

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

I. Communications

- a. The calls for service from *August 01, 2011 through August 31, 2011* are 1,460 calls for service.

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

- a. 288 Offense Incident Reports entered by the Law Enforcement Information (LEI) staff.
- b. 63 Traffic Accident Reports entered by the LEI staff.
- c. 75 Citations entered by the LEI staff.
- d. 315 Customers attended to by the LEI staff.
- e. 288 Offense Incident Reports scanned by LEI staff.
- f. 63 Traffic Reports scanned by LEI staff.

III. Patrol. – Dates from August 01, 2011 through August 31, 2011

- Continuing Training and Education
- 178 security checks for this month
- 177 traffic citations issued not including calls for service.
- 25 warnings, 13 parking citations, and 60 arrests made
- 73 citizen's contacts
- 37 business contacts

Enforcement Service Specialist (code enforcement and animal control)

- 127 calls for service
- 15 Bear sightings
- 89 Animal Control call for Service
- 1 Bite call
- 5 Water Violations
- 3 Abandon Vehicles
- 16 call for service for Code Enforcement
- 21 Blue door tags
- Enforcement Service Specialists also assist with traffic control and other assistance needed by patrol.

IV K-9 Kiran -Dates from August 01, 2011through August 31, 2011

- a. Training on narcotics and patrol.
- b. Conducted vehicles searches for narcotics.
- c. Conducted building clearings on homes and business.
- d. Conducted static display for Accreditation Pre- Assessment.
- e. Assisted on numerous calls as a tool.
- f. Conducted search at Memorial Middle/Sierra Vista School. Perimeter during alarm calls.
- g. Weekly Kennel Maintenance.

Chicco-Dates from August 01, 2011through August 31, 2011

- a. Training on narcotics and patrol.
- b. Conducted three (3) vehicles searches for narcotics.
- c. Conducted two (2) building clearings.
- d. Community relations catch the kid event at Lincoln Park.
- e. Handler protection unwanted subject at Trujillo's Package.
- f. Weekly Kennel Maintenance.

V Investigations Division- Dates from August 01, 2011 through August 31, 2011

1. The Following Reports are being investigated at this time.
 - a. 1 Battery Against a house hold member
 - b. 1 Fraud
 - c. 2 Unlawful taking of a motor vehicle
 - d. 1 Unattended Death
 - e. 7 Burglaries
 - f. 1 Robbery
2. Other cases pending court or is closed, and is preparing for court trials.

Region IV Narcotics Task Force

1. Region IV served a search warrant on marijuana grows in Mora County, value of growth was estimated one hundred thousand dollars (\$100,00.00).
2. Region IV continues to investigate narcotics as they are received.

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

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

- a. 33 Reports
- b. 31 Supplemental Reports
- c. 26 CDR'S
- d. 9 DVDR'S
- e. 1 VHS Tapes

The intake for the month of May was: 69 items

The output was: 15 items.

The following items copied for Police Officers were:

- a. 18 CDR'S
- b. 4 DVDR'S
- c. 1 VHS Tapes

The following items copied for City Attorney:

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

VII Accounting/Budget- *Dates from August 01, 2011 through August 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 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.

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

VIII. Media Requests

1. Criminal Activity
2. Public Safety Announcements on Bear Sightings

IX. Presentations

- a. DWI Court-NMHU Fall Athletes-by Chief Christian Montaña

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 August 01, 2011 through August 31, 2011 Grants Administrator duties completed:

- Ran PAR forms for Region IV overtime.
- Closed out 2009/2010 Law protection Fund grant book
- Attended AFLAC benefits meeting at city office
- Researched grant opportunities
- Sent Interim Finance director updates of FICA charges on 2010 Region IV JAG Grant
- Sent Police Finance Specialist copy of memo on OBDWI charges
- Met with Region IV agent on commission cards from other counties.
- Worked on Updating by-laws for Region IV Task Force

- Picked up purchase orders and supplies for Region IV
- Make weekly deposit for program income at utilities
- Attended safety training at city chambers reference to conflict resolution
- Reviewed ARRA reversion forms on 2009 ARRA Region IV Grant
- Started budget revision for year two (2) Region IV JAG Grant as requested by DPS.
- Input totals for August STEP claim.
- Attended budget training at City Hall.
- Reviewed grant priorities proposal for 2012 Region IV JAG Grant and submitted to DPS for approval.
- Reviewed budget revisions for 2012 Region IV JAG Grant Region IV Commander for approval.
- Worked and completed grant portion of infrastructure Capital Improvement Plan Project.
- Met with Region IV Commander on Overtime, invoices, billing and budget revisions on 2010 Region IV Justice Assistance Grant.
- Sent Police Finance Specialist requested copies of draw downs on pepper ball grant.
- Worked on budget revisions for Region IV 2010 JAG Grant with Region IV Commander and submitted to Department of Public Safety.
- Sent out notices to surrounding agencies reference to Street Survival training Class, hosted by Las Vegas Police Department in November.
- Completed acceptance package on 2012 Justice Assistance Grant (JAG) awardment
- Prepared Agenda Request for 2012 Justice Assistance Grant (JAG) awardment.
- Updated contact list on Microsoft outlook
- Met with Deputy Finance director on draw down issues on American Recovery Reinvestment Act (ARRA) and Justice Assistance Grant (JAG).
- Met with Operating Driving While Intoxicated/Selective Traffic Enforcement Program (ODWI/ S.T.E.P.) Coordinator for Audits.
- Met with Chief Montaña, Deputy Chief Garcia, and Financial Specialist on collaboration.
- Worked on agenda requests and resolutions for Council meeting.
- Meeting with Police Administrative staff.
- Met with Region IV Coordinator on billing, and updating budget revision forms.
- Met with City's Finance Accounts Payable Helen Vigil, on proper procedure on billing for Region IV (JAG).
- Met with City's Purchasing Agent Lupe Apodaca on proper procedure to amend and update a purchase order (PO).

- Forwarded budget details sheets, budget agreements amendments to Region IV Coordinator.
- Checked status on Bullet Proof Vest Grant application.
- Completed automated clearing house payment enrollment form, for the 2012 Justice Assistance Grant, and got signatures from The Bank of Las Vegas.
- Processed Drug Eradication Grant Packet for acceptance.
- Researched All Terrain Vehicles for Code Enforcement.
- Tried coordinating the Street Survival Seminar for November, but was unsuccessful in securing slots for the police department.
- Started on processing August claim for Selective Traffic Enforcement Program.
- Completed request for reimbursement on Region IV 2010 Justice Assistance Grant for Raton PD and San Miguel County Sheriff's Department.

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 August 01, 2011 through August 31, 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. 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
- o. Informational Meeting-Human Resource/Finance
- p. Meeting with FBI (Federal Bureau of Investigation)
- q. Meeting with All Terrain
- r. Meeting Accreditation Assessment Team
- s. Meeting with Administrative Staff

XV. Training -Dates from August 01, 2011through August 31, 2011

Travel Authorization

- Hosted National SWAT course
- *August 02 thru August 02, 2011*- Animal Cruelty Investigation- Enforcement Service Specialist Rodney Perea, and Enforcement Service Specialist Daniel Edwards –in Santa Fe, NM.
- *August 04 thru August 05, 2011* -Drug Court Team Training- Deputy Chief Eugene Garcia, and Investigator Pamela J. Sandoval -in Albuquerque, NM.
- *August 10 thru August 11, 2011*-IR-8000 Key Operator Training- Officer Kenneth Stumberg- Albuquerque, NM.

Training and Recruiting

- Promotion process for Sergeant and Lieutenant is complete with a final report of final scores to be given to Chief Montaña on September 13, 2011.
- There are five (5) applicants for police officer that are currently in the background phase.
- There are eight (8) applicants for Enforcement Service Specialist that are currently in the background phase.
- Three applicants for the position of Communications Specialist are scheduled for oral interviews on September 13, 2011.

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

- a. Promotion Testing for Sergeant and Lieutenant Position (s)

