

CCUG SOUTHERN CHAPTER MEETING MINUTES
OCTOBER 28, 2008

Southern Chapter Director, Keith LeBrun, opened the meeting by welcoming everyone and introducing Captain Steve Porter from the Murrieta Police Department.

Captain Porter welcomed all to the department and gave pertinent information as to where the facilities were within the department. He also handed out very nice ballpoint pens.

Before introducing our morning speaker, Keith asked all attendees to submit any training ideas they may have for the upcoming year.

MORNING SESSION
DMV – VEHICLE REGISTRATION

Speaker: Jay Wickman
Training Officer
California DMV
jwickman@dmv.ca.gov

Jay started out by informing us that some DMV offices now have kiosk terminals available that will be able to issue registration stickers. Hopefully this will soon be available at all DMV field offices.

Jay handed out the latest version vehicle registration workbook for use in his training. Jay started the workbook review with vehicle registration cards and receipts. Jay explained every line on a typical/normal renewal notice. He then explained a validated registration card, which you can get from the DMV office or at a self-service terminal.

He explained the requirements for a Planned Non-Operation (PNO) Receipt - they are now good for a lifetime and the files are kept indefinitely. Junk vehicles are pulled out of DMV system immediately.

There are 3 different record statuses that can be found on a vehicle registration:

- 1) TIP (Transaction in Process) – this is a completed transaction that will update to the master file in 48 hours to 10 days. The record will not reflect current information. Updated registration information is given to the person completing the transaction including plates and/or stickers if issued.
- 2) RIP (RDF in Process) -- The Report of Deposit of fees (RIP) is an incomplete transaction that requires additional documentation or fees. The new information is stored in a “Pending Master File Record.” This information will display following

the Basic Record. When the application is completed, the new information is moved into the Basic Record and the Pending Master File is deleted. Documents and a receipts are given to the applicant.

- 3) SIP (Suspense in Process – The Suspense In Process (SIP) indicates that the vehicle record is pending update due to further processing required by DMV Headquarters. The person completing the application will be given either a Temporary Operating Permit to operate the vehicle legally. It may take days, weeks, or on occasion months to complete suspense applications.

An easy way to remember is:

SIP – DMV is not done with their paperwork

RIP – DMV customer is not done with paperwork (DMV requires additional)

TIP – DMV has received everything and registration is valid, record simply not updated

If the DMV computer system is down, they do have a way to issue a non-automated RDF receipt. They will update it in the computer system as soon as it comes up.

If there are no transactions (including inquiries) on a vehicle for four years or more it will be purged from the computer system (PNO records are the only ones maintained for longer than four years without a transaction occurring).

VLT and title stops are internal holds by DMV and require processing. They are no concern to law enforcement.

Jay went over the correct way to read a vehicle registration printout:

- 1) Start with the current date
- 2) Verify expiration date
- 3) Verify plate or VIN & Make
- 4) Verify registered owner
- 5) Recent status – only pay attention to what is relevant.

He went over several different examples of printouts step by step, ending his presentation with a short exam.

Jay mentioned that he did have a CD ROM available and all the information he went over including the exams.

AFTERNOON SESSION ERGONOMICS FOR THE WORKPLACE

Speaker: Denise Danko
Physical Therapist
Team Physical Therapy
www.teampt.com

Denise began her presentation with the definition of Physical Therapy. It is a branch of rehabilitative well being that uses specially designed exercises and equipment to help patients regain or improve their physical abilities.

She also defined body Mechanics, which is the use of one's body to produce motion that is safe, conserves energy and is anatomically and physiologically efficient. Mechanics leads to maintaining balance and control. The purpose of body mechanics is to conserve energy, reduce stress and strain on the body, and reduce the possibility of personal injury and the ability to recognize potential injury.

Denise gave some tips on how to align our spines for both standing and sitting.

She told us that ergonomics is the science of fitting people in their working environment. Workstations should be designed for efficiency and comfort.

She explained some work-related musculoskeletal disorders and what causes them. In 1996 there were 1,880,500 cases of work related injuries and illnesses. In 1997 \$418 billion in direct costs were due to lack of health and safety in the workplace.

Denise demonstrated some stretching exercises to help prevent injuries. Cardiovascular conditioning improves overall health, reduces stress, and helps prevent obesity.

Denise ended her presentation with some hints for prevention:

- 1) Self evaluating posture and various positions throughout the day
- 2) Reduce task related factors
- 3) Reduce psychosocial risk factors
- 4) Many of these can be reduced with a regular exercise program.

CLOSING BUSINESS

Keith again asked for training ideas. Please submit any ideas to any of your officers. The next meeting will be at Palm Springs PD in January, 2009. E-mails will be going out soon with the training topics. Be sure to check the CCUG website for updates.