

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

I.** Communications**

- a. The calls for service from *April 01, 2011 through April 29, 2011* are 1,133 calls for service.

II. **Records/ Patrol -Dates from April 01, 2011 through April 29, 2011 for Records Section**

- a. 213 Offense Incident Reports entered by the Law Enforcement Information (LEI) staff.
- b. 30 Traffic Accident Reports entered by the LEI staff.
- c. 333 Citations entered by the LEI staff.
- d. 219 Customers attended to by the LEI staff.
- e. 265 Offense Incident Reports scanned by LEI staff.
- f. 32 Traffic Reports scanned by LEI staff.

III. ** Patrol. – Dates from April 01, 2011 through April 29, 2011**

- Continuing education/ completed Active Shooter Course
- Estimated 90 security checks for this month
- Estimated 254 traffic citations issued not including calls for service.
- Estimated 65 warnings, 24 parking citations, and 104 arrests made

If you have any questions, please contact Field Service Commander Juan Montaña at 425-7504

IV**K-9 Kiran -Dates from April 01, 2011 through April 29, 2011**

- a. Weekly kennel maintenance training on narcotics and patrol
- b. Conducted vehicles searches for narcotics
- c. Conducted building clearings on homes and business

K-9 Chicco-Dates from April 01, 2011 through April 29, 2011

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V*Investigations Division-** *Dates from April 01, 2011 through April 29, 2011.*

1. The Following Reports are being investigated at this time.
 - a. 2Homicide
 - b. 2 Child Abuse
 - c. 1 Aggravated Battery
 - d. 1 Shooting at or from motor vehicle
 - e. 1 Unlawful taking of motor vehicle
 - f. 1 Unattended Death
 - g. 1 Negligent use of firearm
 - h. 1 Missing Person
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. Homicide-Benito Lemos
 - d. Jay Quintana-CSP
 - e. Preliminary Hearing Suzanne Augilar
4. Investigations will continue to investigate 2011 cases that are being filtered through.
5. Investigations participated in the Active Shooter Training the last two weeks of April and were on street duty during this evolution.
6. Region IV continues to investigate narcotic calls as they are received.

VI*Evidence Division-** *Dates from April 01, 2011 through April 29, 2011*

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

- a. 29 Reports
- b. 24 Supplemental Reports
- c. 9 Sets of Pictures
- d. 7 CDR'S
- e. 4 DVDR'S
- f. 4 VHS Tapes

The intake for the month of March was: 79 items

The output was: 30 items.

The following items copied for Police Officers were:

- a. 3 CDR'S
- b. 4 DVDR'S
- c. 8 VHS Tapes

The following items copied for City Attorney:

- a. 4 Police Reports
- b. 4 Supplemental Reports
- c. 1 VHS Tapes
- d. 4 CDR'S

VII*Accounting/Budget- *Dates from April 01, 2011through April 29, 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 Montañó, Deputy Chief, City Manager, Finance Director, Mayor, and Council.
- Prepared documentations to Art Rios E911 Coordinator to purchase equipment through the grant for State Police and Mora County.

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

VIII. **Media Requests

- a. Several media releases.

IX. * Presentations**

a. Investigator Pamela J. Sandoval participated in an annual event for fifth (5th) grade elementary girls at Don Cecilio Martinez/North Star Elementary for the American Association of University Woman (AAUW)

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 April 01, 2011 through April 29, 2011 Grants Administrator duties completed:**

- Spoke with the Chief of Police of Clayton, NM, and went over time billing procedures for submission of reimbursement.
- Researched application process for Region IV Narcotics Agent.
- Reviewed process on grant application for bullet proof vest.
- Reply to Department of Justice Grants Manager in reference to 2009 and 2010 JAG Grants closeouts and expenditures.
- Worked on OBDWI expenditures.
- Worked in Communications for a few hours.
- Filed paperwork to appropriate grants.
- Sent completed budget revisions to Department of Justice (DOJ) for approval on expenditure request.
- Resubmitted OBDWI for the month of March to reflect changes on expenditures.
- Met with San Miguel Sheriff Benji Vigil on request of equipment that was submitted to Department of Justice (DOJ).
- Typed a memo regarding errors on grant line items on last pay period.
- Met with Region IV Coordinator to discuss Request for Reimbursement 10 (RFR 10) for review.
- Ran close out report for 2010 JAG equipment grant.
- Reviewed Request for Reimbursement 10 (RFR 10) for approval to send to Department of Public Safety (DPS).
- Completed federal quarterly reporting for ARRA JAG Grant.
- Completed drawdown of federal funds for ARRA JAG Grant.
- Informed City Grants Administrator of drawdown for ARRA JAG Grant.
- Sent line item transfer on 2010 Region IV JAG Grant through channels for approval.
- Completed BJA performance quarterly reporting for ARRA JAG Grant.
- Ran PAR forms, got signatures for 2010 Region IV Grant.
- Reviewed timesheets with payroll clerk on Region IV.

- Met with Region IV Coordinator on transitioning paperwork.
- Submitted paperwork on Department of Justice (DOJ) pepper ball grant.
- Submitted BJA quarterly report for pepper ball grant
- Worked on Region IV RFR 2 for submission
- Ran check detail for pay period 7 for Region JAG grant
- Submitted a memo to Chief of Clayton PD reference to PAR forms, overtime policy, and training through Region IV JAG Grant.
- Researched funding for ATV's.
- Reviewed quotes for GIS system for State Police through E911 Grant fund.
- Entered numbers for S.E.T.P. Grant billing.
- Ran check detail for pay period 8 to start processing RFR 3.
- Took RFR 10 on ARRA Region IV Grant and RFR 2 on Region IV JAG Grant to Santa Fe for reimbursement.
- Attended administrative staff meeting.
- Updated all information from quarterly reporting.
- Reviewed timesheets on Region IV, and S.T.E.P. overtime.
- Followed up with DFA on an officer's eligibility on the Law Protection Grant Application.
- Registered for the APCO/NENA conference.
- Followed up with DPS grants management on Region IV Narcotics Agent position.
- Sent memo to Interim Finance Director on FICA totals on Region IV JAG Grant.
- Met with Region IV Coordinator on process on Inventory requests and certificate of service.
- Worked on request for reimbursement (RFR) for month of April on S.T.E.P. Grant.
- Worked on budget transfers.
- Worked on E911 budget.

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 April 01, 2011 through April 29, 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 District Attorney's Office
- i. Meeting with City Attorney's Office
- j. Meeting with various citizens
- k. Meeting with Office of Emergency Management
- l. Meeting with Homeland Security
- m. Fiesta Sub-Committee Meeting
- n. Fiesta Oversight Committee Meeting
- o. Region IV Meeting
- p. Budget Hearings

XV. **Training** -Dates from April 01, 2011through April 29, 2011

- a. April 10th thru April 16, 2011- Internal Affairs Training – Deputy Chief Eugene Garcia and Investigator Kenneth Jenkins in Grand Prairie TX.
- b. April 4th & April 5, 2011-Witness autopsies for homicide victims and pet.-Chief Christian Montañó and Investigator Pamela J. Sandoval-Albuquerque, NM

XVI. ** Other-** Dates from April 01, 2011through April 29, 2011

- a. Water Restrictions was enforced due to City declaring a State of Emergency Water Restriction Stage IV.