

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

**I. Communications-** *Dates from December 01, 2011 Thru December 31, 2011 Dispatch.*

- a. 1438 Total police calls for service.
- b. 109 Emergency Medical Service (EMS) calls for service.
- c. 88 Fire calls for service.

**II. Records/Patrol -** *Dates from December 01, 2011 thru December 31, 2011 Records Section*

- a. 259 Offense Incident Reports entered by the Law Enforcement Information (LEI) staff.
- b. 69 Traffic Accident Reports entered by the LEI staff.
- c. 139 Citations entered by the LEI staff.
- d. 252 Customers attended to by the LEI staff.
- e. 537 Offense Incident, Traffic Accident, and PRA's (Public Request Act) Reports scanned by LEI staff.

**III. Patrol.** – *Dates from December 01, 2011 thru December 31, 2011 Patrol.*

- Continuing Training and Education
- 224 security checks for this month
- 145 traffic citations issued not including calls for service.
- 29 warnings, 19 parking citations, and 42 arrests made
- 150 citizen's contacts
- 73 business contacts

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

- 107 Calls for service
- 86 Animal Control call for Service
- 30 Animals Picked up and taken to shelter
- 21 call for service for Code Enforcement
- 9 Parking Violations
- 27 Parking Citations given

- 9 Blue door tags
- Enforcement Service Specialists also assist with traffic control and other assistance needed by patrol.

**V Investigations Division-** *Dates from December 01, 2011 Thru December 31, 2011.*

1. The Following Reports are being investigated at this time.
  - a. 1 Unattended Death
  - b. 2 Aggravated batteries
  - c. 7 Burglaries
  - d. 1 Check Fraud
  - e. 1 Criminal Sexual Penetration
  - f. 2 Aggravated Burglaries
  - g. 1 Criminal Sexual Penetration of a minor
2. Other cases pending court or are closed.
3. Plea agreement on the Joseph Maestas Homicide. Six years in prison voluntary manslaughter.

**Region IV Narcotics Task Force**

1. One (1) seized handgun
2. Fugitive warrant operation conducted with joint agencies in San Miguel County.
3. Drug seized crack cocaine, heroin, and marijuana.
4. End of grant cycle FY-2011
5. On-going operations and investigations as information are received.

**VI Evidence Division-** *Dates from December 01, 2011 Thru December 31, 2011.*

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

- a. 18 Reports
- b. 14 Supplemental Reports
- c. 16 CDR'S
- d. 4 DVDR'S
- e. 1 VHS Tapes

The intake for the month of December was 79 items

The output was 22 items.

The following items copied for Police Officers were:

- a. 40 CDR'S
- b. 7 DVDR'S
- c. 1 VHS Tapes

The following items copied for City Attorney:

- a. 3 Police Reports
- b. 3 Supplemental Reports
- c. 1 VHS Tape
- d. 2 CDR'S
- e. 1 DVD

**VII Accounting/Budget- *Dates from December 01, 2011 Thru December 31, 2011.***

Marla Martinez worked with Finance on a daily basis.

- Submitted bills to finance for payment
- Attended meeting reference to Region IV grant to included over time issues
- Contacted vendors for discrepancy on invoices
- Submit requisitions to purchasing for equipment
- Went to purchasing for supplies for department
- Prepare budget transfers
- Reconciled general fund
- Worked with Grants to include reconciling
- 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
- Worked on reimbursement for E-911 Grant
- Worked on cost for special Assignments
- Worked on purchase of bullet proof vests
- Worked on bid process to purchase ten (10) police cars

**VIII. Media Requests**

1. Criminal Activity

**IX. Presentations**

- A. Five (5) Police Officers were promoted to Sergeant position.
- B. One (1) Sergeant was promoted to Lieutenant position.

**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 December 01, 2011 Thru December 31, 2011.**

*Grants Administrator duties completed:*

- Update Grant files.
- Met with Deputy Chief Garcia on completing 2012 ODWI (Operating Driving While Intoxicated) and Operation Buckle Down grant agreements.
- Updated calendar for upcoming meetings and appointments.
- Researched grant opportunities
- Reviewed 2012 Region IV Justice Assistance grant to ensure we comply with scope of work.
- Prepared deposits for request of reimbursements.
- Met with City clerk on getting contract numbers.
- Met with City Manger regarding a Grant Application
- Completed budget adjustment requests on ODWI (Operating Driving While Intoxicated) and Operation Buckle Down grants and the Police Vehicles
- Processed bills for payments.
- Worked on renewal process for bulletproof vest.
- Deposit funds from Department of Public Safety
- Worked on quotes for office supplies
- Reviewed timesheets on a bi-weekly basis on Region IV, Drug Eradication, County Driving While Intoxicated, and other overtime paid by special grants
- Attended safety training at city hall
- Worked and completed purchase orders for supplies.
- Covered communications division while dispatcher attends safety training.
- Worked on agenda requests and resolutions for Council meeting.
- Filled all appropriate paperwork to corresponding grant files.
- Met with Chief, Deputy Chief, Cmdr. Allingham, Financial on awardment of 2012 Region IV Justice Assistance Grant.
- Worked on billing for overtime on grants.
- Contacted Grant Analyst at Department of Public Safety on Clarification of Overtime.

- Attended Department Meeting
- Typed up certification forms
- Created desktop and paper files for 2012 files.
- Attended special council meeting reference to New Mexico Finance Authority Loan to Purchase ten (10) police vehicles.
- Met with chief on drafted memos
- Follow-up with personnel from Street Survival training on paperwork.
- Met with San Miguel Sheriff on drawdowns.
- Attended on-line web training for federal grant performance for future funding.
- Attended Region IV Narcotic Task Force Meeting.
- Updated Narcotics Supervisor Job description that approved at council on November 22, 2011
- Created budget sheets for 2012.
- Updated expenditures.
- Left message for Craig Martin from State police on process to order equipment through E-911 State Appropriations.
- Set up meeting with personnel from Department of Public Safety Tom Zold, Chief Montaña, Deputy Chief Garcia, and myself on overtime for 2012 Region IV JAG (Justice Assistance Grant).
- Researched grant opportunities.
- Closed out 2011 files
- Completed Grants Management Bureau fixed asset forms on two way radios and Xerox Machine.
- Sent out notices to all Region IV members on submission for request for reimbursement.
- Completed line item transfers to cover costs for training.
- Completed quarterly performance Measures on close outs
- Picked up agenda request from City Clerk office.
- Picked up gas bill for Region IV
- Delivered memo to police financial specialist regarding Operation Buckle Down grant
- Completed gas email to police financial specialist in reference to payment-to-payment out of General Fund.
- Updated 2012 calendar for grant deadlines.
- Delivered 2012 Region IV JAG grant and certifications to DPS.

## **XII. Department Goals**

- a. Meet federal regulation for narrow banding compliance
- b. Obtain New Police Vehicles

## **XIII. Professional Services Contracts**

- a. Gorseco

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

**XIV. Meetings Attended-** *Dates from December 01, 2011 thru December 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. Department Meeting
- i. Meeting with District Attorney's Office
- j. Meeting with City Attorney's Office
- k. Meeting with various citizens
- l. Region IV Meeting

**XV. Training -** *Dates from December 01, 2011 Thru December 31, 2011.*

Travel Authorization

- *December 05-08, 2011-Introduction to undercover operations – 2 undercover agents-in Albuquerque, NM.*
- *December 07-09, 2011-NM Law Enforcement Conference Policing in the 21<sup>st</sup> century- Chief Christian Montaña, Deputy Chief Garcia, Lt. Theo Chavez, Lt. Adrian Crespín, And Officer Eric Padilla, -in Albuquerque, NM.*
- *December 12-16, 2011-NACA Level II Training Academy- Enforcement Service Specialist Daniel Edwards and Carl Vigil- in Albuquerque, NM.*
- *December 14-16, 2011-Drug Court Team Training-Deputy Chief Garcia, And Sgt. Pamela J. Sandoval-in Albuquerque, NM.*

**XVI. Recruiting and Hiring**

- A. One (1) Certified Police Officer was hired with the Las Vegas Police Department. .

