

2014 Big Lake Police Department Annual Report



Chief of Police
Emergency Manager
Joel D. Scharf

Lieutenant
Sam Olson

Administrative

Investigations

Patrol

Support Services

Police Specialist II
Laurie Morris
Police Specialist I
Tina Peterson

General Investigator
Terry Nordquist
Investigator Assigned to Patrol Services
Richard Berg

Patrol Officers
Officer Cindy Finch
Officer Guy Chaffee
Officer Todd Siebert
Officer Sam Norlin

Patrol Officers
Officer Dan Sherburne
Officer Chris Hoard
Officer Eric Sonnenburg
Officer Jesse Gilbertson

Reserve Officer Program

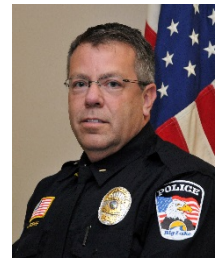
Reserve Officers
Captain Justin Boster
Sergeant Crystal Gassman
Sergeant Aaron Lee
There are a total of 15 members assigned to the Reserve Officer Program.

C.E.R.T.

C.E.R.T. Team Members
There are a total of 29 members on the C.E.R.T. Team, comprised of both the Big Lake Police and Sherburne County Sheriff's Department.



Chief's Message



To: Mayor Raeanne Danielowski
Big Lake City Council Members
Citizens of Big Lake Minnesota

From: Chief Joel D. Scharf

Date: March 23, 2015

Subject: Submittal of 2014 Annual Report

It is with my sincere pleasure that I present to you, our annual report for 2014. As with the past years, 2014 continues to be a year of many changes within the Big Lake Police Department. As I reflect on the past year, it's difficult to imagine how it went by so fast, the amount of progress we achieved, and the fact none of it would be possible without all of the members of the Big Lake Police Department working together as one unified team of dedicated professionals.

Nationwide we are at a time of great distress amongst the law enforcement professional as agencies struggle to build strong community support and standing amidst high profile incidents drawing public scrutiny. I am proud to say with confidence in 2014 the Big Lake Police Department continued on a strong path of embracing all members of our community, working effectively to complete our mission, with the support of our citizens. This is only possible with all members of our department acting as the true professionals that they are.

2014 proved to be a year of change regarding equipment and technology in the department. We took on several initiatives including a newly implemented iPad Program and squad Wi-Fi System gaining statewide attention from other agencies. This was the first year a new capitol replacement plan was implemented, providing for long range planning of capitol item replacements. In 2014, Lieutenant Sam Olson completed his first full year in the Position of Lieutenant and Assistant Emergency Manager. Lt. Olson has provided a compliment within the department that was previously absent, that being a street level supervisor within the Patrol Division.

I continue to be impressed every day with the level of professionalism exemplified by members of the Big Lake Police Department, as of today they bring our community 127 years of combined experience. This is an awesome community and we are blessed with a solid team of professionals here at the Big Lake Police Department. We can only look forward to what the future holds for us. At the same time we are grateful for the support given to us from the Big Lake City Council and the community of Big Lake as a whole.

It is a true pleasure to serve as your Chief of Police.

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Big Lake Police Department

Mission Statement:

The members of the Big Lake Police Department are committed to maintaining the highest quality of life by providing professional services to our citizens and visitors in an efficient and cost effective manner. We will accomplish our goals by working in partnership with our citizens, organizations, and entities we serve. In order to protect life and property, and prevent crime, we will provide service with understanding, response with compassion, performance with integrity, and law enforcement with vision. We will create a work environment in which we retain and develop an exceptional team of employees.

Core values: "TO PROTECT AND TO SERVE"

BIG LAKE POLICE DEPARTMENT STAFF

Badge	Name	Position	Start Date	Years
3701	Joel Scharf	Chief of Police	08/01/2012	3
3702	Sam Olson	Lieutenant	11/17/2003	11
3706	Terry Nordquist	General Investigator	08/17/1995	19
3707	Rich Berg	Patrol Investigator	01/02/1997	17
3710	Cindy Finch	Patrol Officer – Day Shift	11/01/2002	12
3711	Dan Sherburne	Patrol Officer – Day Shift	04/07/2003	12
3712	Guy Chaffee	Patrol Officer – Afternoon Shift	01/04/2014	1
3713	Chris Hoard	Patrol Officer – Afternoon Shift	01/30/2006	8
3714	Todd Siebert	Patrol Officer – Power Shift	11/26/2007	7
3715	Eric Sonnenburg	Patrol Officer – Power Shift	02/12/2008	6
3716	Jessie Gilbertson	Patrol Officer – Night Shift	06/20/2011	3
3717	Sam Norlin	Patrol Officer – Night Shift	07/18/2011	3
3740	Laurie Morris	Police Specialist II	06/12/2000	14
3741	Tina Peterson	Police Specialist I	10/08/2003	11

Total Departmental Years of Service

127

STAFF ASSIGNMENTS

3701 Joel Scharf Chief of Police

- Departmental Administrative Functions
- Budget Management
- Grant Administration
- Emergency Manager
- Patrol Shift Coverage
- Formulate and Implement Policy and Direction

3702 Sam Olson Patrol Lieutenant

- Patrol Shift Coverage
- Patrol Staff Scheduling
- Front Line Supervision
- Towards Zero Death Project Program – Enforcement – Agency Coordinator
- Assistant Emergency Manager

3706 Terry Nordquist General Investigator

- General Investigations
- Department Information Technology
- Computer Forensics
- CornerHouse Child Victim Interviews
- Crimes Against Family Investigations
- Predatory Offender Registration
- BCA Compliance and Management

3707 Rich Berg Investigator Assigned to Patrol Services

- General Investigations
- Reserve Officer Program
- Evidence Room Management
- Department Training Coordinator
- Firearms and Use of Force Instructor
- Fleet Maintenance
- Shift Shortage – Covering Patrol
- Background Investigations
- Administrative Forfeiture Proceedings
- Auction Sales

3710 Cindy Finch Patrol Officer-Day Shift

- Crime Free Housing Program
- Medical Supplies
- C.E.R.T. Program Coordinator
- Field Training Officer

3711 Dan Sherburne Patrol Officer – Day Shift

3712 Guy Chaffee Patrol Officer – Afternoon Shift

- Traffic Project Program - Enforcement

3713 Chris Hoard Patrol Officer – Afternoon Shift

- Use of Force Instructor – Taser
- Field Training Officer

3714 Todd Siebert Patrol Officer – Power Shift

- Dangerous Dog Program

3715 Eric Sonnenburg Patrol Officer – Power Shift

- Field Training Officer
- Use of Force-Firearms Instructor
- Firearms Maintenance

3716 Jessie Gilbertson Patrol Officer – Night Shift

- Union Steward
- Traffic Project Program - Enforcement

3717 Sam Norlin Patrol Officer – Night Shift

- Traffic Safety Program Instructor
- Union Steward
- TZD Traffic Project Program – Enforcement

3740 Laurie Morris Police Specialist

- BCA and Records Compliance
- Internal Records Management
- Transcription
- Crime Reporting and Statistics

3741 Tina Peterson Police Specialist

- Internal Records Management
- Transcription
- Customer Service – Front Counter

POLICE DEPARTMENT FACILITIES

The space needs of the Big Lake Police Department have been in a state of transition since October of 2012. The building located at 121 Lake Street North was home to the department for many years. The building had many limitations and required costly updates to continue its service as the police department headquarters. In October of 2012 the Big Lake Police Department vacated that building, and moved to the portion of City Hall previously utilized by the Building and Planning Departments. This area of City Hall was vacant due to the downturn in the economy and reduction of City Staff. In December of 2013, the City of Big Lake purchased a commercial office complex at 790 Minnesota Avenue, which housed the Big Lake Library. A vacant suite of offices there provided an excellent point of expansion for the department's space needs, providing a professional work space for the members of the Patrol Division.

In 2014 a suite that was occupied by the Wreckless Driving Academy ended its lease with the City due to decreased needs of a permanent space. This provided an opportunity for the Police Department and the Wreckless Driving Academy to form a unique partnership. This space was renovated to a state of the art training room using donations. The Wreckless Driving Academy will continue to use the room on a limited basis, paying fees for the time lieu of the previous rent arrangement. The room will also serve as the Police Department's Emergency Operations Center for the City of Big Lake in times of crisis.

The followings offices and services are now housed at these 2 locations:

City Hall Police Offices:

- Chief of Police
- Lieutenant
- Investigative Division
- Records Division



Police Substation Offices:

- Patrol Officers
- Reserve Officers
- Training Room - Emergency Operations Center
- Interview Suite
- Property and Evidence
- Maintenance Processing Room



RECORDS AND ADMINISTRATION

There are currently two full-time members of the Big Lake Police Department members who were previously titled Administrative Assistants. In 2014 this title was changed to reflect the specialty of their profession, now known as our Police Specialists. The primary role of the Police Specialists is to provide confidential assistance to the Police Chief and Officers along with responsibility for carrying out administrative details and other support services as required.

The Police Specialists collect, process, disseminate and maintain department records in accordance with Federal and State Data Practices laws and Records Retention requirements. The various administrative and support services include:

- Provide information and assistance to the public.
- Clerical / administrative support for the Police Department including confidential administrative duties for the Police Department and Police Chief.
- Typing / transcription / data entry and organizing and maintaining a variety of police records accurately and confidentially. Prompt processing of arrest and citation paperwork.
- Coordinate information with other law enforcement agencies, committees or other City departments. Refer information or materials to appropriate sources.
- Notify officers of court appearances and cancellations.
- Prepare reports, citizen letters, correspondence, etc. as needed and directed by the Police Chief.
- Provide communication necessary to ensure employee understanding of various Police Department policies, procedures, rules, and regulations.
- Dispatch or refer calls received in office by phone / in person as is necessary to officers on duty. Monitor radio for contacts by officers and sheriff's office.
- Send notification to schools that juvenile offender attends for all tobacco, alcohol or drug violations per Minnesota Statute.
- Perform criminal histories, background checks, driver's license and vehicle inquiries as necessary through the State MNCJIS (Minnesota Criminal Justice Information System) in compliance with BCA regulations in accordance with Data Practices.
- Prepare and update residential security watch list as requested by citizens and businesses. Obtain all pertinent information from residents for officers.
- Prepare crime and incident statistics and other activity reports.
- Perform all other necessary duties as apparent or assigned.



Transcriptions Completed in 2014: Approximate number of narrative, supplement reports and statements transcribed: **801**

PATROL DIVISION

The Patrol Division continues to be the “backbone” of the Big Lake Police Department, providing all front line police services to the citizens and visitors of Big Lake. Officers staff shifts which ensure proper staffing 24 hours per day, 7 days per week. All members of the department report for duty in full uniform, with the exception of the General Investigator, ready to respond to calls for duty as needed.

Shift Structure

Officers assigned to the Patrol Division work the schedule outlined below. This shift configuration is a solid fit for the department balancing staffing needs with Officers’ time off. Twelve hour shifts allow consistent coverage balanced with call for service loads, in addition to the flexibility to adjust hours to meet time off needs for leave and training. A second benefit, allows Officers to work a shift structure they enjoy, and provides every other weekend off.

- 5:45 a.m. to 5:45 p.m. Day Shift
- 12:00 p.m. to 12:00 a.m. Afternoon Shift
- 4:00 p.m. to 4:00 a.m. Power Shift
- 6:00 p.m. to 6:00 a.m. Night Shift
- Officers work 12 hours shifts – bid by seniority each year.
- Rotation – 3 on – 2 off – 2 on – 3 off
- Allows for every other weekend off shift.
- 4 hours owed back every 2 weeks.



Officer Guy Chaffee: In 2014 a $\frac{3}{4}$ Patrol Officer Position was created. This position arose from the need to cover shifts effectively without utilizing overtime, and having a member available to fill long term shortages should they occur. Officer Guy Chaffee was selected to fill this position. Officer Chaffee served as a Reserve Officer for the department for 4 years, donating over 6,000 hours of service during that time. Officer Chaffee has been an excellent fit for the department.

Bike Patrol Unit

Big Lake Police Department maintains a Bike Patrol Unit, recognizing the need for specialized police patrol to access many of the areas of our community that are not accessible by patrol car. These areas include our 17 City Parks and 20 miles of bike trails. The Bike Patrol Unit uses police bicycle patrols as a tool to:

- Deter criminal activity.
- Provide alternate enforcement methods.
- Promote public relations.
- For the education of area youth regarding bicycle safety.



The Bike Patrol Unit is a formal part of the Patrol Division. The Bike Patrol Unit is comprised of Patrol Officers and Reserve Officers. In the short time they have been riding the streets and trails of Big Lake, the Bike Patrol Unit has proven to be an effective policing tool for the City and its citizens. Officers of the Bike Patrol Unit utilize two Smith and Wesson Police Bikes, specially equipped for police duty use. Another benefit of patrol by bike, is being a green friendly and cost effective mode of transportation. Bike Patrol is also part of the Big Lake Police Department's Community Policing Initiative. Officers find policing on bikes has enabled them to interact more closely with citizens allowing them to be better

informed as to what problems exist in a particular neighborhood, to address these problems and make neighborhoods in our community safer places to live.

Towards Zero Death Program

The Big Lake Police Department continues to be committed to traffic safety within our City. In 2014, the Big Lake Police Department continued participating in the State Funded Towards Zero Death Enforcement Program. Big Lake Police, along with Elk River Police Department, Sherburne County Sheriff's Office, Becker Police Department and the Minnesota State Patrol worked dedicated shifts patrolling areas of Sherburne County to make our roadways safer.

During 2014, Big Lake Police Officers that were involved in the TZD Shifts had the following activity during the 421 hours that they worked:

- 818 vehicles were stopped
- 30 seat belt citations were issued
- 81 speeding citations were issued
- 100 miscellaneous citations were issued
- 11 individuals were arrested on warrants
- 20 DWI arrests

The Big Lake Police Department, along with the agencies mentioned above, will continue enforcement efforts through 2015. We have found great success with this program and with the dedication of our officers and the continued support of our citizens; Sherburne County has been removed from the 13 Deadliest Counties in Minnesota list.

Traffic Safety Diversion Program

In February of 2014, the Big Lake Police Department idled our Traffic Safety Education Program. This program was similar to ones already in place with the Sherburne County Sheriff's Department and Becker Police Department. The program allowed Big Lake Officers the option of referring traffic law violators to an education course, in lieu of a traditional traffic citation. This allows for positive interaction between our department and the violator, with a goal dedicated to changing driving habits in place of traditional cite



and release practices. Participants pay a \$75 course fee, and attend one 3 hour training session, which is held each month. It is with regret the program was placed on hold pending a lawsuit challenging the authority of pretrial diversion programs in Minnesota. Big Lake Police were amongst 36 other agencies party to the litigation challenging the legality of pretrial diversion in Minnesota. Two high profile projects were undertaken with funds already on hand from this program. Warning lights were added on Eagle Lake Road for a 30 MPH Reduction Warning, and warning lights for the crosswalk on Glenwood Drive. Finally, the City of Big Lake's share of a bike path construction project on the Big Lake High School Campus was funded from diversion funds. Both of these projects enhanced the safety of drivers and pedestrians without expending public funds.

Junk and Blight Program

The City of Big Lake receive several complaints annually regarding the accumulation for junk and blight throughout our neighborhoods. The City has no dedicated staff to undertake enforcement efforts of these City Ordinances. With the addition of Officer Chaffee in 2014, a pilot program was undertaken jointly with the City of Big Lake Building Official to address this problem. In 2014 Officer Chaffee processed 35 Junk and Blight

Complaints. Of those 35, two were referred for criminal prosecution for noncompliance, 23 were brought into compliance, and 10 are in a status of being monitored.

Big Lake Night to Unite – Community Picnic



In 2014 the Big Lake Police Department hosted our 2nd Annual Night to Unite – Big Lake Police Department Community Picnic. This event consists of one large Community Picnic hosted at Lake Side Park. Members throughout the community had an opportunity to meet and greet one another, and with this busy time of the year to interact with one another. This event brings together the entire community for our “Night to Unite” against crime in our community. It also builds the importance of neighbors watching their neighborhoods, and reporting

suspicious activity to police. Big Lake Police, members of the Big Lake Fire Department, CentraCare Paramedics, Sherburne County Sheriff’s Staff, and many more participated in this event. Members of the Big Lake City Council, along with the Legacy Foundation tackled the cooking. This event was a huge success as well, and made possible by a donation from the Big Lake American Legion.

Emergency Management

The Chief of Police currently serves as the Emergency Manager, and Lt. Olson the Assistant Emergency Manager for the City of Big Lake. This position requires the development, retention, and updates of the City of Big Lakes Emergency Operations Plans, and Continuity of Operations Plans. As a part of Emergency Management, participation is undertaken with the newly formed Sherburne County All Hazards Response Team, Sherburne County Emergency Preparedness Committee, and the Monticello Nuclear Safety Committee which all meet quarterly. Chief Scharf and Lt. Olson have begun the process and training to become certified Emergency Managers in the State of Minnesota, anticipating a completion date in 2015.

Weathermaster: In 2014 the Big Lake Police Department joined a service known as Weathermaster. Weathermaster automatically posts severe weather information via a direct link to the Big Lake Police Department Facebook and Twitter Pages. This service also provides real time alerts for our citizens through text messages. All alert subscriptions can be undertaken at www.biglakepolice.com.

Medical Responses

All officers within Big Police Department are certified to First Responder Level of medical training. First Responder Certification is specifically designed for those in professions which respond to emergency medical requests, but is not mandatory for law enforcement officers. This program provides police officers lifesaving training in the use of various types of medical equipment; including, but not limited to, Automatic External Defibrillators (AED), oxygen equipment and management, bleeding control, and spine stabilization equipment. The Big Lake Police Department prides itself on the level of training and proficiency of our Officers, and rapid response rates to medical emergencies. For the year 2014, officers responded to 350 requests for emergency medical assistance. Our officers wish to recognize the support and assistance of the Big Lake Fire Department and New River Medical Center Ambulance Services. We are proud of the incredible team work done by these agencies and we are always striving to improve the service provided to communities.

Crime Free Multi-Housing

The Big Lake Police Department works hand in hand with the landlords of the City to facilitate crime free housing units. The Big Lake Police Department held 4 Crime Free Multi-Housing meetings in 2014. The meetings were

held in the Council Chambers at the Big Lake City Hall, and comprised of Officer Cindy Finch and members from property management. Up to 8 local property managers and owners attended each meeting; however 31 property managers and owners from the Big Lake area are invited to every meeting, along with the City's Economic Development Specialist and Police Chief. During the meetings, property owners and managers are given a listing of calls that police have responded to, in order to keep them up to date on activity at each of their buildings. The meetings also give each of the owners and managers the opportunity to talk to others about issues they may be having at their buildings, and how to solve problems that others may have already experienced. Occasionally these meetings have training sessions.

Prescription Take Back Program

In 2014 the Big Lake Police Department initiated a prescription take back program. Prior to this, the only location our residents could dispose of prescription drugs was at the Sherburne County Government Center. Prescription drugs that are no longer in use provide a danger in the form of being misused, and an environmental threat when improperly disposed of. In the first 3 months of this program, Big Lake Police collected and disposed of 140 pounds of prescription drugs.



Parking Enforcement

Big Lake Police remain committed to the enforcement of parking regulation in the City of Big Lake. Orderly parking translates to efficient street maintenance for Public Works Staff, especially in the winter months. Enforcement of parking regulations also provides an appearance in neighborhoods of order and safety through proper parking. In 2014 Big Lake Police Officers and Big Lake Reserve Officers issued 126 Parking Citations.

Recognition

Lt. Sam Olson was recognized for his efforts in saving a home owner at a residential fire. Big Lake Fire and Police were dispatched to a residence on fire. Lt. Olson was the first to arrive, observing the residence engulfed in flames. Lt. Olson kicked in the front door to the residence, entered, and assisted the homeowner to safety.

Policy Manual Completion

2014 marked a milestone in the department. Through 2013 and 2014, work was undertaken to complete a completely new Department Policy Manual. Much of the template work in this project came from a model policy manual developed by the International Association of Chiefs of Police. The manual was completed and implemented in 2014 providing guidance and structure to all members of the department, in all aspects covering modern and professional policing practices. The manual was disseminated to all members electronically, along with accompanying directives which allow flexibility in addressing a variety of smaller and constantly changing issues within the department.

Major Arrests by Patrol Division

The members of the Patrol Division remain committed to the detection and deterrence of criminal activity through aggressive enforcement. Below outline arrests initiated by the Patrol Division Officers in 2014:

- Counterfeiting – Suspect charged with Possessing or Uttering Counterfeit Currency after attempting to pass fake currency at McDonalds.
- Methamphetamine Arrest – Driver arrested for Driving While Cancelled, Methamphetamine was located as the driver exited the vehicle and attempted to elude the Officer. Suspect charged with 5th Degree Possession of a Controlled Substance.
- Arson Arrest – Suspect was charged with 5th Degree Arson after igniting a mailbox on fire, he was located by a Patrol Officer during a traffic stop.
- Methamphetamine Arrest – A male was charged with 5th Degree Possession of a Controlled Substance, after methamphetamine was found at the scene of a drug overdose.
- Handgun Lakeside Park – A juvenile male was arrested and charged with Terroristic Threats after pointing what appeared to be a handgun at an occupied vehicle, and shooting it with pellet rounds. The occupant of the vehicle believed she was being shot at.
- Stolen Harley Davidson Recovered – While on a call for service at a local apartment complex, an alert Officer noticed a suspicious motorcycle what was determined to be stolen. Through investigative work a suspect was charged with Felony Possession of Stolen Property.
- Methamphetamine Arrest – Following a DWI Arrest, an Officer located a quantity of methamphetamine and \$1,100 in cash in the suspect's vehicle. The suspect was charged with DWI and 5th Degree Possession of a Controlled Substance.
- Theft of Vehicle – Suspect was arrested for Felony Motor Vehicle Theft following a stolen auto report. The suspect was located and taken into custody after taking the auto from the victim's driveway.
- Terroristic Threats – Suspect was arrested after a domestic disturbance for Felony Terroristic Threats after threatening to stab his mother with a knife.

INVESTIGATIVE DIVISION

The Big Lake Police Department Investigations Division is currently staffed, with 2 assigned Investigators. Their responsibilities include, but are not limited to: investigation of crimes against persons; sexual assaults; child and vulnerable adult / elder abuse reports, crimes against property, financial and computer crimes, possession crimes, identity theft / fraud cases; burglaries, assisting the county sheriff's office in homicide and death investigations, tracking predatory offenders, conducting background investigations of police officer and reserve candidates, and investigation of liquor and other vendor license applications, renewals and conducting liquor compliance checks. The Big Lake Police Investigators also assisted neighboring agencies' detectives when requested.



Investigator Assignments: The Investigative Division is comprised of two very special assignments; General Investigator and Investigator Assigned to Patrol Services. The General Investigator is the primary investigator assigned to major case work, and is a plain clothes position working 08:00 to 16:00 hours. The Investigator Assigned to Patrol Services is a uniformed position who handles an overflow of case work, but is also assigned to coverage on the street during his shift.

Big Lake Police continue to build on the collected data being entered into its web-based records management system, which is hosted by the Sherburne County Sheriff's Office. This system is called ProPhoenix, it is an online database accessible by all county law enforcement agencies. Historical agency data is still accessible via our archived records system.

In 2014, there were over 9,230 calls for service within the Big Lake Police Department. The Investigators handled the following work load:

- 231 of calls for service, many of them felony level crimes, including, but not limited to fraud, forgery, burglary, theft and rape cases.
- 121 child maltreatment reports forwarded through intake from Sherburne County Social Services.
- 36 vulnerable adult cases, several of which involved financial exploitation allegations.
- 36 predatory offenders, including Level 1 and 2 offenders living in the City of Big Lake were tracked and monitored by investigators with the assistance of the Patrol Division. An additional 10 offenders who work in the city but live elsewhere were also tracked. There were no Level 3 Offenders in our City.
- 390 background checks were conducted, with more than 135 applications and renewals for liquor, massage, taxi, fireworks, daycare, employment, peddlers and gun permits that were investigated by police staff members. Alcohol and tobacco compliance checks were performed with the assistance of the County Public Health Department, with two alcohol and one tobacco violations cited.
- Big Lake Investigators also assisted the Patrol Division and Sherburne County Sheriff's Office on several deaths that occurred in the city.

Big Lake Investigators also shared in the everyday investigation of criminal cases forwarded to them by the Patrol Division. Officers' reports, teletypes, as well as crime alerts and other forms of communication from area agencies were reviewed by both investigators to develop "intelligence" directly related to the mission of the Big Lake Police Department. Both investigators conducted photo lineups, interviews of victims, witnesses and suspects, prepared regional crime alerts, criminal prosecution charging documents, signed in-custody

complaints, provided court testimony, prepared affidavits to permit the continued detention of arrestees; drafted and executed search warrants, collected evidence.

Both investigators have coordinated and assisted in both formal and informal investigative training and procedures to department personnel as opportunities arose, to better enable personnel capabilities during crime scene response and the documenting and gathering of potential, physical and direct evidence.

Both investigators continued to train and build upon their own unique and specialized skill sets. Both Investigators are Certified Crime Scene Investigators and have achieved accreditation by the International Association for Identification, and is an active member of the Sherburne County Crime Scene Unit. Investigator Berg coordinates and directs the activities of the Big Lake Police Reserve Unit. Both Investigators report directly to the Chief of Police, and share the responsibilities of the department's evidence and property room, in-house technologies, and overall workload of case management and investigative assignments. They each contributed to the various projects and infrastructure that was needed to support the department in its day to day mission. Finally, both have assisted in providing ongoing appropriate, supplemental information to the city's website.

Major Case Highlights:

- Felony Assault on an Officer – Suspect charged with 1st Degree Felony Deadly Force Assault after dragging Lt. Olson over 100 feet, Lt Olson became entangled in the window opening of the suspect's vehicle while trying to effect an arrest for Violation of a Court Ordered Protection. Suspect also charged with Resisting Arrest and Stalking after placing of 1,000 phone calls to the victim in a 3 day period. Suspect was convicted by a jury on all charges, being sentenced to 10 years in prison.
- H2O Outfitters – Burglary resulting in over \$32,000 in loss to a marine retail business. This case remains under investigation.
- Felony Assault – Male entered a local liquor establishment with a handgun, threatening to shoot a domestic partner. Later arrested and charged with 2nd Degree Assault, and Terroristic Threats.
- Subway Armed Robbery – Suspect located and charged after a string of armed robberies between Maple Grove and St. Cloud. Charged, and pleaded guilty to 1st Degree Armed Robbery.
- Arson – Suspect charged with Arson after setting his vehicle ablaze at a local liquor establishment. A joint investigation with the State Fire Marshall's Office resulted in charges of 2nd Degree Arson. Suspect pleaded guilty.
- Child Pornography – Suspect charged with 4 Counts of Possession of Child Pornography on a Computer, after file sharing activity was intercepted by the Minnesota Bureau of Criminal Apprehension.
- Guevara Child Pornography Case – Peter Guevara pleaded guilty to 5 Counts of Possession of Child Pornography and was sentenced to 39 months in prison.
- Criminal Sexual Contact – Suspect charged with 3rd Degree Criminal Contact after undertaking sexual intercourse with an impaired person at a residence in the City.
- Child Pornography – Suspect charged with 2 Counts of Possession of Child Pornography on a Computer after images were located on a computer taken to a facility for repair.
- Criminal Sexual Contact – A male was charged with 2 Counts of 1st Degree Criminal Sexual Contact after it was found he engaged in sexual intercourse with a victim under the age of 13.
- Liberty Elementary Burglary – 3 suspects were charged with 3rd Degree Burglary after entering the school multiple times, stealing several items including an iPad and portable radios.
- Child Maltreatment – Suspect was arrested for 3rd Degree Assault and Malicious Punishment of a Child after it was found a child under the age of 4 had been seriously injured in his care.

DEPARTMENTAL TRAINING

Use of Force Training

In 2014, the Big Lake Police Department continued with its recently developed in-service training format. Training is conducted as a department on a quarterly basis, in four hour blocks. Each quarterly training session will cover department firearms courses with duty side arms, and patrol rifles. All firearms courses have been updated to include components of shooting under stress, decision making, and other adverse factors. Three courses were instructed at the Sherburne County Sheriff's Department Indoor Range, and one at the St. Cloud Police Department Outdoor Range. A secondary training topic is also included at each training session.



Investigator Rich Berg and Officer Eric Sonnenburg serve as the department's Firearms-Use of Force Instructors. The firearms instructors continue to attend development courses for firearms instructors, and develop all department training formats and courses.

Throughout 2014, Officers completed Taser Qualification. This qualification is a yearly mandate set forth by department policy. Officers verbally demonstrated competency in the nomenclature of

the Taser (mode X26). Officers completed qualification by shooting 2 cartridges at a target, then successfully completed a written exam. The Taser has been a very useful tool and has helped officers apprehend threatening subjects without causing substantial harm to subject or Officer. After completing qualification, Officers were instructed as to department policy and state statute.

In 2014 the Big Lake Police Department transitioned to a driving program instructed by the Brainerd International Raceway, recognizing that the police related crashes remain a dangerous and highly litigated part of this profession. This program is for emergency vehicle operations refresher courses, and pursuit intervention training. This program pairs each officer with a professional driver for a day, to enhance and improve upon their driving skills. 4 Officers attended the 10 hour training in 2014, Officers will attend the program every 3 years. The driving course is conducted on the raceway at BIR, and provides Officers with a realistic high speed environment for emergency vehicle operations.

PATROL Online – League of Minnesota Cities

The Big Lake Police Department subscribes to PATROL ONLINE, an online training module established and maintained by the League of Minnesota Cities. Courses contained in the program are all mandatory training courses by statute and OSHA that would traditionally have to be completed by physically attending the course. There are optional courses as well, that target areas of high liability in MN, and frequent court procedure and legal updates. These courses are cost effective, and allow Officers to complete training in their down time online, on duty. These courses encompass about 15 hours per year for each Officer, which enables them to complete all necessary training from an hour standpoint to maintain their POST License. Courses completed in 2014 include:

- AWAIR - Employee Right to Know
- Hearing Conservation
- Bloodborne Pathogens
- Data Practices for Law Enforcement
- Misdemeanor Arrests - Selected Topics
- Use of Force Legal Issues 2014
- Readiness Aspects, Use of Force 2014
- Respiratory Protection for Law Enforcement
- Juvenile Interrogation 2014
- Use of Deadly Force 2014
- Miranda - Selected Problems
- Hazardous Materials Awareness
- Cell Phone Searches
- Ethics and Professional Conduct
- Investigating Underage Alcohol Offenses

Crisis Intervention Training

There is an ever increasing demand upon law enforcement to be trained in effective crisis intervention. Law Enforcement agencies in Sherburne County have worked collectively to address this need. In 2014 the members of the Big Lake Police Department completed crisis intervention training comprised of both classroom, and hands on skills through the use of trained roll players.

Specialty Training

It has become a new focus to provide the department's staff ample opportunities to seek out and attend quality career enhancement courses. Many of these courses either meet the departments changing needs, or the Officer professional development desires. In the 2013 the follow courses were selected and attended:

- Chief Law Enforcement Officers Leadership Academy-Minnesota Chiefs of Police Association-40 hours.
- Executive Training Institute-Minnesota Chiefs of Police Associations-24 hours.
- Electronic Charging of DWI's- Minnesota Bureau of Apprehension-8 hours.
- Accident Reconstruction-Minnesota State Patrol-4 hours.
- Incident Command Structure 100-FEMA-3 hours.
- Incident Command Structure 200-FEMA-3 hours.
- Incident Command Structure 300-FEMA-18 hours.
- Incident Command Structure 700-FEMA-3 hours.
- Incident Command Structure 800-FEMA-3 hours.
- Incident Management Team-FEMA-40 hours.
- Emergency Management Leadership-FEMA-16 hours.
- ICS Warning Coordination-FEMA-8 hours.
- Rail Safety-BNSF-4 hours.

- Less Lethal Instructors Course-Safariland Incorporated-8 hours.
- Less Lethal-BLPD-1 hour.
- Towards Zero Death Conference-Minnesota Office of Traffic Safety-18 hours.
- How to Supervise in a Union Environment-8 hours.
- Intoxilyzer Recertification-Minnesota Bureau of Apprehension-4 hours.
- Human Trafficking-County Attorneys Association-2 hours.
- Death Investigators Conference-Minnesota Bureau of Criminal Apprehension-16 hours.
- Abduction Response-Minnesota Bureau of Criminal Apprehension-16 hours.
- CornerHouse Refresher-Cornerhouse-8 hours.
- Street Crimes Seminar-Caliber Press-21-hours.
- Sovereign Citizen Extremism-FBI-4 hours.
- DWI Update and Refresher- Minnesota State Patrol-4 hours.
- Crime Scene Investigation- Minnesota Bureau of Criminal Apprehension-24 hours.
- Effective Report Writing-League of Minnesota Cities-8 hours.
- Basic Handgun Instruction-Alexandria Technical College-40 hours.
- Reid Interview Technique-Reid Inc.-24 hours.
- Crisis Intervention Training-7 hours.

RESERVE OFFICER PROGRAM

This past year has been an exciting, and very productive year. In 2014 we welcomed the promotion of Reserve Officer Aaron Lee to Sergeant. The Reserve Program took on 8 new Reserve Officers in 2014, bringing their numbers to a total of 15. At the end of 2014 the Big Lake Reserve Unit was submitted as a whole and individually for the Presidential Volunteer Service Award. Each Reserve Officer as well as the Reserve Unit earned an award based on the amount of volunteer hours they completed throughout 2014.



The Reserve Unit completed 4,500 hours of volunteer hours to the Big Lake Police Department and City of Big Lake. Placing a monetary value to the time, that is nearly \$67,485 of time donated to the department and community. The Reserves attended many community events, school functions as well as assisted the Big Lake Police Department with various tasks. The Reserves had monthly meetings and mandated training throughout 2014. The list of reserve activities and areas of assistance is huge.

The Reserve Unit has set numerous goals for 2014 which included the training of 7 new Reserve Officers, recertification of the Reserve Officers in First Responder Medical Training, along with other yearly mandated training and activities.

	Reserve Officer	Hours Donated
• 3760	Captain Justin Boster	1,287
• 3762	Sergeant Crystal Gassman	757
• 3763	Aaron Lee (Sgt)	392
• 3764	Jordan Berg	Newly Hired
• 3765	Cody Siebert	163
• 3766	Nick Simon	176
• 3767	Austin Sable (FTO)	425
• 3769	Dylan Rae	Newly Hired
• 3770	Derrick Gloege	Newly Hired
• 3771	Travis Fitzgerald	Newly Hired
• 3772	Kaitlin Otto (FTO)	293
• 3773	Kayla Klingbeil	Newly Hired
• 3774	Joseph Kalla	373
• 3775	David McConnell	Newly Hired
• 3777	Dilanger Salfer	Newly Hired
	Group Total	4,500

C.E.R.T. (Community Emergency Response Team)

The Community Emergency Response Team (C.E.R.T.) Program educates people about disaster preparedness and will better prepare individuals to respond to and cope with the aftermath of a disaster. C.E.R.T. is about readiness, people helping people, rescuer safety, and doing the greatest good for the greatest number.

The current C.E.R.T. is a joint venture between the Big Lake Police Department C.E.R.T and the Sherburne County Sheriff's Department.

This new large team allows for a more unified response and training arrangement for both departments, while allowing coordinators from each department to share duties and resources. Members of C.E.R.T. meet on a quarterly basis to cover a training topic including; radio usage, traffic control, Project Lifesaver, and Skywarn. Members of C.E.R.T. also assist with many community events including; SpudFest, Night to Unite, and weekly Big Lake Music in the Park Events.

In 2014 C.E.R.T. Members were integral to staffing security for the Legacy Foundation – City of Big Lake weekly Music in the Park Program. Membership in the C.E.R.T. program currently includes 25 members.



OUTREACH AND PROMOTION

The Big Lake Police Department continues its goal, to provide the community as much accessibility to the department operations as possible, and at the same time allow the community to provide input to our operations. A number of new avenues were undertaken or built upon to facilitate this in 2014.

Facebook: A Facebook account was created the end of 2012, and all departmental events are posted to this site. In addition it allows the community an avenue to provide feedback to our operations, and an open window to our operations. Facebook provides weekly reports of activity on our site. This has been a complete success, with some weeks reaching in excess of 16,000 Facebook Subscribers. At the end of 2014 the total “likes” was close to 3,000.



www.biglakepolice.com: The Big Lake Police Department operates under domain name of: www.biglakepolice.com. In 2014 extensive updates were made to the Big Lake Police Department Web Page in to include; full coverage of the department, staff overview, department structure, services, press releases, interactive service, crime mapping, and activity reports. This site continues to grow, and a number of new additions will continue to be made in the future.



Media Releases: The department now completes and disseminates press releases on activities, or crimes that have occurred that appear to be of community interest. This allows the community to accurately see, what the Big Lake Police Department is doing, and what is occurring in our community. In 2014 a total of 29 media releases were completed and disseminated to Facebook, biglakepolice.com, Twitter, and media outlets.

In Person: Foremost in importance, is to have Officers engaged in events within our community. It is a priority of the department to be present and approachable to our citizens. We actively seek out these opportunities. In 2014 the Officers of the Big Lake Police Department were involved in many events including; Shop with a Cop, Music in the Park, Big Lake Police Community Picnic, Big Lake Fire Department Open House, 4th of July, Chamber of Commerce Business Expo, Law Enforcement Torch Run, Big Lake Ambassador Sponsorship, and Safety Presentations just to name a few.



New Patch Design: In 2014 the department’s supply of shoulder patches was expended. An effort was undertaken to replace the patch with a new one reflecting this point in time in the department’s history. The new patch provides colors which are easier to maintain, the State of Minnesota Seal, and the thin blue line signifying the departments commitment to remaining the line to professional police services.

POLICE DEPARTMENT CAPITOL OVERVIEW

Fleet



One of the largest capitol and maintenance expenditures of a law enforcement agency is that of its fleet. Currently one marked patrol car is assigned to each shift, translating to two officers sharing the vehicle on opposite days. This is cost effective for the department, as assigned squads are shown through research to be better cared for and maintained. At the end of 2014 the following vehicles comprised the fleet;

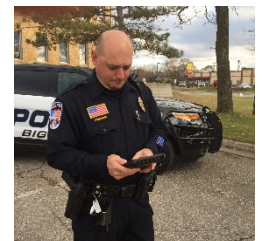
Unit	Vehicle	01/2014	12/2014	Total	Assignment
Unit 729	2014 Ford Explorer	0	21,040	21,040	Power Shift
Unit 728	2014 Ford Explorer	12,757	51,136	38,379	Nights / Investigators
Unit 727	2013 Interceptor	32,588	57,128	24,520	Day Shift
Unit 726	2011 Crown Victoria	55,132	86,320	31,188	Afternoon Shift
Unit 725	2010 Crown Victoria	75,080	87,400	12,320	Spare
Unit 724	2009 Crown Victoria	104,483	117,300	12,817	Reserve Officers
Unit 722	2008 Crown Victoria	173,303	175,220	1,917	Retired
Total				142,206	

In 2014, a 2007 Crown Victoria was retired and sent to auction with over 175,000 miles on it, this was squad 722, the vehicle previously assigned to the Chief. The elimination of 722 reduced the fleet size from 7 to 6 total squad cars for 2014. The Chief is currently utilizing his personal vehicle with a minor cost offset to the City for mileage. A continued emphasis will remain on fewer, but better vehicles with a more aggressive replacement cycle aimed at reducing maintenance costs. The department will remain committed to the sport utility vehicles as replacements due to; all-wheel drive, competitively priced on state bid, high profile for Officers, and warm rear compartment to store gear.

In 2014, 142,206 miles were put on the vehicles assigned to the Big Lake Police Department, patrolling our 70 miles of roadways and responding to calls for service. With the miles covered by our Officers, each City Street is statistically covered almost 6 times per day. This is equivalent to more than the life span of a vehicle, and necessitates the continued replacement of a minimum of one car per year.

Technology

MDC's: All of the mobile data computers in the squad cars were replaced in 2013, with an anticipated life cycle of 4 years. Our current choice is a Dell semi-ruggedized laptop with solid state hard drive and back lit keyboard.



Mobile Video Recorder's: The Digital Ally system was selected as the departments system for squad based mobile video recording. This system integrates a video recorder, display, and transmitter into the rear view mirror taking up minimal vehicle space. The system wirelessly transmits video to a server at the police department. All traffic stop and arrests are captured on mobile video, making a reliable system essential to successful prosecution of violators.

Firearms: All Big Lake Police Squad cars have a patrol rifle assigned to them. This has become an essential tool for law enforcement in our ever changing environments. All of the rifles are equipped with new Aim Point electronic sights, new for-end's, led lights, and stocks.

"Go" Bags: All Big Lake Police squad cars are equipped with "go bags." These bags contain extra ammunition and emergency medical supplies for response to critical incidents. Purchased within the bags was a medical grade clotting agent used by the military and other law enforcement agencies to stop life threatening bleeding.

Computers: Several desk top computers were replaced, continuing with a replacement plan of 4 years for these systems. This brings all systems to a point of operating on a Windows 7 Platform.



Online Schedule: Department scheduling continues on a web based product provided by; "Schedule Anywhere." This system allows staff to view schedules, and submit leave requests online. The system allows supervisors to query leave usage, and manages schedules in a much more effective manner.

Less Lethal

In 2014 the department began a program commonly known as a "less lethal" system. Through this, 2 retired 12 gauge shotguns were retrofitted to serve as a deliver platform. This system allow a bean bag to be projected at a high rate of speed at its target. This allows Officers an option to firearms in subduing individuals engaged in life threatening activities. Less lethal systems have proven very effective in dealing with mentally ill or emotionally disturbed individuals in times of serious crisis. All members were trained on the system, they are carried in our Day and Night Shift Patrol Cars.

High Speed Data Connection to BCA: Our T1 data connection to the State of Minnesota was replaced with a Virtual Private Network connection, hosted through our local cable provider, but secured through a new Cisco Firewall/Switch. This change has increased our connections speed for all systems from 1.5 mbs, to 100 mbs, making for a much more productive data processing environment. This system was expanded in 2014 to our Police Substation at 790 Minnesota Avenue.

iPad Program/Cradlepoint/ICrimeFighter

In 2014 the Big Lake Police Department undertook a completely new venture in law enforcement. Officers carried an audio recorder, camera, and other equipment necessary to process crime scenes and dictate reports. A new system was developed, and implements that replaced these tools with iPad Mini's. Each Officer was assigned an iPad. An application known as IcrimeFighter.com was installed on each iPad, allowing Officers to capture photos, take statements, dictate reports, capture video, and much more. The Officer uploads this case data to our Records Staff online. It is then imported into its appropriate location. Each Big Lake Patrol Car was equipped with a Cradlepoint System which provides a 300' WiFi zone around the car, allowing the Officer to access the internet with their iPads. This system has a secondary benefit in the area of Emergency Management, allowing up to 12 devices to connect to each Cradlepoint in the field.

CALLS FOR SERVICE AND CRIME RATES

Total Calls for Service by Staffing Levels

A large share of a department's total calls for service and activity levels are directly tied to sworn staffing levels, and Officer's self-initiated activity. This chart illustrates calls for service as they historically correspond to sworn staff levels within the Big Lake Police Department.

<i>Year</i>	<i>Population</i>	<i>Officers</i>
2002	7,376	8
2003	7,775	11
2004	8,942	12
2005	9,661	12
2006	9,188	14
2007	9,583	13
2008	7,007	12
2009	7,048	12
2010	6,612	11
2011	6,501	11
2012	7,104	11
2013	7,667	11
2014	10,230	11.75
2015	10,455	12

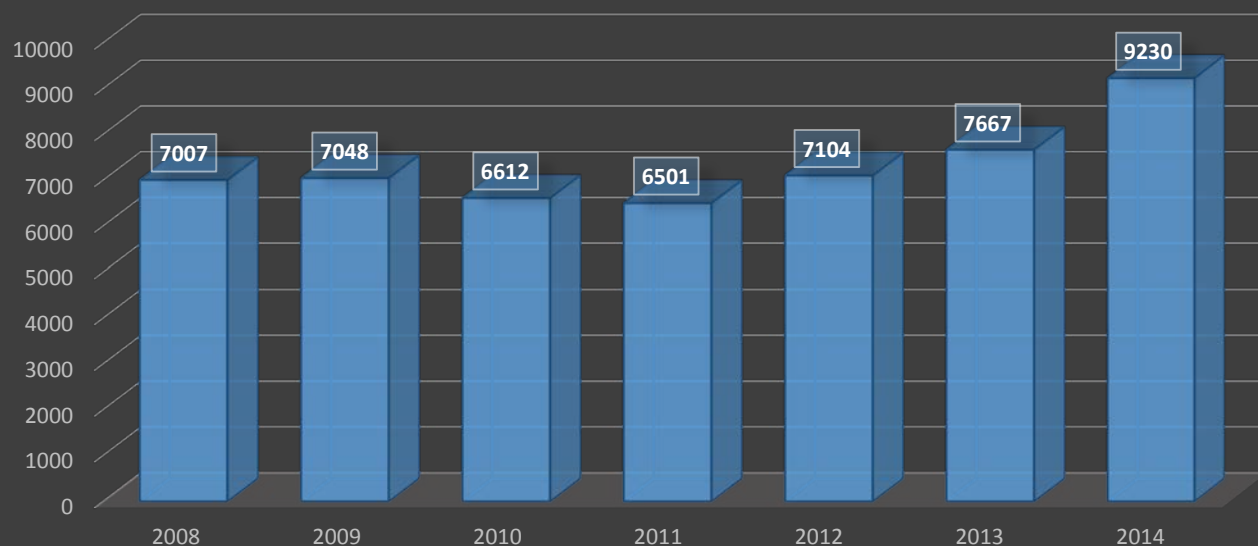
Total Calls for Service by Service Category

The Big Lake Police Department migrated to a new dispatch and records system named ProPhoenix in 2011. This system is managed by the Sherburne County Sheriff's Department, and has been a giant step forward in data management. The new system classifies calls for service by service name, the following chart covers only 2011 through 2014 for that reason. Because there are up to 60 categories, this chart outlines the "major" calls for service categories, and places all other calls for service in the "other" category.

<i>Call for Service Category</i>	<i>2011</i>	<i>2012</i>	<i>2013</i>	<i>2014</i>	<i>Average 2011 Thru 2014</i>	<i>% Change 2013 TO 2014</i>
Robbery	1	0	2	0	1	-100%
Burglary	28	23	13	20	21	+35%
Theft	217	226	213	154	203	-28%
Assault	32	28	27	30	29	+10%
Narcotics	7	14	16	25	16	+36%
Crimes against Family	161	141	125	101	132	-19%
DWI	29	39	62	54	46	-12%
Disturbing the Peace	96	114	98	107	104	+8%
Harassment	132	118	112	117	120	+4%
Obscenity	0	0	4	3	2	-25%
Property Damage	132	142	90	77	110	-13%

Criminal Sexual Contact	11	11	13	10	11	-23%
Trespass	16	28	32	31	27	-3%
Fraud	40	51	41	57	47	+28%
Missing Person(s)	22	21	17	18	20	+5%
Animal at Large	100	62	90	81	83	-10%
Traffic Accident-Property Only	125	100	142	125	123	-12%
Traffic Accident-Injury	38	27	46	53	41	+13%
Traffic Accident-Fatal	0	1	0	0	0	0%
Animal Complaint	186	132	132	149	150	+11%
Suicide Attempt	10	11	4	17	11	+400%
Death	7	6	11	9	8	-19%
Medical Emergency	324	325	355	350	339	-11%
Mental Health	28	25	19	39	28	+51%
Domestic Disturbance	150	143	143	127	140	-11%
Public Assist	232	190	197	233	213	+15%
Agency Assist	163	218	283	315	245	+10%
Security Alarm	185	183	211	184	190	-12%
Civil Complaint	273	305	270	234	271	-13%
Traffic Stop	1,375	1,956	2,459	3,498	2,322	+30%
Traffic Complaint	251	241	240	222	239	-7%
Suspicious Person	77	100	101	114	98	+11%
Suspicious Vehicle	105	124	140	188	139	+25%
Juvenile Complaint	153	177	154	115	150	-75%
Fight in Progress	20	20	21	15	19	-29%
Noise Complaint	41	37	28	34	35	+18%
Welfare Check	135	166	171	191	166	+10%
Suspicious Activity	140	165	155	194	164	+20%
Predatory Offender	34	45	51	137	67	+268%
Vehicle Lock Out	190	189	174	189	186	+8%
All Other Calls	1,429	1,200	1,205	1,613	1,362	+25%
Total Calls For Service:	6,501	7,104	7,667	9,230	7,626	+30%

TOTAL CALLS FOR SERVICE 2008-2014



Total Calls for Service by Time of Day

	2011	2012	2013	2014
00:00 – 01:00	218	267	345	446
01:00 – 02:00	178	254	308	404
02:00 – 03:00	142	148	163	226
03:00 – 04:00	76	85	100	131
04:00 – 05:00	66	95	119	152
05:00 – 06:00	72	76	144	171
06:00 – 07:00	84	99	89	134
07:00 – 08:00	140	128	188	170
08:00 – 09:00	237	251	208	273
09:00 – 10:00	249	294	262	317
10:00 – 11:00	333	317	290	388
11:00 – 12:00	336	293	318	368
12:00 – 13:00	272	339	272	335
13:00 – 14:00	317	368	360	419
14:00 – 15:00	392	387	450	543
15:00 – 16:00	401	449	457	534
16:00 – 17:00	393	432	480	487
17:00 – 18:00	430	392	410	443
18:00 – 19:00	356	390	389	511
19:00 – 20:00	411	429	472	507
20:00 – 21:00	377	442	473	502
21:00 – 22:00	397	454	514	681
22:00 – 23:00	343	378	471	554
23:00 – 00:00	281	346	385	534

Major Crimes Reported 2008 - 2014

Below are a standardized set of crime reporting statistics provided to the State of Minnesota Criminal Bureau of Investigation on a quarterly basis by all Minnesota Law Enforcement Agencies. These numbers are used as a comparison to other jurisdictions as a general measure of the level of criminal activity. Big Lake continues to be amongst the safety communities in our state, there are no trends that stand out as disturbing for 2014. With this being said, given our proximity to major highways, and metropolitan population, the likelihood of “pass through” crimes committed by those not residing here remains a concern. Given this, it continues to be an ongoing goal of the Big Lake Police Department to see reductions in all Part I and Part II Categories.

	2009	2010	2011	2012	2013	2014
BLPD Part I Index Crimes						
Criminal Sexual Contact	35	12	9	11	13	9
Robbery	1	0	1	0	2	0
Assault/Terroristic Threats	70	75	32	28	43	52
Burglary	20	21	28	23	22	20
Theft	179	158	211	220	208	147
Vehicle Theft	1	8	6	6	5	5
Arson	1	1	0	0	1	1

BLPD Part II Index Crimes

Forgery/Counterfeiting	11	13	1	1	5	2
Fraud	35	40	40	51	24	57
Stolen Property Possession	1	0	0	1	6	1
Criminal Damage to Property	96	110	132	142	90	77
Weapons	3	1	0	0	0	2
Prostitution	0	1	0	0	0	0
Narcotics	30	31	7	14	16	55
Crimes Against Families	3	4	5	4	6	2
DWI	44	43	29	39	63	57
Liquor Law Violations	54	38	3	8	20	15
Disorderly Conduct/Harassment	163	160	152	118	72	148

Numbers in the below chart are formulated in terms of crimes per 100,000 residents, using this comparison the following numbers were available for the most current year through the Minnesota Bureau of Criminal Apprehension, 2013:

Agency	Population	Part I	Part II	Combined Rate
Big Lake Police	10,222	1,223	2,240	3,463
Becker Police	4,609	976	3,558	4,535
Sherburne County	45,333	1,187	2,852	4,039
Elk River Police	23,335	2,066	4,153	6,218
Cities 10,000 to 25,000 (Average)	17,204	2,508		
State of MN Average	5,344,861	2,858	4,457	7,315

Staffing Levels – Averages 2013 (Most Current Year)

As a portion of the Minnesota Bureau of Criminal Apprehension's yearly crime report, staffing amongst law enforcement agencies is placed into comparison. For the purposes of this classification, the Big Lake Police Department is rated in the Group V (Populations 10,000-25,000). There are a total of 53 Agencies in this group in Minnesota. Agencies in this group of an average of the following per 1,000 inhabitants;

	Population	Sworn Staff	Civilian Staff
Group V Averages	17,204	1.3	.3
Big Lake Police	10,222	1.08	.19

FORFEITURES

The Big Lake Police Department seizes vehicles that are subject to forfeiture resulting from alcohol and drug related offenses, as well as for fleeing a police officer in a motor vehicle. The proceeds of alcohol related vehicle forfeitures when dispersed are divided as follows: 30% to the Sherburne County Attorney's Office and 70% to the department. Cash and other valuables are also eligible to be seized when determined to be associated with drug activity. The proceeds of drug related property forfeitures when dispersed are divided as follows: 10% to the State on MN, 20% to the Sherburne County Attorney's Office, and 70% to the department.

The Big Lake Police Department also has the option to dispose of seized vehicles or property and to utilize them for police purposes.

In 2014, forfeitures grossed a total of \$8,721. There are various deductions, legal and judicial fees, towing and storage charges involved in running a forfeiture program that are deducted from these figures. At the close of 2014 the Big Lake Police Department's forfeiture inventory included 7 vehicles awaiting further action.

2014 Big Lake Police Department Forfeitures

VEHICLE

STATUS

1997 Chevy S-10	Sold at Auction
2002 Jaguar	Sold at Auction
2001 Lincoln Continental	Sold at Auction
1999 Chevrolet Monte Carlo	Sold at Auction
2001 Honda	To be Sold
1997 Chevy	To be Sold
2002 Mercury	To be Sold
2006 Honda Pilot	Pending
2003 Olds Alero	Pending
1999 Mercury Sable	Pending

CASH

\$776	Pending
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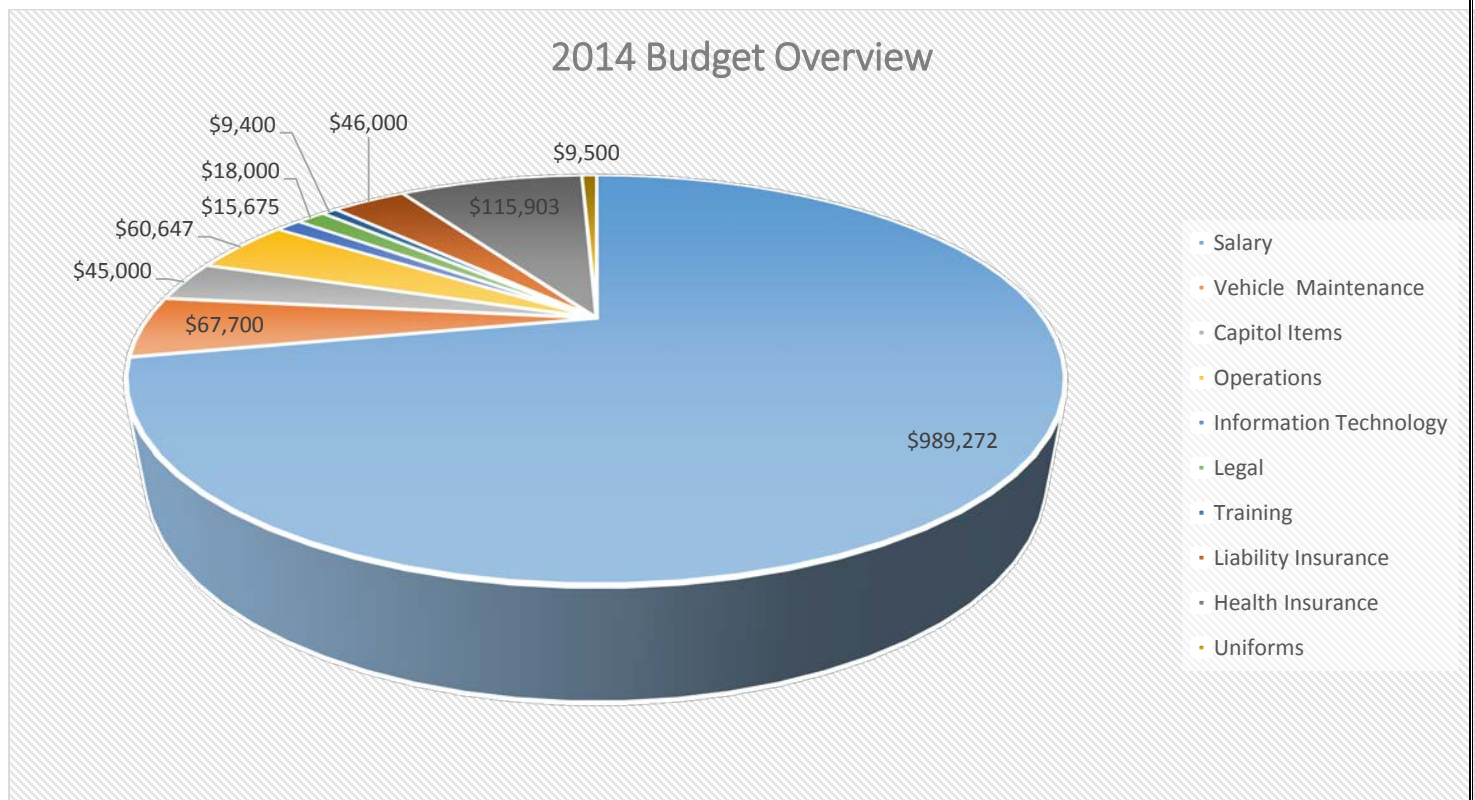
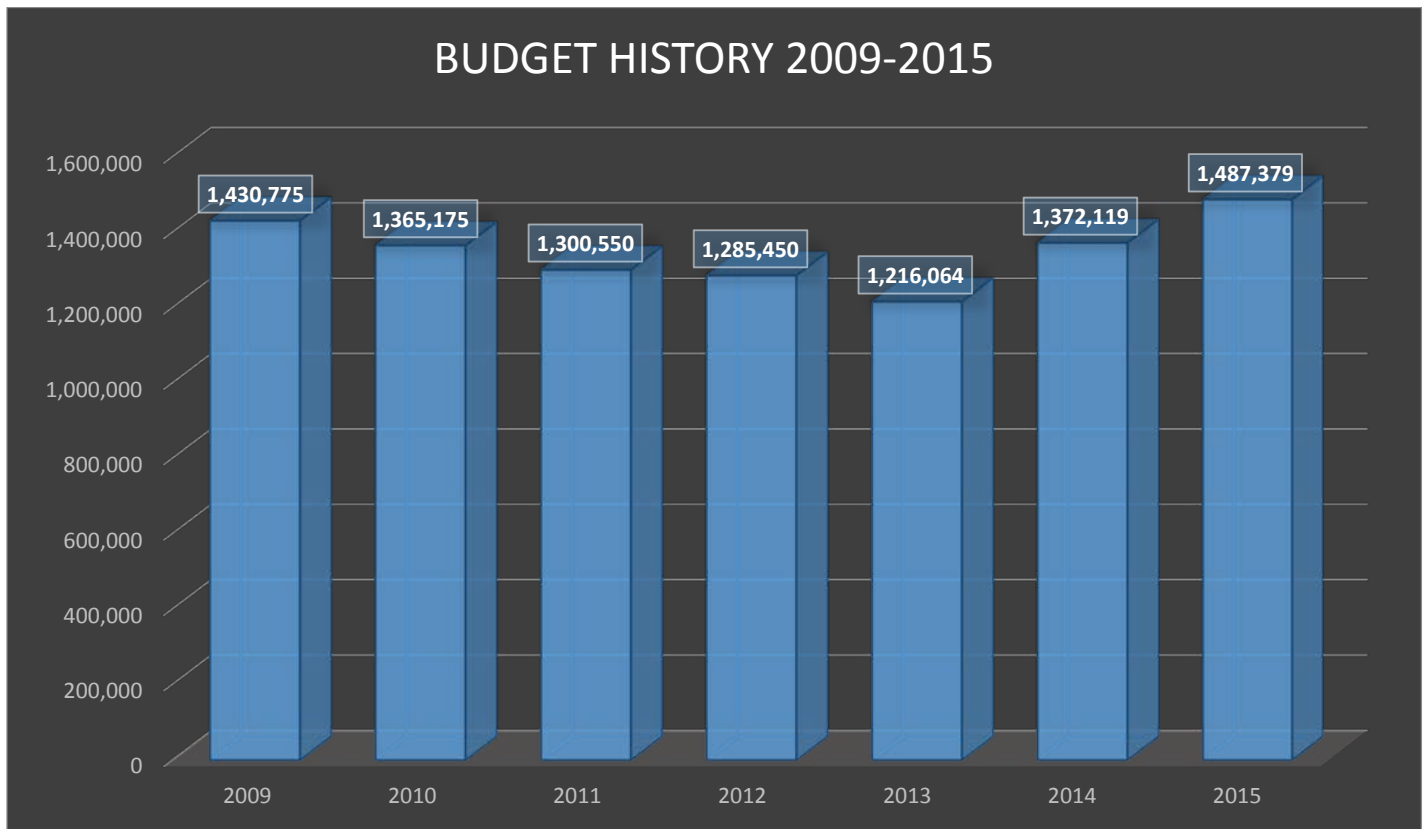
WEAPON

STATUS

Remington Rifle	Forfeited
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POLICE DEPARTMENT BUDGET

Budget Overview at a Glance



Revenue-Highlights

- \$83,775 P.E.R.A. State Aid to Police: Sworn law enforcement Officers currently belong to the State of Minnesota Police Pension Fund. The City contributes 13% of the Officers salary towards this fund, in return the City receives a reimbursement from the State of Minnesota known as State Aid to Police. This reimbursement is funded by a surcharge on auto insurance policies. The net cost to the City for its Police Officers pension costs is about \$30,000, or 2.5% of salary. Police Officers do not contribute to the Social Security System, therefore there is no Social Security Expense associated with sworn staff.
- \$30,643 in fines were received, this is in contrast to the \$12,000 budgeted.
- \$18,336 was received for intergovernmental revenue, \$4,000 was budgeted.
- \$8,460 were collected in parking ticket revenue, \$0 was budgeted.

2014 Budget Challenges

Two topics continue to dominate budgets, which is increased pension costs and most dominantly, healthcare. With changes in the Affordable Care Act, healthcare costs were budgeted at a 10% increase for 2014. In addition, a 12% increase in contributions for pensions were implemented in 2014, and again for 2015 for the Police and Fire Fund. A $\frac{3}{4}$ Police Officer position was added in 2014 to address the staffing and needs for coverage within the department. The department currently operates with 3 fewer Officers than in 2008.

Donations

The Big Lake Police Department wants to thank these generous donors, these proceeds allowed several essential projects to be undertaken.

- | | | |
|-----------|--------------------------|---|
| • \$2,000 | Eddy Foundation | Data Connection Router-Switch – Laptop Computer |
| • \$7,000 | Elk River Lions | Security Upgrades |
| • \$100 | Big Lake Area Jaycees | |
| • \$100 | Varner Family | |
| • \$4,000 | Elk River Lions | ATV Purchase |
| • \$1,000 | Big Lake American Legion | Big Lake Police Community Picnic |
| • \$400 | Truck Unlimited | Hitch for 2014 Explorer |
| • \$1,900 | Knights of Columbus | Drug Drop Box |
| • \$400 | Audio Communications | Digital Video Recorder |
| • \$200 | Big Lake Jaycees | |
| • \$400 | Monticello RV | Use of R.V. for Spudfest Command Post |

Grants

The following grants were awarded to the Big Lake Police Department in 2014.

- | | | |
|------------|---|-----------------------|
| • \$ 1,500 | CentraCare | Defibulator Batteries |
| • \$ 5,300 | Bullet Proof Vest Partnership | State and Federal |
| • \$ 3,759 | Peace Officer Standards and Training – Training Reimbursement | |
| • \$16,462 | Office of Traffic Safety – Officer Traffic Overtime | |

Township Offset

Within the City of Big Lake lies the development zones, in which there is a cost sharing arrangement with the Big Lake Township Board which divides estimated policing expenses between each jurisdiction by 50%. This area would be comprised of; The Marketplace, Industrial Park Phases I & II, and the Remmele Buildings I & II. In 2014 the cost sharing for police services was \$18,000. This area geographically encompasses 3 miles of roadways, or 4.4% of the 68 miles of roadways in the City. In addition this area is .58 square miles, or 7.4% of the City's 7.8 square miles.

Final Result

The 2014 Police Department Budget for expenditures in 2014 was \$1,376,997, and revenues of \$128,900. This would leave an actual budgeted cost for the police department at \$1,248,097. Actual 2014 expenditures were \$1,409,513, and revenues of \$196,423. When balancing actual budget versus revenue for 2014, the net expended on police services was **\$1,213,090** for the year, reflecting a savings (under budget) **\$35,007**.

<u>Expenditures</u>	<u>Revenues</u>	<u>Actual Cost</u>	<u>Cost Per Citizen</u>	
• \$1,376,997	\$128,900	\$1,248,097		
• \$1,409,513	\$196,423	\$1,213,090	\$117/Year	\$9.75/Month

Actual police services for the City of Big Lake, cost each resident the equivalent of a cheeseburger and fries per month.

Future Budgetary Needs

Like any business, the future needs of the Big Lake Police Department must be prepared well in advance to ensure the means to accomplish them are in place. All needs outlined for 2014 were accomplished in the capital outlay plan. Because law enforcement is a technology based profession, many capital needs fall in that category, and continued replacement is essential. Future capital needs include:

- Replacement of 3 desktop computers per year.
- Replacement of at least 1 squad car per year, over the next 5 years with the replacement of 2 in one year (2016).
- Replacement of 2 Tasers per year.
- Conversion costs for space at 790 Minnesota if a move is approved.

Departmental Goals for 2015

Goals for 2015 and beyond include:

- Initiate planning with going to move department under “one roof”.
- Bring the current Junk and Blight Program completely under the scope of the Police Department.
- Establish a video surveillance system at Lakeside Park to address vandalism and crime.
- Implement a Crime Free Housing Program, expanding rental registration to all residential rental units.
- Implement a Citizens Police Academy to provide citizens exposure to the police department.
- Continue to evaluate hazards posed by rail safety.
- Fully implement a more rounded Emergency Management Program.
- Implement strategies for the safety possible work environment, continue our path of reduction in instances of injuries, workers compensation rates, and vehicle liability insurance rates.
- Continue to grow interaction with our community via; social media, internet, and in person.



This report is dedicated to the memory of the 126 law enforcement officers who lost their lives in the line of duty in the United States serving their respective jurisdictions in 2014.

