

**Las Vegas Police Department
Monthly Report
February
Chief Christian Montaña**

I. ** Communications**

- a. The calls for service from *February 01, 2011 through February 28, 2011* are 1,341 calls for service.

II. ** Records/ Patrol -Dates from February 01, 2011 through February 28, 2011 for Records Section**

- a. 255 Offense Incident Reports entered by the Law Enforcement Information (LEI) staff.
b. 45 Traffic Accident Reports entered by the LEI staff.
c. 347 Citations entered by the LEI staff.
d. 236 Customers attended to by the LEI staff.
e. 279 Offense Incident Reports scanned by LEI staff.
f. 56 Traffic Reports scanned by LEI staff.

III. ** Patrol. – Dates from February 01, 2011 through February 28, 2011**

- In-Service Training to meet Department of Public Safety requirements taught by in-house instructors.
- Estimated 40 security checks for this month
- Estimated 80 traffic citations issued not including calls for service
- Estimated 14 warnings, 14 parking citations and 75 arrest made
- Joint Operation with LVPD and Federal Communications Commission made an arrest on this operation, reference to interference with radio communications.
- Reyes Ruiz, arrested for aggravated battery on household member, and resisting officer Cash bond \$6,000.00
- Theodore Gonzales, arrested for abuse of child, and possession of Marijuana
- Frankie Herrera arrested for aggravated battery, tampering with evidence.
- Aggravated DWI, suspect Leonard Montoya crashed into the rear of Officer Alan Pacheco's patrol unit, while Officer Pacheco was patrolling the 700 block of Railroad Avenue.
- Chris Garcia was charged with Aggravated battery, attempt to commit a violent felony, tampering with evidence and stabbed a person in the neck.

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

IV **Investigations** – *Dates from February 01, 2011through February 28, 2011*

Investigations were assigned 11reports for the month of February.

The following reports are being investigated at this time

- a. 1 Burglary
- b. 2 Missing Person's (Located)
- c. 3 Unattended Death's
- d. 1 Aggravated Assault/Battery
- e. 1 Aggravated Stalking
- f. 1 Breaking and Entering

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

- a. Homicide: Kevin Duran
- b. Homicide: Michael Maestas
- c. CSP: Jay Quintana

- Investigations will continue to investigate 2010 cases that are being filtered through
- The Investigation Division has been working daily operations while section is under construction. The work areas are almost complete and investigations will be able to work more effectively once complete.

V** Region IV** - *Dates from February 01, 2011through February 28, 2011*

- Review operations manual
- Procedure of handling confidential funds to be changed
- Region IV continues to investigate narcotic calls as they are received
- Region IV has handled misdemeanor cases involving San Miguel County Detention Center inmates.
- Site visit by Grants Management Bureau.

VI**K-9 Kiran -Dates from February 01, 2011through February 28, 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 participated in the Sage Foundation K-9 demo in Roswell, NM.

K-9 Chicco-Dates from February 01, 2011through February 28, 2011

- e. Weekly kennel maintenance training on narcotics and patrol
- f. Conducted vehicles searches for narcotics
- g. Conducted building clearings on homes and business
- h. Chicco participated in the Sage Foundation K-9 demo in Roswell, NM.

VII**Evidence Division- Dates from February 01, 2011through February 28, 2011**

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

- a. 11 reports
- b. 12 supplemental reports
- c. 3 sets of pictures
- d. 9 CDR's
- e. 2 DVDR's
- f. 4 VHS Tape

The intake for the month of February was 74 items

The output was 11 items.

The following items copied for Police Officers were:

- a. 4 CDR's
- b. 2 DVDR's
- c. 5 VHS

The following items copied for City Attorney:

- a. 8 Police reports
- b. 8 supplemental reports
- c. 2 VHS tape
- d. 6 CDR

VIII*Accounting/Budget-** *Dates from February 01, 2011through February 28, 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 E911 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.
- Attend meetings with Chief Montañño
- Prepare documents for bid on maintenance for police fleet
- Prepare travel forms for department

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

IX. **Media Requests

- a. Several media releases.

X. * Presentations**

- a. Promotion of Captain Eugene Garcia to Deputy Chief of Police.

XI. ** 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

XII. *Grants - Dates from February 01, 2011 through February 28, 2011**
Grants Administrator duties completed:

- Sent procurement contract to Art Rios, E911 Director.
- Ran copies of OBDWI and Region IV overtime and updated my worksheets accordingly.
- Ran PAR forms for me and Region IV coordinator for pay period 01/15/11 to 1/28/11.
- Updated numbers and statistics for submission of OBDWI billing claim #3.
- Completed request order to order vehicle out of the Law Protection Block Grant.
- Did draw down for 2011 JAG Grant in order to give San Miguel County Sheriff's Office their portion.
- Did a request for payment for approval on the draw down.
- Sent in January's OBDWI claim for processing.
- Ran OBDWI check detail sheets and matched them against my totals.
- Ran Region IV check detail sheets for me and Region IV Coordinator.
- Worked on ARRA Region IV budget to prepare for final budget amendment.
- Sent Interim Finance Director a memo regarding ARRA Region IV FICA Charges.
- Updated grant line items to reflect upcoming expenditures.
- Updated payroll amounts on graduating cadets and entered into LEPF spreadsheet
- Filed all paperwork to appropriate grant books
- Researched Law Enforcement circulars for further grant opportunities.
- Entered expenditure data for 2009 ARRA JAG Grant and submitted to Federal Grants Administrator.
- Followed up with E911 program manager on execution of E911 Grant Agreement.
- Set up budget for E911 funds and forwarded to finance for approval.
- Ran PAR forms for myself and Region IV Coordinator for pay period ending 02/11/11
- Entered amounts into RFR 10 for processing.
- Met with Region IV Coordinator to discuss issues concerning both ARRA Region IV and JAG Grants.
- Met with Lt. Adrian Crespin to discuss police vehicle issues and options for upcoming fiscal year.
- Researched Grant opportunities through the Federal Government.
- Researched narcotic training offered statewide.
- Started application process for 2011 Law Enforcement Block Grant.
- Entered travel and training expenditures to update E911 Grant.

- Updated bullet proof vest funding Information.
- Updated Law Enforcement Block Grant information in order to proceed with grant application.
- Met with Chief Montaña and Deputy Chief Garcia to plan where we are going to budget our grant monies for upcoming grant applications.
- Cleaned out email file and filed paperwork to appropriate files.
- Completed and submitted Law Enforcement Block Grant and Agenda request to council for approval to submit to Department of Finance.
- Updated the Police Departments central contractor registration for 2011
- Drafted contract for San Miguel Sheriff's Office on 2011 JAG Grant approval to disperse their portion of the JAG Grant funds.
- Completed worksheet of total expenses the Police Department will be responsible for on next Region IV JAG Grant.
- Met with DPS Grants management staff along with Chief Montaña, Region IV Coordinator Donato Sena, and Sgt. Mack Allingham.

XIII. **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

XVI. Professional Services Contracts

- a. Soleil West

XVII. Meetings Attended- *Dates from February 01, 2011 through February 28, 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

XIX. **Training** -Dates from February 01, 2011through February 28, 2011

- a. *February 03, 2011* Police Recruits Graduation- Chief Montañó, Captain Garcia, Lt. J. Montañó and Officer J. Gonzales in Albuquerque, NM.
- b. *February 26, 2011 through February 27, 2011* K-9 Demonstration for the Sage Foundation for dogs who serve - K-9 Officer E. Padilla with K-9 Kiran, and K-9 Officer M. Lopez with K-9 Chicco in Roswell, NM.