# Annual Report



2016

### SHERBURN/WELCOME POLICE DEPARTMENT

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January 27, 2017

To the Sherburn and Welcome City Councils,

Enclosed is the 2016 Annual Report for the Sherburn/Welcome Police Department. The report will serve as an overview of the activities that the department was involved in over the last year as provide statistics from calls for the year and comparisons to prior years.

### **Calls for Service**

The department logged 2,000 calls for service in 2016. This set a new record for the department for the number of calls in a year. The highest previous number of calls was 1,866 which occurred in 2014.

The types of calls remained relatively unchanged from prior years. The department responded to 812 calls in the City of Sherburn and 970 calls in the City of Welcome. Additionally, the department assisted or responded to 165 calls outside of either city. These would include motorist assists, motor vehicle accidents, traffic stops and serious incidents such as domestics that occurred in county or in Trimont, Dunnell or Ceylon. From a percentage standpoint, approximately 41% of the calls where in Sherburn and 48% were in Welcome with 11% being outside either community. This marks the first time that a higher percentage of calls were in Welcome, however, this stems from Welcome residents and businesses utilizing the security check program that the department offers.

Response time for the department for the year averaged approximately 4 minutes and 50 seconds. This is very low

considering that the department covers two communities; however, traffic stops are factored into this number so this skews the average slightly. In any event, I feel the response time for the department is excellent and we will strive to continue this in 2017.

### **Vehicles**

The department logged 58,609 miles in 2016. These miles were split between all the department vehicles. Currently the department has a 2011 Crown Victoria, a 2013 Police Utility Vehicle and a 2015 Police Utility Vehicle. The 2011 Crown Victoria will taken out of service later this year and replaced with the police utility vehicle. Ford discontinued manufacturing the Crown Victoria which is why the department is transitioning to utilizing Police Utility Vehicles. These vehicles are all-wheel drive which makes getting around during the winter months much easier than the rear-wheel drive Crown Victoria.

#### <u>Personnel</u>

The department went through a few changes in personnel in 2016. Officer Joseph Hoffman was hired to fill the vacant full-time slot in January, but left after only one month for a new position that he had applied for at the same time he went through our hiring process. At that time, we chose to move Officer Dylan Post up from a part-time position to the full-time slot. Officer Post had applied for the opening as well and was one of the five finalists. This filled the full-time vacancy that we had since June of 2015 when Officer Nelson left the department.

The department added new part-time officers in 2016 including Officer Annie Pedersen in February and Officer Nicholas Smith in August. These officers are still currently with the department. Officer Kyle Brown was still with the department, however, he left earlier this month for a position with Watonwan County. The department will begin the process to add more part-time officers in the next few months, so some new faces will be seen soon.

### **Training**

The department collectively completed 169 hours of training in 2016. This includes training in areas that are mandated by the P.O.S.T. board such as Use of Force, Firearms qualification and Defensive Tactics as well as O.S.H.A. required training such as Blood-Borne Pathogens and Hazardous Materials training. Much of our training is completed through the use of P.A.T.R.O.L. which is offered through the League of Minnesota Cities; however, there were other trainings that were completed as well.

#### **Department Web-site**

The department web-site has been up and running for four years now and we have received a great deal of positive feedback about the site. The department had 16,385 visits to the web-site in 2016 with the busiest month being September. That month alone generated over 2,000 visits in the month. We use the site to keep the communities informed about department activities and I recommend that you visit the site at your convenience. The address is www.sherburnwelcomepolice.org.

The department also has a Facebook page that we utilize regularly to give those that follow us updates such as snow emergencies and road conditions as well as other information as it is warranted. The department makes every effort to keep the citizens as informed as possible and these two tools go a long way in helping us to accomplish this.

### **Activities**

We again conducted many of our regular activities that occur each year. The Bicycle Rodeo was held in June for children living in the school district. It was fairly well attended and a number of gift cards were given out to those children who were present. These gift cards are made possible thanks to the generous donation that is received each year by Truck Writers in Welcome.

We again assisted each community with their city celebrations. Sherburn's was held in June and Welcome's was in July. No major issues occurred during either celebration and both events were considered a success.

As was stated earlier, the house watch program continues to grow in popularity. Over the course of the year, the department conducted 320 house checks for residents that were gone on vacation or who live down South during the winter months. In comparison, the department conducted 381 house checks during 2014, so the number decreased slightly in 2016.

### 2015 Projects

2016 saw a number of projects that were undertaken by the department.

The department will finish implementing a program that was started in 2016 that will change the way evidence is tracked and stored that is in our possession. Software will be installed that will create a bar code that will be affixed to each piece of evidence collected and the location of the evidence will be logged in the individual case files in our reporting system. This offers better security and record keeping which in crucial not only in evidence tracking, but all government data today. The evidence room will be modified as well to allow a second locked area where firearms and controlled substances are kept.

As was stated earlier, we are also looking to add more part-time officers to the roster to help fill open shifts as they become available. Part-time officers are also utilized during city festivals and at other times in the year when extra personnel is needed. While there are no shifts dedicated on a consistent basis for part-time officers, having several available is important for this department as full-time officers take time off throughout the year and sometimes on very short notice. Having a number of part-time officers available better insures that shifts are able to be filled as needed.

If there are any programs or services that anyone can think of that the department could potentially provide, I welcome the suggestions at any time. It is important to us that we meet and exceed the expectations of the community and are always open to new ways that we can assist the public.

### Conclusion

I hope this gives a good idea as to what the department's activities were during 2016. As always, feel free to contact me if you have any questions or concerns. I hope everyone has an excellent 2017!!

Sincerely,

Brad L. Hughes

### 2016 Department Statistics

Total (year) Calls For Service 2000		Within Sherburn Within Welcome Outside City Limits	812 970 165
Types of Calls:			100
911 Hang-Up Alarm Animal Complaint Assault Assist MCSO Assist MSP Assist Other ATL ATV Complaint Burglary Child Abuse (suspected) Civil Issue Counterfeit Notes (Money) Crash 10-50 Crash 10-52 Criminal Damage – Property Death (body found) Directed Patrol Disturbance Domestic Driving Complaint Drug Court Check Escort (Other) Fire – Other Fire – Sherburn Fire – Welcome Fireworks Fraud Funeral Escort Harassment Haz-Mat (Non-fire) House Watch Illegal Dumping Informational Intoxicated Person (not driving) JV Nuisance Medical – Sherburn Medical – Welcome Message Delivery Miscellaneous Missing Person – JV Motorist Assist MV Damage	5 18 73 5 51 22 47 1 1 6 11 53 2 19 1 12 3 320 24 10 25 4 1 1 4 6 2 11 12 3 483 3 45 1 1 1 1 1 1 1 1 1 1 1 1 1	Ordinance Violation Paper Service Parking Complaint Predatory Offender Ch Property – Lost/Found Public Education Public Works Notificat Shoplifting Snow Emergency Viol Snowmobile Complain Special Event Storm Damage Suicide (& Attempts) Suspicious Circumstan Suspicious Person Suspicious Vehicle Theft Threats Traffic Hazard Traffic Stops Vul. Adult Abuse (susp Warrant Service Welfare Check	9 2 tion 2 2 ation 13 at 4 2 9 8 acces 26 27 17 29 12 5 90
Narcotics OFP Violation Open Door/Window	4 6 6	Duplicate/Error/Ignore CFS's  ***Page 1 of 2	53
Spen Doon it maon	~	1 450 1 01 4	

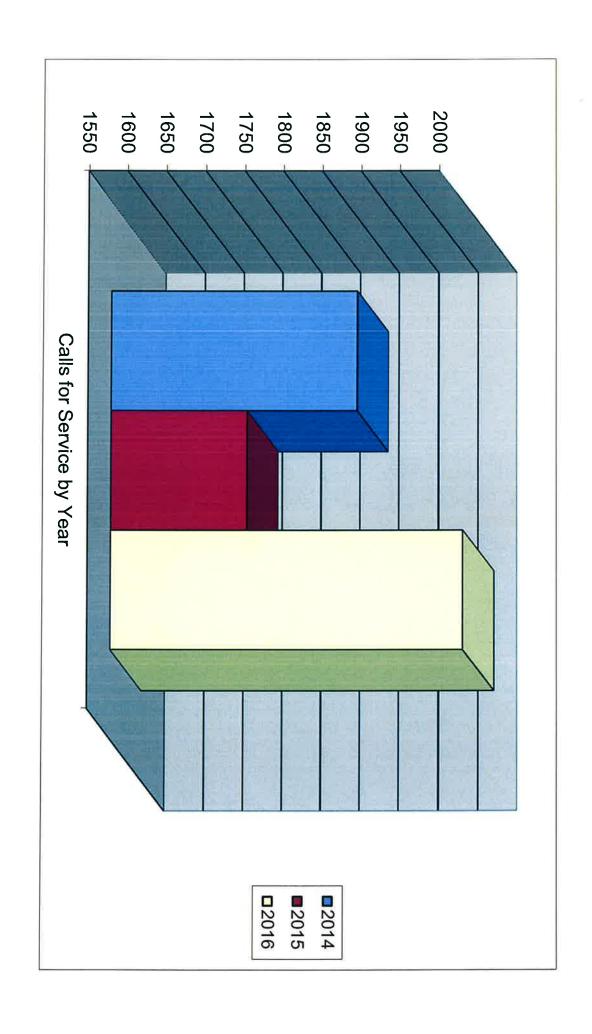
#### 2016 Department Statistics

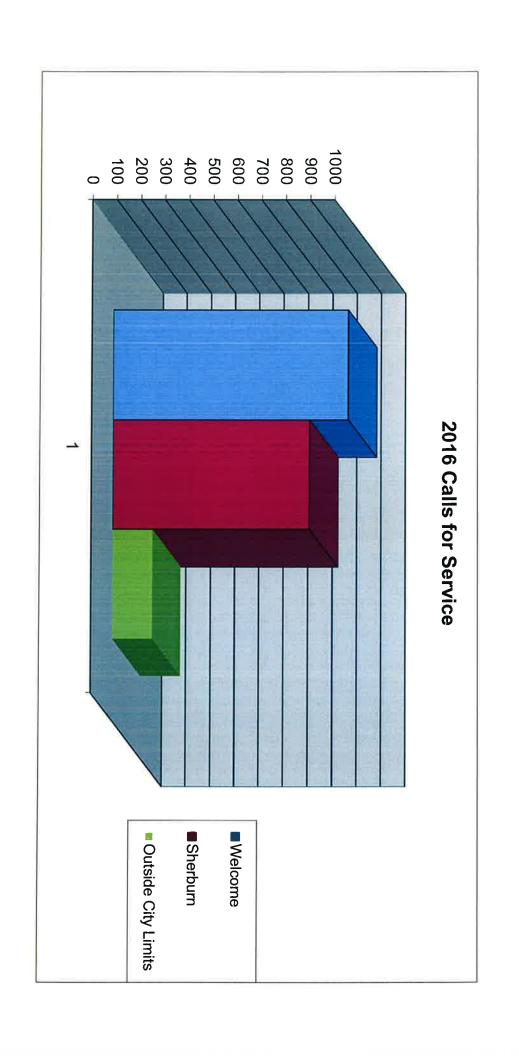
Total Arrests:		12	Total Citations	issued (each violation):	63
	Arrest Warrant Controlled Substance	5 1	Traffic:		29
	DWI	3		DAR	1
	Juvenile Arrest	1		DAS	3
	OFP Violation	1		Exp. 21 Day Temp. Tag	1
	Probation Violation	1		Expired DL	1
				Fail to stop at Crash	1
				No Insurance Coverage	1
				No MN DL	2
				No Proof of Insurance	5
				RR Stop Sign	1
				School Bus Stop Arm	1
				Speed	9
				Stop Sign Violation	1
				Unsafe Passing	1
				Unsecured Load	1
			Other:		34
				5 <sup>th</sup> Deg Assault	2
				Disorderly Conduct	1
				Dog at Large	3
				Ordinance Violation	17
				Shoplifting	1
				Sm. Amount Marijuana	1
				Snow Emergency	6
				Under 18 Tobacco	2

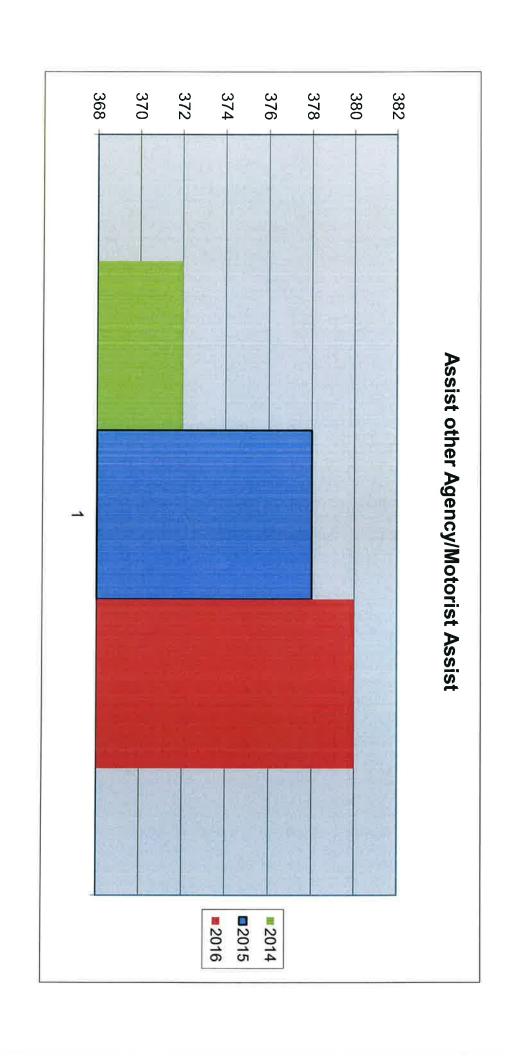
Under 21 Consume

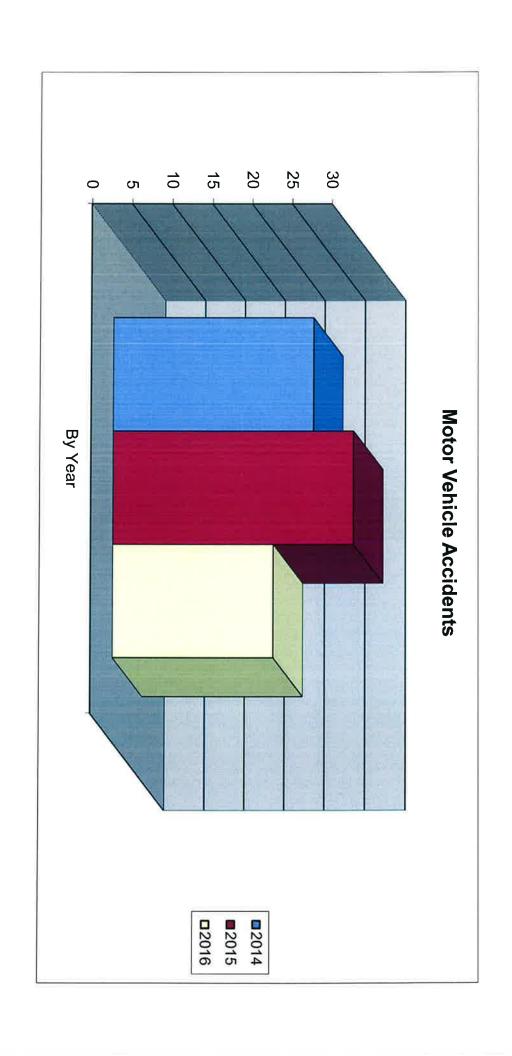
#### **January 2016 Department Statistics**

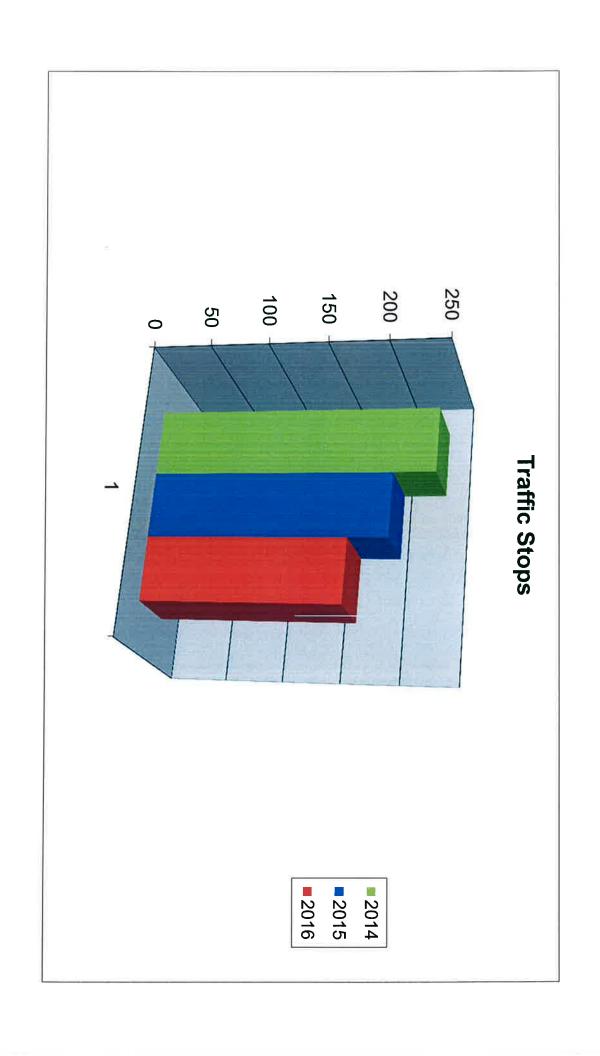
Total (year) Calls For Service	191	Within Sherburn	66
Actual Monthly CFS	191	Within Welcome	113
		Outside City Limits	8
		Ť	
Types of Calls:		Total Arrests:	2
Animal Complaint	5	Arrest V	Warrant 1
Assist MCSO	1	Controll	led Substance 1
Assist MSP	1		
Assist Other	4		
Child Abuse (suspected)	2		
Civil Issue	6		
Crash 10-50	1		
Directed Patrol	18		
Disturbance	1		
Driving Complaint	2	Total Citations issued (ea	ach violation): 3
Drug Court Check	3		
Fire – Welcome	1	Traffic:	3
Funeral Escort	1		
Harassment	2	No Proo	of of Insurance 1
House Watch	87	Speed	1
Informational	3	Stop Sig	gn Violation 1
Intoxicated Person (not dr	iving) 1		
JV Nuisance	1	Other:	0
Medical – Sherburn	11	Thomas Norwalls	
Miscellaneous	2	NONE	
Motorist Assist	5		
Narcotics	1		
OFP/HRO Violation	2		
Parking Complaint	3		
Snowmobile Complaint	2		
Suspicious Circumstances			
Suspicious Vehicle	2		
Theft	2		
Threats	1		
Traffic Stops	8		
Vul. Adult Abuse (suspect			
Warrant Service	3		
Welfare Check	2		

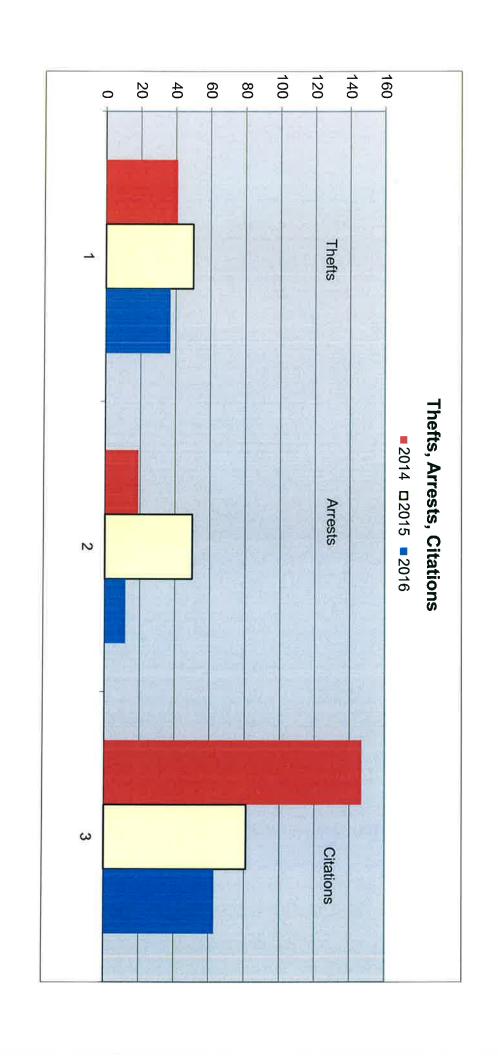


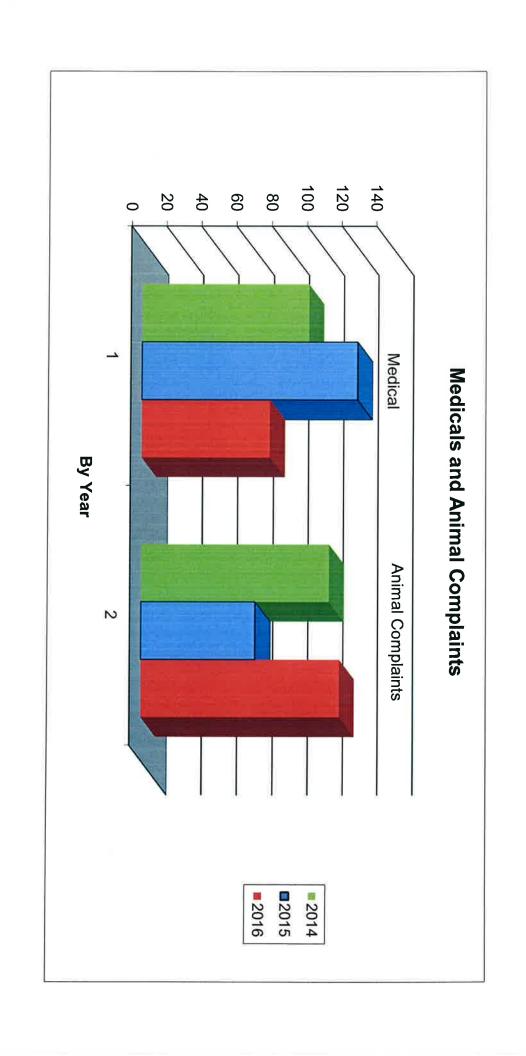












#### February 2016 Department Statistics

409 218	Within Sherburn Within Welcome Outside City Limits	67 124 17
	Total Arrests:	0
	NONE  Total Citations issued (each	violation): 4
1 24	Traffic:	4
1 3	Expired DL No MN DL No Proof of	1
2 2 1 99 1 2 5 4 1 1 3 4 1 1 1 2 5 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Other: NONE	0
	218  3 4 4 5 6 2 5 1 24 1 1 3 1 2 2 1 99 1 2 5 4 1 1 3 4 1 1 1 3 4 1 1 1 1 1 1 1 1 1 1	Total Arrests:

#### **March 2016 Department Statistics**

Total (year) Calls For Service Actual Monthly CFS	600 191	Within Sherburn Within Welcome Outside City Lin	118
Types of Calls:		Total Arrests:	0
Animal Complaint Assault Assist MCSO Assist MSP Assist Other	4 1 2 2 7		NONE
Child Abuse (suspected) Civil Issue	3 2	Total Citations	issued (each violation): 6
Criminal Damage – Prope Directed Patrol		Traffic:	5
Driving Complaint Fire – Welcome Fraud Funeral Escort Harassment	1 1 1 2 1		DAS 1 Exp. 21 Day Temp. Tag 1 No Proof of Insurance 2 RR Stop Sign 1
Haz-Mat (Non-fire) House Watch	1 85	Other:	1
Informational JV Nuisance Medical — Sherburn Medical — Welcome Message Delivery Miscellaneous Parking Complaint Suspicious Circumstances Suspicious Person Suspicious Vehicle Traffic Stops Vul. Adult Abuse (suspect Warrant Service Welfare Check	3 2 4 1 1 1 1 2 2 1 18		Dog at Large 1

#### **April 2016 Department Statistics**

Total (year) Calls For Service Actual Monthly CFS	852 252	Within Sherburn Within Welcome Outside City Limits	122 111 16	
Types of Calls:		Total Arrests:	1	1
911 Hang-Up Alarm Animal Complaint Assault Assist MCSO	1 3 3 1 5	Arres	t Warrant 1	1
Assist MSP		Total Citations issued	(each violation): 5	5
Assist Other ATL Child Abuse (suspected)	5	Traffic:	3	3
Civil Issue Criminal Damage – Prope Directed Patrol	erty 2 25	DAS Speed		2
Disturbance Domestic	1	Other:	2	2
Driving Complaint Fire – Other Fire – Welcome House Watch Informational JV Nuisance Medical – Sherburn Medical – Welcome Miscellaneous Motorist Assist Narcotics Open Door/Window Ordinance Violation Property – Lost/Found Shoplifting Suspicious Circumstances Suspicious Person Suspicious Vehicle Theft Traffic Stops Vul. Adult Abuse (suspect Warrant Service Welfare Check	3 2 2 8		Ordinance 1 Amount Marijuana 1	1 1

#### **May 2016 Department Statistics**

Total (year) Calls For Service Actual Monthly CFS	976 124	Within Sherburn Within Welcome Outside City Limits	58 51 10	
Types of Calls:		Total Arrests:		3
Alarm Animal Complaint Assault Assist MCSO Assist MSP Assist Other Burglary Child Abuse (suspected) Civil Issue Crash 10-50 Criminal Damage — Proper Directed Patrol Disturbance Domestic Driving Complaint Fraud House Watch Informational JV Nuisance Medical — Sherburn Medical — Welcome Motorist Assist MV Damage Ordinance Violation Property — Lost/Found Storm Damage Suicide (& Attempts) Suspicious Circumstances Suspicious Person Theft Threats Traffic Stops Warrant Service Welfare Check	19 6 3 2 2 7 1 3 5 6 4 2 6 1 6		Arrest	1 1 1 1 1 0 17 1 15 1

<sup>\*10</sup> Ordinance Violation citations were written based on last month's ordinance enforcement.

#### **June 2016 Department Statistics**

Total (year) Calls For Service Actual Monthly CFS	1128 151	Within Sherburn Within Welcome Outside City Limits	62 69 19	
Types of Calls:		Total Arrests:		0
911 Hang-Up	1	NONE		
Alarm	6			
Animal Complaint	6			
Assist MCSO	4			
Assist MSP	1			
Assist Other	2	Total Citations issued (eac	h violation):	4
ATV Complaint	1			
Burglary	1	Traffic:		3
Civil Issue	1			
Counterfeit Notes (Money		No MN D	L	1
Crash 10-50	2	Speed		2
Criminal Damage – Prope	erty 2			
Directed Patrol	28			
Disturbance	6	Other:		1
Domestic	1			
Fire – Sherburn	3	Ordinance	· Violation	1
Fraud	2	III		
Funeral Escort	1			
House Watch	21			
Informational	5			
Medical – Sherburn	8			
Medical – Welcome	4	1		
Motorist Assist	3			
MV Damage	1	1		
Narcotics	1	1		
OFP Violation	1			
Ordinance Violation	3 1 2 1			
Parking Complaint	1			
Property – Lost/Found	2			
Public Education				
Special Event	1			
Storm Damage	3			
Suicide (& Attempts)	1			
Suspicious Circumstances	3			
Suspicious Person	4			
Suspicious Vehicle	1			
Theft	ī			
Threats	2			
Traffic Stops Warrant Service	2 8 1			
Warrant Service Welfare Check	3			
wellare Check				
	3			

#### **July 2016 Department Statistics**

Total (year) Calls For Service Actual Monthly CFS	1243 115	Within Sherburn 38 Within Welcome 58 Outside City Limits 14	
Types of Calls:		Total Arrests:	0
911 Hang-Up Alarm Animal Complaint Assault Assist MCSO Assist MSP Assist Other Child Abuse (suspected) Civil Issue Crash 10-50 Criminal Damage – Proper Directed Patrol Disturbance Driving Complaint Fireworks House Watch Informational Medical – Sherburn Message Delivery Miscellaneous Motorist Assist Ordinance Violation Parking Complaint Shoplifting Suspicious Person Suspicious Vehicle	1 3 10 1 4 1 1 5 1 2 29 1 2 1 9 4 6 1 1 1 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1	NONE  Total Citations issued (each violation):  Traffic:  Unsecured Load	4 1 1 1 1 1
Theft Traffic Stops Warrant Service Welfare Check	1 6 1 6		

#### **August 2016 Department Statistics**

Total (year) Calls For Service	1409	Within Sherburn	92
Actual Monthly CFS	166	Within Welcome	53 18
		Outside City Limits	18
Types of Calls:		Total Arrests:	2
Alarm	1	Arrest War	rrant 2
Animal Complaint	5		
Assist MCSO	3		
Assist MSP	4		
Assist Other	7		
Burglary	2	Total Citations issued (eacl	h violation): 3
Civil Issue	4	m .cc	2
Crash 10-50	2	Traffic:	3
Death (body found)	1	DAD	1
Directed Patrol	30	DAR	1
Disturbance	1 3	Speed	2
Driving Complaint Fraud	2		
House Watch	55	Other:	0
Informational	3	Other:	U
Medical – Sherburn	6	NONE	
Miscellaneous	2	NONE	
Motorist Assist	4		
Open Door/Window	i		
Parking Complaint	1		
Property – Lost/Found	i		
Suspicious Circumstances			
Suspicious Person	2 1 5 3 2		
Suspicious Vehicle	5		
Theft	3		
Threats	2		
Traffic Hazard	1		
Traffic Stops	9		
Vul. Adult Abuse (suspected	ed) 1		
Warrant Service	1		
Welfare Check	1		
		I .	

#### **September 2016 Department Statistics**

Total (year) Calls For Service Actual Monthly CFS	1584 175	Within Sherburn Within Welcome Outside City Limits	97 67 9
Types of Calls:		Total Arrests:	2
911 Hang-Up Animal Complaint Assist MCSO Assist Other Burglary	2 15 7 4 1	DWI Probation	Violation 1
Child Abuse (suspected) Civil Issue	3 3	Total Citations issued (eac	ch violation): 1
Crash 10-50 Directed Patrol	37	Traffic:	1
Disturbance Domestic Driving Complaint Escort (Other)	1 2 2 1	School Bu	us Stop Arm 1
Fire – Welcome Fraud	1	Other:	0
Harassment House Watch Illegal Dumping Informational JV Nuisance Medical — Sherburn Medical — Welcome Message Delivery Miscellaneous MV Damage OFP Violation Open Door/Window Ordinance Violation Paper Service Parking Complaint Property — Lost/Found Public Education Public Works Notification Special Event Suicide (& Attempts) Suspicious Circumstances Suspicious Vehicle Theft Traffic Hazard Traffic Stops Vul. Adult Abuse (suspect	1 36 1 5 1 7 1 2 1 2 1 2 1 1 3 1 1 1 1 1 2 6 2 4	NONE	
Duplicate/Error/Ignore CFS's	2		

#### October 2016 Department Statistics

Total (year) Calls For Service Actual Monthly CFS	1726 142	Within Sherburn Within Welcome Outside City Limits	60 61 14
Types of Calls:		Total Arrests:	1
Alarm	1	OFP Violation	1
Animal Complaint	11		
Assault	1		
Assist MCSO	4		
Assist MSP	2		
Assist Other	6	Total Citations issued (each viol	lation): 1
Civil Issue	8		
Crash 10-50	2	Traffic:	1
Criminal Damage – Prope	rty l		
Directed Patrol	28	Speed	1
Disturbance	2		
Driving Complaint	2	Other:	0
Fireworks	1		
Fraud	1	NONE	
Funeral Escort	2		
Harassment	5		
Haz-Mat (Non-fire)	1		
House Watch	5		
Illegal Dumping	2	1	
Informational	9		
Medical – Sherburn	9		
Miscellaneous	1		
Motorist Assist	4		
OFP Violation	2	1	
Ordinance Violation	3		
Parking Complaint	1		
Property – Lost/Found	1	1	
Suicide (& Attempts)	3		
Suspicious Circumstances	4		
Suspicious Person	2		
Theft	3	1	
Threats	1		
Traffic Stops	7		
		1	

#### **November 2016 Department Statistics**

Total (year) Calls For Service Actual Monthly CFS	1845 119		Within Sherburn Within Welcome Outside City Lin	5	8
Types of Calls:			Total Arrests:		0
Animal Complaint Assist MCSO Assist MSP Civil Issue Crash 10-50 Criminal Damage – Proporticed Patrol Disturbance Driving Complaint Funeral Escort Harassment Haz-Mat (Non-fire) House Watch JV Nuisance Medical – Sherburn Medical – Welcome Miscellaneous Missing Person – JV Motorist Assist MV Damage Narcotics Open Door/Window Ordinance Violation Parking Complaint		4 5 1 5 3 1 27 1 1 1 2 1 10 5 10 1 1 2 4 2 1 2		issued (each violation Fail to stop at Crash No Insurance Cover Speed Unsafe Passing  Under 18 Tobacco Under 21 Consume	on): 7 5
Public Works Notification Suspicious Circumstance Suspicious Vehicle Theft Traffic Hazard Traffic Stops Vul. Adult Abuse (suspective) Warrant Service Welfare Check	es	1 2 1 5 2 7 2 2 2 2			

### **December 2016 Department Statistics**

Total (year) Calls For Service Actual Monthly CFS	2000 155		Within Sherburn Within Welcome Outside City Lim	8	7	
Types of Calls:			Total Arrests:		1	
Animal Complaint Assist MCSO Assist MSP Assist Other Burglary Civil Issue		3 6 2 3 1	Total Citations i	DWI ssued (each violation	1 on): 8	
Crash 10-50 Crash 10-52 Criminal Damage — Property Death (body found) Directed Patrol	erty	2 1 2 2 2 28	Traffic:  NONE			
Disturbance Domestic Driving Complaint Fire – Sherburn		3 2 1 1	Other:	5 <sup>th</sup> Deg. Assault Dog at Large	1 1	
Fire – Welcome Funeral Escort House Watch Informational JV Nuisance Medical – Sherburn Medical – Welcome Motorist Assist MV Damage Ordinance Violation Predatory Offender Check Property – Lost/Found Snow Emergency Violatic Snowmobile Complaint Suicide (& Attempts) Suspicious Circumstances Suspicious Person Suspicious Vehicle Theft Threats Traffic Stops Welfare Check	on	1 3 31 6 1 7 4 2 1 1 1 2 13 1 1 2 1 2 1 2 2 1 2		Snow Emergency	6	