

CITY OF PEQUOT LAKES POLICE DEPARTMENT

2013 ANNUAL REPORT

Population: 2,162



Eric Klang
Chief of Police

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OFFICE OF CHIEF OF POLICE



Honorable Mayor Adams and Council Members,

There are two words that I would like to leave you with in this report and that is “Effective Policing”. Being effective in law enforcement takes on many facets. First and foremost you must provide for the personal safety and security of every citizen in your community. This is not limited to residents alone, there are hundreds of visitors to our city each and every day, thousands in the summer. Whether they work in our community, shop here, visit relatives or for any other reason, the police department is here to serve all.

The mission of the Pequot Lakes Police Department is partnering with the community to serve, protect, and promote quality of life. Our mission statement says a lot about who we are and what we do. Even though we have 6 full time sworn police officers, we realize that our partnership with the community is vital to maintaining a safe city. We are continually looking for new ways to foster that partnership, be it through new programs or existing ones. Without the continued support of our community, our task would be a very difficult one.

To be effective we must recognize and adapt to the changing patterns of crime and disorder in our area as well as those that surround and influence our community. These patterns become visible when we compile data as seen in this report, but are also apparent in our interactions with citizens, businesses, the courts, probation, and any number of social agencies we interact with.

We bring as much formal and informal information together as possible and collaboratively work together to address the predominate issues we identify. Our actual focus is dependent upon resources available and the degree of importance to the overall goal of a safe community.

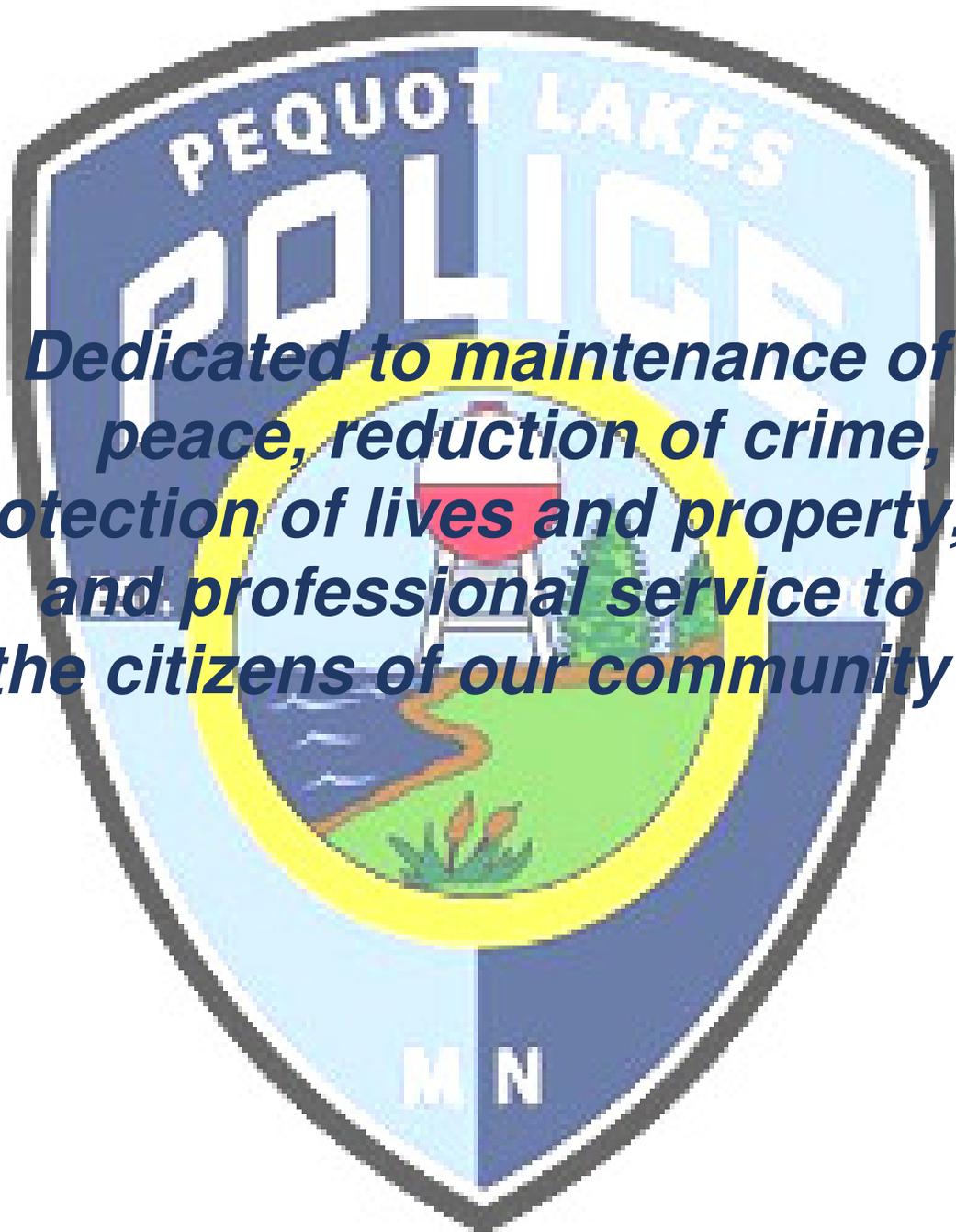
This report reflects some of our efforts this past calendar year. I am proud of the job we continue to do each and every day. I thank the community for the privilege of serving them as their chief of police.

Sincerely,

Chief of Police
Eric Klang

Pequot Lakes Police Department Mission Statement

*Dedicated to maintenance of
peace, reduction of crime,
protection of lives and property,
and professional service to
the citizens of our community*





LEADERSHIP VISIBILITY PREPARATION GOALS 2014

The Pequot Lakes Police Department will focus on these goals for the FY 2014. Although goal setting is the true secret to success in any area of life, we recognize that we cannot achieve these goals unless we know exactly what we want and that we maintain a passion for them. We look forward to meeting and exceeding these goals for 2014.

Leadership-

-Recognizing that every person is a leader

- 1) Every Shift
- 2) Every Call
- 3) Every Contact

-Committed to the delivery of consistent service

-Committed to the success of staff

Visibility-

-Engaged in the community

-Coordinated message

-Personal excellence

-Enhance cooperation with other communities/agencies

Preparation-

-Be ready

- 1) Personal
- 2) Equipment
- 3) Training
- 4) Planning ...disasters....crimes



CITIES WE SERVE

City of Pequot Lakes – *Home of the Bobber Water Tower*

4638 County Road 11
Pequot Lakes, MN 56472

Population 2,169 as of 2012 census
Square Miles 18.14 square miles

City of Jenkins – *Gateway to the Whitefish Chain*

33861 Cottage Ave
Jenkins, MN 56474

Population 437 as of 2012 census
Square Miles 4.51 square miles

Jenkins Township

36233 County Road 15
Jenkins, MN 56474

Population 359 as of 2012 census
Square Miles 11.8 square miles



PREDATORY OFFENDER REGISTRY

The Predatory Offender Registry (POR) is maintained by the Minnesota Bureau of Criminal Apprehension (BCA). The registry was created to monitor predatory offenders in the state of Minnesota. Predatory offenders are placed into three categories referred to by the BCA as Level I, Level II, and Level III. Level I offenders are considered least likely to re-offend. Level III offenders are considered most likely to re-offend.

The POR Registry keeps track of each offender's home and work addresses, as well as vehicles registered to and used by the offender.

The Pequot Lakes Police Department monitors the individuals residing within the City of Pequot Lakes and the City of Jenkins. The list of registered predatory offenders residing in our communities is updated monthly by the Pequot Lakes Police Department. This number is fluid as offenders are constantly moving in and/or out of our cities. At any given time there are normally around fifteen offenders residing within these areas.

At the end of 2013, there were thirteen offenders. One offender was classified as a Level III offender, two offenders were classified as Level II offenders, three offenders were classified as Level I offenders, and all others were not assigned a risk level. It should be noted that Risk Levels were not put into place prior to January 1, 1997. That in mind, a 'not assigned' offender may actually qualify as a Level III but not actually classified as one due to being released from prison prior to the classification system being put in place.

In addition to monthly updates, officers made a minimum of four contacts during 2013 with each offender at their registered address to verify that the offenders were in compliance with the state's registration requirements. Digital pictures were also taken of each offender in order to update the BCA files. Officers also verify other offender information such as vehicles, jobs, housing situation, telephone and contact information.

The Pequot Lakes Police Department will continue to keep a current list of the predatory offenders living in our jurisdiction and continue to make contact with the offenders at their registered addresses to verify that the offenders stay compliant.

GUN PERMITS

Minnesota law requires a resident to have a Permit to Purchase or Transfer in order to obtain a handgun through a purchase, sale, gift, loan, assignment or other delivery from another person. If a resident has a valid permit to carry a handgun, that permit constitutes a permit to purchase.

The City of Pequot Lakes, City of Jenkins and Jenkins Township residents who do not have a permit to carry must go to the Pequot Lakes Police Department to apply for a Permit to Purchase/Transfer. State law requires law enforcement agencies to conduct a series of background-related checks to assure the eligibility requirements established in state law are met.

The Pequot Lakes Police Department must respond to the applicant within seven days with a permit or a denial letter.



Minnesota law requires all handgun transfers be reported to local law enforcement agencies. If selling a handgun and the buyer has not obtained a permit to purchase, the seller must notify the local law enforcement agency of the potential transaction. Once the law enforcement agency receives the transfer/purchase agreement, the agency has five days to determine the potential buyer's eligibility to possess a handgun.

During 2013, Pequot Lakes Police department issued 43 gun permits to purchase to residents in the City of Pequot Lakes and the City of Jenkins.

Gun permits to carry must be obtain through the Crow Wing County Sheriff's Department.

AUTOMATED PAWN SYSTEM

In 2012, the Pequot Lakes Police Department obtained access to the Automated Pawn System (APS), a statewide database utilized by police departments to find, record, retrieve, and watch for property that passes through the pawn shops in Minnesota. The database is used to identify stolen property to identify individuals who stole the property or who were otherwise associated with criminal activities, and to return property to its rightful owners. APS is capable of being searched using a variety of variables, the most common of which are serial numbers and names of individuals. The system also allows for officers to search by address, phone numbers, item description, and make and/or model of item. It can also be searched by type of property pawned. The system is set up to allow officers to be sent an alert anytime a possible stolen item has been pawned. APS is a “budget friendly” investigative tool employed by our department and many other departments across the state.



Steal It



Go to Jail

Pawn It



Scrap Metal Yards will soon be added to this database.

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 118 requests during 2013.



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 2013, 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.

TRAINING

The following is a list of mandated topics and professional training courses attended by our officers during 2013:

LEGAL

Use of Force – Legal Issues

USE OF FORCE

Firearms Qualification

Defensive Tactics

SPECIALTY

Crime Scene Processing
Respiratory Protection for Law Enforcement
Ethical Use of Computers & Data Bases
Harassment Restraining Orders
Cops, Camera's & Legal Trends
Mobil Access
Security Awareness

AWAIR – Employee Right-to-Know
Warrantless Searches of Vehicles
Street Survival
Possession of Firearms
Consent Searches
FEMA – Introduction to Incident Command System
DWI & Traffic Safety



SPEED ENFORCEMENT AND RADAR

The Pequot Lakes Police Department proactively enforces speed limits within the cities of Pequot Lakes, Jenkins and Jenkins Township. Officers issued 91 citations for speeding in 2013. Officers also issued 448 verbal and written warnings for moving violations in 2013. This total includes, but is not limited to, speed warnings.

Officers enforce speed both randomly and in response to specific citizen complaints.

Officers enforce speed to reduce injuries and property damage related to driving at unsafe speeds.



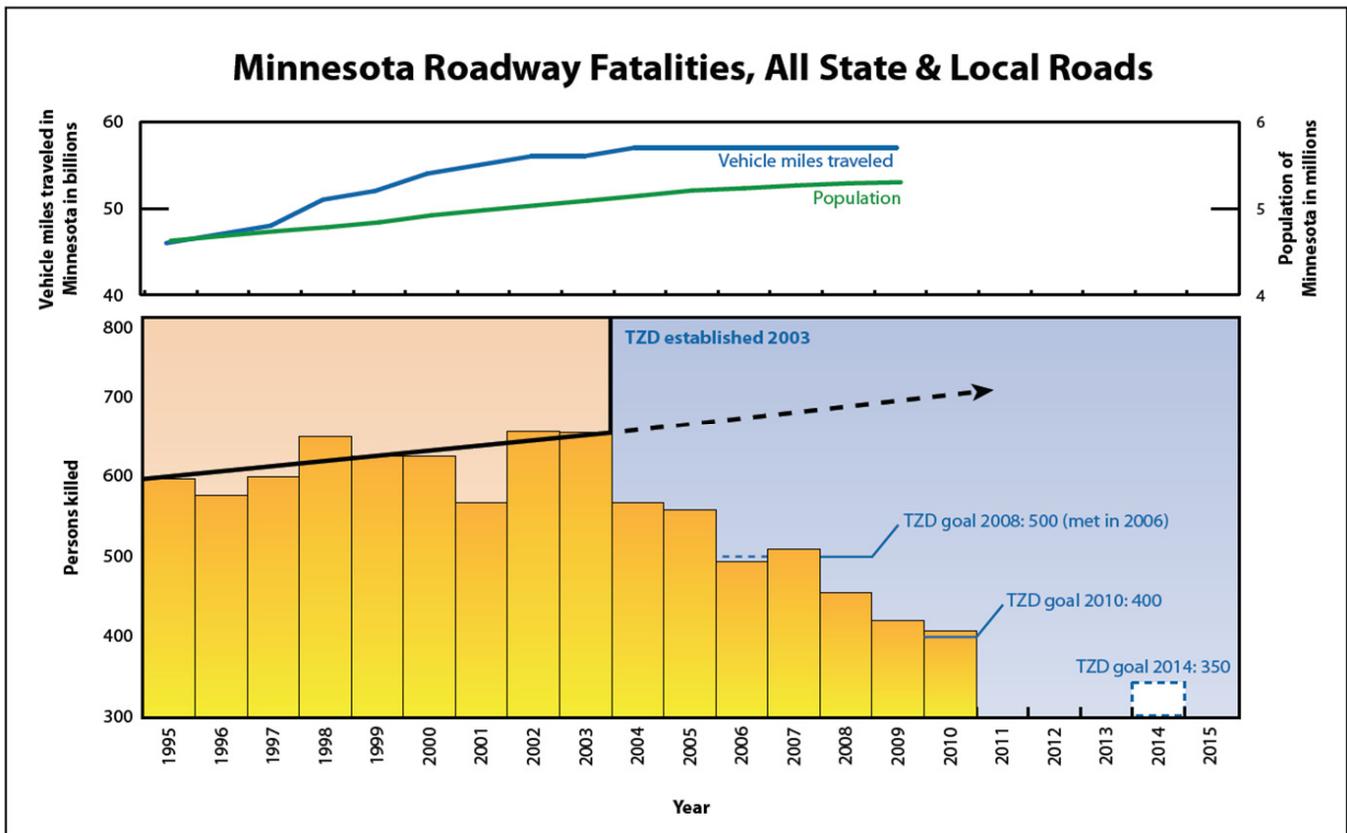
TOWARD ZERO DEATHS (ALSO KNOWN AS SAFE AND SOBER)

During the year 2013, the Pequot Lakes Police Department continued efforts with the Minnesota Toward Zero Deaths program by providing 154 hours of patrol.

About MN TZD

Minnesota TZD is the state's cornerstone traffic safety program, employing an interdisciplinary approach to reducing traffic crashes, injuries, and deaths on Minnesota roads. While individual disciplines have a long history of successful traffic safety programs, TZD aims to tie these together with a common vision and mission for even greater success. The TZD program uses data to target areas for improvement and employ proven countermeasures.

The TZD program team works in partnership with community and corridor groups to improve the traffic safety of a designated area. Toward Zero Deaths provides technical assistance, materials, and guidance to local groups that are committed to reducing crashes and the fatalities and severe injuries that result from them.



ADMINISTRATIVE SUPPORT AND RECORDS

The Pequot Lakes Police Department Administrative Support and Records Division is staffed 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 Responsibilities

The primary role of Records 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 including:

- Providing information and assistance to the public
- Transcription of interviews
- Preparing case files for submission to prosecutors and court
- Scanning police records into our computer data base system
- Notifying officers of court appearances and cancellations
- Conducting the storage, retrieval and disposal of records
- Conducting criminal history checks
- Maintaining the Department's website

ADMINISTRATIVE SUPPORT AND RECORDS

- Preparing Permits to purchase handguns
- Submitting weekly media reports to the local newspapers
- Updating Suspense files for the BCA
- Arranging appointments for the public to get finger printed
- Assign passwords and permissions to staff to allow access to various programs
- Maintain training records required by BCA & FBI for Officers, Reserve Officers, Office staff and outside vendors.

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, MyBCA, S3 Statewide Supervision System & the SRS Supplemental Reporting System.



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 is planned by 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.

Out of 87 counties, all but 12 are currently utilizing eCharging.

FORFEITURES

During 2013 the Pequot Lakes Police Department has seized a total of 4 vehicles resulting from alcohol or drug offenses.

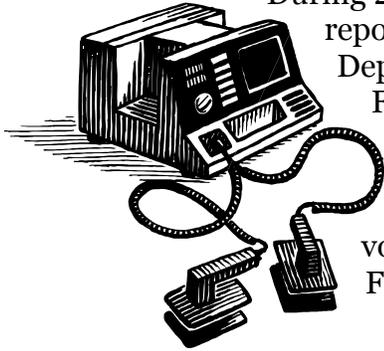
Of course, not every vehicle forfeited is of sufficient value for resale or department use. Yet, the department still removes such vehicles from criminals to make it that much more difficult to re-offend.

At the close of 2013, the department's forfeiture inventory includes 6 vehicles pending further action.

| <u>VEHICLE</u> | <u>STATUS</u> |
|--------------------------|---------------|
| 1999 Mercury Mountaineer | Pending |
| 1992 Chevy S10 Blazer | Pending |
| 2003 Nissan Altima | Pending |
| 1996 Dodge Dakota | Pending |
| 1995 Ford Explorer | Pending |
| 2001 Ford F350 | Pending |



MEDICAL



During 2013 the Pequot Lakes Police Department responded to 274 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. Some of the staff are trained to as high of a level as Emergency Medical Technician. 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.



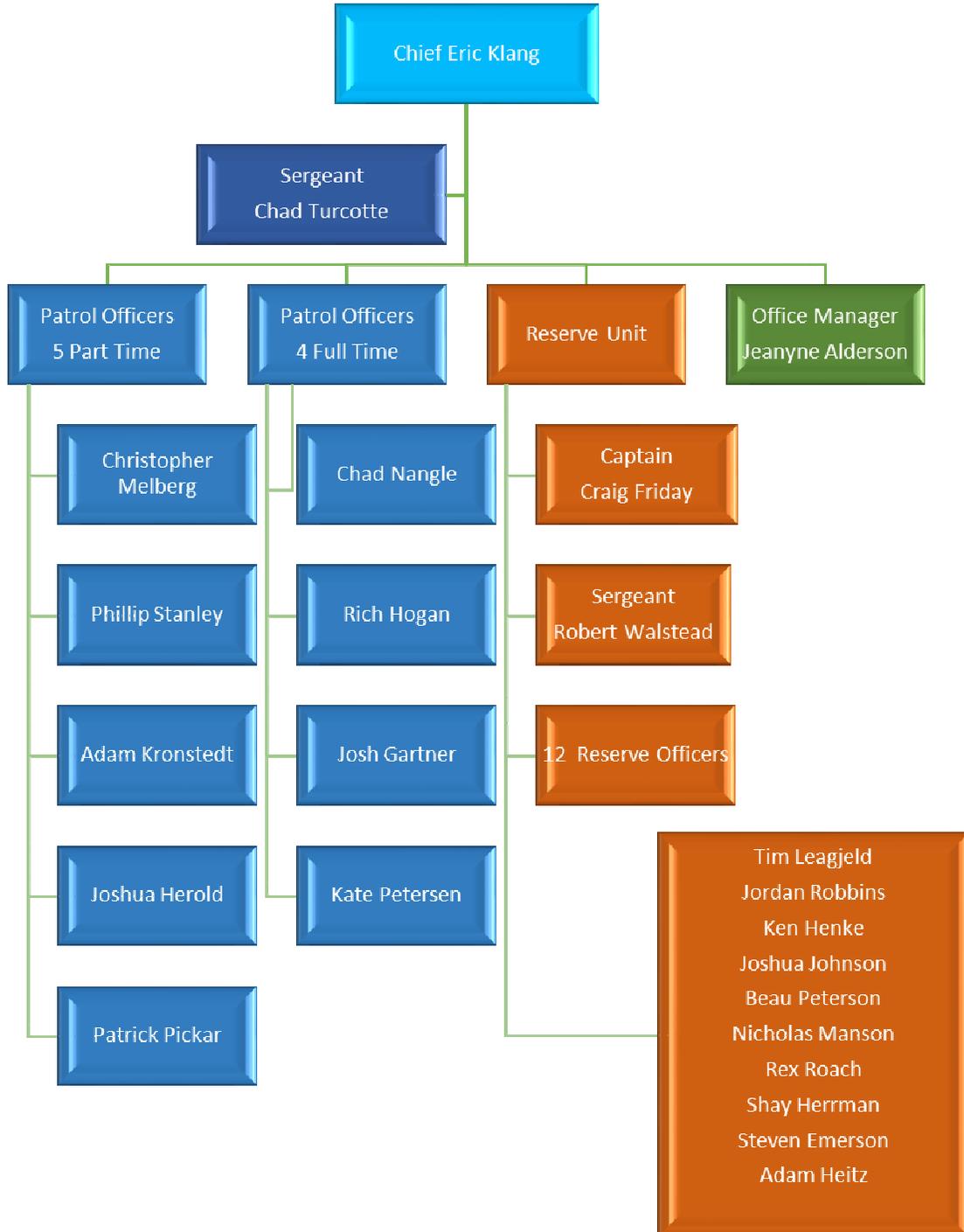
The Intoxilyzer tests two breath samples to calculate BAC. The Intoxilyzer solution is changed on a monthly basis and is maintained by officers with help from the BCA.



Pequot Lakes Police Department arrested 24 people for DWI during 2013. The reduction of DWI's is in part to community education, enforcement and TZD shifts.



Pequot Lakes Police Department Organizational Chart





PEQUOT LAKES 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 |
| Richard Hogan | Patrol Officer | 05-10-2004 |
| Katie Petersen | Patrol Officer | 05-24-2006 |
| Joshua Gartner | Patrol Officer | 09-13-2005 |
| Joshua Herold | PT Patrol Officer | 04-08-2009 |
| Christopher Melberg | PT Patrol Officer | 02-07-2007 |
| Adam Kronstedt | PT Patrol Officer | 06-06-2013 |
| Patrick Pickar | PT Patrol Officer | 07-02-2013 |
| Chelsey Collette | PT Patrol Officer | 07-02-2013 |
| Phillip Stanley | PT Patrol Officer | 10-02-2013 |

RETIRED

John Ryan - 10-01-2001 to 08-30-2013

RESERVE UNIT

| | | |
|-----------------|-----------------|------------|
| Craig Friday | Captain | 05-02-2006 |
| Robert Walstead | Sergeant | 04-09-2013 |
| Tim Leagjeld | Reserve Officer | 08-31-2006 |
| Jordan Robbins | Reserve Officer | 06-18-2013 |
| Ken Henke | Reserve Officer | 05-20-2013 |
| Joshua Johnson | Reserve Officer | 11-01-2012 |
| Beau Peterson | Reserve Officer | 11-19-2013 |
| Nicholas Manson | Reserve Officer | 12-17-2013 |
| Rex Roach | Reserve Officer | 11-15-2013 |
| Shay Herrman | Reserve Officer | 11-15-2013 |
| Steven Emerson | Reserve Officer | 11-15-2013 |
| Adam Heitz | Reserve Officer | 12-31-2013 |



VOLUNTEER POLICE RESERVE PROGRAM

The Pequot Lakes Police Reserve Unit is a group of volunteers from the Pequot Lakes and surrounding communities assisting the Pequot Lakes Police Department in educating the public as well as providing additional levels of presence and security at various community events.

The Reserve Officers work with several different area organizations and participate in many different events. In 2013, the Reserve Unit assisted with the Bike Rodeo which was held at Eagleview Elementary School. The Reserve Officers assisted the children while they learned how to ride bicycles safely and obey the laws. The Reserve Unit also participated with the delivery of Christmas presents to the less fortunate along with other area police departments.

Events that the Reserve Unit assisted with in 2013 include:

Bean Hole Days

Car Show

Chokecherry Festival

Dru Sjodin Run

Foot patrol at School Sporting Events

Fourth of July Parade

AmericInn Haunted Hallway

Homecoming Parade

Market in the Park

Pet Parade

Safety Town

School Dances

Snowmobile Show

The Reserve Unit also participated in numerous trainings which included handcuffing, safety on traffic stops, familiarization with squad car equipment, operation of 800 MHz radios and Aircare.

From Jan. 1 – Dec. 31, 2013, the Reserve Officers donated approximately 1,085.5 hours. This makes the total donated time over 8,600 hours since the beginning of the program in 2006.

Current members include: Captain Craig Friday; Sergeant Robert Walstead; Reserve Officers Tim Leagjeld, Rex Roach, Jordan Robbins, Joshua Johnson, Shay Herrman, Ken Henke, Steven Emerson, Beau Peterson, Nicholas Manson and Adam Heitz; Police Officer Kate Petersen, Reserve Program Supervisor.



The Reserve Unit would like to thank Bill Cruz, Kaitlin Denton, Sandra Johnson and Travis Klegstad for their service with the Reserve Unit in 2013.



SCHOOL RESOURCE OFFICER

The School Resource Officer (SRO) program is the next step in Community-Oriented Policing (COP). The SRO is an asset used by the community and the school in an attempt to address situations in the lives of students in a manner other than the judicial system. The SRO is specifically trained in and performs three main functions: law enforcement officer, law related counselor, and law related educator.

January – December 2013 the SRO assisted the school district with a total of 165 incidents.

The School Resource Officer gave several classroom presentations and participated in Reality Store. The SRO also gave presentations to the driver's education class. Parents of the students were invited to attend the informational class about the graduated driver's license and provided them with information to help develop safer teen drivers.

In the spring there was a Mock Car Crash prior to prom which was conducted with the help of the Pequot Lakes Fire Department and North Ambulance.

On the "Day of Caring" the officer along with a group of students, cleaned up the road sides of county road 17 to the county line. The officer also attended prom and graduation to end the year.

The SRO attended active shooter training put on by the FBI. The Pequot Lakes Police Department is now online with Law Enforcement Enterprise Portal (LEEP). This will allow the department to operate online with federal agencies in case of major incidents. Those incidents would be anything that the federal agencies would respond to a disaster.



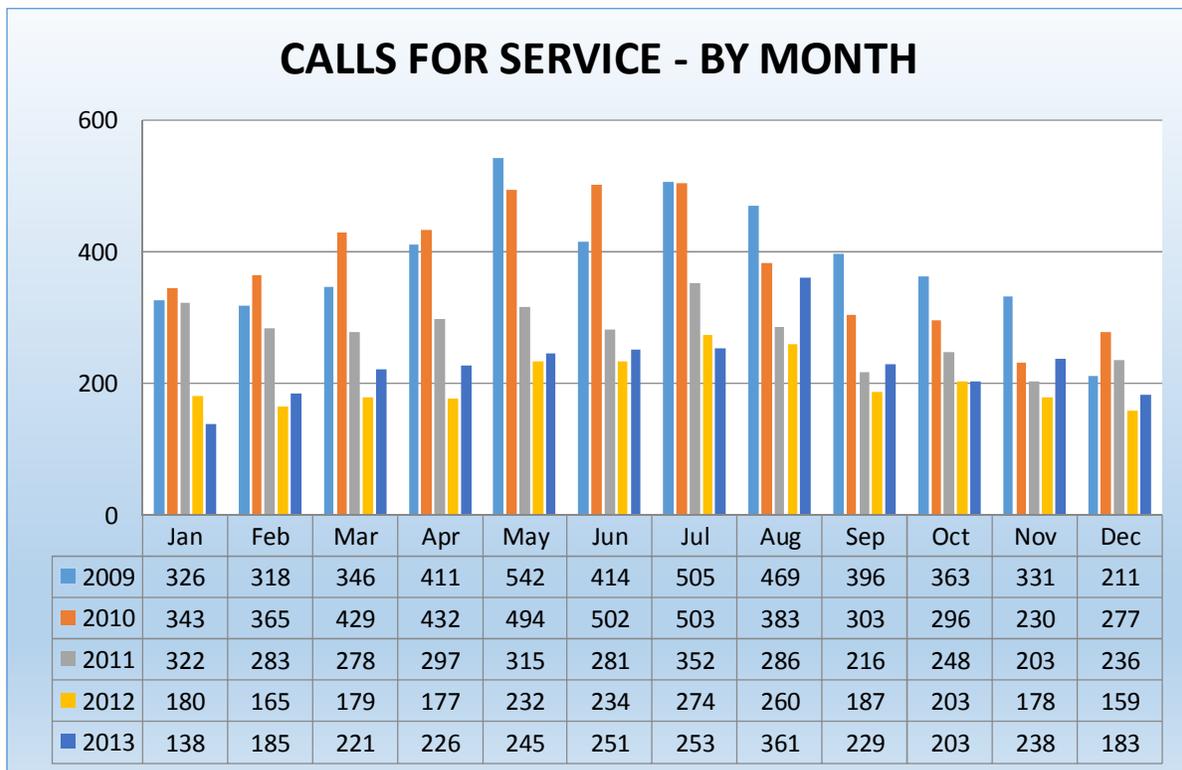
The situations could be manmade or natural disaster. The Pequot Lakes Police Department would be able to access the federal agencies records management system, which is similar to our county records management system to help coordinate responding agencies. The federal agencies would include the FBI and FEMA.



CALLS FOR SERVICE – BY MONTH

The chart below illustrates the 2009 through 2013 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.

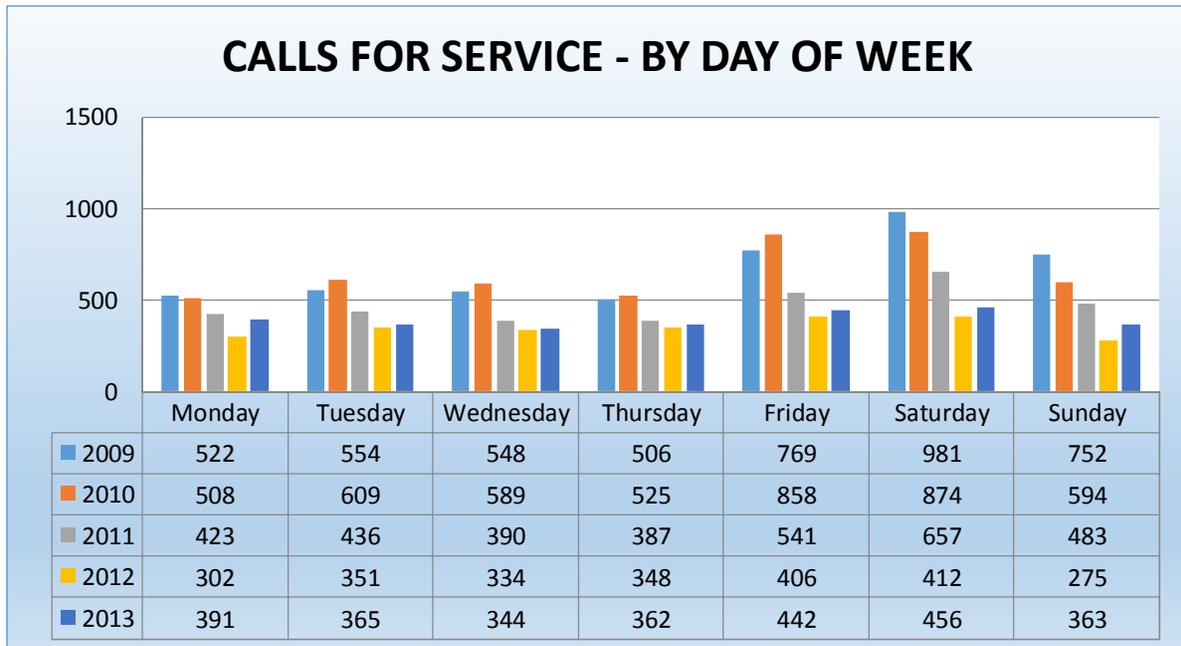
While the number of cases filed by the department on an annual basis fluctuates, internal factors can influence the number of cases in addition to outside influences. In 2013 our Department saw the extended vacation and retirement of Officer John Ryan. This position was not immediately replaced. In addition to the retirement of John Ryan, Officer Richard Hogan was on leave for a couple of months due to an on-duty injury. The loss of service from both of these Officers reduced the overall number of cases.





CALLS FOR SERVICE – BY DAY OF WEEK

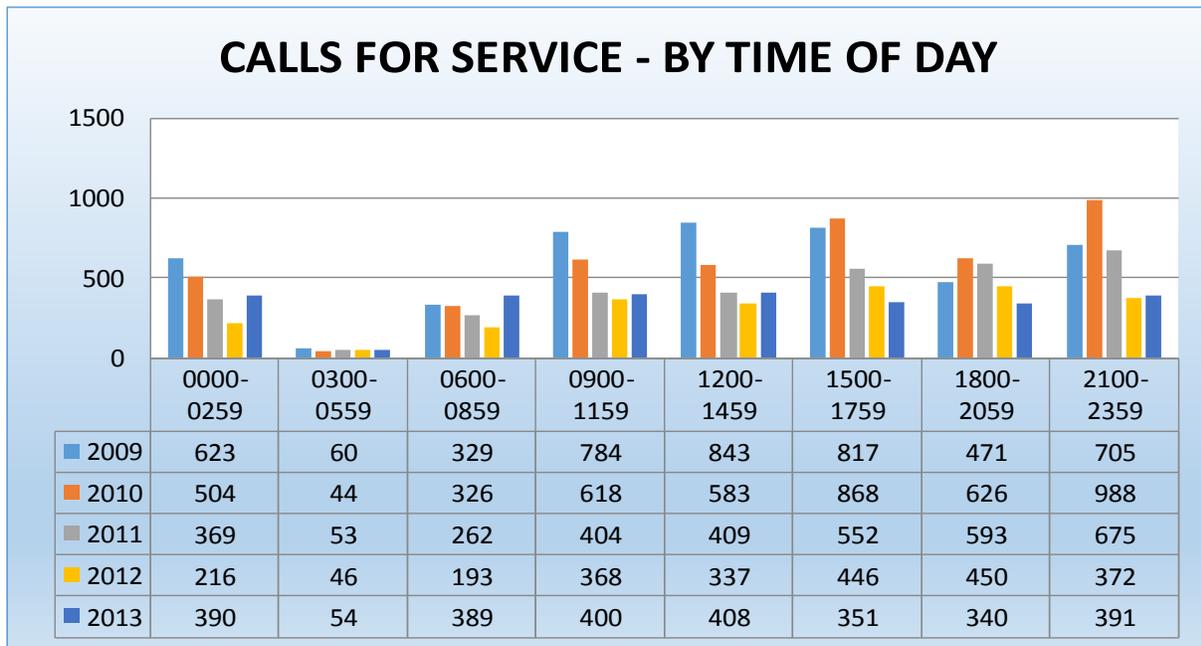
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CALLS FOR SERVICE – BY TIME OF DAY

The chart below illustrates the 2009 through 2013 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.



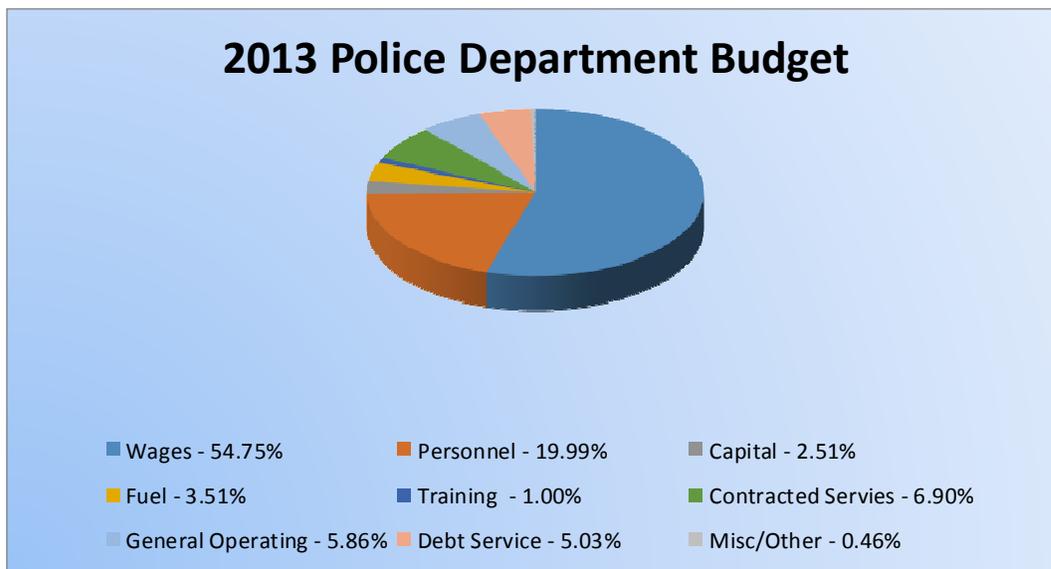
Calls for Service Annual Totals

| | |
|-------------|--------------|
| 2009 | 4,632 |
| 2010 | 4,557 |
| 2011 | 3,317 |
| 2012 | 2,428 |
| 2013 | 2,723 |



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 | |
|---|--------------|-----------------------------|---------------|---------|
| 2009 | \$586,040.00 | \$597,171.29 | -\$11,131.29 | 101.9 % |
| 2010 | \$599,120.00 | \$770,276.37 | -\$171,156.37 | 128.6 % |
| 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 (Pre Audit) | -\$64,436.52 | 112.0 % |
| 2013 Adjusted by subtracting Restorative Justice & Capital Outlay | \$598,383.00 | \$597,520.72 (Pre Audit) | \$862.28 | 99.9 % |

**** Please note that the 2013 actual expenditure amount is a pre-audit number and will change once the 2013 audit is completed.**

2013 adjusted budget is a result of subtracting Restorative Justice finances as well as the planned purchase of a squad car and mobile computer from the capital outlay accounts.



Minnesota Peace Officers Memorial at the State Capitol

