

**Las Vegas Police Department  
Monthly Report  
Chief Christian Montaña  
January 12, 2011**

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

- a. The calls for service from *December 01, 2010 through December 31, 2010* are 1334 calls for service.

**II. \*\*\*\* Records/ Patrol -Dates from December 01, 2010 through December 31, 2010 for Records Section**

- a. 245 Offense Incident Reports entered by the Law Enforcement Information (LEI) staff.
- b. 41 Traffic Accident Reports entered by the LEI staff.
- c. 319 Citations entered by the LEI staff.
- d. 136 Customers attended to by the LEI staff.
- e. 170 Offense Incident Reports scanned by LEI staff.
- f. 35 Traffic Reports scanned by LEI staff.

**III. \*\*\*\* Patrol. – Dates from December 01, 2010 through December 31, 2010**

- Continuing education/advance training for department
- Estimated 43 security checks for this month
- Estimated 319 traffic citations issued not including calls for service
- Assisted State Police with kidnapping from the area of Camp Luna
- Embezzlement at Wal-Mart of over \$1300.00 in merchandize
- Checkpoint was done on the 100 block of Mills Avenue, a total of 222 cars passed through the checkpoint, a total of 17 traffic citations were given
- Saturation patrol, from 1800 to 2000 a total of 33 traffic citations given and one arrest
- Embezzlement at Allsup's on 615 Grand Ave. \$2400.00 via voided money orders
- Johnny E. Maldonado Jr. DWI (Ninth arrest)
- Officer Clarence Romero did a presentation on narcotics to 9th grade students at RHS
- Juvenile was charged with Aggravated Assault, pulled out a knife on another student at RHS, transported to Santa Fe.

**IV \*\*\*\* Investigations – Dates from December 01, 2010 through December 31, 2010**

*Investigations were assigned 13 reports for the month of December.*

The following reports are being investigated at this time

- a. 7 Burglaries
- b. 1 Child Abuse
- c. 1 Breaking and Entering
- d. 1 unattended Death

- e. 1 missing person
- Moranda Mondragon has been found and safely released back to foster care and removed from missing person clearing house

Other cases are pending court, closed and being prepared for court trials

- a. Homicide: Kevin Duran
- b. Homicide: Michael Maestas
- c. CSP: Jay Quintana
- Investigator Roy Pacheco resigned from Las Vegas Police Department effective December 31, 2010
- Investigations will continue to investigate and close all 2010 cases; February 01, 2011 is the target date for closing 2010 cases that are not pending court.

**V\*\*\*\* Region IV - Dates from December 01, 2010 through December 31, 2010**

- December close out reports for year 2010 and review Region IV operations Manual
- Procedure of handling confidential funds to be changed
- Region IV continues to investigate narcotic calls as they are received

**VI\*\*\*\*K-9 Kiran**

*Dates from December 01, 2010 through December 31, 2010*

- a. Weekly kennel maintenance training on narcotics and patrol
- b. Conducted vehicles searches for narcotics
- c. Conducted building clearings on homes and business
- d. Conducted foot patrols on residential areas for burglary suspects
- e. Conducted a narcotic sweep of the Santa Fe County Detention Center.
- f. Kiran and his handler were awarded with certificates from the Public Safety Committee for achievement on their performance during re-certification in Sierra Blanca NM

**K-9 Chicco**

*Dates from December 01, 2010 through December 31, 2010*

- a. Conducted narcotics searches in vehicles
- b. Conducted building clearings on homes and business's
- c. Conducted an apprehension deployment on a male subject who was submerged in water during a domestic violence issue
- d. Conducted foot patrols on residential areas for burglary suspects
- e. Conducted weekly maintenance training on narcotics and patrol
- f. Conducted a narcotic sweep of the Santa Fe County Detention Center.

**VII Evidence Division-** *Dates from December 01, 2010 through December 31, 2010*

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

- a. 22 reports
- b. 20 supplemental reports
- c. 8 sets of pictures
- d. 4 CDR's
- e. 4 DVDR's

The intake for the month of December was 89 items

The output was 10 items

The following items copied for Police Officers were:

- a. 2 CDR's
- b. 4 DVDR's

The following items copied for City Attorney:

- a. 2 Police reports
- b. 2 supplemental reports
- c. 1 VHS tape
- d. 1 CDR

**VIII Accounting/Budget-** *Dates from December 01, 2010 through December 31, 2010* Marla Martinez worked with Finance on a daily basis.

- Submitted bills to finance for payment
- Attended training at Finance
- Contact vendors for discrepancy on invoices
- Submit 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 the department
- Prepare for mid-year budget reviews
- Did budget print-outs for Chief and Police Grants Administrator to prepare for mid-year reviews

- Reconciled all Grants and General Fund, Code Enforcement budgets
- Gave Police Grants Administrator copies of budget reconciliation for the grants
- Sent email to City Finance requesting access to funds on AS400 for Police Grants Administrator and myself
- Assist with timesheets on a bi-weekly basis; to include making sure grant overtime is charged to appropriate line items.
- Contact vendors on equipment and supplies for department
- Covered some duties for Administration while Chief's Admin Aide was out sick

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

#### **IX. Media Requests**

- a. None at this time.

#### **X Presentations**

- a. Officer Clarence Romero did a presentation on narcotics to 9th grade students at RHS

#### **XI. Personnel**

- a. None at this time

#### **XII. 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

#### **XII. Grants - *Dates from December 01, 2010 through December 31, 2010***

*Grants Administrator duties completed:*

- Created back up disc for 2010 work and cleaned out computer to start New Year.
- Had phone conference with Region IV Coordinator to go over budget amendment
- Worked on OBDWI totals spreadsheet
- Worked on OBDWI 2010 closeout totals to prepare when we meet on this issue
- Prepare packet to send off to Judith Duran on information that she requested
- Went to Santa Fe to deliver packet to Judith Duran at Traffic Safety Bureau and dropped off budget amendment paperwork for Region IV Coordinator to the Department of Public Safety
- Reviewed ARRA Region IV expenditure list against my records
- Contacted Interim Finance Director in regards to acquiring funding for police units
- Followed up with issues that arose during REGION IV DPS audit

- Attended meeting with TSB Robert Archuleta in efforts to establish a separate fund number for 2011 OBDWI and STEP funds
- Researched State Contract procurement for police vehicles
- Reviewed expenditures for RFR 8 from Region IV Coordinator
- Worked on NMFA application for vehicles
- Completed reimbursement form for November OBDWI reimbursement
- Updated ARRA training file
- Created payroll list for Region IV PAR forms
- Started reviewing RFR 8 to submit to DPS
- Worked on reconciliation report for DEAC board on Region IV overtime off of the ARRA Region IV JAG Grant
- Attended City Finance Training
- Completed overtime DEAC justification
- Updated RFR 8 expenditure to reflect line item changes
- Reviewed detail budget reports received by Police Financial Specialist
- Started book 7 ARRA Region IV Grant
- Updated 240 budget line item and started close out process
- Ran equipment listing for 240 budget line item
- Updated OBDWI 2011 file
- Updated 215 book
- Updated 292 book
- Prepared for budget hearings
- Reviewed program income file
- Reviewed E911 packet sent by Art Rios, called him and went over questions I had regarding the budget set up
- Spoke to Veronica Gentry, City Grants Administrator in Regards to the E911 packet as well
- Submitted billing for Chief to sign for Region IV Coordinator
- Met with Chief regarding police units and E911 grant application
- Emailed City Grants Administrator regarding drawdown on 240 line item
- Emailed Interim Finance Director updating her on NMFA loan application for police units
- Reviewed Region IV 2011 JAG Grant in an effort to come up with a creative plan to continue with our goals to create the community coalition without the grant funds
- Updated ICIP forms for 2011
- Updated 2011 Calendar with recurring deadlines/appointments, grants application, ECT.
- Updated LEPF forms for 2011
- Reviewed OBDWI expenditures
- Updated Police Unit application
- Met with Michael Coop and Region IV Coordinator regarding 2010 Region IV JAG Grant
- Should you have questions, please feel free to contact Grants Administrator, Beatrice Sena at or 426-3145.

## **XVI. Department Goals**

- a. Working on new building construction

- b. Radio Dispatch Upgrade
- c. Legislative Requests
- d. 5 Investigation Cars
- e. Mobile unit

**XVI. Professional Services Contracts**

- a. Soleil West

**XVII. Meetings Attended**

- a. Department Head
- b. City Council Meeting
- c. Supervisors Meeting
- d. Meeting with City Manager
- e. Public safety Meeting
- f. DRT Meeting
- g. Driving While Intoxicated (DWI) "Sobriety" Drug Court meeting
- h. Local Emergency Planning Committee (LEPC) meeting

**XVIII. Employment Evaluations**

- a. None at this time

**XIX. Training**

- a. *December 08 thru December 10, 2010- Albuquerque, NM- New Mexico Law Enforcement Conference "Policing in the 21<sup>st</sup> Century"- Interim Chief Christian Montañó and Captain Eugene Garcia*
- b. *December 07 thru December 08, 2010- Rio Rancho, NM- New Mexico Animal Control Associates Annual Training Conference- Enforcement Service Specialist Rodney Perea*
- c. *December 20, 2010- Gallup NM- Accreditation Assessment Meeting- Lt. Theodore Chavez*