

**Las Vegas Police Department
Monthly Report
For the Month of March 2011
Chief Christian Montaña**

I.** Communications**

- a. The calls for service from *March 01, 2011 through March 31, 2011* are 317 calls for service.
- b. Two (2) Communication Specialist were hired.

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

- a. 299 Offense Incident Reports entered by the Law Enforcement Information (LEI) staff.
- b. 42 Traffic Accident Reports entered by the LEI staff.
- c. 1,011 Citations entered by the LEI staff.
- d. 327 Customers attended to by the LEI staff.
- e. 322 Offense Incident Reports scanned by LEI staff.
- f. 36 Traffic Reports scanned by LEI staff.

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

- Continuing education/ advanced training for department completed Biannual training
- Estimated 90 security checks for this month
- Estimated 345 traffic citations issued not including calls for service.
- Estimated 120 warnings, 11 parking citations, and 74 arrests made
- Recovered stolen property. Honda Rancher ATV value 8000.00 dollars recovered under the underpass on Pecos Street
- Aggravated battery\ tampering with evidence- victim Leroy Vigil suspect\ arrested Jerry Cordova. Location of stabbing 1703 Montezuma
- Burglary at 153 Bridge street the Unikat Fine Jewelry Store. Suspect(s) unknown-smash & go, unknown at this time value of jewelry taken, several thousand dollars worth of damage.
- 1032 Railroad Avenue shooting at or from a motor vehicle one shot through the southeast wall. Projectile recovered along with one spent casing .45 cal. Victim Dolores Ortega Suspect unknown
- Hired Daniel Edwards for the position of Enforcement Specialist

If you have any questions, please contact field Service Commander
Deputy Chief Eugene Garcia at 426-3143

IV**K-9 Kiran** -*Dates from March 01, 2011through March 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. Kiran searched a residence and located a large amount of marijuana ecstasy (MDMA) during the execution of a search warrant.
- e. Kiran assisted State Police on a track to find a subject that had wrecked his vehicle coming from Gallinas Canyon, and left the vehicle.
- f. Kiran was donated a ballistic and stab proof vest from Susie Jean of the vest and personnel protection of police dogs foundation, this was given to Kiran in Santa Fe, during the legislative session.

K-9 Chicco-*Dates from March 01, 2011through March 31, 2011*

- g. Weekly kennel maintenance training on narcotics and patrol
- h. Conducted vehicles searches for narcotics
- i. Conducted building clearings on homes and business
- j. Chicco was donated a ballistic and stab proof vest from Susie Jean of the vest and personnel protection of police dogs foundation, this was given to Kiran in Santa Fe, during the legislative session.

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

1. The Following Reports are being Investigated at this time.
 - a. 1 Homicide
 - b. 1 Receiving stolen property
 - c. 1 Aggravated Battery
 - d. 1 shooting at or from motor vehicle
 - e. 1 unlawful taking of motor vehicle
 - f. 1 arson
 - g. 1 negligent use of firearm
2. Other cases pending court or are closed.
3. Investigations is preparing for the following court trials:
 - a. Homicide-Kevin Duran
 - b. Homicide-Michael Maestas
 - c. Criminal Sexual Penetration(CSP)- Jay Quintana and Richard Baca
4. Investigations will continue to investigate 2011 cases that are being filtered through.
5. Region IV continues to investigate narcotic calls as they are received.

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

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

- a. 38 Reports
- b. 31 Supplemental Reports
- c. 11 Sets of Pictures
- d. 9 CDR'S
- e. 4 DVDR'S
- f. 4 VHS Tapes

The intake for the month of March was: 83 items

The output was: 9 items.

The following items copied for Police Officers were:

- a. 2 CDR'S
- b. 5 DVDR'S
- c. 3 VHS Tapes

The following items copied for City Attorney:

- a. 8 Police Reports
- b. 6 Supplemental Reports
- c. 2 VHS Tapes
- d. 3 CDR'S

VII*Accounting/Budget-** *Dates from March 01, 2011 through March 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 Montañño, Deputy Chief, City Manager, and Finance Director.
- Met with Deputy Chief on ODWI Grant
- Worked on Capitol Project Worksheet.

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

VIII. **Media Requests

- a. Several media releases.

IX. * Presentations**

- a. Deputy Chief Garcia and Officer Ken Stumberg gave a presentation on crime prevention and neighborhood watch with residents at Housing Authority on March 24, 2011

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 March 01, 2011 through March 31, 2011*** *Grants Administrator duties completed:*

- Ran all email correspondence, reviewed and filed to appropriate grant files
- Sent signed original of the E911 Grant to City Clerk for her files and created files for that grant
- Sat in on interviews for Communications Specialist positions
- Sent out claims forms for OBDWI and STEP grant for the month of February.
- Ran PAR forms for myself and Region IV Coordinator for Pay Period 2/25/11

- Met with Chief in regards to agreement with San Miguel County on 2011 JAG funds and the agent position for the Region IV JAG Grant.
- Drafted letter to city manager in regard to the term position for narcotics agent.
- Redrafted agreement with San Miguel County to add further language and approval line for the City Manager.
- Mortified agent job description to fit the needs of this department.
- Met with Region IV coordinator and Region IV Sgt. In reference to final budget amendment to ARRA Region IV Grant.
- Sent over letter to City Manager for approval on term position for narcotics agent
- Met with Region IV coordinator regarding final budget amendment for ARRA Region IV JAG fund
- Updated ARRA Region IV budget to reflect amendment changes
- Ran Check details for pay period 2/12/11 thru 2/25/11
- Received permission to add 296 line item to timesheet from Interim Finance Director.
- Delivered sign budget amendment by Chief Montaña to Department of Public Safety.
- Reviewed Contract 2011 JAG Grant with Undersheriff Roy Pacheco.
- Filed grant paperwork
- Met with Chief, Deputy Chief, and Finance Specialist on Grant issues.
- Attended Region IV meeting in Springer NM.
- Worked on budget roll over's for submission
- Met with Deputy Chief on budget roll over's prior to submission
- Submitted budget roll over's on all grants to Finance Specialist
- Researched grant opportunities
- Met with Region IV Coordinator to work on budget worksheets
- Received approval on Law Protection Grant application from the city clerk's office and prepared it for Chief Montaña signature to return originals to DFA.
- Sent out Law Protection Grant application to DFA for approval
- Attended quarterly DEAC meeting with Chief and Region IV Agent
- Spoke to Chief regarding the narcotics agent position
- Met with Chief, Sgt. of Region IV, and Region IV Coordinator, on budget amendment.
- Input statistics and expenditures for the monthly OBDWI billing.
- Sent in Super blitz activity report for OBDWI Grant.
- Sent City Grants Administrator copy of RFR 9 and DOJ biannual training.
- Contacted EJ Penaido from NMFA to schedule meeting to go over loan process for police fleet.
- Resubmitted budget amendment to Department of Public Safety (DPS) Grants Management for review and approval.

- Type out memo to department staff advising changes on timesheet with examples as well.
- Reviewed timesheets on Region IV JAG Grant.
- Completed billing for OBDWI operations and prepared Deputy Chief and Finance Specialist.
- Met with Deputy Chief regarding issues on the OBDWI 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 March 01, 2011through March 31, 2011*

- a. Weekly Directors Meetings
- b. Council Meeting
- c. Supervisors Meetings
- d. Meeting with City Manager
- e. Public Safety Meetings
- f. Local Emergency Planning Committee (LEPC) meeting
- g. Meetings with Community Development
- h. Meeting with Sheriff's Office
- i. Meeting with City Attorney's Office

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

- a. *March 22 thru March 24, 2011- Buckle up NM Conference – Lt. Theodore Chavez and Officer Dennis Nelson in Albuquerque, NM.*

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

- a. None at this time

