

Annual Report



2014

**SHERBURN/WELCOME
POLICE DEPARTMENT**

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January 22, 2015

To the Sherburn and Welcome City Councils,

Enclosed is the 2014 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 well as offer some comparisons to prior year activities.

Calls for Service

The department logged 1,866 calls for service in 2014. This was a new record high for the department. The highest previous number of calls was 1,493 which occurred in 2013. 2014 totals represent an approximate increase of 25% in the number of calls that the department responded to.

Part of this can be explained by an increasing number of citizens utilizing the departments "house watch" program" since a new case file is generated every time an officer checks a property for security. Another factor leading to the increase is that records are now being created for activities that previously did not generate a case file. This is now being done to give a better reflection of the activities that the officers participate in each and every day.

The types of calls remained relatively unchanged from prior years. The department responded to 854 calls in the City of Sherburn and 715 calls in the City of Welcome. Additionally, the department assisted or responded to 244 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 54% of the calls were in Sherburn and 39% were in Welcome with 7% being outside either community.

Response time for the department for the year averaged approximately 3 minutes and 30 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 2015.

Vehicles

The department logged 61,335 miles in 2014. These miles were split between all the department vehicles. Currently the department has a 2009 Crown Victoria, a 2011 Crown Victoria and a 2013 Police Utility Vehicle. No vehicles were replaced in 2014, however, a new Police Utility Vehicle was ordered in October to replace the 2009 Crown Victoria. This vehicle will likely be put into service at the end of January or beginning of February and the 2009 Crown Victoria will be put up for auction on the state surplus web-site. Ford discontinued manufacturing the Crown Victoria which is why the department is transitioning to utilizing Police Utility Vehicles.

Personnel

The department experienced significant changes with regards to personnel in 2014. The department's full-time staff had remained unchanged since 2004, but one full-time officer left during 2014. Officer Michael Keithahn left the department in June of 2014 for a position with the New Hope Police Department. Officer Josh Nelson, who has worked for the department in a part-time capacity since 2011, was promoted to a full-time position which made the transition fairly easy.

In addition to Officer Keithahn, two of the department's part-time officer also left to pursue full-time positions with other agencies. Officer Briar Bonin and Officer Cory Zimprich both left the department during 2014. Officer Bonin took a full-time position with the City of Winnebago and Officer Zimprich was hired by the St. Paul Police Department.

The department has been actively looking to add additional part-time staff to replace these officers. In late 2014, Officer Kyle Brown and Officer Michael Dahl joined the department and we are still currently looking to add one or two more part-time officers to the roster. Part-time officer work strictly in a "fill-in" or as needed basis, so the number of part-time officers on the roster has little effect on the overall cost for the department. Since most of these officer have other jobs besides working for the department, their availability is somewhat limited. This is why we try to have several part-time officers on the roster at all times.

Training

The department collectively completed 238 hours of training in 2014. 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.

In February, Officer Cain attended two-day training on Defensive Tactics for Female Officers. This training was offered through the St. Paul Police Department and complimented her regular training in the area that she is given through the department.

With the resignation of Officer Keithahn, the department needed to fill the Firearms Instructor Position. Officer Jorgensen attended a week-long training in October that certified her as a firearms instructor in the State of Minnesota. The department retains its own Firearms instructor so that qualifications can be completed on our time table and not subject to the availability of other agencies. P.O.S.T. board requires firearms qualification at least yearly; however, our department completes training twice a year. It also makes is easier to set up qualifications for new officers who must be certified before they can begin working in an official capacity.

In December, I attended the C.L.E.O. and Command Academy that was offered through the Minnesota Chiefs of Police Association. This was a week-long training that provided a great deal of information that I was able to bring back to the department. Some of the ideas

from the training have already been implemented and others will be put into place during the course of 2015.

In November of 2014, I also completed my Master's Degree in Public Administration. This has been a process that I have been working on since 2011 and it is very satisfying to have this goal accomplished. I learned a great deal throughout my studies and have implemented a number of the concepts that I learned into the department operations. I am also enjoying the additional free time that I now have as well!!

Department Web-site

The department web-site has been up and running for three years now and we have received a great deal of positive feedback about the site. In September and October, the department went through a minor "facelift" since the existing software for working on the site was being replaced. At this time, I made some minor changes as I transitioned the site. Many of the changes are hardly noticeable; however, there were some changes that make the site much more user friendly. If you haven't taken the time yet, 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 359 house checks for residents that were gone on vacation or who live down South during the winter months. In comparison, the department only conducted 153 house checks during 2013, so the increase is significant.

2015 Projects

2015 will see a number of projects that will be undertaken by the department. As pointed out earlier, the 2009 squad will be replaced in January or February. Some of the equipment from the 2009 will be reused in the new squad such as the light bar and the in-car camera; however, some new equipment will be purchased as well. This includes new security cages and a new radar unit. The existing cage will not work in the new car and the current radar unit is nearly 15 years old and has far outlived its effectiveness.

At the same time, we will also be replacing the in-car computers that we currently use. Our existing laptops are over five years old and simply cannot keep up with the new technology that is being introduced to us all the time. We were able to obtain a grant through the National Highway and Traffic Safety Administration that will fund half the cost of the computers, so this will reduce the expense considerably. These computers have been ordered and will be put into service at the same time as the new vehicle.

The department will also implement a project 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 is crucial not only in evidence tracking, but all government data today. The goal is to have this program in place by April of 2015.

The department is going to put a greater focus on community service this coming year. It is my belief that the department is only as effective as its relationship with the community and while we have

excellent relations with the citizens in the two communities, I want to see this grow even stronger. We are going to actively seek out opinions and suggestions from those we interact with throughout the year to get a better idea of what the citizens value in their public service agencies with the hope that we can implement as many of those suggestions as possible. Exceptional service is a priority for us and achieving this will be an on-going process in 2015 and beyond.

Conclusion

I hope this gives a good idea as to what the department's activities were during 2014. As always, feel free to contact me if you have any questions or concerns. I hope everyone has an excellent 2015!!

Sincerely,

A handwritten signature in black ink, appearing to read 'Brad L. Hughes', with a long horizontal flourish extending to the right.

Brad L. Hughes

Sherburn/Welcome Police Department

2014 Department Statistics

Total (year) Calls For Service 1866

Within Sherburn 854

Within Welcome 715

Outside City Limits 244

Types of Calls:

911 Hang-Up	3	Narcotics	4
Alarm	31	Noise Complaint	1
Animal Complaint	107	OFP Violation	7
Assault	8	Open Door/Window	6
Assist MCSO	38	Ordinance Violation	104
Assist MSP	26	Paper Service	1
Assist Other	62	Parking Complaint	6
Burglary	10	Predatory Offender Check	1
Child Abuse (suspected)	4	Probation Violation	3
Civil Issue	40	Property – Lost/Found	10
Civil Standby	7	Public Works Notification	3
Counterfeit Notes (Money)	2	Runaway	1
Crash 10-50	27	Sex Crimes	4
Crash 10-52	1	Snow Emergency Violation	44
Criminal Damage – Property	8	Suicide (& Attempts)	1
Directed Patrol	5	Suspicious Circumstances	24
Disturbance	25	Suspicious Person	16
Domestic	11	Suspicious Vehicle	22
Driving Complaint	37	Theft	36
Drug Court Check	81	Theft from a MV	5
Escort (Other)	2	Trespassing	1
Fire – Other	1	Threats	5
Fire – Sherburn	6	Traffic Hazard	2
Fire – Welcome	3	Traffic Stops	237
Fireworks	2	Truancy	1
Fraud	14	Warrant Service	32
Funeral Escort	22	Welfare Check	25
Harassment	17		
Haz-Mat (Non-fire)	2		
House Watch	359		
Illegal Dumping	4		
Informational	62		
Intoxicated Person (not driving)	7		
JV Nuisance	7		
Littering	2		
Medical – Sherburn	71		
Medical – Welcome	24		
Mentally Ill Person	2		
Message Delivery	1		
Miscellaneous	18		
Missing Person – JV	2		
Motorist Assist	35		
MV Damage	3		
MV Theft	6		
NSF Checks	1		

Duplicate/Error/Ignore CFS's

52

Sherburn/Welcome Police Department

2014 Department Statistics (Continued)

Total Arrests: 19

A & D Order	1
Arrest Warrant	9
DWI	4
Domestic Assault	3
OFP Violation	1
Probation Violation	1

Total Citations issued (each violation): 147

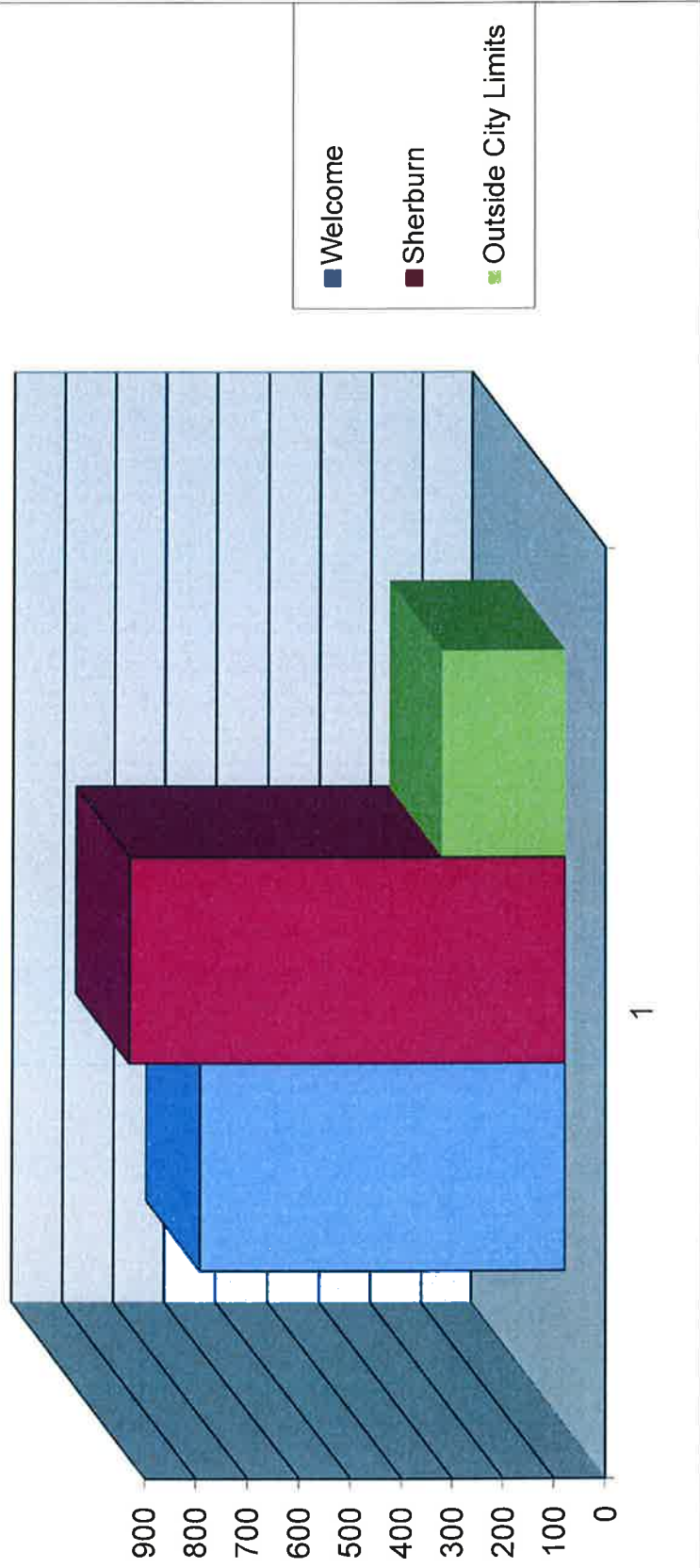
Traffic: 75

DAR	11
DWI	1
Driving off Truck Route	2
Expired Tabs	5
Fail to Transfer Title	1
No MN DL	2
No Proof of Insurance	19
Operating uninsured MV	3
RR Stop Sign	1
Speed	27
Stop Sign Violation	2
Unsafe Passing	1

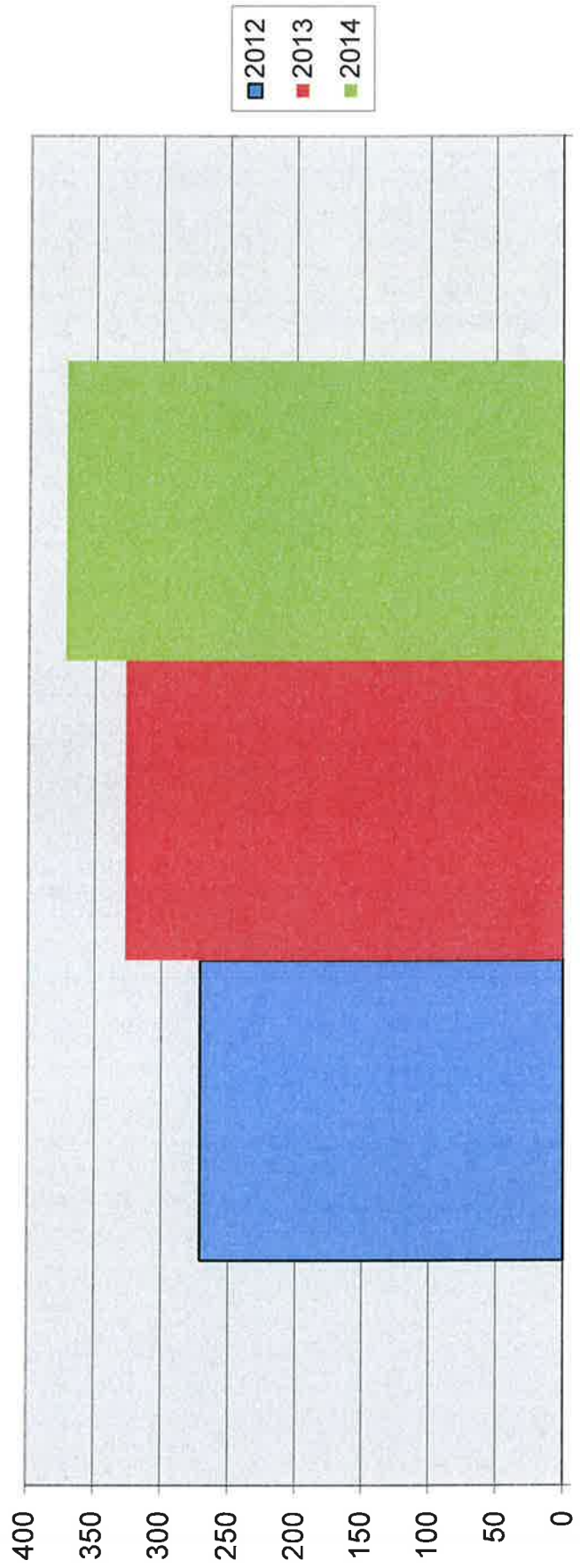
Other: 72

Barking Dog	1
Burning Violation	1
Disorderly Conduct	3
Dog At Large	4
Domestic Assault	1
Drug Paraphernalia	2
Junk Ordinance	1
JV Citation	1
OFP Violation	1
Open Container in MV	1
Ordinance Violation	30
Tag & Collar Violation	2
Theft	2
Sm. Amount Marijuana	2
Snow Emergency Viol.	14
Under 21 Consume	6

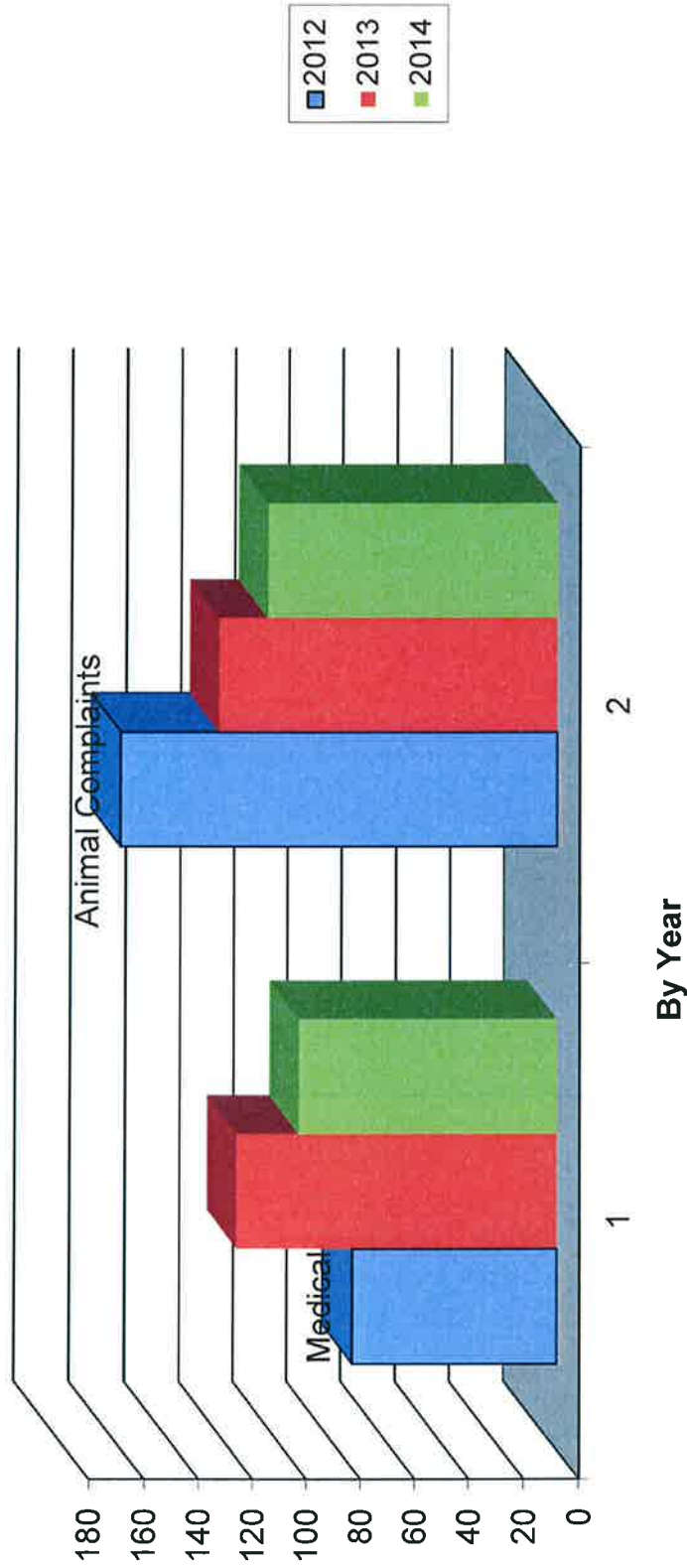
2014 Calls for Service



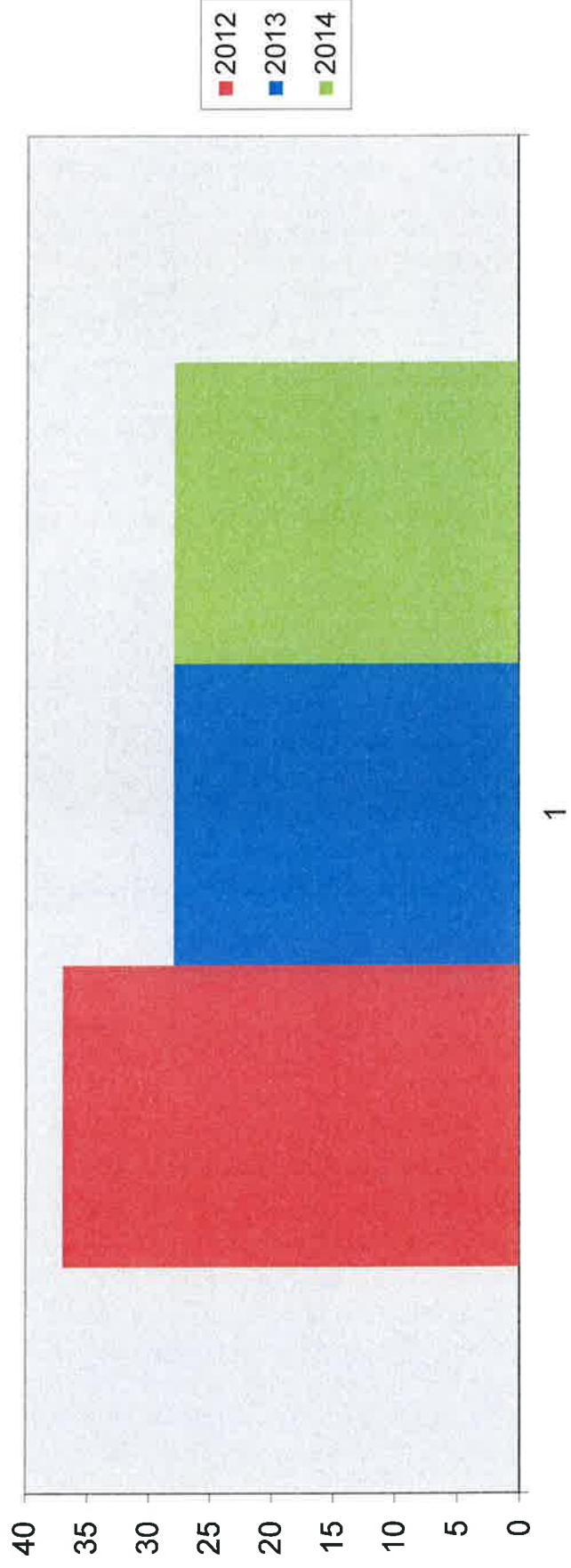
Assist other Agency/Motorist Assist



Medicals and Animal Complaints

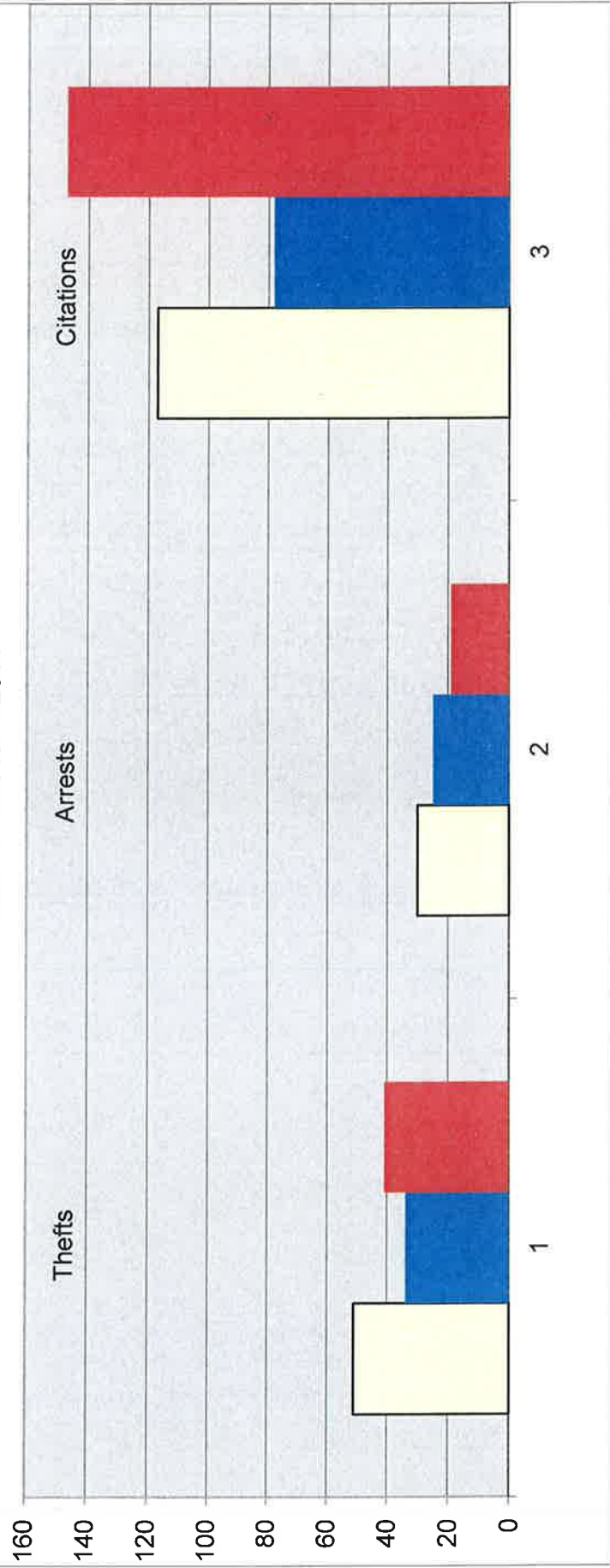


Motor Vehicle Accidents

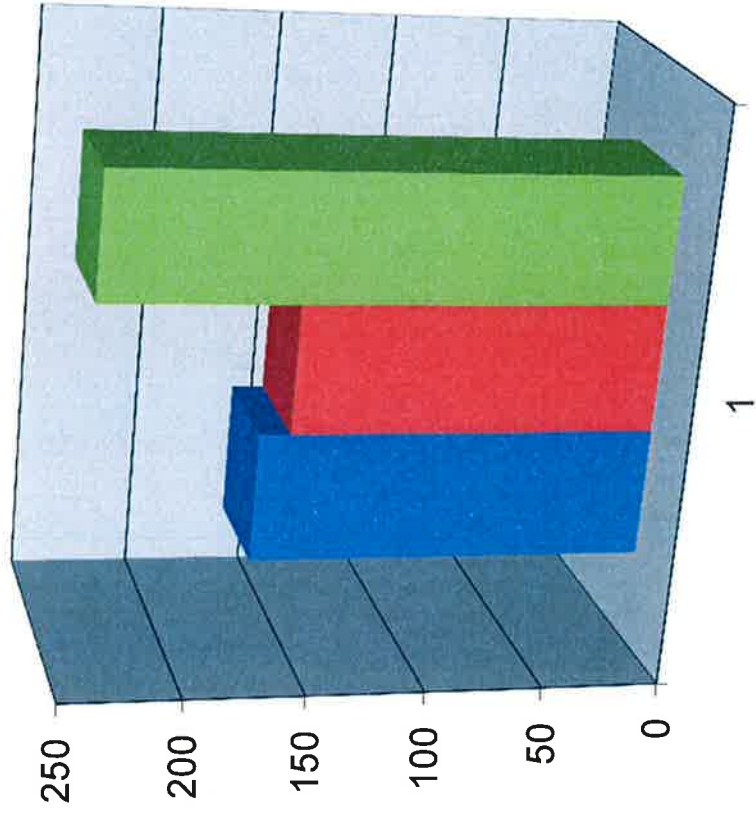


Thefts, Arrests, Citations

□ 2012 ■ 2013 ■ 2014



Traffic Stops



■ 2012

■ 2013

■ 2014