

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

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

- a. 1,014 Total police calls for service.
- b. 70 Emergency Medical Service (EMS) calls for service.
- c. 86 Fire calls for service.

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

- a. 231 Offense Incident Reports entered by the Law Enforcement Information (LEI) staff.
- b. 46 Traffic Accident Reports entered by the LEI staff.
- c. 122 Citations entered by the LEI staff.
- d. 260 Customers attended to by the LEI staff.
- e. 1,216 Offense Incident and Traffic Reports scanned by LEI staff.

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

- Continuing Training and Education
- 260 Security checks for this month
- 151 Traffic citations
- 16 Parking citations
- 79 Citizen's contacts
- 44 Business contacts
- 37 Arrests

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

- 151 calls for service
- 96 Animal Control call for Service
- 27 Animals picked up
- 21 Call for service for Code Enforcement
- 15 Code Enforcement follow-up calls
- 15 Parking violation/citation calls
- 2 Water Violations/Citation calls
- 6 Blue door tags
- Enforcement Service Specialists also assist with traffic control and other assistance needed by patrol.

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

1. The Following Reports are being investigated at this time.
  - a. 2 Criminal Sexual Penetration (CSP)
  - b. 1 Aggravated Battery
  - c. 2 Missing Persons (Located)
  - d. 1 Homicide
  - e. 7 Burglaries
  - f. 2 Robberies
2. Other cases pending court or is closed, and is preparing for court trials.
3. Suzanne Aguilar was bond over to District Court on a second degree murder and tampering with evidence.

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

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

- a. 23 Reports
- b. 21 Supplemental Reports
- c. 2615 CDR'S
- d. 7 DVDR'S
- e. 1 VHS Tapes

The intake for the month of September was: 93 items

The output was: 19 items.

The following items copied for Police Officers were:

- a. 14 CDR'S
- b. 5 DVDR'S
- c. 2 VHS Tapes

The following items copied for City Attorney:

- a. 7 Police Reports
- b. 7 Supplemental Reports
- c. 2 VHS Tape
- d. 4 CDR'S
- e. 1 DVD

**VII Accounting/Budget- Dates from September 01, 2011 through September 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 invoice
- 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
- Attended meetings @ City Offices
- Attended safety Training at City Hall
- Meeting with Police Administrative staff.

**VIII. Media Requests**

1. Criminal Activity

**IX. Presentations**

- a.Lecture at Luna Community College (LCC)
- b.Lecture at New Mexico Highlands University (NMHU) - Engagement on Law Enforcement.

**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 September 01, 2011 through September 30, 2011**

*Grants Administrator duties completed:*

- Ran PAR forms for Region IV overtime.
- Completed registration process for Police One to gain further grant resources.

- Met with Training Administrative Aide on per diem rates
- Received American Recovery and Reinvestment Act (ARRA) revision for review.
- Region IV 2010 Justice Assistance Grant bills were submitted to City offices for processing.
- Submitted request for reimbursement for San Miguel County and Raton Police Department to City Finance department for processing.
- Processed purchase order for maintenance of vehicles out of the 2010 Region IV Justice Assistance Grant.
- Submitted agenda request on Drug Enforcement Administration and the Driving while Intoxicated (DWI) planning council.
- Submitted memo Request for budgets for the Driving while Intoxicated (DWI) grant and 2012 Justice Assistance Grant through City Finance.
- Updated Grants.
- Completed Budget Revisions
- Made travel arrangements for department of justice training.
- Met with Chief Montaña, Commander R. Gutierrez, and Lt. L. O'Connor on Street Survival training.
- Filed Grant Paperwork
- Ran Check Details for pay periods needed.
- Submitted Grants claims for months of August.
- Sent electronic copies of resolution To City Clerk as per request.
- Completed Super blitz activity report for latest quarter.
- Worked on budget Revisions
- Met with Region IV Coordinator on close out on American Recovery and Reinvestment Act funds.
- Started process on Wal-Mart Foundation funding opportunities.
- Met with Police Financial Specialist on Operation Driving while Intoxicated (ODWI) budget.
- Met with Command Staff on Street Survival training.
- Updated 215 line item.
- Receive reports from Information Division for case management on 2010 Region IV Justice Assistance Grant.
- Met Commander Jenkins on amounts left on Selective Traffic Enforcement Program (S.T.E.P.) and Operation Driving while Intoxicated (ODWI).
- Sat in Interviews for Communication Specialist Position.
- Met with Deputy Chief Garcia on drafting grant through Community First Bank.
- Submitted Agenda Request for Wal-Mart Foundation Fund application in the amount of \$1,900.00.
- Submitted agenda request on Community First Bank grant application in the amount of \$5,000.00.
- Met with Chief Montaña, Region IV Coordinator and Agent on 2011 Region IV JAG grant.

**XII. Department Goals**

- a. Meet federal regulation for narrow banding compliance
- b. Obtain New Police Vehicles
- c. Fill all departmental vacancies

**XIII. Professional Services Contracts**

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

**XIV. Meetings Attended-** *Dates from September 01, 2011 through September 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. Meeting with District Attorney's Office
- i. Meeting with City Attorney's Office
- j. Meeting with various citizens
- k. Informational Meeting-Human Resource/Finance
- l. Meeting with State Police District 2
- m. Oral Interviews with Lieutenant & Sergeant Applicants-on Promotion Process
- n. Meeting with Driving While Intoxicated (DWI) Sobriety Court

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

Travel Authorization

- *September 13 thru September 16, 2011-* Property Evidence Management Training- Evidence Technician Phillip Marquez-in Albuquerque, NM.

- *September 20 thru September 21, 2011-Drug Endanger Children-Officer Matias Apodaca-in Roswell, NM.*
- *September 20 thru September 21, 2011-Accreditation Meeting- Lieutenant Theo Chavez- Bloomfield, NM.*
- *September 20 thru September 23, 2011-Regional Financial Management Training-Grants Administrator Beatrice Sena-Denver, Co.*
- *September 21 thru September 23, 2011-New Mexico League Zoning Official (NMLZO) annual meeting-Commander Juan Montaño-in Taos, NM.*
- *September 28 thru September 30, 2011-NM Child Exploitation Conference-Lieutenant Adrian Crespin, and Investigator Pamela Sandoval-in Bernalillo, NM.*

Training and Recruiting

- Promotion process for Sergeant and Lieutenant is complete with a final report of final scores to be given to Chief Montaño on September 13, 2011.
- There are five (5) applicants for police officer that are on Council Agenda for October 19, 2011 meeting.
- There are eight (1) applicant for Enforcement Service Specialist that is on Council Agenda for October 19, 2011 meeting.
- There are two (2) applicants for the position of Communications Specialist that are on Council Agenda for October 19, 2011 meeting.

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

- a. Attended Ceremony on September 11, 2011- on remembrance.
- b. Federal US Marshal Assisted Region IV on a fugitive Task Force Operation.
- c. Assisted Tony Sena School with traffic Control on the International Walk to school day.