



Village of Los Lunas
Police Department
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Roy E. Melnick
Chief of Police

To: Mayor Robert Vialpando & Council
Administrator Peter Fernandez
From: Chief Roy E. Melnick
Date: March 17, 2010

Re: FIRST YEAR REPORT, POLICE DEPARTMENT

It's been more than a year since I was appointed as Chief of Police of the Los Lunas Police Department and I am pleased to submit this report outlining many of the positive changes that have taken place during this past year. Some of the important changes are outlined below.

- A Reorganization of the department with the promotion of 4 Patrol Operations Sergeants and 3 Division Commander Lieutenants, eliminating a Captain's position and applying the savings to partially cover the cost of the promotions. The elimination of the Captain's position also flattened the administrative staff structure for better communications, accountability, dividing duties and responsibilities equally among division commanders. Additionally, these officers have been attending first line supervision and leadership training as a part of their development into the next generation of leaders in the department.
- The creation of a Professional Standards Division to prepare and update policies and procedures bringing them into compliance with State and National CALEA Professional Law Enforcement Standards. Currently the department is seeking accreditation for its policies and procedures and is on track to achieve this accomplishment in 2011.
- The creation of Specialty Assignments to include a School Resource Officer, a Training Officer, a Gang Task Force Officer, a Teen Court officer, a Juvenile Drug Court Officer, a Valencia County Resiliency Corps Officer and a Drug Task Force Officer.
- The implementation of Los Lunas's first Canine Officer and Canine "Ricky" who is trained in drug detection, tracking, protection and building searches. Ricky also makes personal appearances and provided demonstrations in the schools and at other community events.
- The addition of 2 Detectives in the Criminal Investigations Division to strengthen general criminal investigations and drug investigations in the community.
- The addition of 2 Detective Sergeants, one responsible to supervise general investigations and the second to supervise drug investigations.
- All of the aforementioned promotions and specialty assignments were made within the current fiscal year operating budget through the reallocation of funds within the PD budget, utilizing funds more efficiently, effectively and doing more with less.
- Recruitment and hiring of 3 certified police officers assigned to patrol, replacing 3 senior ranking retired police officers netting a savings of approximately \$40,000.00 in wages with the replacement officer's wages and the elimination of one senior ranking Captain's position.

- The Recruitment and hiring of an Executive Secretary assigned to the administrative staff that has proven to be more efficient and cost effective in her duties and responsibilities.
- Renovations of the police facility to utilize wasted space more efficiently and to meet the needs of personnel with the reorganization, assigning personnel to more functional areas of the department based on their duties and responsibilities.
- Implemented an Internet Investigations unit comprised of 2 officers and an IT Technician, with additional training of 2 of those investigators as Computer Forensic Evidence Technicians giving our agency the capability of retrieving forensic evidence from computer hard drives thereby eliminating the need to send them out to the state lab. All of the training was paid for by our new partnership with the New Mexico Attorney General's Crimes Against Children Task Force. Computer forensic equipment is also being provided to our agency at no cost by the Attorney General's Office.
- Implemented the LOCATER Program from the National Center for Missing & Exploited Children, Alexandria, VA for the immediate dissemination of information of missing children locally, countywide, statewide and nationwide.
- Modernized the police vehicle fleet and reduced the number of vehicles in the fleet saving thousands of dollars in insurance premiums, maintenance and repair costs.
- Began updating the vehicle mobile laptop computers with the purchase of 6 computers and developed a replacement plan to update and replace several mobile laptops annually.
- Installed a state of the art digital video/audio recording system in 2 interview rooms to be used in interviews of witnesses and suspects involved in criminal investigations.
- Increased training to all employees implementing a Career Path Training Program to better prepare and train police employees who now can select a police career path of interest beneficial to them, while still meeting the needs of the department.
- Strengthened partnerships with other stakeholders in the community, county and the state to include the Valencia County Sheriff's Department, the NM Attorney General's Office Internet Crimes Against Children, the National Center for Missing & Exploited Children, the NM Department of Public Safety State Police, the NM DPS Police Academy, the Middle Rio Grande Valley Drug Task Force, Region 1, the District Attorney's Office, 13th District, the Valencia County Regional 911 Communications Center & Board, the Los Lunas School Safety & Security Department, the Los Lunas School District, neighboring law enforcement agencies Belen, Bosque Farms, Isleta Albuquerque, U.S. Department of Justice, FBI, area courts and Judges, Valencia County Adult Detention Center, Valencia County Chamber of Commerce, Juvenile drug Court, Los Lunas DWI Program, Los Lunas Department Heads/employees and other partners too numerous to list.
- Commissioned 7 Los Lunas School District School Resource Officers as police officers granting them full police powers to more effectively complete their public safety duties strengthening our partnership with the schools.
- Improved media relations through proactive and rapid information sharing through media releases, interviews and responding to questions in a timely and responsive manner.
- Effectively dealt with critical events i.e. 2 homicides that were quickly solved with arrests and a reported missing toddler in the Rio Grande that was determined to be unfounded but required immediate action, planning, deployment of personnel, and the use of numerous resources from other area law enforcement agencies.
- Updated the police department Website and implemented several community information sites that include a News Media site containing the latest police department New Releases posted by date and year, a ten (10) Most Wanted Posters site, a Community Crime Watch Site that

posts the most recent crimes on a weekly basis and the new LOCATER Program, National Center for Missing & Exploited Children that allows us to quickly post a missing child poster, photo and information nationwide within seconds.

- Joined area State, Local and National Associations to maintain current information and contacts in the police profession and stay current in the law enforcement profession.
- Submitted requests for state and federal grants in the amount of \$1,041,279.00 that were either received, or are pending with state and federal agencies to purchase new equipment, hire 4 additional police officers and/or update our current technology.
- Constructed a new training room that seats 20 persons with the latest state of the art computer, projector, and projection screen, DVD/VHS digital recorder, HD Digital TV, wireless operation mouse, keyboard, controller and ceiling mounted sound system.
- Invited other law enforcement partners to use our training room and participate in our training on a regional basis strengthening our partnerships with other area law enforcement agencies.
- Purchased the latest police equipment and technology that included GPS tracking devices, digital video/audio recording systems, Panasonic mobile laptops, personal body digital video/audio recording systems, digital cameras, rifles, radar units, room and the purchase of Ford Crown Victoria and Chevy Tahoe SUV police vehicles updating our vehicle fleet.
- Reduced the number of lawsuits filed against the department through increased training, accountability of personnel and supervisors and reorganization of duties and responsibilities and in the process of updating the policies and procedures.
- Increased community policing programs within the community and implemented an educational component to our law enforcement to issue warning in lieu of citations for first time offenders.
- Reduced the overall number of crimes in the community in 2008, 880 crimes were reported and in 2009, 797 crimes were reported.
- In fiscal year 2008/2009 we returned unexpended PD funds to the general fund to help balance the overall budget during the current economical downturn without any significant impact to the level or quality of police services to the community.
- In fiscal year 2009/2010 we reduced the police budget request, doing more with less while still maintaining and increasing the level and quality of police services to the community.
- In fiscal year 2010/2011 we level funded the police department's budget request with no significant impact to the level of police services to the community.
- Modernized the evidence and property handling procedures and the disposal and destruction of approximately 1,000 articles of evidence and property through court orders of destruction and disposal that previously went unattended.
- Reduced the number of citizen complaints filed against officers, with fair and equal treatment to complainants and to the officers on all complaints.
- Implemented a fair and consistent disciplinary process where fair and equal treatment of all employees in the standard practice.
- Implemented a monthly voluntary staff and department meeting for all employees to voice their input on police and community issues and developed a team approach to problem solving.
- Built a loyal, trusted and respectful supervisory and administrative staff, gaining the respect of police employees, other city employees, other law enforcement agencies and the community.
- Reduced the number of employee operated police vehicles traffic accidents through a fair investigation policy and accountability of accidents, reducing costs to the community for vehicle repairs and potential future insurance premiums.

- Improved morale within the department creating better working conditions for all employees.
- Renovated and reorganized the department's use of office space, reassigning employees to redesigned and new office locations within the existing facility consistent with their duties and responsibilities. These changes resulted in employees being more effective, efficient and productive. This was completed within the existing police budget.
- Updated the police department's Mission, Goals and Objectives to be clear, concise and with the intent of providing the very best quality police services to the community.
- Managed the police budget effectively and responsibly purchasing only what was necessary and within what was appropriated the existing bottom line.
- Through the positive changes within the department we currently have a waiting list of certified police officers and non-certified police officer candidates requesting employment in the Los Lunas Police Department. This is a complete turnaround from past years when 7 police officers left for other law enforcement agencies in the area.
- Developed and implemented a plan through a change in our policies and procedures to reduce the Detention Center incarceration costs to the community thereby saving thousands of dollars per year in housing costs.
- Developed and implemented a plan to save thousands of dollars per year in cell phone costs city wide through research, negotiations, selecting the most cost efficient plan and better management and accountability over the use of cell phones.
- Developed policies, procedures, rules and regulations to implement a Citizen Ride Along Program to allow community members to see firsthand what a police officer's daily activities include thereby promoting positive, interactive community public relations. The program also serves as a valuable recruitment tool for prospective police officer candidates of the future.

I would like to take this opportunity to express my most sincere appreciation for the privilege and opportunity to serve the community of Los Lunas and I am proud to be associated with such an exemplary law enforcement agency. The Los Lunas Police Department was an exceptional agency when I was appointed and they have risen to the challenge of raising this agency to even greater heights than they ever imagined. Exceptional personnel have stepped forward, have been recognized and promoted to numerous leadership positions within the department and will be the next generation of leaders long after I am gone.

Credit for the exceptional police services provided to our community should go to the extraordinary men and women, who on a daily basis risk their lives to make this community a safer place to live, work and raise our families. Once again thank you.

Respectfully submitted,

Chief Roy E. Melnick