- m. Fiesta Sub-Committee Meeting
- n. Fiesta Oversight Committee Meeting
- o. Region IV Meeting
- p. Budget Hearings

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

- a. None at this time.

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

- a. None at this time.