



AGENDA ITEM #8.1

**REPORT TO
CITY COUNCIL**

Report Prepared by: Nancy Malecha

Date: February 2, 2016

Subject: Annual Report

Report: Attached is the 2015 Annual Report for the Police Department. Chief Klang and/or Sergeant Turcotte will be available at the meeting to discuss this report and answer any questions the Council may have.

Council Action Requested: No Council action requested.

CITY OF PEQUOT LAKES POLICE DEPARTMENT

2015 ANNUAL REPORT

Population: 2,263



Eric Klang
Chief of Police

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HOUSE WATCH

House checks are an important tool in protecting the property of the residents we serve. Citizens request a house check when they are out of town or on vacation. Citizens complete a form from our police department, web page, email or calling into the police department. The forms provide all the vital contact information of the homeowner and the dates in which they request extra patrol. Updates can be provided to property owners giving them peace of mind that officers are checking on their residence while they are away.



Every officer has access to the requests. House checks are performed by officers, and especially on the night shift. If an officer finds a vehicle in the driveway, an open door, or anything else

suspicious, they investigate it and notify the homeowner, if applicable. Officer will email homeowners while they are away and let them know their house is secure.



Pequot Lakes Police Department received 17 requests during 2015.



OFFICER TRAINING

Providing high quality and cost-effective training for the Pequot Lakes Police personnel continues to be a priority. Professional training benefits the officers, the department, and the communities in which we serve. The department benefits by having well trained police officers, thus minimizing department liability. The communities also realize the benefits of having officers who have a well-rounded base of knowledge and experience in a variety of areas.



The Minnesota State Peace Officer Standards and Training board (P.O.S.T.) and the Federal Government, through the Occupational Safety and Health Administration (OSHA), continues to place training mandates on law enforcement. Our department continues to identify and use its resources to accomplish these standards. (P.O.S.T.) Board requires Officers to complete 48 hours/credits of continuing education every three years to remain licensed.

During 2015, one of our training resources was through "Patrol On-Line". This is computer based trainings which cover POST Board Trainings as well as OSHA mandated trainings. With this program, they continue to add additional topics as our legislators continue to pass laws that are often extremely complicated, unfunded, and have very little guidance regarding proper criminal procedure for officers to follow.



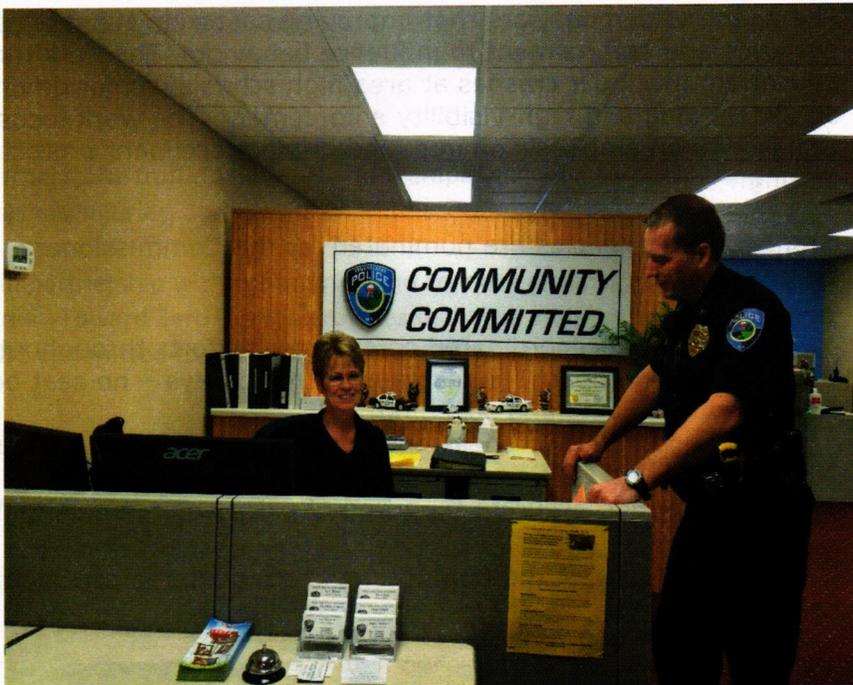
ADMINISTRATIVE SUPPORT AND RECORDS

The Pequot Lakes Police Department Administrative Support and Records Division is staffed only by an Office Manager who is also the agencies TAC (Terminal Agency Coordinator).

TAC Responsibilities

The FBI's National Crime Information Center requires the Minnesota Bureau of Criminal Apprehension to train and certify those who use the Criminal Justice Information System terminals in Minnesota, and to manage the use of the MNJIS and NCIC networks within the State. The TAC helps the BCA manage the use of these systems by acting as the liaison

between the law enforcement agency and the BCA. The TAC is responsible for ensuring that his/her agency complies with MNJIS and NCIC policies and procedures and must be knowledgeable in all aspects of MNJIS/NCIC and has the authority to implement changes and oversee the use of these systems.



Records Management Responsibilities

The primary role of Records Management is to collect, process, disseminate and maintain Department records in accordance with Federal and State Data Practices laws and Records Retention requirements. This Division also performs various administrative and support services. In addition, the Office Manager is the Agency Administrator for various systems used by our

department such as the Automated Pawn System, Patrol On-Line, LETG, Portals 100, S3 Statewide Supervision System, SRS Supplemental Reporting System & MyBCA which includes the Predatory Offender Registry, Launch Pad, eCharging, DVS.



SQUAD ROOM



E-CHARGING

The Bureau of Criminal Apprehension (BCA) developed an electronic charging, or eCharging, service to facilitate the movement of information between individual data systems in law enforcement, prosecution, courts and the state.

The Pequot Lakes Police Department implemented this system in March 2013. Statewide deployment went into affect the end of 2014.

eCharging application is designed to facilitate data passage and workflow for four criminal justice processes:

- Submission of citations from law enforcement to the courts
- Creation and submission of criminal complaints from prosecuting authorities to law enforcement and courts with signatures
- Creation and submission of DWI administrative forms sets from law enforcement to the Driver and Vehicle Services (DVS)
- Referral of incident reports from law enforcement to prosecuting authorities

eCharging works by replacing the paper-driven process with an electronic process.



FORFEITURES

The following report is a compilation of records relating to vehicles that were seized by the Pequot Lakes Police Department as being eligible for forfeiture. Most property seized as forfeitable property is obtained from drug or alcohol offenses. Alcohol related forfeitures only allow seizure of the vehicle used.

Law determines who gets what amount of the proceeds from the sale of forfeitable property. Forfeitures initiated by the Pequot Lakes Police Department are divided in the following manner:

At the close of 2015, the department's forfeiture inventory includes 8 vehicles pending further action.

<u>VEHICLE</u>	<u>STATUS</u>
1996 GMC Sierra	Ready for Sale
2001 Chrysler Town & Country	New
2003 Pontiac Bonneville	New
2005 Monte Carlo	New
1998 Honda Wagon	New
2000 Ford F150	New
2003 Silverado	New
2003 Pontiac Bonneville	Returned to Owner
1997 Crow Vic	Returned to Owner



MEDICAL



During 2015 the Pequot Lakes Police Department responded to 215 reported medical calls. Officers within the Pequot Lakes Police Department have all been trained, at a minimum, to the level of First Responder and most officers continue to maintain that level of training. All officers have attended first aid and CPR refresher courses. Two of our Officers are trained Emergency Medical Technicians. The Department's volunteer Reserve Officers receive training, as well, in Basic First Aid and CPR.

All of the marked squad cars operated by the department contain a first responder bag with tools and supplies to handle almost any emergency medical or trauma situation.



ALCOHOL DETECTION DEVICES

The Pequot Lakes Police Department uses two types of alcohol detection devices; the hand held preliminary breath test (PBT) and the Intoxilyzer 5000.

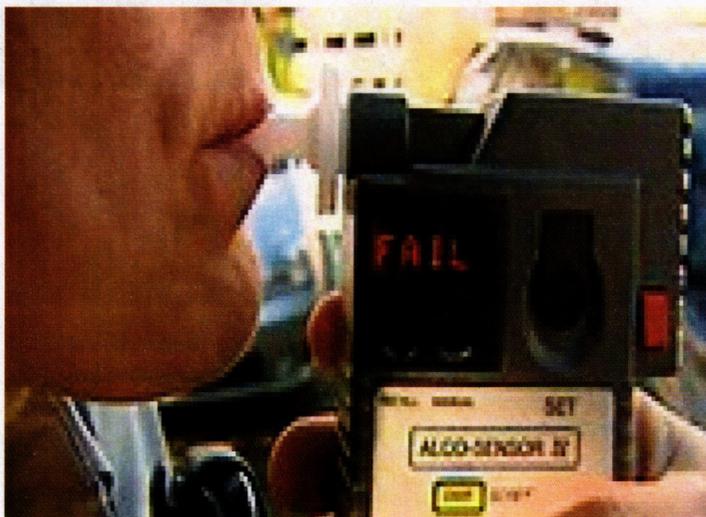
The department primarily used the Alco-Sensor IV PBT. These hand held devices utilize plastic mouthpieces and are used to detect blood alcohol content (BAC) from human breath samples. The Alco-Sensor provides a digital readouts. These devices are often utilized by officers to supplement field sobriety testing and to detect underage alcohol consumption.

The Intoxilyzer 5000 is used for the detection of blood alcohol content for evidentiary purposes in traffic related cases such as DWI. Officers must attend a course at the BCA to become Intoxilyzer operators. Not all Pequot Lakes Police Department Officers are certified as Intoxilyzer operators.

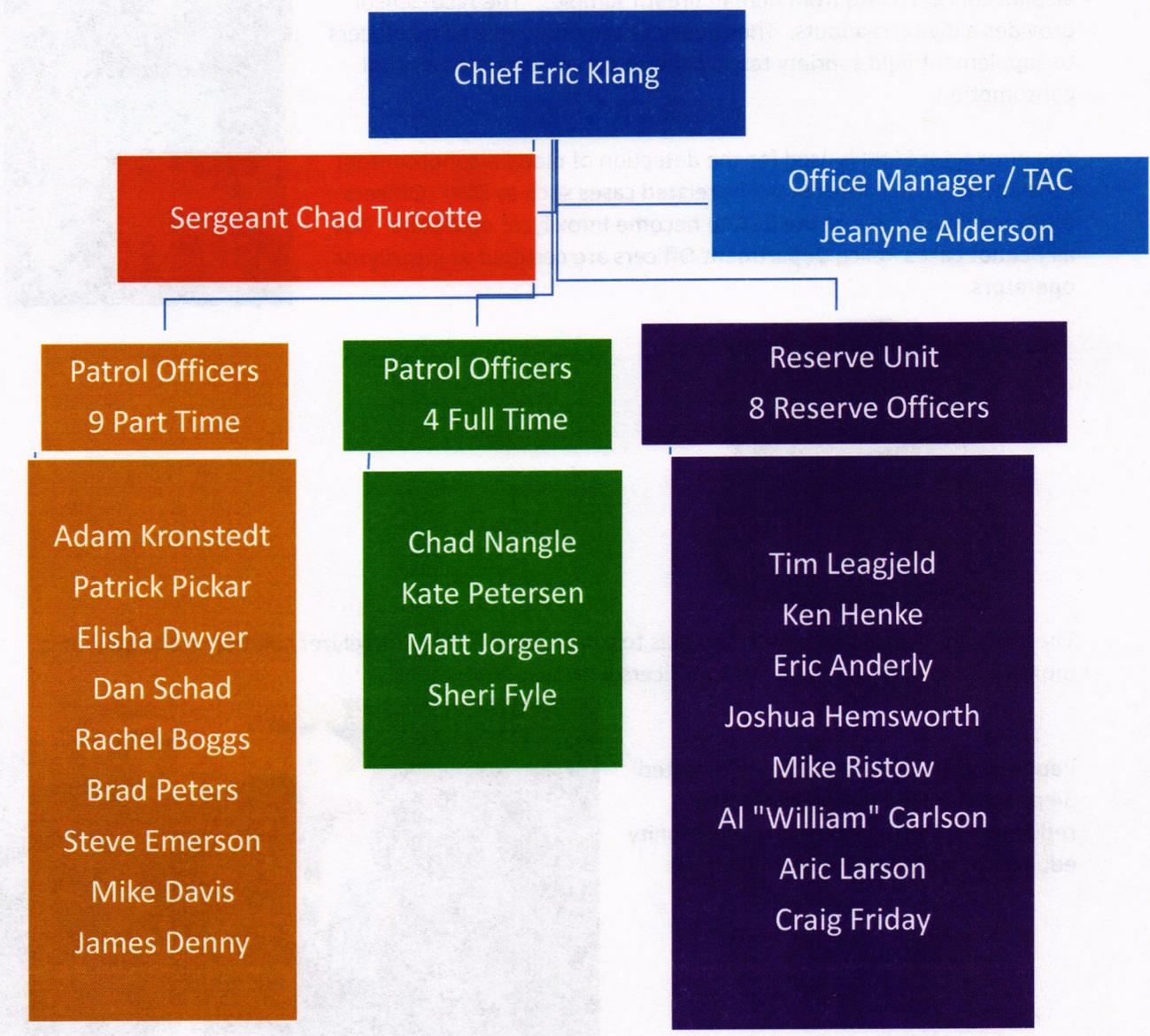


The Intoxilyzer tests two breath samples to calculate BAC. The Intoxilyzer solution is changed on a monthly basis and is maintained by officers with help from the BCA.

Pequot Lakes Police Department arrested 34 people for DWI during 2015. The reduction of DWI's is in part to community education, enforcement and TZD shifts.



Pequot Lakes Police Department Organizational Chart



POLICE DEPARTMENT PERSONNEL

<u>NAME</u>	<u>TITLE</u>	<u>SERVING SINCE</u>
Eric Klang	Chief	07-18-2011
Chad Turcotte	Sergeant	09-25-2013
Jeanyne Alderson	Office Manager	02-06-2011
Chad Nangle	Patrol Officer	07-01-1999
Katie Petersen	Patrol Officer	05-24-2006
Matt Jorgens	Patrol Officer	06-09-2014
Sheri Fyle	Patrol Officer	05-18-2015
Adam Kronstedt	PT Patrol Officer	06-06-2013
Patrick Pickar	PT Patrol Officer	07-02-2013
Elisha Dwyer	PT Patrol Officer	03-05-2014
Dan Schad	PT Patrol Officer	03-05-2014
Brad Peters	PT Patrol Officer	03-05-2014
Rachel Boggs	PT Patrol Officer	10-08-2014
Steve Emerson	PT Patrol Officer	05-22-2015
Mike Davis	PT Patrol Officer	05-06-2015
Jim Denny	PT Patrol Officer	10-05-2015

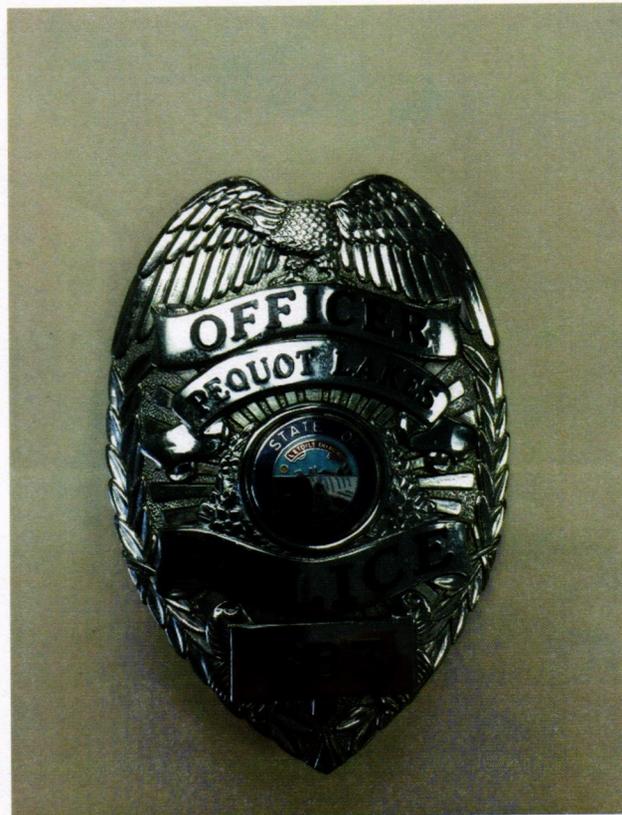


POLICE DEPARTMENT STAFFING

YEAR	POPULATION	SWORN OFFICERS	OFFICERS ON PATROL	CALLS FOR SERVICE
2011	2162	5	4	2315
2012	2162	6	5	2428
2013	2234	5	4	2733
2014	2211	5	4	2735
2015	2263	6	5	

The staffing number indicates the number of sworn officers who were employed on December 31st of the given year. The actual number of officers who were available for work might be higher or lower during the year depending on the hire date or retirement date of an officer.

The number of officers on patrol is indicative of full-time sworn officers whose primary duties consist of patrol functions. In most years, the months of June, July and August are supplemented by one School Resource Officer who is otherwise assigned to work in the schools from September – May.



VOLUNTEER POLICE RESERVE UNIT

The Pequot Lakes Police Reserve Unit is a group of volunteers from the Pequot Lakes and surrounding communities that assist the Pequot Lakes Police Department. Reserve officer's assist with residential and business security checks, sporting events, community events, medical calls and other duties and responsibilities assigned to them.

The unit works with numerous organizations within the area by providing security, traffic control and education. In 2015, the reserve unit assisted with 3Echo training that was put on by the Crow Wing County Sheriff's Office at Eagleview Elementary. This was a two day training where law enforcement, fire departments and medical personnel joined together to train on operations for early care and evacuation of victims of mass violence incidents.

In October 2015, reserve officer Eric Anderley was promoted to the captain position. This position assists the reserve program supervisor with the operation of the reserve unit. Eric Anderley has donated numerous hours since his hire and has even helped with squad maintenance.

Events that the reserve unit assisted with in 2015 include:

- Pequot Lakes High School volleyball, basketball and football games
- Jaycees Ice Fishing Contest
- Polar Plunge
- Bike Rodeo
- Youth Expo at Lakeshore Gun Club
- Cherry Car Show
- Pet Parade
- July 3rd & 4th festivities
- Beanhole Days
- Chokecherry Festival
- Dru Sjodin Run
- Patriot Power Run/Walk 5K
- Pequot Lakes High School winter dance
- Santa's Bobbin' into Town
- Christmas for Kids

During 2015, the reserve officers donated approximately 1,100 hours. At the current minimum wage for an Officer, this was an annual savings to the department of \$21,208. This makes the total donated hours over 10,900 hours since the beginning of the program in 2006. Current members include: reserve officer Aric Larson, Craig Friday, Mike Ristow, Eric Anderley, Josh Hemsworth, Ken Henke, Al Carlson, Tim Leagjeld and Officer Kate Petersen, reserve program supervisor.



SCHOOL RESOURCE OFFICER



The position of a school resource officer can be a challenging but rewarding position for a Police Officer. The SRO serves as a liaison between the faculty and students of the Pequot Lakes School District and the PLPD.

The program's intent is to reduce juvenile delinquency and promote positive behavior by providing a resource with respect to delinquency prevention along with a positive role model and building relationships.

With approximately 1,600 students in the building, it is a city inside a city. SRO Chad Nangle has been in this position for 4 years to help the school with security of the students and staff during the school day as well as after school activities. SRO Nangle attends SRO training every fall given by the Department of Homeland Security and the Minnesota School Safety Center. SRO Nangle has also been invited into the classrooms for presentations to students about the dangers of drugs and alcohol and how to use social media responsibly. In addition, he has given an informational presentation and additional information to parents about social media and the trends.

SRO Nangle also is responsible for any criminal activity within the school and works closely with the school administration and is assisted by other PLPD Officers and Reserves. During the 2015 calendar year, some of the responses included: drug/alcohol, thefts, tobacco, threats, harassment and medicals along with incidents such as lost cell phones or other personal items.

During the 2014-15 school year the school superintendent requested a draft proposal for a new camera system. SRO Nangle assisted with the camera placements and ensured the system was up and working by the first day of school. The camera system was expanded from 32 cameras to 83 cameras and SRO Nangle is responsible for the operations of the camera system. SRO Nangle now assists the school with reviewing and making available the camera footage for the school administration. SRO Nangle spends approximately 12 hours a week reviewing camera footage for the school administration. The school administration uses the camera footage for incidents like student conduct, theft and damage to property. SRO Nangle and the Pequot Lakes Police Department continue to work with the Pequot Lakes School to assist them with the safety and security of the students and staff at the school.



EVENTS

Summer 2015 Kid Talk With Officer Fyle and Sergeant Turcotte



*Officer Nangle at Annual
Root Beer Social*



*Officer Petersen
& Mayor Sjoblad at
Pet Parade*





Santa's Bobbin into Town with Reserve Officer Anderly



HOW WE TRACK OUR STATS

The PLPD (Pequot Lakes Police Department) reports their crime statistics under one of two reporting systems, either UCR (Uniform Crime Reporting) or NIBRS (National Information Based Reporting System). There are distinct differences between the two reporting systems.

The FBI describes the difference as follows:

“In the (UCR) Summary reporting system, the “Hierarchy Rule” governs multiple offenses reporting. If more than one crime was committed by the same person or group of persons and the time and space intervals separating the crimes were insignificant, then the crime highest in the hierarchy is the only offense reported.

PLPD does not use the Hierarchy Rule in NIBRS (not as yet). If more than one crime was committed by the same person or group of persons and the time and space intervals were insignificant, all of the crimes are reported as offenses within the same incident. For example, if a criminal burglarizes a residence and assaults the inhabitant, only the assault is reported as it takes precedent over the burglary (in UCR reporting) on the Hierarchy Rule. NIBRS reports all offenses involved in a particular incident (i.e. one burglary and one assault).”

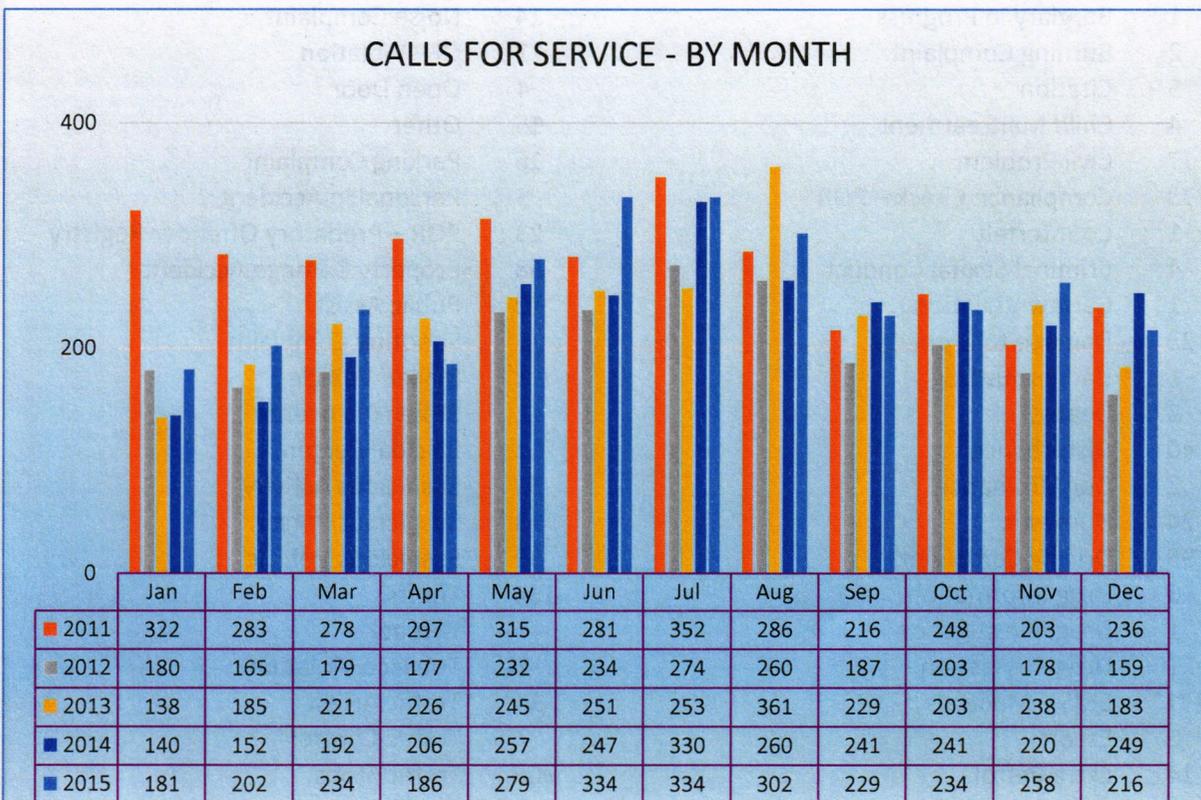
This report does not contain all of the calls that officers respond to or take care of over the phone but does give a good basis for a look into class handled by our officers.



CALLS FOR SERVICE – BY MONTH

The chart below illustrates the 2011 through 2015 general statistic comparisons. It is important to note that these fluctuate as cases carry over from year to year. Please note that this is only a snap shot of the daily activities that our Department engages in and should in no way reflect all of our activities. In addition, Administrative Fines are no longer being issued and may have skewed the results.

While the number of cases filed by the department on an annual basis fluctuates, internal factors can influence the number of cases in addition to outside influences.



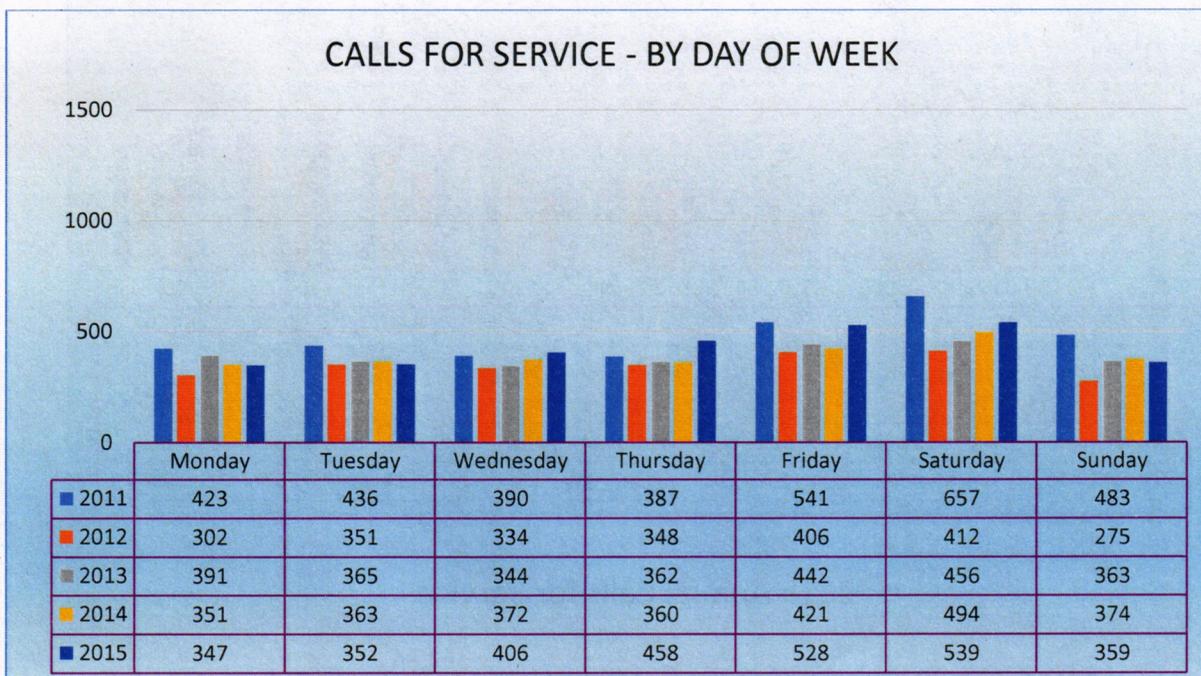
CALLS FOR SERVICE BY TYPE

8	911 Hang Up	17	Housewatch
6	Abandoned Vehicle	3	Indecent Conduct
374	Agency Assist	61	Information
112	Alarm	21	Intoxicated Person
4	Animal Bite	13	Licensing
68	Animal Complaint	1	Liquor Violation
7	Assault	15	Lost Property
4	Attempt to Locate	5	Missing Person
4	Burglary	46	Motorist Assist
1	Burglary in Progress	14	Noise Complaint
2	Burning Complaint	1	OFP Violation
5	Citation	4	Open Door
4	Child Maltreatment	15	Other
17	Civil Problem	16	Parking Complaint
73	Compliance Check – POR	5	Personal in Accident
1	Counterfeit	23	POR – Predatory Offender Registry
4	Criminal Sexual Conduct	58	Property Damage Accident
1	Curfew Violation	70	Public Assist
23	Damage to Property	6	Shooting Complaint
1	Dangerous Dog	1	Stalled Vehicle
8	Deaths	1	Stolen Recovered
40	Disturbance	11	Suicidal Person
2	Dog Ordinance	31	Suspicious Activity
24	Domestic	13	Suspicious Person
95	Driving Complaints	39	Suspicious Vehicle
6	Drug Information	134	Thefts
1	Drug Investigation	7	Threats
1	Drug Possession	2	Tobacco Violation
271	EMS – Medicals	34	Traffic Arrest
6	Escort	7	Traffic Control
14	Extra Patrol	909	Traffic Stops
2	Fight	1	Transport
18	Fire	3	Trespass
2	Fireworks	11	Vulnerable Adult
1	Forgery	3	Warrant
21	Found Property	4	Warrant Service Attempt
11	Fraud	64	Welfare Check
3	Garbage Dumping	1	Written Warning
3	Gas Leak		
40	Gun Permits	2,989	TOTAL
19	Harassment Complaints		
12	Hazard In Road		



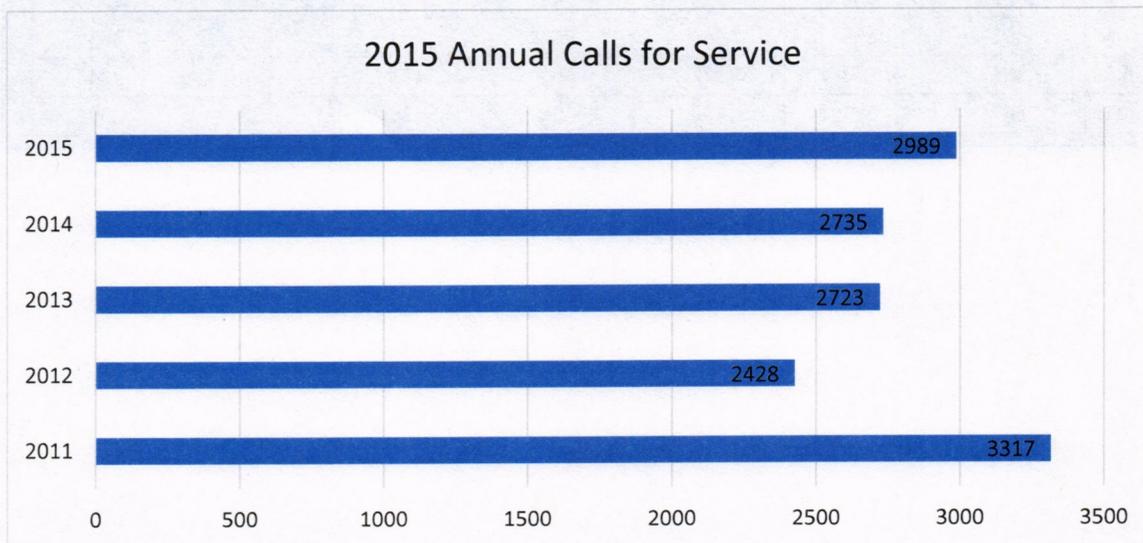
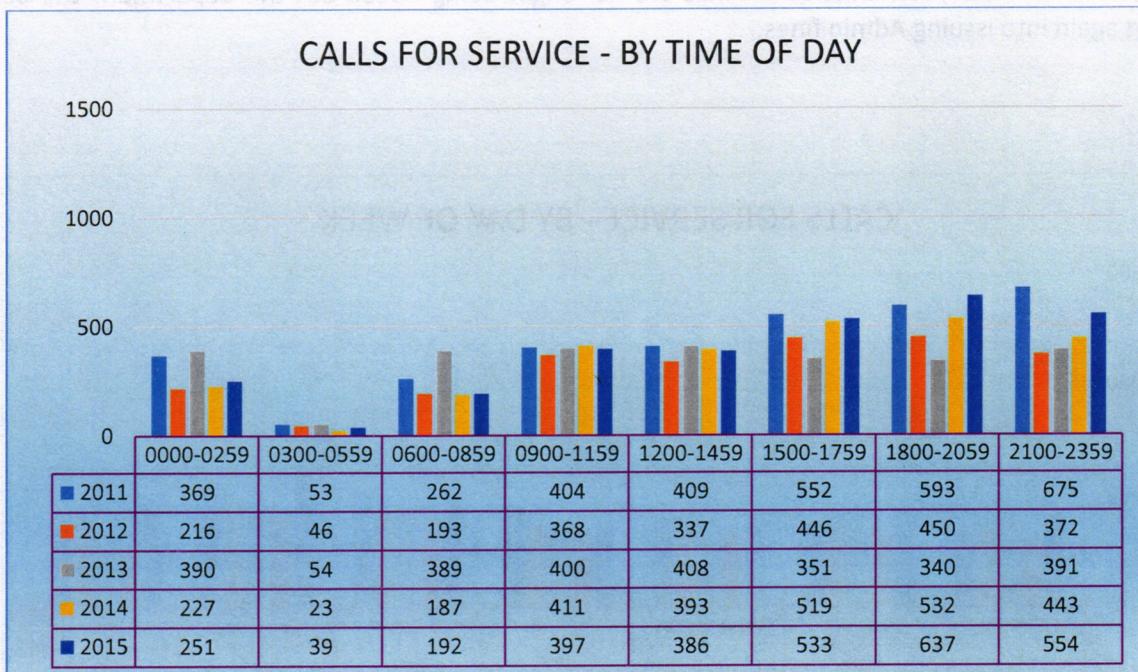
CALLS FOR SERVICE – BY DAY OF WEEK

The chart below illustrates the 2011 through 2015 general statistic comparisons. It is important to note that these fluctuate as cases carry over from year to year. Please note that this is only a snap shot of the daily activities that our Department engages in and should in no way reflect all of our activities. In addition, Administrative Fines are no longer being issued but the department will be looking again into issuing Admin fines.



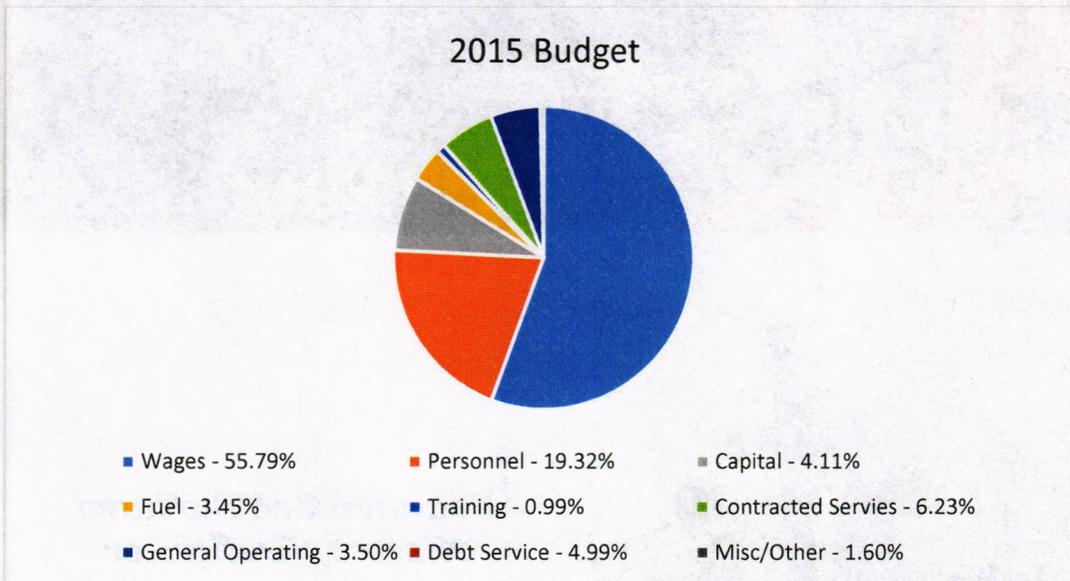
CALLS FOR SERVICE – BY TIME OF DAY

The chart below illustrates the 2011 through 2015 general statistic comparisons. It is important to note that these fluctuate as cases carry over from year to year. Please note that this is only a snap shot of the daily activities that our Department engages in and should in no way reflect all of our activities. In addition, Administrative Fines are no longer being issued and may have skewed the results.



POLICE DEPARTMENT BUDGET

Due to the unpredictability of events and circumstances, public safety budgets are often hard to foretell. The Pequot Lakes Police Department plans its expenses with as much accuracy as possible. There will always be unforeseen events which affect our capital budget. Public safety will always be our number one priority, while recognizing our responsibility to be fiscally responsible and prudent. The below table clearly demonstrates this ongoing commitment.

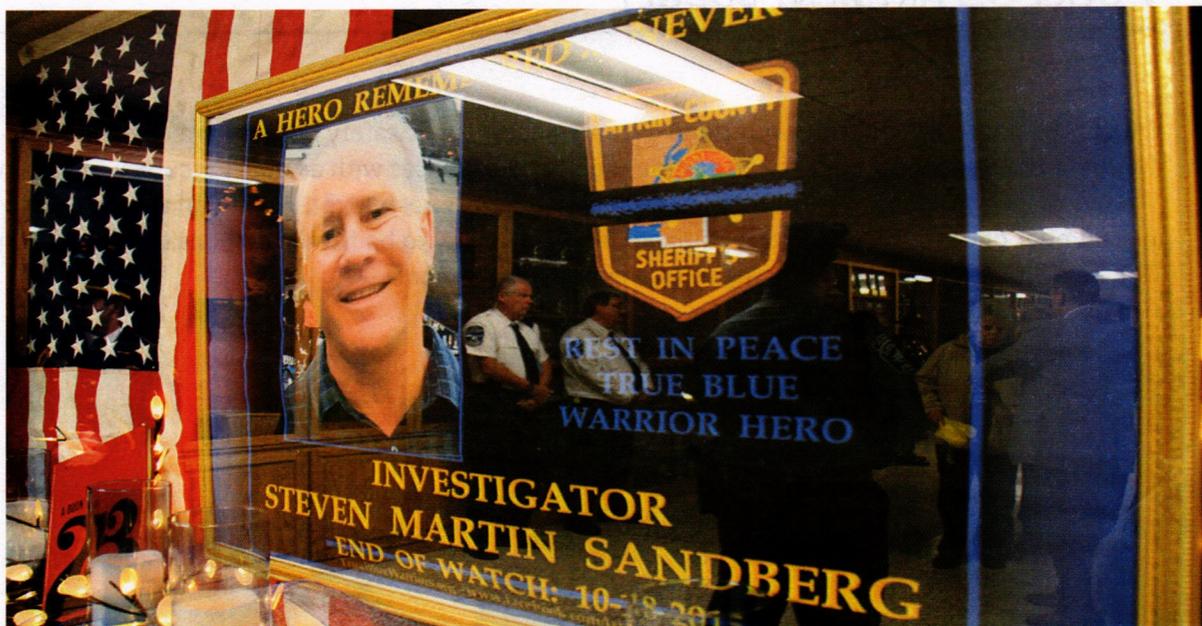


Year	Budgeted	Actual	Difference	Actual / Budgeted
2011	\$566,015.00	\$603,182.06	-\$37,167.06	106.6%
2012	\$607,925.00	\$606,406.80	\$1,518.20	99.8%
2013	\$598,383.00	\$662,819.52	-\$64,436.52	110.8%
2014	\$615,808.00	\$629,485.04	-\$1,3677.04	102.2%
2015	\$635,370.00	\$695,183.17 (Pre Audit)	-\$56,813.17	109.4%

**** Please note that the actual expenditure amount is a pre-audit number and will change once the 2015 audit is completed.**



In Memory Of



Branden Lee Burnard
Nisswa Firefighter

2-4-77 to 12-4-15

