

**WEST HENNEPIN PUBLIC SAFETY DEPARTMENT
BOARD OF COMMISSIONERS
Tuesday January 28, 2025
2:30 p.m.
WHPS Conference Room**

AGENDA

1. Call to Order
2. Election of 2025 Commissioners
3. Additions to the Agenda
4. ******Consent Agenda ******
All items listed under Consent Agenda are routine by police commissioners and will be acted upon by one motion. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the Consent agenda and will be considered separately.
 - a. Approval of December 10, 2024, Police Commission Minutes
 - b. Review of December 2024 Activity Report
 - c. Review of December 2024 Claims
 - d. Review of 2024 YTD Budget and Cash Asset Reports
 - e. Review of 2024 Accrued Vacation/Comp/Sick Time Reports
5. Items of Interest - Community Events

Old Business

6. West Hennepin Public Safety Department Joint Powers Agreement Signed December 16, 2024
7. Interview and Hiring Timeline for Director Position
8. Updates on Officers and Staff
9. Promoting a Part-Time Officer to Full-Time Officer
10. Part-Time Officer Interviews

New Business

11. Discontinuation of Weapon Mounted Camera Program
12. Update of Evidence Policy and Awards Policy
13. Life Saving Award January 22, 2025
14. New Squad for 2025
15. Citizens Police Academy Postponement
16. Discussion on Lift Assists at Care Facilities
17. Minnesota Department of Human Rights Complaint
18. West Metro Drug Task Force JPA Update
19. Hennepin County 911 Embedded Social Worker JPA Renewal

20. 2025 PC Meeting Dates: All Meetings Held in WHPS' Conference Room at 8:00 a.m. Suggested dates:

January 28-29, 2025, Chief of Police interviews with entire Police Commission

February 5, 2025, second Chief of Police interviews for top candidates

February 12, 2025, PC Meeting to offer conditional job top candidate

March 12, 2025, Police Commission confirms job offer and hires interim Police Chief

April 8, 2025

July 22, 2025

September 9, 2025

December 9, 2025 (if needed)

21. Adjourn

POLICE COMMISSION PACKET

POLICE COMMISSION MEETING

WEST HENNEPIN PUBLIC SAFETY

Tuesday, January 28, 2025, 2:30 p.m.

West Hennepin Conference Room

Approval of December 10, 2024, Police Commission Meeting Minutes

Meeting minutes have been included for your review and approval.

December 2024 Activity Reports

Between January 1 and December 31, 2024, West Hennepin Public Safety (WHPS) handled 4,707 incident complaints: 1,324 in Maple Plain, 2,784 in Independence.

The Criminal Part I and Part II cases for both cities have been highlighted for your review in the enclosed December 2024 Activity Reports/Director's News and Notes. Director Kroells will highlight a few cases if requested.

Approval of December 2024 Claims

December 2024 claims are attached for review and approval.

2024 YTD Budget & Cash Asset Reports

In reviewing the 2024 Budget vs. Actual reports from January 1 to December 31, 2024, WHPS has received \$2,637,192 or 108.75% in income with expenses of \$2,412,676 or 99.50%. This is a difference of \$224,516. As a reminder, these figures include the \$190,088 received as income for Public Safety Aid received from both cities. We have discussed with our auditors not including the Public Safety Aid into our annual income for WHPS 2024 budget and they requested it be included as indicated. If you remove the Public Safety Aid income and expenses paid using those funds, we have a balance of \$57,600.

Balances of other accounts: Crime Prevention \$3,467, Federal Forfeiture \$194,215, Reserves \$1,847 Capital Outlay \$95,080, Military Leave PERA \$0.00, Severance \$78,886, and Public Safety Aid \$166,916.

2024 YTD Accrued Vacation/Comp/Sick Time

The accrued vacation, compensation, and sick time reports are enclosed for review. As you can see Chief Kroells, Officer Raskin, and Administrative Assistant Dwinell requested to carry over some minor unused vacation or compensation time from 2024 into 2025. Chief Kroells is requesting approval for these requests as it is allowed by policy.

Items of Interest/Community Events

- December 8 - Thank you email to Chief Kroells for assistance in changing speed limit on Co 92
- December 11 - WHPS department meeting annual potluck breakfast
- December 12 - Part-time officer interviewed at WHPS
- December 13, 16, 17 - Chief Kroells participated in City of Independence Public Works interviews.

- December 13 - Sgt. Howes and Reserve Officer Schreier attended Toys for Tots drop-off
- December 18 - Chief Kroells attended meeting with MN State Patrol and Hennepin County Dispatch on Local Based Reporting (LBR) on Highway 12
- December 23 - Chief Kroells met with many potential applicants for Chief's position
- January 2, 2025 - Hwy 12 Safety Coalition meeting. Sgt. Howes elected vice-chair
- January 6 - WHPS officers attended swearing in for Maple Plain elected officials
- January 7 - WHPS officer attended swearing in for Independence elected officials
- January 8 - Police commission interviews for part-time officer
- January 9 - Chief Kroells, Sgt. Howes, and Sgt. Ebeling attending Hennepin County Chief's Association meeting
- January 10 - Chief Kroells and Officer Lueth attended Orono Forensic Day at Orono High School

West Hennepin Joint Powers Agreement Review

At our December 10, 2024, Police Commission meeting, it was discussed about updating the Joint Powers Agreement for WHPS as it has not been updated since 1995. Police Commissioners agreed to update the JPA to five years with a three year out notification period and requested it be signed by both city councils in 2024.

On December 16, 2024, both city councils approved the updated JPA, which is attached for your review. I am in the process of securing one signed JPA document versus two separate resolutions. I have included a copy of both signed resolutions from each city for review.

With the updated WHPS JPA signed, I have been asked to review the document in early 2025 for minor language changes such as chairman vs. chair, clerk vs. city administrator, and discuss how many check signers are needed for WHPS under section 9 (C). Currently, all Police Commissioners have authority to sign, issue checks and perform electronic transfers. Also, payroll checks may be signed by each city clerk of the member city but only if a Police Commissioner is unavailable. I would request we consider rewriting this to not include city clerks or city administrators and only have each Mayor and Public Safety Director be authorized to sign checks and perform electronic transfers.

I am looking for direction from the Police Commission on how they would like to proceed with these minor updates or changes to the current JPA. I have included a draft copy of some of the changes.

Interview and Hiring Timeline for Director position in 2025

Director Kroells has announced he is retiring on April 30, 2025. His last expected date in the office will be April 24, 2025. The Director of Public Safety position was posted on December 11, 2024, on MN Peace Officer Standards and Training Job opportunity site, League of MN Cities, MN Chiefs of Police Association, Hennepin Chiefs of Police Association, and other social media sites. It included internal and external opportunities for candidates to apply for the position. The deadline for this application was January 10, 2025. As of the application process closing, WHPS received nine qualified candidates for the position. Six externally and three internally.

Chief Kroells advised he is in the process of scoring the applications and will move forward with oral interviews. Based upon the review of the applications, all candidates should be awarded an interview. The first interviews will be held with entire Police Commission, each city administrators, and Chief Kroells. Those interviews will be held on January 28 and or 29. This is a change of the original schedule posted of January 22.

Once the interviews are concluded, I would recommend we move forward the top candidates to the second round of interviews. Those interviews would occur on February 5, 2025, 5:00 p.m. to 9:00 p.m.. All candidates will meet at WHPS and spend 45 minutes with three separate groups of staff between city employees, WHPS officers, local citizens, and both city councils. Once all interviews are completed, we will have a meet and greet for all applicants at the end of the interviews at Independence City Hall. I am hopeful we can provide a conditional job offer pending a successful background investigation, psychological review, and fitness for duty exam. I would like to extend this conditional job offer by February 12, 2025, if possible.

Update on Officers and Staff

Chief Kroells will update the Police Commissioners on staffing of officers and administrative assistants over the next few months.

- New officer unexpectedly turned in her resignation on December 6, 2024.
- Administrative Assistant will be out sometime in the next month or so on maternity leave. WHPS is currently having the Chief, Sergeants, and Office Manager pick up the gaps and perform her job duties while she is on maternity leave. Chief Kroells would like to have a discussion with the Police Commissioners on assisting this valuable employee during maternity leave.
- Administrative Assistant is having some medical needs that are being worked through.
- Part-time officer who took a new position at Minneapolis Police Department has resigned from WHPS.
- Chief Kroells' last day of employment will be April 24, 2025. His open house will be held on April 22, 2025.
- Officer Anderson resigned from his position as reserve coordinator. Officer Zilles will be taking over this role as reserve coordinator.
- Sergeant Ebeling has stepped down from his role as primary use of force/firearms instructor and has shifted the position to Officer Raskin. Sergeant Ebeling will continue to supervise and monitor our use of force program.

Promoting Part-Time Officer to Full Time

With the resignation of Officer Williams on December 6, 2024, I was approached by one of our part-time officers to discuss taking over the open full-time officer position. Sergeant Howes and Sergeant Ebeling are highly recommending the part-time officer be offered the position.

Chief Kroells met with the candidate, and they are currently in negotiations on starting salary, prior years of service credit, vacation time, sick time, and benefits. Those negotiations will be discussed with the police commission at the meeting. Chief Kroells is requesting approval to promote this part-time officer to full-time along with negotiating a fair employee agreement.

Part-Time Officer Update

WHPS had final interview with a candidate who applied for the part-time police officer position. The interviews went well, and he was extended a conditional job offer pending a successful background, psychology exam, and fitness for duty exam. This should be completed in the next six weeks.

Weapon Mounted Camera Update and Policy Changes for Weapon Mounted Cameras

Included are two memos from Sergeant Ebeling regarding our Viridian Weapon Mounted Camera (WMC) program, which was started in 2016. After lengthy discussion and consideration, WHPS is requesting to end the use of Viridian Weapon Mounted Cameras with officer duty weapons along with updating Policy #421 Portable Audio/Video Recorders to become current with this change.

Evidence Policy and Award Policy Update

Included is a memo from Sergeant Howes and Sergeant Ebeling regarding updating WHPS' Property Inventory Policy 801, Commendation and Awards Policy 1013, and Uniform Policy 1022. WHPS is looking for approval to update these policies.

Life Saving Award January 22, 2025.

On January 22, 2025, at 1:00 pm WHPS, North Memorial and Mac Dermot Alpha will be presenting two of their employees a lifesaving award for a cardiac arrest on November 19, 2024. Police Commissioners and city officials attended this event and it was well received by all involved. e invited to attend.

New Squad Purchase for 2025

Included is a memo from Sergeant Ebeling regarding a squad purchase proposal for 2025. This proposal is for the purchase of a 2024 Chevrolet Silverado 1500 4WD Crew Cab work truck for patrol use. The cost of this vehicle is \$52,252 under state bid from North County GM and is in our capital improvement plan for 2025. Chief Kroells is seeking approval to purchase this patrol vehicle.

Citizens Police Academy Postponement

In discussion with WHPS staff, we feel it is in our best interest to postpone the 2025 Citizens Police Academy due to staffing concerns in the first quarter 2025.

Congregate Living Concerns, a Multifaceted System for First Responders

WHPS and Maple Plain Fire have been in ongoing discussions with other first responder agencies on congregate care facilities regarding the multiple calls for service for these types of facilities. WHPS and Maple Plain Fire have received a significant number of calls for minor medicals, falls, and lift assists to Haven Homes. We are attempting to properly manage these types of calls for service. Sergeant Ebeling is gathering call data in regarding falls, lift assists, and other minor medicals to better understand the impact on calls for service. Sergeant Ebeling and Investigator Thompson will be attending training at Crystal City Hall to address the congregate living concerns and to learn how to simplify a completed and multifaceted system for first responders.

Once data is collected and training is obtained, WHPS and Maple Plain Fire will host a meeting with Haven Homes to better understand calls for service, policies, and staffing needs.

Minnesota Department of Human Rights Complaint Received

On February 17, 2025, West Hennepin Public Safety Department received a human rights complaint from the Minnesota Department of Human Rights (MDHR). MDHR received a complaint from a male person arrested for domestic assault on the basis we discriminate against his sex. MDHR was commanding a response from WHPS in 30 days to help them facilitate their investigation. WHPS will provide the necessary data to MDHR after we obtain representation from the League of Mn Cities or the City of Maple Plain Civil Attorney.

West Metro Drug Task Force Joint Powers Agreement Update

Over the past several months the current membership of the West Metro Drug Task Force has conducted an overall update of joint powers agreement (JPA) for this task force. It has been reviewed by several attorneys representing multiple municipalities in the metro area. I have no concerns with the updated JPA. When presented, I am requesting approval to sign the West Metro Drug Task Force updated JPA. See attached changes in the JPA.

Hennepin County 911 Embedded Social Worker Joint Powers Agreement Update

In August of 2023 West Hennepin Public Safety Department joined a pilot program with Hennepin County Behavioral Health, which places an embedded social worker at Hennepin County Sheriff's Dispatch office and works with the person in need at the time they call 911. This program has been very helpful to our officers in dealing with low level calls for service that would require a social worker to assist on the call.

Hennepin County is requesting WHPS resign and update the joint powers agreement from 2023. I am requesting approval for JPA and be allow it to be sign it.

2025 Police Commission Dates and Times

Police Commission meetings are held quarterly with meeting dates in January, April, July (budget), September, and one in December, if needed. Listed below are the 2025 meeting dates:

- January 28-29, 2025 - Chief of Police Interviews with police commission (TDB)
- February 5, 2025 - Second Chief of Police interviews for top candidates
- February 12, 2025 - Conditional job offer provided to top candidate
- March 12, 2025 - Police Commission confirms job offer and hires interim Police Chief
- April 8, 2025
- July 22, 2025 (Budget)
- September 9, 2025
- December 9, 2025 (if needed)

**WEST HENNEPIN PUBLIC SAFETY DEPARTMENT
BOARD OF COMMISSIONERS
Tuesday, December 10, 2024
8:00 a.m.
West Hennepin Public Safety Conference Room**

MEETING MINUTES

1. Call to Order.

Pursuant to due call and notice thereof, a regular meeting of the West Hennepin Public Safety Board of Commissioners was called to order at 8:00 a.m. by Chairperson Maas-Kusske.

Present in Person: Commissioner Mayor Julie Maas-Kusske, Commissioner Mayor Marvin Johnson, Commissioner Andrew Burak, Commissioner Ray McCoy, Director Gary Kroells, Recording Secretary Kim Curtis

Others Present: Maple Plain City Administrator Jacob Kolander, Independence City Administrator Mark Kaltsas

Guests: None

2. Additions to the Agenda

Two items were added to the agenda:

- Personnel
- PERA Letter

Motion by Johnson, seconded by McCoy, to approve the agenda with the two additional items added. All voted aye. Motion carried.

3. *Consent Agenda*****

There were no questions of the consent agenda items consisting of:

- a) Approval of September 10, 2024, Police Commission Minutes
- b) Review of September, October, and November 2024 Activity Reports
- c) Review of September, October, and November 2024 Claims
- d) Review of 2024 YTD Budget and Cash Asset Reports
- e) Review of 2024 Accrued Vacation/Comp/Sick Time Reports

Motion by McCoy, seconded by Burak, to approve the consent agenda items. All voted aye. Motion carried. The September, October, and November 2024 claims were signed, subject to audit.

4. Items of Interest – Community Events

The following items were reviewed:

- September 5 - WHPS attended vehicle fair for Orono Discovery Center
- September 11 - WHPS department meeting and Officer Vorderbruggen Oath of Office
- September 16 - EMR Refresher at Maple Plain Fire for many WHPS officers
- September 27 - WHPS participated in Orono High School homecoming parade
- October 1 - Officer Williams started at WHPS
- October 2 - Coffee with a Cop at Haven Homes
- October 7 - WHPS attended Maple Plain Fire Open House
- October 8 - WHPS attended West Hennepin Chamber Meeting
- October 26 - Chief Kroells trained election judges at City of Independence on security plan
- October 26 - WHPS attended the Trunk or Treat event for WHCC in Maple Plain
- October 28 - Chief Kroells trained Maple Plain Staff on election security plan
- October 14 - Chief Kroells met with elected officials and City Administrators for succession plan
- October 14 - WHPS attended Maple Plain Fire Commission meeting
- October 15 - WHPS' carpets professionally cleaned for police facility
- November 1 - Officer Ebeling promoted to Sergeant
- November 5 - WHPS installs multi-factor authentications on all devices per BCA and IT provider
- November 7 - WHPS updates radio programming for all squads and radios
- November 8 - WHPS officers participated in mandatory use of force training
- November 12 - Maple Plain Fire Commission
- November 14 - Highway 12 Safety Coalition attended by WHPS
- November 21 - Lakes Area Emergency Management Tabletop Exercise attended by WHPS
- November 21 - WHPS officers attended Wayzata Chief's retirement open house
- November 22 - WHPS investigated a two-vehicle single fatality crash on Highway 12 in Independence
- November 25 - City of Maple Plain honored Reserve Officer Schreier with Good Neighbor award
- November 26 – Chief Kroells took two young boys and their dad out to lunch as the winners of the Trunk or Treat's 'Lunch with the Chief. A thank you card from the family is included in the Police Commission packets.
- December 3 - Mayor Johnson's last city council meeting as an elected official

Old Business

5. Police Officer Hiring Update

Avery Freeman, WHPS' ICPOET grantee, began attending Hennepin Technical College for his law enforcement degree on October 14, 2024. He is expected to graduate March 2025. Avery passed his psych exam prior to starting school. Upon graduating he will take the POST licensing exam and be eligible to become a licensed police officer. His anticipated start date as a police officer at WHPS is April 1, 2025.

Director Kroells will attend a press conference later today at Hennepin Technical College to promote the success of the ICPOET Grant through the MN Department of Public Safety.

WHPS has not yet posted advertisements for Pathways to Police Grant applicants. This is a matching grant for a recipient who must be eligible to be licensed as a police officer by June 2026. Sgt. Howes is working with our grant coordinator to recruit the best candidate for WHPS; however, WHPS might not be able to use it.

6. Records Management System Discussion on Data

WHPS and its eleven partner agencies, our IT contractors and Central Square met on December 3, 2024. Central Square was being slow in transferring data at South Lake Minnetonka Police Department and trying to back out of the signed agreement. The meeting was a success and Central Square is going to honor the contract to complete the data migration. It is thought that Central Square does not have the staff to perform the data transfer.

7. Lexipol Policy Updates for WHPS

Lexipol updated the following policies for WHPS' manual:

- 300 Use of Force
- 307 Firearms
- 415 Field Training Officer Program
- 1000 Recruitment and Selection
- 1029 Personnel Employment
- 1034 Job Description - Director of Public Safety

8. Hennepin County Emergency Management Mitigation Plan for Maple Plain and Independence.

Hennepin County Commissioners approved the final countywide mitigation plan in the summer 2024. Maple Plain approved the mitigation plan resolution on October 28, 2024. City of Independence approved it on October 15, 2024. These approved resolutions have been forwarded to Hennepin County Emergency Management.

9. MRAP Maintenance

On September 20, 2024, Orono Public Works completed minor and serious repairs on the MRAP. An invoice for the repairs totaling \$4,672 was paid to Orono Public Works out of the Lake Minnetonka SWAT budget and a thank you letter was sent to the two mechanics who completed the repairs. The MRAP was brought back to Orono Public Works on December 9, 2024, to try to diagnose an air leak.

10. Succession Planning for Director Position for 2025

Director Kroells plans to retire April 30, 2025, and his last day in the office will be April 23, 2025. He met with the police commission chair, vice chair, and both city administrators on October 14, 2024, to discuss a plan that will allow both internal and external candidates to apply. Included in the packets were a copy of the job posting, timeline for the hiring process, a job description, and minimum requirements for the

position. Director Kroells asked for approval to move forward with the hiring process and would like to post the job opening today on MN POST Board, League of Minnesota Cities, and WHPS' websites. The deadline to receive applications is January 10, 2025. The anticipated hire date is April 1, 2024, allowing time for the hired applicant a three-week shadow period with Director Kroells. Motion by McCoy, seconded by Burak, for Director Kroells to get the job posting listed. All voted aye. Motion carried.

New Business

11. West Hennepin Public Safety Department Joint Powers Agreement Review

WHPS original Joint Powers Agreement (JPA) was signed in 1978 and updated in 1995. Attempts were made in 2009 and 2019 to have both cities sign an updated JPA, but WHPS is still operating off the JPA from 1995. Director Kroells asked the commissioners to consider resigning the current JPA. Doing so would secure a long term JPA with WHPS, City of Maple Plain and City of Independence, providing stability for WHPS and both cities. Motion by Maas-Kusske, seconded by Burak, to approve a five-year JPA with a three-year autorenewal. Director Kroells will update both city administrators so they can have both city councils approve the JPA on December 16, 2024. An updated copy will be brought to the next Police Commission meeting. All voted aye. Motion carried.

12. Liability Coverage Waiver Form

WHPS has always elected to waive the monetary tort on liability coverage. Doing so would save legal costs for a lawsuit over \$500,000. If the Police Commission agrees to waive the monetary tort, the Police Commission Chairperson's signature is needed. Motion by Burak, seconded by Johnson, to elect to waive the monetary tort on liability coverage. All voted aye. Motion carried. Commissioner Maas-Kusske as Chairperson signed the waiver form.

13. Part-Time Officers

Over the past year, WHPS hired three part-time officers who were also working full-time at other agencies. Two have left for full time positions at other agencies in Hennepin County. One is working out very well for WHPS. Director Kroells requested to open our part-time police officer position again to find two more part-time officers. Motion by Johnson, seconded by McCoy, for Director Kroells to hire more part-time officers.

14. Personnel Update

Officer Gabriela Williams resigned from her position as a police officer on Friday, December 6, 2024. An exit interview was held with her on December 9 with Director Kroells and Sergeant Ebeling. Director Kroells would like to post the job opening for the open position and begin the recruitment process. Motion by Johnson, seconded by McCoy, for Director Kroells to post an ad for the open position. All voted aye. Motion carried.

15. PERA Letter

Officer Raskin paid into PERA to buy his service credits. WHPS received a PERA letter on December 9, 2024, stating WHPS's share is \$20,133.09. Motion by McCoy, seconded by Johnson, to pay the invoice. All voted aye. Motion carried. A second

motion was made by McCoy, seconded by Johnson, to put the remaining \$5,151.25 balance in the Military PERA Designation fund be put into the Severance Fund. All voted aye. Motion carried.

16. View Santa Overview

This year's View Santa program was held Saturday, December 7, and was a great success. Cash and check donations for the local food shelf totaled \$577. It is not known yet how much total pounds in food was collected.

17. 2024 Financial Audit

ABDO Solutions will conduct WHPS' 2024 financial audit February 5 and 6, 2025. The results will be presented at the next Police Commission meeting in April 2025.

18. 2025 PC Meeting Dates in WHPS' Conference Room at 8 a.m. Suggested dates:

- January 14, 2025 - Regular PC Meeting
- January 28-30, 2025 - Chief of Police Interviews with entire Police Commission (TDB)
- February 3 or 4, 2025 - Chief of Police Offer Extended by Police Commission
- April 8, 2025
- July 22, 2025 (Budget)
- September 9, 2025
- December 16, 2025 (if needed)

19. Adjourn

Motion by Johnson, seconded by McCoy, to adjourn. All voted aye. Motion carried. The meeting adjourned at 9:13 a.m.

Date: January 8th, 2025

To: Public Safety Commissioners
City of Independence Council Members
City of Maple Plain Council Members

From: Director Gary Kroells

SUBJECT: DECEMBER 2024 ACTIVITY REPORT



The purpose of this report is to give the reader a quick overview of the activities of the Public Safety Department each month. It also compares monthly and year-to-date information to the reader.

The report is broken down into five categories, as defined by the Criminal Justice Reporting System.

CRIMINAL-- Criminal is broken down into Part I and Part II crimes.

Part I includes crimes against persons versus crimes against property; criminal homicide, forcible rape, robbery assault, aggravated assault, burglary -breaking or entering, larceny-theft, larceny analysis, motor vehicle theft and arson.

Part II includes other assaults, forgery and counterfeiting, fraud, embezzlement, stolen property, buying, receiving, possession; vandalism, weapons, carrying, possessing, etc.; prostitution and commercialized vice, sex offenses; drug abuse violations, gambling, offenses against the family and children, driving under the influence, liquor laws, drunkenness, disorderly conduct, vagrancy, all other offenses, suspicion, curfew and loitering laws - persons under 18; and runaways - persons under 18.

TRAFFIC-- Includes violations of the road and driving laws.

PART III-- Lost and Found: Includes lost and found persons, animals, and property, and stalled and abandoned vehicles.

PART IV-- Casualties: Includes all motor vehicle crashes, boating, and snowmobile; public home occupational accidents, fires, suicides, sudden deaths, burning permits, and burning violations.

PART V-- Miscellaneous Public: Includes open doors, gun permit applications, suspicious activities, animal complaints, motorist assists, alarm calls, parking complaints, house checks, driving complaints, civil matters, family disputes, department assists.

The balance of the report shows the total number of incidents handled, miles driven and how the Public Safety Department received calls. If anyone should desire more detailed statistical data, please contact my office.

Monthly Activity Report

December 2024

Offense	This Month	Same Month Last Year	This Year To Date	Last Year To Date
City Of Independence				
Criminal	5	8	48	50
Traffic	82	89	912	1,077
Part III	3	4	96	55
Part IV	20	35	375	391
Part V	115	112	1,353	1,365
Total City of Independence	225	248	2,784	2,938
City Of Maple Plain				
Criminal	3	0	31	37
Traffic	28	22	297	440
Part III	2	1	47	30
Part IV	52	36	325	313
Part V	45	43	624	557
Total City Of Maple Plain	130	102	1,324	1,377
Grand Total Both Cities	355	350	4,108	4,315
TZD	0	0	279	387
Agency Assists	25	36	320	295
Total ICR Reports	380	386	4,707	4,997
How Received				
Fax	10	6	65	113
In Person	15	21	169	162
Mail	0	0	12	4
Other	0	1	5	11
Phone	21	21	276	312
Radio	161	166	1,952	1,861
Visual	145	125	1,693	2,026
Email	5	16	181	191
Lobby Walk In	23	30	354	317
Total	380	386	4,707	4,997

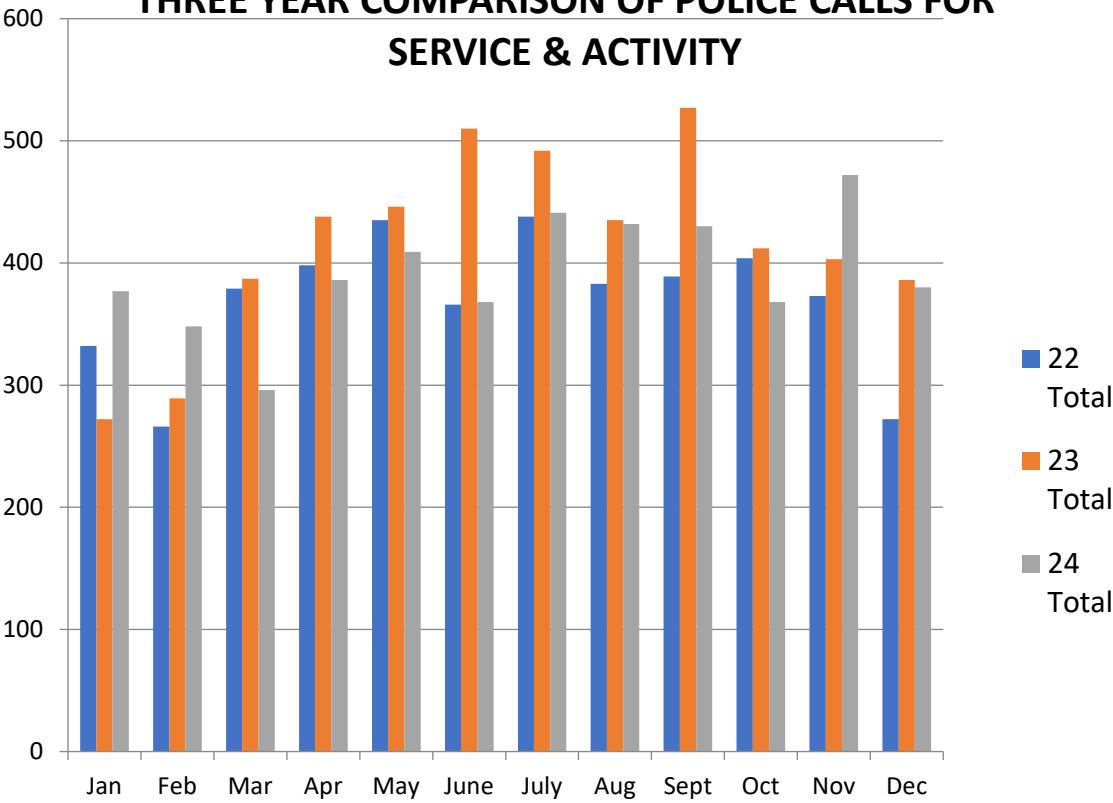
December 2024 Part I & II**City of Maple Plain #'s 1 & 2**

AGN	ICR	Title	Create Date	Grid #	MOC range	UCR Part
WHPS	24004510	3 rd Degree DWI & Refusal – Arrest	2024-12-15	01	JFCR8	2
WHPS	24004535	Theft From Auto Report	2024-12-17	01	TQ159	1
WHPS	24004594	Suspicious Activity/Underage Drinking	2024-12-21	02	M4199	2

December 2024 Part I & II**City of Independence Grid #'s 3-5**

AGN	ICR	Title	Create Date	Grid #	MOC range	UCR Part
WHPS	24004450	2 nd Degree DWI – Arrest	2024-12-11	03	JEF08	2
WHPS	24004571	DWI Arrest – Urine	2024-12-11	03	JEF08	2
WHPS	24004622	Accd Unk/DWI 4 th Deg	2024-12-23	03	JG508	2
WHPS	24004391	Theft From Auto Report	2024-12-06	05	VD021	1
WHPS	24004498	3 rd Degree DWI – Arrest	2024-12-13	05	JF501	2

**THREE YEAR COMPARISON OF POLICE CALLS FOR
SERVICE & ACTIVITY**



DIRECTOR'S NEWS & NOTES

WEST HENNEPIN PUBLIC SAFETY December 2024 Activity Report

Year to Date Activity Report

At the end of December 2024, West Hennepin Public Safety (WHPS) handled year-to-date a total of 4,707 incident complaints. For the month of December; 225 incidents occurred in the City of Independence and 130 in the City of Maple Plain.

The Criminal Part I and Part II cases for both cities have been highlighted for your review on the attached documents.

Fire December 2

5400 block of Highway 12, Maple Plain. Officer was dispatched to a vehicle on fire in a business parking lot. Officer arrived and spoke to the owner of the vehicle who advised he noticed the dash lights blinking then smelled something burning. Owner advised he parked and exited his vehicle and saw it was on fire. Maple Plain Fire arrived and put the flames out.

Suspicious Activity December 5

3600 block of County Road 90, Independence. Officer was dispatched to a suspicious vehicle in the area. Reporting party advised they saw a vehicle pass by their house multiple times and observed them open the mailbox at the end of the driveway. Officer checked the area and was unable to locate a vehicle matching the description provided.

Animal Complaint December 6

8900 block of Dean Lane, Independence. Officer was dispatched to two dogs eating a dead deer carcass. Officer arrived on scene and found two white Great Pyrenees who we are familiar with from previous reports. Officer was unable to get ahold of the animal owner and the dogs were impounded to the animal shelter. Eventually, the animal owner reached out and was advised where his dogs were.

Medical
December 7

5000 block of Oak Circle, Maple Plain. Officer was dispatched to an intoxicated male who fell and hit his head. Officer arrived on scene and spoke to the patient who appeared disoriented and was unable to answer simple questions. There was a lump on the back of the patient's head as well as a laceration to his arm. A breath test was taken and showed .259. North Memorial Paramedics arrived on scene and transported the patient to the hospital.

Suspicious Vehicle
December 9

4900 block of Perkinsville Road, Independence. Officer was dispatched to a suspicious vehicle with no lights on parking in front of the reporting party's house. Officer arrived and observed the truck was occupied with a sleeping driver. Officer woke the driver and spoke to him. He advised he was at his girlfriend's house, was going to a gas station, and was going to go back to her house in the morning. Driver had a working interlock system which he showed the officer, no criminal activity or signs of impairment was found.

Arrest
December 11

Intersection of County Road 6 and County Road 90, Independence. Officer was dispatched to multiple traffic complaints involving the same vehicle. Officer located the vehicle driving over 90-MPH and dangerously passing cars. Officer spoke to the driver and observed signs of impairment. He was ultimately arrested for DWI and provided an evidentiary breath test of 0.14. He also had two prior convictions and a B-Card restricting him from any alcohol use. He was transported to Hennepin County Jail where he was charged with 2nd degree DWI.

Welfare Check
December 12

100 block of Kuntz Drive, Independence. Officer was dispatched to an iPhone crash detection notification. Officer arrived on scene and spoke to the phone owner who advised she lost her phone the day prior and was unable to locate it. Ultimately, it was determined the phone was lost in the field and the manure spreader picked up the phone and tossed it hard enough to enable to crash detection system.

Traffic Complaint
December 13

Intersection of County Road 6 and County Road 110, Independence. Officer was dispatched to a driving complaint where the vehicle crossing the centerline and briefly drove into oncoming traffic. Officer located the suspect vehicle and observed another lane violation. Officer stopped the vehicle and found the driver recently moved to Minnesota and she wasn't used to the car she was driving.

Arrest
December 13

Intersection of County Road 92 and Cardinal Way, Independence. Officer was on routine patrol and observed a vehicle turn into the oncoming lane of traffic then corrected into the proper lane. Officer observed multiple lane violations and stopped the vehicle. They displayed signs of impairment and performed poor on Field Sobriety Tests. Driver was arrested for DWI and provided an evidentiary breath test of 0.21. Driver was transported to Hennepin County Jail to be charged.

Arrest
December 15

Intersection of Highway 12 and Baker Park Road, Maple Plain. Officer was dispatched to a vehicle in the ditch. Officers responded to the scene and spoke to the driver of the vehicle who displayed signs of impairment. He was not compliant and refused all testing. Ultimately, he was transported to Hennepin County Jail to be charged with DWI refusal.

Crash
December 16

6600 block of Franklin Hills Road, Independence. Officer was dispatched to a patient having chest pain. Officer arrived on scene and observed the patient was in a vehicle, she was confused, and she didn't know what city she was in. The vehicle had gone off the road and struck a tree. Patient was transported to the hospital.

Theft
December 17

5100 block of Main Street, Maple Plain. Officer was dispatched to a theft report where vehicle registration tabs were taken off a vehicle. Reporting party advised she discovered the tabs missing after returning from a recent trip. The registration stick number was entered as stolen. Reporting party was advised to contact the DMV for replacements.

Suspicious Activity
December 18

1900 block of County Road 90, Independence. Officer was on routine patrol and observed a truck parked in a nearby parking lot with no one in the driver's seat. Officer approached the vehicle and observed a child and an adult male sitting in the back watching a movie. The male advised he was there for a custody exchange and him and his daughters were watching a movie while they wait.

Motorist Assist
December 19

Intersection of Highway 12 and County Road 92, Independence. Officer was on routine patrol and observed a stalled vehicle on the shoulder. Officer approached the vehicle and found the driver asleep. Officer woke the driver and didn't observe signs of impairment. Driver advised he was waiting for the roads to be plowed before continuing with his drive. He was advised to find a parking lot.

Arrest
December 20

Intersection of County Road 90 and Fogelman Road, Independence. Officer was on routine patrol and observed a vehicle with numerous lane violations. Officer stopped the vehicle and spoke to the driver. Driver displayed signs of impairment and provided a preliminary breath test of 0.17. Driver was placed under arrest for DWI. Due to the driver vomiting, an evidentiary breath test was not taken, and a search warrant was completed for a bodily fluid sample. Pending charges.

Arrest
December 23

3200 block of County Road 92, Independence. Officer was dispatched to a single vehicle rollover crash. Officer arrived on scene and found the lone occupant trapped inside the overturned vehicle. The driver was able to open the sunroof and extricate herself. She refused a medical transport and officer observed signs of impairment. Preliminary breath test displayed 0.000. A search warrant was executed for a blood draw. Pending charges.

Welfare Check
December 25

1500 block of Howard Avenue, Maple Plain. Officer was dispatched to a welfare check. Reporting party advised they can't get ahold of the subject after she was experiencing pain in her shoulder and was going to lay down. Officer arrived on scene and found the subject was asleep and didn't need medical attention. Subject was advised to contact the reporting party and check-in.

Motorist Assist
December 27

7300 block of Highway 12, Independence. Officer was on routine patrol and observed a vehicle on the side of the road with its hazard lights on. Officer stopped and spoke to the registered owner who advised the alternator belt broke, and the vehicle wasn't drivable. They advised a tow truck was on the way. It was determined the vehicle did not need to be monitored until a tow truck arrived.

Medical
December 28

4800 block of Drake Street, Maple Plain. Officer was dispatched to a patient that had fallen and needed assistance getting up. Officer arrived on scene and found the patient in a half seated and half laying position near the bottom of the steps. Officer assessed the patient and found he was uninjured. Patient was lifted to his feet and was found to be weak. Ultimately, he was transported to the hospital.

Assault
December 29

4100 block of Woodhill Drive, Independence. Officer was dispatched to a loud party complaint in the area. Officer arrived on scene and received information that an individual was assaulted earlier in the night and was at the emergency room. Officer arrived on scene and took statements from witnesses. It was determined the host of the party followed the victim outside after a verbal altercation and began punching and kicking the victim multiple times. The victim had severe swelling, abrasions, and bruises across his face. He sustained a broken nose and facial bone and was treated at the hospital. Incident still pending further investigation.

Animal Complaint
December 31

Intersection of County Road 92 and County Road 6, Independence. Officer was dispatched to a report of a loose pony. Officer arrived on scene and located the pony. Eventually, the owner was contacted who arrived with a trailer to take the pony home.

West Hennepin Public Safety
Monthly Claims
December 2024

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Deposit	#####			Deposit	West Hennepin Reserves	√	503 U · Donations-Reserves	500.00
Deposit	#####			Deposit	West Hennepin Public Safety	√	-SPLIT-	#####
General Journal	#####	731		monthly requisition, December 2024	West Hennepin Public Safety	√	1701 · Capital Improvement Fund	-10,000.00
Liability Check	#####	IRS	Internal Revenue Service	2024 Holiday Checks	West Hennepin Public Safety	√	-SPLIT-	-5,108.76
Liability Check	#####	MN REV	MN Dept. of Revenue	2024 Holiday Checks	West Hennepin Public Safety	√	2100 · Payroll Liabilities	-1,786.00
Liability Check	#####	PERA	PERA	2024 Holiday Checks	West Hennepin Public Safety	√	-SPLIT-	-11,014.44
Deposit	#####			Deposit	West Hennepin Reserves	√	503 U · Donations-Reserves	250.00
Check	#####	1689	Employee	View Santa expense reimb	West Hennepin Reserves	√	601 A · View Santa	-518.09
Check	#####	35720	Streicher's Police Equipment	uniform expenses	West Hennepin Public Safety	√	-SPLIT-	-3,149.67
Check	#####	35721	CenterPoint Energy	office gas usage	West Hennepin Public Safety	√	207 · Utilities/Gas/Electric	-188.77
Check	#####	35723	City of Independence	utility expense reimb	West Hennepin Public Safety	√	207 · Utilities/Gas/Electric	-562.53
Check	#####	35722	Loffler - Leasing	monthly copier lease	West Hennepin Public Safety	√	203 · Office/Opr Equip Maintenance	-280.57
Check	#####	35724	Thomson Reuters - West	monthly subscription fee	West Hennepin Public Safety	√	302 A3 · Investigative IT Fees	-140.03
Check	#####	35725	Suburban Tire Wholesale Inc.	4 squad tires	West Hennepin Public Safety	√	303 · Auto Maintenance	-720.00
Check	#####	35726	Element Technologies, LLC	monthly IT services	West Hennepin Public Safety	√	-SPLIT-	-18,244.21
Check	#####	35727	Hennepin County Accounts Receivable	radio/MDC fees	West Hennepin Public Safety	√	302 F · Radios, MDCs	-1,015.36
Check	#####	35728	Delano Carquest	squad maintenance expense	West Hennepin Public Safety	√	303 · Auto Maintenance	-29.94
Check	#####	35729	PERA	Officer Ben Raskin	West Hennepin Public Safety	√	101 · Payroll Expenses	-20,133.09
Check	#####	35730	HealthPartners Inc	medical ins premiums	West Hennepin Public Safety	√	-SPLIT-	-21,983.11
Check	#####	35731	MN Chiefs of Police Assoc.	2025 membership dues	West Hennepin Public Safety	√	-SPLIT-	-593.00
Check	#####	1690	Employee	View Santa expense reimb	West Hennepin Reserves	√	601 A · View Santa	-336.03
Check	#####	1691	Total Printing Services	View Santa expense	West Hennepin Reserves	√	601 A · View Santa	-145.00
General Journal	#####	732		WHPS' share, Off. Raskin's Military LOA	1704 · Military PERA Designation	√	-SPLIT-	-20,133.09
General Journal	#####	733		for 2025 medical ins. premium	104 A · Disability Medical Insurance	√	-SPLIT-	-1,535.09
Liability Check	#####	PERA	PERA	Dec 16, 2024 payroll	West Hennepin Public Safety	√	-SPLIT-	-14,938.17
Liability Check	#####	FSA	TASC	Dec 16, 2024 payroll	West Hennepin Public Safety	√	2100 · Payroll Liabilities	-147.83
Liability Check	#####	IRS	Internal Revenue Service	Dec 16, 2024 payroll	West Hennepin Public Safety	√	-SPLIT-	-7,983.10
Liability Check	#####	MN REV	MN Dept. of Revenue	Dec 16, 2024 payroll	West Hennepin Public Safety	√	2100 · Payroll Liabilities	-2,475.00
Liability Check	#####	B-MP	Bank of Maple Plain - Paychecks	Dec 16, 2024 payroll	West Hennepin Public Safety	√	2100 · Payroll Liabilities	-37,854.37
Liability Check	#####	EJ	John Hancock	Dec 16, 2024 payroll	West Hennepin Public Safety	√	2100 · Payroll Liabilities	-350.00
Liability Check	#####	HSA	Optum Bank	Dec 16, 2024 payroll	West Hennepin Public Safety	√	2100 · Payroll Liabilities	-1,379.62
Check	#####	35732	Elan Financial Services	monthly credit card charges	West Hennepin Public Safety	√	-SPLIT-	-2,278.03
Check	#####	1692	Elan Financial Services	View Santa expense	West Hennepin Reserves	√	601 A · View Santa	-363.02
Deposit	#####			Deposit	West Hennepin Crime Prevention	√	503 G · Miscellaneous	100.00
Deposit	#####			Deposit	West Hennepin Public Safety	√	-SPLIT-	8,695.93
Check	#####	35733	West Hennepin Public Safety Petty Cash	replenish office petty cash	West Hennepin Public Safety	√	-SPLIT-	-200.00
Check	#####	35734	Employee	expense reimbursement	West Hennepin Public Safety		105 A · Full-Time Employee	-134.64
Check	#####	35735	Streicher's Police Equipment	uniform expense	West Hennepin Public Safety		105 C · WHPS Expense	-23.98
Check	#####	35736	Verizon Wireless	cell phones/wireless aircards	West Hennepin Public Safety		201 · Telephone	-733.58
Check	#####	35737	Office of MNIT Services	monthly WAN fees	West Hennepin Public Safety		206 · Books/Dues/Subscriptions	-52.88
Check	#####	35738	Davis Chevrolet of Delano	squad repair	West Hennepin Public Safety		-SPLIT-	-1,543.75
Check	#####	35739	Mid-County Coop	fuel tank fills	West Hennepin Public Safety		-SPLIT-	-2,222.10

West Hennepin Public Safety
Monthly Claims
December 2024

Check	#####	35740	Jordan Consulting and Counseling	officer wellness	West Hennepin Public Safety	307 F · Wellness Program	-150.00
Check	#####	35741	CenterPoint Energy	office gas usage	West Hennepin Public Safety	207 · Utilities/Gas/Electric	-632.96
Check	#####	35742	VitalSigns	squad equipment decals	West Hennepin Public Safety	303 · Auto Maintenance	-325.00
Check	#####	35743	Davis Chevrolet of Delano	VOID: squad maint/repair	West Hennepin Public Safety	✓ 303 · Auto Maintenance	0.00
Check	#####	35744	Mid-County Coop	fuel tank fill	West Hennepin Public Safety	304 · Fuel and Oil	-716.70
Check	#####	35745	Lynn Lembcke Consulting	BWC Audit 2024	West Hennepin Public Safety	404 · Contingency Fund	-1,000.00
Check	#####	35746	Peterson Counseling & Consulting	officer wellness visits	West Hennepin Public Safety	307 F · Wellness Program	-290.00
Check	#####	35747	Superior Background Investigations	background investigation	West Hennepin Public Safety	610 · State Public Safety Aid	-1,225.00
Check	#####	35748	TASC	qtrly COBRA admin Fee	West Hennepin Public Safety	104 D · Benefits Administration Fees	-41.46
Check	#####	35749	City of Independence	dental ins premiums	West Hennepin Public Safety	104 E · Dental Insurance	-1,049.24
Check	#####	35750	Standard Insurance Company	life and std ins premiums	West Hennepin Public Safety	-SPLIT-	-533.55
Check	#####	35751	Reliance Standard Life Ins.	ltd ins premiums	West Hennepin Public Safety	104 H · Long Term Disability	-596.60
Check	#####	35752	City of Independence	shared office cleaning expense	West Hennepin Public Safety	207 · Utilities/Gas/Electric	-614.50
Check	#####	35753	Delano Sportsmen's Club	annual membership dues	West Hennepin Public Safety	-SPLIT-	-550.00
General Journal	#####	734		TASC, 2025 qtrly COBRA admin fee	104 D · Benefits Administration Fees	-SPLIT-	-41.46
Deposit	#####			Deposit	West Hennepin Crime Prevention	✓ 503 G · Miscellaneous	100.00
Deposit	#####			Deposit	West Hennepin Public Safety	✓ -SPLIT-	250.00
Deposit	#####			Deposit	West Hennepin Public Safety	✓ -SPLIT-	94.25
Liability Check	#####	B-MP	Bank of Maple Plain - Paychecks	Dec 31, 2024 payroll	West Hennepin Public Safety	✓ 2100 · Payroll Liabilities	-36,324.00
Liability Check	#####	PERA	PERA	Dec 31, 2024 payroll	West Hennepin Public Safety	✓ -SPLIT-	-14,648.75
Liability Check	#####	IRS	Internal Revenue Service	Dec 31, 2024 payroll	West Hennepin Public Safety	✓ -SPLIT-	-8,285.50
Liability Check	#####	MN REV	MN Dept. of Revenue	Dec 31, 2024 payroll	West Hennepin Public Safety	2100 · Payroll Liabilities	-2,577.00
Liability Check	#####	FSA	TASC	Dec 31, 2024 payroll	West Hennepin Public Safety	2100 · Payroll Liabilities	-147.83
Liability Check	#####	EJ	John Hancock	Dec 31, 2024 payroll	West Hennepin Public Safety	2100 · Payroll Liabilities	-350.00
Liability Check	#####	HSA	Optum Bank	Dec 31, 2024 payroll	West Hennepin Public Safety	✓ 2100 · Payroll Liabilities	-1,379.62
Check	#####	MSRS	MN State Retirement System	2024 HCSP contributions	West Hennepin Public Safety	-SPLIT-	-5,962.56
Deposit	#####			Deposit	West Hennepin Public Safety	✓ 503 V3 · Other	3,914.20
Deposit	#####			Deposit	West Hennepin Public Safety	✓ 503 V3 · Other	5,336.06
General Journal	#####	735		FFP JUSTICE Funds, Asset ID #21-DEA-677074	503 V3 · Other	West Hennepin Public Safety	3,914.20
General Journal	#####	736		transfer FFP JUSTICE Funds, Asset ID #21-DEA-67707	West Hennepin Forfeiture Fund	✓ 503 N6 · Justice Funds	3,914.20
General Journal	#####	737		FFP JUSTICE Funds, Asset ID #23-DEA-698980	503 V3 · Other	West Hennepin Public Safety	5,336.06
General Journal	#####	738		transfer FFP JUSTICE Funds, Asset ID #23-DEA-69898	West Hennepin Forfeiture Fund	✓ 503 N6 · Justice Funds	5,336.06
Check	#####	1693	Pilgrim Dry Cleaners	dry cleaning expense	West Hennepin Reserves	601 A · View Santa	-28.63
Deposit	#####			Interest	West Hennepin Public Safety	✓ 503 F · Interest	258.61
Deposit	#####			Interest	West Hennepin Crime Prevention	✓ 503 F · Interest	1.02
Deposit	#####			Interest	West Hennepin Reserves	✓ 503 F · Interest	0.68
General Journal	#####	740	Vendor	record expenses in 2024	2000 · Accounts Payable	-SPLIT-	-2,544.87
General Journal	#####	741	Customer	Streicher's CM301443, CM301468	1200 · Accounts Receivable	503 V4 · Vest Reimbursement	1,616.09
General Journal	#####	742	Vendor	record expenses to '24	2000 · Accounts Payable	-SPLIT-	-3,587.03

AUDITED & APPROVED: _____

DATE: _____

West Hennepin Public Safety
Cash Assets
As of December 31, 2024

	Dec 31, 24
ASSETS	
Current Assets	
Checking/Savings	
West Hennepin Public Safety	
1700 · Cash designated for Severance	78,886.95
1701 · Capital Improvement Fund	95,080.54
1707 · State Public Safety Aid	168,141.74
West Hennepin Public Safety - Other	349,116.04
	<hr/>
Total West Hennepin Public Safety	691,225.27
	<hr/>
Total Checking/Savings	691,225.27
	<hr/>
Total Current Assets	691,225.27
	<hr/>
TOTAL ASSETS	691,225.27
	<hr/> <hr/>
LIABILITIES & EQUITY	0.00

West Hennepin Public Safety
Budget vs. Actual - WHPS Main Acct.
January through December 2024

	Jan - Dec 24	Budget	% of Budget
Ordinary Income/Expense			
Income			
501 - City of Maple Plain	688,348.00	688,370.00	100.0%
502 - City of Independence	1,550,160.00	1,550,160.00	100.0%
503 - Other Income			
503 A - Burn Permits	3,755.00	1,700.00	220.88%
503 B - Copies	428.75		
503 F - Interest	3,198.59		
503 G - Miscellaneous			
503 G1 - State Public Safety Aid	190,088.00	50,000.00	380.18%
503 G - Miscellaneous - Other	501.10	1,200.00	41.76%
Total 503 G - Miscellaneous	190,589.10	51,200.00	372.24%
503 I - Reimbursed OT	15,665.10	6,500.00	241.0%
503 L - Department Insurance Rebates	6,052.00		
503 O - POST Reimb./State Aid			
503 O1 - State Aid to LE	117,710.41		
503 O2 - POST Reimb	10,136.42	9,000.00	112.63%
503 O - POST Reimb./State Aid - Other	0.00	90,000.00	0.0%
Total 503 O - POST Reimb./State Aid	127,846.83	99,000.00	129.14%
503 P - Sale of Squad Cars	0.00	8,000.00	0.0%
503 S - Officer Disability Ins. Reimb.	8,229.36	19,500.00	42.2%
503 V - Expense Reimbursements			
503 V3 - Other	36,710.53		
503 V4 - Vest Reimbursement	6,209.58		
Total 503 V - Expense Reimbursements	42,920.11		
503 - Other Income - Other	0.00	500.00	0.0%
Total 503 - Other Income	398,684.84	186,400.00	213.89%
Total Income	2,637,192.84	2,424,930.00	108.75%
Gross Profit	2,637,192.84	2,424,930.00	108.75%
Expense			
101 - Payroll Expenses			
Overtime	0.00	17,000.00	0.0%
101 A - Other Overtime	43,020.32		
101 B - Court Overtime	680.85		
101 C - Reimbursable Overtime	10,951.61		
101 D - Severance Pay	3,342.40		
101 E - Uniform Allowance	2,976.57		
101 G - Court On-Call	386.64		
101 H - Payroll ACH Fees	127.25		
101 I - Holiday Pay	10,880.01		
101 J - Hourly Salary	83,272.19		
101 M - Investigator Incentive	2,400.00		
101 N - Social Security	10,468.25	9,837.00	106.42%
101 O - Medicare	18,130.81	18,651.00	97.21%
101 W - DTF Incentive	2,400.00		
101 - Payroll Expenses - Other	1,147,353.12	1,323,045.00	86.72%
Total 101 - Payroll Expenses	1,336,390.02	1,368,533.00	97.65%
103 - PERA			
103 A - WHPS PERA - Police	196,108.59		
103 B - WHPS PERA - Support Staff	13,003.33		
103 - PERA - Other	0.00	211,492.00	0.0%
Total 103 - PERA	209,111.92	211,492.00	98.88%

West Hennepin Public Safety
Budget vs. Actual - WHPS Main Acct.
January through December 2024

	Jan - Dec 24	Budget	% of Budget
104 · Health Insurance			
104 A · Disability Medical Insurance	16,458.72	19,800.00	83.13%
104 B · Medical Insurance	165,241.54	216,000.00	76.5%
104 C · Employer HSA Contributions	36,500.00	36,000.00	101.39%
104 D · Benefits Administration Fees	2,158.70		
104 E · Dental Insurance	14,134.60	21,180.00	66.74%
104 F · Life Insurance	1,866.78	780.00	239.33%
104 G · Short Term Disability	3,605.53		
104 H · Long Term Disability	6,917.56		
104 I · Post-Retirement HCSP	48,188.88	11,557.00	416.97%
104 · Health Insurance - Other	15,903.71		
Total 104 · Health Insurance	310,976.02	305,317.00	101.85%
105 · Uniform Expense			
105 A · Full-Time Employee	11,840.70		
105 B · Part-Time Employee	5,028.99		
105 C · WHPS Expense	7,761.36		
105 · Uniform Expense - Other	97.53	9,900.00	0.99%
Total 105 · Uniform Expense	24,728.58	9,900.00	249.78%
201 · Telephone	7,833.59	19,300.00	40.59%
202 · Postage	585.00	1,560.00	37.5%
203 · Office/Opr Equip Maintenance	6,259.70	10,280.00	60.89%
204 · Office/Operating Supplies	9,600.73	10,100.00	95.06%
205 · Office Rent & Cleaning	5,360.50	6,900.00	77.69%
206 · Books/Dues/Subscriptions	10,897.41	3,500.00	311.36%
207 · Utilities/Gas/Electric	13,065.73	24,400.00	53.55%
301 · Printing	2,322.55	2,200.00	105.57%
302 · Communications			
302 A · Computer Support			
302 A1 · RMS Fees	9,688.63	15,000.00	64.59%
302 A2 · IT Contracted Services/hdwr/sft	42,109.63	33,000.00	127.61%
302 A2a · IT Support & Fees	2,798.00		
302 A2b · Computer Software	10,554.82	2,300.00	458.91%
302 A2c · Computer Hardware	8,580.82	2,300.00	373.08%
302 A2d · Web Hosting/Email Spam Filterin	3,252.58	2,300.00	141.42%
302 A3 · Investigative IT Fees	1,668.36	1,700.00	98.14%
302 A4 · State IT Connection Fees	1,560.00	2,300.00	67.83%
302 A5 · Other Billable Services	14,180.00		
Total 302 A · Computer Support	94,392.84	58,900.00	160.26%
302 E · Squad Video System	0.00	1,200.00	0.0%
302 F · Radios, MDCs			
302 F2 · Net Motion Lic/Mtnc/Router Fees	0.00	9,100.00	0.0%
302 F · Radios, MDCs - Other	12,819.30	15,500.00	82.71%
Total 302 F · Radios, MDCs	12,819.30	24,600.00	52.11%
Total 302 · Communications	107,212.14	84,700.00	126.58%
303 · Auto Maintenance	58,044.21	21,800.00	266.26%
304 · Fuel and Oil	31,145.68	34,950.00	89.12%
306 · Insurance			
306 A · Municipal Prop/Liab, Vehicle	38,474.00	120,098.00	32.04%
306 B · Worker's Comp	84,005.00		
Total 306 · Insurance	122,479.00	120,098.00	101.98%

West Hennepin Public Safety
Budget vs. Actual - WHPS Main Acct.
January through December 2024

	Jan - Dec 24	Budget	% of Budget
307 · Schools & Training			
307 A · Chief's Training			
307 A1 · Chief's Lodging	2,270.51		
307 A2 · Chief's Meals	85.38		
307 A3 · Chief's Mileage	696.18		
307 A4 · Chief's School	2,221.00		
307 A · Chief's Training - Other	0.00	4,200.00	0.0%
Total 307 A · Chief's Training	5,273.07	4,200.00	125.55%
307 B · Officer Training			
307 B1 · Officer Lodging	1,280.71		
307 B2 · Officer Meals	185.73		
307 B3 · Officer Mileage	48.24		
307 B4 · Officer Schools	18,865.79		
307 B · Officer Training - Other	1,100.00	18,000.00	6.11%
Total 307 B · Officer Training	21,480.47	18,000.00	119.34%
307 C · Range Training			
307 C7 · Range Supplies	185.29		
Total 307 C · Range Training	185.29		
307 E · Support Staff Training			
307 E4 · Support Staff Schools	100.00		
307 E · Support Staff Training - Other	0.00	2,000.00	0.0%
Total 307 E · Support Staff Training	100.00	2,000.00	5.0%
307 F · Wellness Program	3,625.00	7,100.00	51.06%
Total 307 · Schools & Training	30,663.83	31,300.00	97.97%
308 · Audit	13,375.00	12,000.00	111.46%
4001 · Reconciliation Discrepancies	-26.50		
401 · Office Equipment	172.46	8,000.00	2.16%
402 · Capital Improvement Plan	54,165.33	120,000.00	45.14%
403 · Equipment			
403 B · Ticketwriter & Software	0.00	700.00	0.0%
403 C · Ticketwriter & RMS Hardware	0.00	500.00	0.0%
403 D · Squad MDC	0.00	4,500.00	0.0%
403 F · Firearms	9,231.86	5,500.00	167.85%
403 G · Misc Equipment	2,099.75	4,500.00	46.66%
403 H · Squad Equipment	162.91		
403 I · Civil Unrest/Less-Lethal Suppli	2,994.04		
Total 403 · Equipment	14,488.56	15,700.00	92.28%
404 · Contingency Fund	5,126.68		
601 · Reserve Program			
601 A · View Santa	0.00	500.00	0.0%
601 B · Training	200.00		
601 D · Uniform	1,421.39	1,000.00	142.14%
Total 601 · Reserve Program	1,621.39	1,500.00	108.09%
608 · Citizens Academy	1,637.06	1,000.00	163.71%
609 · Community Policing	425.36	400.00	106.34%
610 · State Public Safety Aid	23,171.26		
611 · Grant Expenses			
611 A · ICPOET	11,842.84		
Total 611 · Grant Expenses	11,842.84		
Total Expense	2,412,676.05	2,424,930.00	99.5%
Net Ordinary Income	224,516.79	0.00	100.0%
Net Income	224,516.79	0.00	100.0%

West Hennepin Public Safety
Budget vs. Actual - Crime Prevention
January - December 2024

	<u>Jan - Dec '24</u>
Ordinary Income/Expense	
Income	
501 · City of Maple Plain	0.00
502 · City of Independence	0.00
503 · Other Income	5,225.06
Total Income	<u>5,225.06</u>
Gross Profit	5,225.06
Expense	
101 · Payroll Expenses	0.00
103 · PERA	0.00
104 · Health Insurance	0.00
105 · Uniform Expense	0.00
201 · Telephone	0.00
202 · Postage	0.00
203 · Office/Opr Equip Maintenance	0.00
204 · Office/Operating Supplies	1,708.00
205 · Office Rent & Cleaning	0.00
206 · Books/Dues/Subscriptions	5,000.00
207 · Utilities/Gas/Electric	0.00
301 · Printing	0.00
302 · Communications	0.00
303 · Auto Maintenance	200.00
304 · Fuel and Oil	0.00
306 · Insurance	0.00
307 · Schools & Training	0.00
308 · Audit	0.00
401 · Office Equipment	0.00
402 · Capital Improvement Plan	0.00
403 · Equipment	5,101.88
404 · Contingency Fund	0.00
601 · Reserve Program	0.00
602 · Comm. Ed	0.00
607 · DWI Forfeiture Expense	0.00
608 · Citizens Academy	0.00
609 · Community Policing	0.00
Total Expense	<u>12,009.88</u>
Beginning Balance	<u>10,252.04</u>
Ending Balance	<u>3,467.22</u>

West Hennepin Public Safety

Forfeiture Fund

January - December 2024

	JUSTICE FUNDS	TREASURY FUNDS
	Jan - Dec '24	Jan - Dec '24
Ordinary Income/Expense		
Income		
501 · City of Maple Plain	0.00	0.00
502 · City of Independence	0.00	0.00
503 · Other Income	50,521.33	0.00
Total Income	50,521.33	0.00
Gross Profit	50,521.33	0.00
Expense		
101 · Payroll Expenses	0.00	0.00
103 · PERA	0.00	0.00
104 · Health Insurance	0.00	0.00
105 · Uniform Expense	0.00	0.00
201 · Telephone	0.00	0.00
202 · Postage	0.00	0.00
203 · Office/Opr Equip Maintenance	0.00	0.00
204 · Office/Operating Supplies	0.00	0.00
205 · Office Rent & Cleaning	0.00	0.00
206 · Books/Dues/Subscriptions	0.00	0.00
207 · Utilities/Gas/Electric	0.00	0.00
301 · Printing	0.00	0.00
302 · Communications	0.00	0.00
303 · Auto Maintenance	0.00	0.00
304 · Fuel and Oil	0.00	0.00
306 · Insurance	0.00	0.00
307 · Schools & Training	0.00	0.00
308 · Audit	0.00	0.00
401 · Office Equipment	0.00	0.00
402 · Capital Improvement Plan	0.00	0.00
403 · Equipment	0.00	0.00
601 · Reserve Program	0.00	0.00
608 · Citizens Academy	0.00	0.00
Total Expense	0.00	0.00
Net Ordinary Income	50,521.33	0.00
Beginning Balance	123,324.54	20,369.74
Ending Balance	173,845.87	20,369.74 = 194,215.61

West Hennepin Public Safety
Budget vs. Actual - Reserves
January - December 2024

	<u>Jan - Dec '24</u>
Ordinary Income/Expense	
Income	
501 · City of Maple Plain	0.00
502 · City of Independence	0.00
503 · Other Income	1,481.27
Total Income	<u>1,481.27</u>
Gross Profit	1,481.27
Expense	
101 · Payroll Expenses	0.00
103 · PERA	0.00
104 · Health Insurance	0.00
105 · Uniform Expense	0.00
201 · Telephone	0.00
202 · Postage	0.00
203 · Office/Opr Equip Maintenance	0.00
204 · Office/Operating Supplies	0.00
205 · Office Rent & Cleaning	0.00
206 · Books/Dues/Subscriptions	0.00
207 · Utilities/Gas/Electric	0.00
301 · Printing	0.00
302 · Communications	0.00
303 · Auto Maintenance	0.00
304 · Fuel and Oil	0.00
306 · Insurance	0.00
307 · Schools & Training	0.00
308 · Audit	0.00
401 · Office Equipment	0.00
402 · Capital Improvement Plan	0.00
403 · Equipment	0.00
601 · Reserve Program	2,121.94
602 · Comm. Ed	0.00
608 · Citizens Academy	0.00
609 · Community Policing	0.00
Total Expense	<u>2,121.94</u>
Beginning Balance	<u>2,487.99</u>
Ending Balance	<u>1,847.32</u>

West Hennepin Public Safety
Capital Outlay Fund Report
January - November 2024

	<u>Jan - Dec '24</u>
Ordinary Income/Expense	
Income	
J.E., Jan Requisition	10,000.00
J.E., Feb Requisition	10,000.00
J.E., Mar Requisition	10,000.00
J.E., Apr Requisition	10,000.00
J.E., May Requisition	10,000.00
J.E., June Requisition	10,000.00
J.E., July Requisition	10,000.00
J.E., August Requisition	10,000.00
J.E., September Requisition	10,000.00
J.E., October Requisition	10,000.00
J.E. November Requisition	10,000.00
J.E., December Requisition	10,000.00
Total Income	<u>120,000.00</u>
Gross Profit	<u>120,000.00</u>
Expense	
J.E., squad 74 bumper fender wrap	869.00
J.E., squad 74 graphics expense	148.50
J.E., squad 79 graphics	1,587.43
J.E., purchased squad 81	51,560.40
Total Expense	<u>54,165.33</u>
Net Ordinary Income	<u>65,834.67</u>
Beginning Balance	29,245.87
Total Income	120,000.00
Total Expense	-869.00
Ending Balance	<u>95,080.54</u>

West Hennepin Public Safety
Military PERA Designation Report
January - December 2024

	<u>Jan - Dec '24</u>
Beginning Balance	25,284.34
12/10/24, PERA, Military LOA Payment	20,133.09
12/10/24, J.E. 732, transfer to Severance	5,151.25
Subtotal	<u>25,284.34</u>
Ending Balance	<u>0.00</u>

West Hennepin Public Safety Severance Fund Report

January - December 2024

	Jan - Dec '24
Ordinary Income/Expense	
Income	
501 · City of Maple Plain	0.00
502 · City of Independence	0.00
503 · Other Income	
2023 under budget funds	29,584.00
Balance of Military PERA Designation	5,151.25
Total Income	34,735.25
Gross Profit	34,735.25
Expense	
Total Expense	0.00
Net Ordinary Income	34,735.25
Beginning Balance	74,244.02
JE, Rick Denneson retirement	30,092.32
Ending Balance	78,886.95

West Hennepin Public Safety
State Public Safety Aid Report
January - December 2024

	<u>Jan - Dec '24</u>
Ordinary Income/Expense	
Income	
501 · City of Maple Plain	59,236.00
502 · City of Independence	130,852.00
503 · Other Income	0.00
Total Income	<u>190,088.00</u>
Gross Profit	<u>190,088.00</u>
Expense	
610 A Police State Aid	
HealthPartners, pre-hire med exam	923.00
Superior Background, Matthew Collier	922.50
Superior Background, Daniel Lueth	945.00
Faul Psychological, Matthew Collier	665.00
Faul Psychological, Daniel Lueth	665.00
HealthPartners, pre-hire med exam	2,269.00
Faul Psychological, Micah Vorderbruggen	665.00
HealthPartners, pre-hire physical, Micah Vorderbruggen	923.00
Elan Fin. Svcs, FB advertisements	265.10
Herald Journal Publishing	298.40
Hennepin Tech College	1,279.46
ECM Publishers	366.90
Herald Journal, police officer advertisement	266.40
Superior Background, Ashley Holtz	1,337.50
PwerDMS, FTO software & subscription	4,900.00
Superior Background, Avery Freeman	625.00
Superior Background, Micah Vorderbruggen	1,125.00
Faul Psychological, Avery Freeman	665.00
HealthPartners, pre-hire med exam, Avery Freeman	1,252.00
Faul Psych, pre-employment eval, Gabriela Williams	665.00
HealthPartners, pre-hire physical, Gabriela Williams	923.00
Superior Background, Gabriela Williams	1,225.00
Total Expense	<u>23,171.26</u>
Net Ordinary Income	<u>190,088.00</u>
Beginning Balance	0.00
Ending Balance	<u>166,916.74</u>

**WEST HENNEPIN PUBLIC SAFETY DEPARTMENT
VACATION/COMP TIME HOURS**

December 2024

EMPLOYEE	POSSIBLE ANNUAL VAC HRS	ACCRUED VACATION	ACCRUED COMP	TOTAL HOURS	\$ AMOUNT
BEN ANDERSON	200	200.12	35.25	235.37	11,872.06
KIM CURTIS	200	200.64	0.00	200.64	8,047.67
KAYLEN DWINELL	80	93.55	0.75	94.30	3,545.68
SHAWN EBELING	120	118.50	41.93	160.43	7,716.68
NICK ELDRED	80	42.60	34.50	77.10	3,600.57
AVERY FREEMAN	80	19.98	0.00	19.98	499.50
JON HOWES	200	157.96	42.25	200.21	11,916.50
GARY KROELLS	200	210.98		210.98	15,566.10
BEN RASKIN	200	200.87	56.50	257.37	12,981.74
CODY THOMPSON	120	110.00	1.96	111.96	5,371.84
MICAH VORDERBRUGGEN	80	33.30	38.75	72.05	2,551.29
LANCE ZILLES	160	160.66	24.75	185.41	8,918.22
TOTAL		1,549.16	276.64	1,825.80	\$ 92,587.86
				<i>Maple Plain</i>	30.75% 28,470.77
				<i>Independence</i>	69.25% 64,117.10
					<u>92,587.86</u>

NOTE: Comp time is figured on required annual hours and might fluctuate from scheduling.

**WEST HENNEPIN PUBLIC SAFETY DEPARTMENT
ACCUMULATED SICK TIME**

December 2024

<u>EMPLOYEE</u>	<u>SICK HRS</u>	<u>TOTAL SICK</u>	<u>1/3 SICK</u>	<u>1/2 SICK</u>
Ben Anderson	925.00	46,657.00		23,328.50
Matt Collier	5.00	210.00		
Kim Curtis	705.50	28,297.61		14,148.80
Kaylen Dwinell	167.00	6,279.20	2,090.97	
Shawn Ebeling	479.50	23,063.95	7,680.30	
Nick Eldred	108.00	5,043.60	1,679.52	
Avery Freeman	24.00	600.00	199.80	
Jon Howes	933.00	55,532.16	18,492.21	
Gary Kroells	960.00	70,828.80		35,414.40
Dan Lueth	13.00	546.00		
Ben Raskin	960.00	48,422.40	16,124.66	
Cody Thompson	444.50	21,327.11	7,101.93	
Micah Vorderbruggen	48.00	1,699.68	565.99	
Lance Zilles	652.50	31,385.25	10,451.29	
TOTAL	6,425.00	339,892.76	64,386.67	72,891.70

Total Sick: 137,278.37

Maple Plain	30.75%	42,213.10
Independence	69.25%	95,065.27

Severance as of December 1, 2024: \$73,735.70

Severance as of December 30, 2024: \$73,735.70

Severance is currently funded at: 53.71%

NOTE: 960 HRS IS THE MOST THAT CAN BE ACCUMULATED FOR SEVERANCE.



WEST HENNEPIN PUBLIC SAFETY DEPARTMENT

1918 County Road 90

Maple Plain, MN 55359

Phone (763) 479-0500, Fax (763) 479-0504

www.westhennepin.com

DATE: December 30, 2024

TO: Director Kroells

FROM: Officer Ben Raskin

SUBJECT: Compensation Hour Overage

I am writing to inform you I am over the compensation hours to carry over by 16 hours. I am requesting to carry the extra 16 hours into year 2025, so I would have a total of 56 hours in my compensation hour bank at the start of the year. Thank you for your consideration.

G. Kroells Approved 1-3-25

WEST HENNEPIN PUBLIC SAFETY DEPARTMENT

1918 County Road 90

Maple Plain, MN 55359

Phone (763) 479-0500, Fax (763) 479-0504

www.westhennepin.com



DATE: January 3rd, 2025
TO: Director Gary Kroells
FROM: Kaylen Dwinell *KED*
SUBJECT: 2024 Vacation Hours

I am requesting to carry over my 2024 vacation hours into 2025 for further time off while on maternity leave. Total hours requested to carry over is 13.55 hours.

G. Mills approved 1-3-25



WEST HENNEPIN PUBLIC SAFETY DEPARTMENT

1918 County Road 90

Maple Plain, MN 55359

Phone (763) 479-0500, Fax (763) 479-0504

www.westhennepin.com

DATE: December 27, 2024

TO: Police Commission

FROM: Director Kroells

A handwritten signature in blue ink, appearing to read "C. Kroells", written over the printed name "Director Kroells".

SUBJECT: Carryover 2024 Vacation Hours

I am requesting to carry over my unused vacation time in 2024 into 2025 for priority vacation in 2025. Total hours requested to be carried over is 10.98 hours.

Gary Kroells

From: kenton@aandmgroupinc.com
Sent: Sunday, December 8, 2024 5:37 PM
To: Gary Kroells
Subject: cr 92

Hi Gary,

Thanks so much for your help and influence in getting CR. 92 slowed down. "Incredible!" -all the neighbors are delighted and much safer.

I have believe you were very very instrumental in accomplishing this.

It is so much appreciated.

even all the wildlife has a better chance making it across that highway!!

Sincerely and with Warm Regards,
thanks again,
Kenton

--

KENTON ANDERSON 612.812.1398

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CITY COUNCIL SPECIAL MEETING AGENDA

THURSDAY DECEMBER 16, 2024, AT 1:00 PM

1. **Call to Order**
2. **Roll Call**
3. **West Hennepin Public Safety**
 - a. Consider Amendment to Joint Powers Agreement Relating to Renewal Length.
4. **Adjourn**

West Hennepin Public Safety Joint Powers Agreement

1. General Purpose. The general purpose of this Agreement is to establish, equip and operate a Joint Municipal Police Department pursuant to Minnesota Statutes Annotated, SS436.06 and 471.59. The Joint Municipal Police Department shall protect and safeguard life and property and furnish police protection within the Cities which are Members under this Agreement. The Members agree that the powers jointly exercised herein will result in a higher standard of police service, a Police Department more responsive to each City's elected officials and the citizens thereof, and a police organization in which quality, efficiency and economy are given priority.
2. Definitions: The terms contained in this section shall have the meanings ascribed to them.
 - (a) Commission: The board of Police Commissioners created under this Agreement, pursuant to MSA S436.06 (2), the title of which is the West Hennepin Public Safety Department Commission.
 - (b) Commissioner: A member of the Commission.
 - (c) Council: The governing body of any City, which is a Member of the Commission.
 - (d) Member: A City, which enters into this Agreement.
 - (e) Original Member: A City, which enters into this Agreement on or before the 16 day of November, 1978.
 - (f) Later Member: A City, which enters into this Agreement after the 16 day of November, 1978.
 - (g) WHPSD: West Hennepin Public Safety Department.
3. Membership: The Original Members of the Commission are the Cities of Independence and Maple Plain. Any City having a contiguous boundary with any Original member may become a Later Member of the Commission upon consent of all Members then existing.
4. Commission Established: The Members hereby establish the Commission, which shall consist of two commissioners from each Member. All decisions of the Commission shall be by majority vote. Each Commissioner shall have one vote.
5. Selection of Commissioners: The Mayor of each member shall be a Commissioner. Each Member, in addition, shall appoint a second Commissioner from among the members of its Council. All other council members of each Member may be appointed to serve as an alternate in the absence of one of the appointed Commissioners. All Commissioners shall serve without compensation from the Commission.

- (c) Upon recommendation of the Director of Public Safety, the Commission may appoint, on the basis of merit and fitness, such persons as may be required to assist the Director of Public Safety in creating a full-time Department of Public Safety capable of enforcing the Ordinances of each Member and the Laws of the State of Minnesota to the full extent of the Statutory Authority of each Member.
- (d) The Commission shall provide office space and such equipment and supplies as are necessary to carry out the purposes of the Agreement.
- (e) The Commission shall make an accounting of all receipts and expenditures and other financial matters of the Commission to the Council of each Member once each month. All financial records, reports and books shall be subject to the Data Practices Act, Minnesota Statutes Ch13., et seq.
- (f) The Commission may accumulate such reserve funds as are reasonably necessary to defray the expenses of operating the Department of Public Safety and the Commission and may invest such funds not needed for immediate use in a manner and subject to the laws of the State of Minnesota applicable to Statutory Cities. The Commission shall forthwith collect any monies due from Members of the Commission, together with any penalties assessed.
- (g) Within the scope of the authority granted to it by the Members, the Commission shall be the sole judge of all legislative matters and shall exercise all legislative power in connection with the operation of WHPSD. The Commission shall have full authority over all financial affairs of WHPSD. The Commission shall exercise general supervision over internal procedures and policies of WHPSD but shall not encroach upon or interfere with the administrative duties of the Director of Public Safety and shall deal with WHPSD only through its duly appointed Director of Public Safety.
- (h) Upon recommendation of the Director of Public Safety, the Commission may promote, suspend, discipline, or remove, upon the basis of merit and fitness, and upon the provisions of all applicable Ordinances and Statues, all persons appointed to assist the Director of Public Safety.

11. Officers and Employees:

- (a) The Director of Public Safety shall exercise all administrative authority and shall act as the Chief Administrative Officer of WHPSD and shall have the duties and be vested with the authority set forth on Exhibit A which is attached hereto and entitled Job Description for Director of Public Safety.
- (b) All employees of the Commission shall be subject to the administrative direction of the Director of Public Safety and shall have the duties and shall be vested with the authority as set forth on Exhibit B and entitled Job Description of Sworn and Non-sworn Police Personnel.
- (c) The Director of Public Safety shall communicate directly with the Mayor of each Member in the event the Director of Public Safety deems it necessary for the enforcement of a particular law or the solving of a particular police problem which affects a particular Member of the Commission. All other communication on police matters of a general nature shall be through the Chairman of the Commission.
- (d) The Director of Public Safety shall maintain up-to-date job descriptions of Director, Sergeant and Officer to include basic licensing to meet Minnesota State licensing requirements.

- 16. Squad Setup & Parts
- 17. Insurance Costs
- 18. Schools & Training
- 19. Audit
- 20. Office Equipment
- 21. Squad Cars
- 22. Squad Equipment
- 23. Contingency Fund
- 24. Reserve Program
- 25. D.A.R.E. Program
- 26. Other Programs

(i)Member's Tax Capacity: The ratio, which the Member's Tax Capacity bears to the Total Tax Capacity, calculated to the nearest 10th of one percent.

- i. Member's Population Factor: The ratio, which the Member's Population bears to the Total Population, calculated to the nearest 10th of one percent.
 - ii. Member's Police Calls Factor: The ratio which the Member's Police Calls bears to the total Police Calls, calculated to the nearest 10th of one percent.
 - iii. Member's Total Cost Factor: The calculation to the nearest 10th of one percent obtained by adding the Member's Tax Capacity Factor, the Member's Population Factor and the Member's Police Calls Factor and dividing by three.
 - iv. Annual Share: The dollar value obtained by multiplying the Member's Total Cost Factor times the dollar value of the Budget which receives final approval by the Commission.
14. Budget Approval Procedure: The Council of each Member shall approve the Budget on or before November 15th of each current calendar year, making such changes as it deems necessary. Such approval may be made by joint resolution of the Councils of all of the Members, made at a joint meeting thereof. The draft or drafts of the Budget approved shall be forwarded immediately to the Commission, which shall have full authority to resolve any differences among the draft Budgets approved, by the Councils of the Members.
15. Expenditures Authorized: Submission of the approved draft or drafts of the Budget to the Commission, and final approval by the Commission is deemed to authorize the expenditures as they are set forth on each Line Item of the Budget, provided that the actual purchases and contracts shall be carried out by the Commission in accordance with the Uniform Municipal Contracting Law, except that any expenditure in excess of \$10,000 shall be carried out by joint resolution of the Councils of all members, unless previously approved at the time of Budget approval, i.e. squad cars.
16. Funding of Commission Expenditures: Commission Expenditures for the Budget Year shall be funded by the payment of each Member as requisitioned on a monthly basis by the Director of Public Safety.

West Hennepin Public Safety Joint Powers Agreement

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- (c) Upon recommendation of the Director of Public Safety, the Commission may appoint, on the basis of merit and fitness, such persons as may be required to assist the Director of Public Safety in creating a full-time Department of Public Safety capable of enforcing the Ordinances of each Member and the Laws of the State of Minnesota to the full extent of the Statutory Authority of each Member.
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- (g) Within the scope of the authority granted to it by the Members, the Commission shall be the sole judge of all legislative matters and shall exercise all legislative power in connection with the operation of WHPSD. The Commission shall have full authority over all financial affairs of WHPSD. The Commission shall exercise general supervision over internal procedures and policies of WHPSD but shall not encroach upon or interfere with the administrative duties of the Director of Public Safety and shall deal with WHPSD only through its duly appointed Director of Public Safety.
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- (c) The Director of Public Safety shall communicate directly with the Mayor of each Member in the event the Director of Public Safety deems it necessary for the enforcement of a particular law or the solving of a particular police problem which affects a particular Member of the Commission. All other communication on police matters of a general nature shall be through the Chairman of the Commission.
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16. Funding of Commission Expenditures: Commission Expenditures for the Budget Year shall be funded by the payment of each Member as requisitioned on a monthly basis by the Director of Public Safety.

CITY OF MAPLE PLAIN

RESOLUTION NO. 24-1216-04

A RESOLUTION APPROVING THE REVISIONS TO THE WEST HENNEPIN PUBLIC SAFETY JOINT POWERS AGREEMENT

WHEREAS, the City of Maple Plain, along with other member municipalities, is a party to the West Hennepin Public Safety Joint Powers Agreement (JPA), which governs the operation and administration of the West Hennepin Public Safety Department (WHPSD); and

WHEREAS, revisions to the JPA have been proposed to improve the agreement's structure, clarify operational roles, and align with updated legal and organizational requirements; and

WHEREAS, the proposed revisions have been reviewed and are found to enhance the efficiency and accountability of the WHPSD in providing police protection to the member municipalities; and

WHEREAS, the Maple Plain City Council has reviewed the redlined revisions presented and finds them to be in the best interest of the City of Maple Plain and its residents;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MAPLE PLAIN, MINNESOTA:

1. The Maple Plain City Council hereby approves the revisions to the West Hennepin Public Safety Joint Powers Agreement as presented.
2. The Mayor and City Administrator are authorized to execute the revised Joint Powers Agreement on behalf of the City of Maple Plain.
3. A certified copy of this resolution, along with the executed Joint Powers Agreement, shall be filed with the Secretary of the West Hennepin Public Safety Commission and the City Clerk of each member municipality.

Adopted by the City Council of the City of Maple Plain this 16th day of December, 2024.

CITY OF MAPLE PLAIN

By: Julie Maas-Kusske

Mayor Julie Maas-Kusske

By: Jacob Kolander

City Administrator Jacob Kolander



Gabriela Williams

5970 Chasewood Pkwy, Apt 103

Minnetonka, MN 55343

12/06/2024

West Hennepin Public Safety Department

1918 County Road 90

Maple Plain, MN 55359

Chief Kroells,

I am writing to formally resign from my position with the West Hennepin Public Safety Department. This decision was not made lightly. I want to express my sincere appreciation for the opportunities I have had here.

The time I spent here has been life changing. I am deeply grateful for the chance you took on me. I especially value the experiences and the camaraderie that comes with serving alongside such dedicated professionals. The support and training I have received has been invaluable, and I will always be thankful for the confidence you have shown in me.

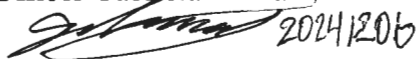
After careful consideration, I have come to the decision to resign from my current position as a Patrol Officer with the West Hennepin Public Safety Department. The current lifestyle is not in my best interest. I miss the flexibility my former position provided, which allowed me to spend more time with family and friends and to pursue other opportunities important to me, including my military service.

I want to reiterate that this decision has not been made lightly. I am grateful for everything this agency has done for me, and I hope that my decision will be understood as one that is made with respect and in consideration of my personal well-being.

Thank you again for the trust and support you have shown me. I hope the department continued success in its mission, and I remain grateful for the chance to have been part of this team.

Sincerely,

Officer Gabriela Williams

Handwritten signature of Gabriela Williams in black ink, followed by the date 2024/12/06.

2024/12/06



WEST HENNEPIN PUBLIC SAFETY DEPARTMENT

1918 County Road 90

Maple Plain, MN 55359

Phone (763) 479-0500, Fax (763) 479-0504

www.westhennepin.com

DATE: December 18, 2024
TO: Chief Kroells
FROM: Officer Ben Anderson
RE: Reserve Coordinator Position

Chief Kroells,

I started as the Reserve Coordinator 11 years ago. It has been a fantastic opportunity and calling to lead the WHPS Reserves.

During this time, we have accomplished many of the goals I had set out at the beginning of my tenure. I am proud of these accomplishments and feel I have contributed to the betterment of the department, the WHPS Reserve program, and the many other departments where successful WHPS Reserve Officers have continued on in the profession of law enforcement.

I sincerely thank you for this opportunity as it has been very rewarding. WHPS is blessed to have had so many dedicated and talented Reserves over the years.

Please accept this notice of my resignation from the position effective after the next Reserve meeting, which is January 8th, 2025.

I will prepare notes and guidance for the next coordinator to ensure a successful transition.

In Service,

A handwritten signature in blue ink, appearing to read "BA2", written over a horizontal line.

Ben Anderson #103
Officer

Officer Matthew Collier
West Hennepin Public Safety
1918 County Road 90
Independence, MN 55359

01/12/2025

Chief Gary Kroells
West Hennepin Public Safety
1918 County Road 90
Independence, MN 55359

Chief Kroells,

Please take this letter as my official notice of resignation from my position of Part Time Police Officer for West Hennepin Public Safety effective immediately.

I am grateful for the opportunity I received from my short time at West Hennepin Public Safety. Thank you to all staff and co-workers who welcomed me without hesitation. I wish nothing but the best for the department.

Best,
Matt Collier



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Date: January 9, 2025

To: WHPS Police Commission

From: Sergeant Ebeling

Subject: Policy Revision Required for removal of WMC's

Overview

As part of our decision to phase out the Weapon Mounted Camera (WMC) program, I have highlighted sections of Policy 421 (Portable Audio/Video Recorders) to identify necessary updates. This memo outlines the policy revisions required to align with our operational changes and ensure clarity in the absence of WMCs.

Background

The department has utilized WMCs to supplement body-worn and mobile audio/video recording systems. However, challenges such as compatibility issues with holsters, vendor support and innovation, and associated costs have led to the decision to discontinue the WMC program. Effective February 12, 2025, WMCs will no longer be used by the department.

Policy Revisions

1. **Policy 421.1.1 - Definitions:** Remove the definition of "Weapon Mounted Camera."
2. **Policy 421.4 - Officer Responsibilities:** Remove highlighted requirements for mounting and checking WMCs on duty weapons and revise to focus on body-worn and mobile video recorders.
3. **Policy 421.5 - Activation:** Eliminate highlighted WMC activation procedures when drawing a firearm and clarify appropriate use of remaining recording systems during enforcement and investigative activities.
4. **Policy 421.6 - Identification and Preservation:** Remove highlighted references to WMC data storage, tagging, and downloading.

Implementation Plan

The department will finalize policy updates, train officers on the revised guidance, and ensure accountability during this transition. Officers will continue to utilize body-worn and mobile audio/video systems per the updated policy framework.

Conclusion

The removal of the WMC program addresses ongoing challenges while simplifying our recording policies. Approval of the suggested updates to the highlighted sections of Policy 421 will ensure alignment with our operational needs. I am available for further discussion or clarification if needed.

Portable Audio/Video Recorders

421.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of portable audio/video recording devices by members of this department while in the performance of their duties (Minn. Stat. § 626.8473).

Portable audio/video recording devices include all recording systems whether body-worn, **weapon mounted camera**, handheld or integrated into portable equipment.

This policy does not apply to mobile audio/video recordings, interviews or interrogations conducted at any West Hennepin Public Safety facility, undercover operations, wiretaps or eavesdropping (concealed listening devices) unless captured by a portable recording system.

421.1.1 DEFINITIONS

Definitions related to this policy include:

Portable recording system - A device worn by a member that is capable of both video and audio recording of the member's activities and interactions with others or collecting digital multimedia evidence as part of an investigation and as provided in Minn. Stat. § 13.825.

421.2 POLICY

The West Hennepin Public Safety may provide members with access to portable recorders, either audio or video or both, for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public.

421.3 MEMBER PRIVACY EXPECTATION

All recordings made by members on any department-issued device at any time or while acting in an official capacity of this department, regardless of ownership of the device, shall remain the property of the Department. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

421.4 OFFICER RESPONSIBILITIES

Prior to going into service, each uniformed member issued a portable recording device by West Hennepin Public Safety Department will be responsible for making sure, the recorder is in good working order (Minn. Stat. § 13.825). If the recorder is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to his/her supervisor and obtain a functioning device as soon as reasonably practicable. Uniformed members should wear the recorder in a conspicuous manner or otherwise notify persons that they are being recorded, whenever reasonably practicable (Minn. Stat. § 626.8473). **Except weapon mounted cameras will be placed on an officer's duty weapon, placed in a holster or firearms storage device and not otherwise conspicuously placed or announced.**

Any member assigned to a non-uniformed position may carry an approved portable recorder at any time the member believes that such a device may be useful. Unless conducting a lawful recording

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in an authorized undercover capacity, non-uniformed members should wear the recorder in a conspicuous manner when in use or otherwise notify persons that they are being recorded, whenever reasonably practicable. Except weapon mounted cameras will be placed on an officer's duty weapons, placed in a holster or firearms storage device and not otherwise conspicuously placed or announced.

When using a portable recorder, the assigned member shall record his/her name, employee number and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This procedure is not required when the recording device and related software captures the user's unique identification and the date and time of each recording.

Members should document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member deactivated the recording (Minn. Stat. § 626.8473). Members should include the reason for deactivation.

421.5 ACTIVATION OF THE AUDIO/VIDEO RECORDER

This policy is not intended to describe every possible situation in which the recorder should be used, although there are many situations where its use is appropriate. Members should activate the recorder any time the member believes it would be appropriate or valuable to record an incident.

The recorder should be activated in any of the following situations:

- (a) All enforcement and investigative contacts including stops and field interview (FI) situations
- (b) Traffic stops including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops
- (c) Self-initiated activity in which a member would normally notify Hennepin County Sheriffs Office Dispatch
- (d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording
- (e) A weapon mounted camera will be automatically activated for recordings upon the officer removing the weapon from a holster or a firearm storage device. Weapon mounted cameras are not intended to be used for situations a, b, c, or d., unless they involves a use of force incident involving the use of a firearm. The intended purpose of a weapon mounted camera is for use of force encounters or incidents where the officer's firearm is deployed from the officer's holster and involves the use of a firearm.

Members should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the member that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by members of the public to stop recording should be considered using this same criterion. Recording should resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording.

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At no time is a member expected to jeopardize his/her safety in order to activate a portable recorder or change the recording media. However, the recorder should be activated in situations described above as soon as reasonably practicable.

421.5.1 CESSATION OF RECORDING

Once activated, the portable recorder should remain on continuously until the member reasonably believes that his/her direct participation in the incident is complete or the situation no longer fits the criteria for activation. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident. **Weapon mounted cameras will automatically terminate recording when the weapon is reholstered into a duty holster or firearms storage device. Officers will not intentionally leave their weapon out of the holster to continue recording an encounter when a reasonable officer would have placed his duty weapon back into his holster or locking device.**

421.5.2 SURREPTITIOUS RECORDINGS

Minnesota law permits an individual to surreptitiously record any conversation in which one party to the conversation has given his/her permission (Minn. Stat. § 626A.02).

Members of the Department may surreptitiously record any conversation during the course of a criminal investigation in which the member reasonably believes that such a recording will be lawful and beneficial to the investigation.

Members shall not surreptitiously record another department member without a court order unless lawfully authorized by the Director of Public Safety or the authorized designee.

421.5.3 EXPLOSIVE DEVICE

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

421.6 IDENTIFICATION AND PRESERVATION OF RECORDINGS

To assist with identifying and preserving data and recordings, members should download, tag or mark the recordings in accordance with procedure and document the existence of the recording in any related case report.

A member should transfer, tag or mark recordings when the member reasonably believes:

- (a) The recording contains evidence relevant to potential criminal, civil or administrative matters.
- (b) A complainant, victim or witness has requested non-disclosure.
- (c) A complainant, victim or witness has not requested non-disclosure but the disclosure of the recording may endanger the person.
- (d) Disclosure may be an unreasonable violation of someone's privacy.
- (e) Medical or mental health information is contained.

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- (f) Disclosure may compromise an under-cover officer or confidential informant.
- (g) The recording or portions of the recording may be protected under the Minnesota Data Practices Act.

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.

Weapon mounted camera data and recordings will be downloaded into a password protected secured server site at West Hennepin Public Safety. Downloads of data will be handled by the Director of public safety or the patrol sergeant. Patrol officers issued weapon mounted cameras will not be allowed to download their own data and will not be provided the password to access the recorded data. Patrol officer's shall notify the Director or Public Safety or patrol sergeant of any data to be marked as required by this section.



421.7 REVIEW OF RECORDED MEDIA FILES

When preparing written reports, members should review their recordings as a resource (see the Officer-Involved Shootings and Deaths Policy for guidance in those cases). However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less detailed report.

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing the member's performance.

Recorded files may also be reviewed:

- (a) By a supervisor as part of internal audits and reviews as required by Minn. Stat. § 626.8473.
- (b) Upon approval by a supervisor, by any member of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation, or criminal investigation.
- (c) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.
- (d) By media personnel with permission of the Director of Public Safety or the authorized designee.
- (e) In compliance with the Minnesota Data Practices Act request, if permitted or required by the Act, including pursuant to Minn. Stat. § 13.82, Subd. 15, and in accordance with the Records Maintenance and Release Policy.

All recordings should be reviewed by the Custodian of Records prior to public release (see the Records Maintenance and Release Policy). Recordings that are clearly offensive to common sensibilities should not be publicly released unless disclosure is required by law or order of the court (Minn. Stat. § 13.82, Subd. 7; Minn. Stat. § 13.825, Subd. 2).

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421.8 COORDINATOR

The Director of Public Safety or the authorized designee should designate a coordinator responsible for (Minn. Stat. § 626.8473; Minn. Stat. § 13.825):

- (a) Establishing procedures for the security, storage, and maintenance of data and recordings.
 - 1. The coordinator should work with the Custodian of Records and the member assigned to coordinate the use, access, and release of protected information to ensure that procedures comply with requirements of the Minnesota Government Data Practices Act (MGDPA) and other applicable laws (Minn. Stat. § 13.01 et seq.) (see the Protected Information and the Records Maintenance and Release policies).
 - 2. The coordinator should work with the Custodian of Records to identify recordings that must be retained for a specific time frame under Minnesota law (e.g., firearm discharges, certain use of force incidents, formal complaints).
- (b) Establishing procedures for accessing data and recordings.
 - 1. These procedures should include the process to obtain written authorization for access to non-public data by WHPS members and members of other governmental entities and agencies.
- (c) Establishing procedures for logging or auditing access.
- (d) Establishing procedures for transferring, downloading, tagging, or marking events.
- (e) Establishing an inventory of portable recorders including:
 - 1. Total number of devices owned or maintained by the West Hennepin Public Safety.
 - 2. Daily record of the total number deployed and used by members and, if applicable, the precinct or district in which the devices were used.
 - 3. Total amount of recorded audio and video data collected by the devices and maintained by the West Hennepin Public Safety.
- (f) Preparing the biennial audit required by Minn. Stat. § 13.825, Subd. 9.
- (g) Notifying the Bureau of Criminal Apprehension (BCA) in a timely manner when new equipment is obtained by the West Hennepin Public Safety that expands the type or scope of surveillance capabilities of the department's portable recorders.
- (h) Ensuring that this Portable Audio/Video Recorders Policy is posted on the Department website.

421.9 PROHIBITED USE OF AUDIO/VIDEO RECORDERS

Members are prohibited from using department-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in their official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with department-issued or personally owned

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recorders. Members shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes. All such recordings shall be retained at the Department.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Shift Sergeant. Any member who uses a personally owned recorder for department-related activities shall comply with the provisions of this policy, including retention and release requirements and should notify the on-duty supervisor of such use as soon as reasonably practicable.

Recordings shall not be used by any member for the purpose of embarrassment, harassment or ridicule.

421.10 RETENTION OF RECORDINGS

All recordings shall be retained for a period consistent with the requirements of the organization's records retention schedule but in no event for a period less than 180 days.

If an individual captured in a recording submits a written request, the recording shall be retained for an additional time period. The coordinator should be responsible for notifying the individual prior to destruction of the recording (Minn. Stat. § 13.825).

Members shall not alter, erase, or destroy any recordings before the end of the applicable records retention period (Minn. Stat. § 626.8473).

421.10.1 RELEASE OF AUDIO/VIDEO RECORDINGS

Requests for the release of audio/video recordings shall be processed in accordance with the Records Maintenance and Release Policy.

421.10.2 ACCESS TO RECORDINGS

Except as provided by Minn. Stat. § 13.825, Subd. 2, audio/video recordings are considered private or nonpublic data.

Any person captured in a recording may have access to the recording. If the individual requests a copy of the recording and does not have the consent of other non-law enforcement individuals captured on the recording, the identity of those individuals must be blurred or obscured sufficiently to render the subject unidentifiable prior to release. The identity of on-duty peace officers may not be obscured unless their identity is protected under Minn. Stat. § 13.82, Subd. 17.

421.11 ACCOUNTABILITY

Any member who accesses or releases recordings without authorization may be subject to discipline (see the Standards of Conduct and the Protected Information policies) (Minn. Stat. § 626.8473).



WEST HENNEPIN PUBLIC SAFETY DEPARTMENT

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Phone (763) 479-0500, Fax (763) 479-0504

www.westhennepin.com

DATE: January 10, 2025
TO: Police Commission
FROM: Sgt. Howes
RE: Additions to Evidence Policy

Attached are the requested additions to the West Hennepin Public Safety Evidence Policy 801. West Hennepin Public Safety policy regarding evidence procedures is extensive. Upon my review of the policy, it lacked the actual packaging of evidence procedure. Also, the policy lacked how to weigh powdery or crystal-like substances without packaging.

To have uniformity regarding the packaging of evidence amongst the ranks at West Hennepin Public Safety please see the attached recommending additions.

If you have any questions regarding these policy additions feel free to contact me at any time.

Purpose: To establish a management and control system for property classified as evidence, safe keeping, found or for disposal which comes into the custody of the WHPSD

Related Documents/Reference Material:

- Minnesota POST Curriculum (2017) Category 3, Section 5
- WHPS Policies 801 Evidence Room
- Search and Seizure laws



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Uniform Method of Task Execution General 801.3 Addition

- The LETG program is used to enter evidence into a case and to inventory property.
- All items of EVIDENTIARY VALUE must be assigned their own identifying bar code and a complete description documented in the "Evidence" section of the electronic records management system (LETG) and noted what level of crime it is, i.e. "Evidence – Felony", "Evidence – Misdemeanor", "Safe Keeping", etc.
- When several items are recovered as "Found" or "Safe Keeping" (and as such have NO EVIDENTIARY VALUE), they must be completely and individually described in the "Evidence" section of the LETG, BUT they may be placed in as few containers as possible with one (1) bar code assigned to them.
- All physical items of evidence shall be described in either the summary or supplemental of the entering officers report. EXAMPLE: I packaged, sealed, and entered the following into evidence PL004, Blood Kit B4256 Item 24-0001, Switchblade knife Item 24-0002
- Any item that contains flammable liquid or hazardous chemicals should be placed in either the garage or its location forwarded to the Property Room Technician(s).
- Computers, cell phones, or other devices that may contain electronic data of evidentiary value should have their power button/switch left in the position it was originally found (on: leave on, off: leave off).
- When placing items of evidentiary value into heat-sealed bags, "size" the bag appropriately.
- All seals must have the officer's initials and date.

Collection of Evidence at Scene 801.3 Addition

- Always wear rubber gloves when handling evidence.



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- Switch gloves between collections of items concerning possible DNA to avoid cross contamination.
- Take photographs of evidence—where it was located and how it was found.
- Document the item (its location and who found it).
- Place in proper container(s) for transport.

Inventory

Property/Miscellaneous 801.5 Addition

- Any property submitted to the property room must be inventoried.
- The electronic property inventory record must be properly filled out and clearly marked as Evidence, Found, Safe Keeping or Set for Destruction.
- A bar code label will be affixed to the submitted property and then placed in the temporary property holding locker, the safe, investigators office etc.
- No explosives (with the exception of small fireworks), dangerous chemicals, unknown biological specimens, nuclear material or other dangerous material or property are to be accepted into the property holding area. Notify the evidence room technician and/or a supervisor if such property is submitted.

Money WHPS POLICY 801.3.4 Addition

- All money submitted to the property room will be counted, sealed, properly marked, and tagged.
- Cash should be placed into an envelope.



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- Note the amount of cash and denominations.
- The envelope must have the signatures of the submitting officer and, if available, a witness
- Cash in excess of \$100 requires immediate notification of a supervisor and proper reporting by all parties involved.
- Officers that admit cash into evidence must notify a supervisor in person, phone, or email to ensure the cash is taken to the bank as soon as possible if exceeding \$100. Cash will not be maintained in the evidence room if exceeding \$100. A cashier's check will be obtained.

Addition - Drugs POLICY 801.4.2

- All drugs (including narcotics, hallucinogens, prescription, over the counter and narcotics implements) submitted to the property room, either as found or confiscated/evidence, will be sealed, properly marked, and tagged.
- When packaging any powdery substances or substances that can easily become airborne, officers should consider wearing N-95 masks, safety goggles, and rubber gloves that are supplied in the evidence preparation area.
- All narcotics excluding marijuana must be weighed in the presence of another party to ensure the safety of the officer.
- All Officers of West Hennepin Public Safety must be certified in MobileDetect drug identification testing kits
- When safe and feasible, remove the drugs from original packaging.
- Weigh the drugs for an "out of package" weight.
- Document weight in the 'Item Description' and report.



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-
- Make an appropriately sized heat-sealed bag.
 - Place the drugs in heat-sealed bag. Seal the appropriate half of the bag
 - Place the original packaging in the other half of the heat-sealed bag
 - Seal the other end.
 - Ensure that you initial and date both sides of heat-sealed bag over the seals.
 - Seal, initial, date, and place bar code on the heat-sealed bag.
 - Double bag the sealed evidence
 - Document in the LETG evidence section and print an evidence bar code and affix to envelope where indicated on the drug label.

☐ Any drug container(s) in which the drug was located in, and paraphernalia will be inventoried separately from drugs.

☐ If there is a drug charge separate from the paraphernalia, and the drug container(s) or paraphernalia contain drug fragments or residue, ensure that you heat-seal them in bags separately.

Weapons 801.4 Addition

- All weapons entered in to evidence will be made safe by unloading and will have separate bar codes.
- If the officer is unable to unload the weapon, the officer will tag the weapon and attach a note that the weapon is DANGEROUS and LOADED. A supervisor and/or Property Room Technician(s) must be notified.
- If the weapon is a gun, put a zip strip through the barrel (if able) in locked-back position.



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- Run all firearm's serial numbers to ensure they are not stolen before entering it into evidence.
- All ammo must be packaged separately from firearm.
- If the weapon is a knife, place in a sharps container or, if it is larger, place in knife box located in property preparation area.

Sexual Assault Kits 801.4 Addition

- Document inventory into LETG, place sexual assault kit box(es) in evidence bag, print bar code, and affix to outside of evidence bag that contains the sexual assault kit box(es). Seal evidence bag, initial and date.
- Notify Property Room Technician(s) and/or supervisor so the evidence can be refrigerated within 24 hours of collection.

Crime Lab Requests 801.6.2 Addition

- If you know evidence must be sent to one of the state/county crime labs for analysis, ensure that you use the drop-down menu: Processing Required.
- Make sure you document actions required in the notes section in LETG evidence and your main report.



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Found Property/Safe Keeping 801.3.4 Addition

- Items which are entered into evidence as found property or safe keeping, should be entered into PL014. This locker should remain unlocked so Officers can retrieve the non-evidentiary items for citizens.

Release 801.6.4 Addition

- Notify the technician what items may be released, destroyed, or transferred for city use.
- Do not notify the subject their property is available for release. The property technician will send the proper documents to the subject.
- All evidence available for release will be done by the Property Room Technician(s) to ensure proper retention elements are met.



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Phone (763) 479-0500, Fax (763) 479-0504

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Date: January 9, 2025

To: WHPS Police Commission

From: Sergeant Ebeling

Subject: Proposed Updates to Commendations and Awards Policy (Policy 1013) and Uniform Policy (Policy 1022)

Background

Over the past year, I have conducted an extensive review of our existing Commendations and Awards Policy (Policy 1013) and Uniform Policy (Policy 1022). This process included evaluating current practices, consulting with officers and leadership, and benchmarking industry best practices to ensure that our policies align with professional standards. Input from officers, including Sgt. Howes, was invaluable in identifying opportunities to enhance clarity, uniformity, and recognition.

Purpose of the Updates

1. Clearly Define Criteria

- Establish more specific and distinguishing criteria for each award and commendation, ensuring fair and consistent application across the department.
- Introduce refined eligibility standards for each level of recognition, from the Police Cross to Meritorious Conduct.

2. Enhance Uniformity

- Integrate the placement and design of awards, citation bars, and medals into the Uniform Policy (Policy 1022) to create a cohesive and professional appearance.
- Provide structured guidelines for the placement of citation bars above the right pocket of the uniform, organized by precedence (e.g., Service Bars, Position Bars, Awards, Special Recognition).

3. Promote Recognition and Morale

- Expand the recognition program to include updated awards such as the Police Cross, Lifesaving Award, and Distinguished Service Award.

- Acknowledge specialized roles, certifications, and unique contributions with new citation bars (e.g., Military Service, COVID-19 Service, Baby/Stork Bar).
- Ensure that officers and civilians are honored appropriately for their service, bravery, and dedication.

Key Changes to Policy 1013: Commendations and Awards

- Introduced **refined criteria** for all awards, including the Police Cross, Medal of Honor, Medal of Valor, Purple Heart, and others.
- Established a detailed **recognition structure**, specifying the type of award (medal, citation bar, plaque, or certificate) based on the level of achievement.
- Enhanced descriptions of eligibility to better differentiate between commendations and ensure that acts of service are recognized equitably.

Key Changes to Policy 1022: Uniform Policy

- Integrated **award citation bars and medals** into the uniform layout:
 - Citation bars are displayed in rows of up to three bars wide above the right pocket, organized by precedence.
 - Medals are worn only during ceremonial presentations and replaced by corresponding citation bars for daily wear.
- Introduced new citation bars for **service milestones** (e.g., 5-year stars), **position roles** (e.g., Chief, Sergeant), and **special recognition** (e.g., COVID-19 Service, Military Service).
- Established design consistency with **silver background with gold accents** for officers and civilians, and **gold background with silver accents** for command staff.

Request for Review and Feedback

The proposed updates to Policies 1013 and 1022 are included in drafts for your review. I believe these changes will not only streamline our recognition program but also reinforce the professionalism and morale of our department.

Please review the draft policies and provide any feedback or recommendations. I am happy to discuss these updates in further detail at your earliest convenience.


Commendations and Awards

1013.1

PURPOSE AND SCOPE

Discretionary

MODIFIED

 This policy provides general guidelines for recognizing commendable or meritorious acts of members of the West Hennepin Public Safety and individuals from the community. It also outlines the awards available to acknowledge these acts and the procedures for nomination, review, and presentation.

1013.2

POLICY

Discretionary

MODIFIED

It is the policy of the West Hennepin Public Safety to recognize and acknowledge exceptional individual or group achievements, performance, proficiency, heroism and service of its members and individuals from the community through commendations and awards. The Department seeks to honor actions above and beyond normal responsibilities, including but not limited to distinguished service, valor under dangerous conditions, lifesaving efforts, sustained excellence or meritorious conduct, and ultimate sacrifice.

1013.3

COMMENDATIONS

Discretionary

Commendations for members of the Department or for individuals from the community may be initiated by any department member or by any person from the community.

1013.3.1

COMMENDATIONS RECEIVED FROM CITIZENS

Agency Content

Letters of commendations received from persons other than employees assigned to the Police Department will be handled as follows:

- A letter of acknowledgement and thanks will be sent to the correspondent from the Director of Public Safety.
- The Director of Public Safety will forward a copy of the commendation letter to the identified officer and ensure placement in the officer's personnel file.

1013.4

CRITERIA

Discretionary

A meritorious or commendable act may include, but is not limited to:

- Superior handling of a difficult situation.
- Conspicuous bravery or outstanding performance.
- Any action or performance that is above and beyond the typical duties.

1013.4.1

DEPARTMENT MEMBER DOCUMENTATION

Discretionary

Members of the Department should document meritorious or commendable acts. The documentation should contain:

- a. Identifying information:
 1. For members of the Department - name, division and assignment at the date and time of the meritorious or commendable act
 2. For individuals from the community - name, address, telephone number
- b. A brief account of the meritorious or commendable act with report numbers, as appropriate.
- c. The signature of the member submitting the documentation.

1013.4.2

COMMUNITY MEMBER DOCUMENTATION

Discretionary

MODIFIED

Documentation of a meritorious or commendable act submitted by a person from the community should be accepted in any form. However, written documentation is preferred. Department members accepting the documentation should attempt to obtain detailed information regarding the matter, including:

- a. Identifying information:
 - a. For members of the Department - name, division and assignment at the date and time of the meritorious or commendable act
 - b. For individuals from the community - name, address, telephone number
- b. A brief account of the meritorious or commendable act with report numbers, as appropriate.
- c. The signature of the person submitting the documentation.

1013.4.3

PROCESSING DOCUMENTATION

Discretionary

MODIFIED

- A. Department Member: Documentation regarding a meritorious or commendable act of a member of the Department should be forwarded to the appropriate Sergeant for review. The Sergeant should sign forward the documentation to the Director of Public Safety for final review. The Director of Public Safety or an authorized designee will present the commendation to the department member for his/her signature. The documentation will then be returned to the Sergeant for entry into the member's personnel file.
- B. Community Member: Documentation regarding the meritorious or commendable act of an individual from the community should be forwarded to the appropriate Sergeant. The documentation will be signed by the Sergeant and forwarded to the Director of Public Safety for review. An appropriate venue and/or ceremony to acknowledge the individual's actions should be arranged. Documentation of the commendation shall be maintained in a file designated for such records.

1013.5

AWARDS CRITERIA GUIDELINE

Agency Content

The following are the awards conferred by the West Hennepin Public Safety Department. Some existing award titles have been updated to reflect newly adopted terminology. In such cases, the previous title is noted in parentheses. Criteria for each award including selection, presentation, and display, are determined by the Director of Public Safety in accordance with this policy and any supplemental directives. The Director (or designee) may choose to establish an awards board or committee to review nominations and make recommendations for final approval.

A. **Police Cross**

- Description: The Police Cross is the highest honor within the Department. It is awarded to an officer who dies in the line of duty or suffers great bodily harm while performing duties under honorable circumstances. It may be awarded posthumously to honor officers who have made the ultimate sacrifice.
- Eligibility:
 - Officer death or life-altering injury sustained in the performance of official duties.
 - Reflects the highest level of sacrifice and service.
- Recognition: Recipient (or next of kin, if posthumous) shall receive a commemorative Police Cross Medal, citation bar (white) and plaque with a certificate of recognition.

B. **Medal of Honor**

- Description: Awarded for outstanding bravery or heroism, reflecting unselfishness, courage, and immediate risk of death or serious physical injury, but not resulting in the officer's death or catastrophic injury (those circumstances would qualify for the Police Cross).
- Eligibility:
 - An act so extraordinary as to clearly distinguish the individual from colleagues.
 - May be considered if the event involved imminent peril but the officer did not suffer injury.

- Recognition: Recipient shall receive a commemorative medal, citation bar (blue) and a plaque with a certificate of recognition.

C. **Medal of Valor**

- Description: Awarded to a member of the Department (or a citizen) who, conscious of danger, performs an act of gallantry at imminent personal hazard to life, clearly above and beyond the call of duty.
- Eligibility:
 - Immediate risk of substantial harm where the individual's actions directly mitigate such harm.
 - Reflects distinguished bravery under extreme conditions.
- Recognition: Recipient shall receive a commemorative medal, citation bar (red/white/blue) and a plaque with a certificate of recognition.

D. **Purple Heart**

- Description: Recognizes an officer who sustains a serious or life-threatening injury in the line of duty under honorable circumstances, provided the injury does not qualify for the Police Cross Medal (i.e., the officer survives without catastrophic injuries that would merit the Police Cross, and the incident does not result in the officer's death).
- Eligibility:
 - Injury is significant but does not meet the threshold for awarding the Police Cross.
 - Not awarded posthumously (in the event of death in the line of duty, the Police Cross Medal applies).
- Recognition: Recipient shall receive a commemorative medal, citation bar (purple) and certificate of recognition.

E. **Lifesaving Award**

- Description: Conferred upon an officer or citizen whose direct actions result in saving or significantly prolonging a human life.
- Eligibility:
 - The individual's intervention must have been the critical factor preventing or delaying an otherwise likely fatality (e.g., performing CPR, using an AED, removing a victim from imminent harm).
- Recognition: Recipient shall receive a commemorative medal, citation bar (blue/white), and a plaque and/or a certificate detailing the lifesaving incident.

F. **Award of Excellence** *(Previously titled "Department Award of Excellence")*

- Description: Awarded to a member of the Department for exceptional achievements or accomplishments that surpass routine expectations - e.g., innovative policing methods, improved efficiency or operations, or notable contributions that reflect credit on the Department.
- Eligibility:
 - Duties performed at a level significantly above normal requirements.
 - Achievements leading to major administrative improvements, cost savings, or enhanced community trust.
- Recognition: Recipient shall receive a plaque, citation bar (blue/red w/star) with a certificate of recognition.

G. **Commendation** *(Previously titled "Department Letter of Commendation")*

- Description: Recognizes professional performance of police duties or noteworthy service.

- Eligibility:
 - Exemplary conduct in the course of regular assignments.
 - Acts or series of acts that positively represent the Department and exceed ordinary expectations.
- Recognition: Recipient shall receive a Commendation letter and citation bar (blue/green w/star).

H. **Distinguished Service Award** *(Previously titled "Distinguished Service")*

- Description: Acknowledges significant contributions to the Department by an officer or a citizen, whether through a single notable event or sustained support of the Department.
- Eligibility:
 - Outstanding service that furthers the Department's mission or strengthens policing efforts.
 - May be awarded for career-long distinctions upon retirement or at another appropriate juncture.
- Recognition: Recipient shall receive a certificate of recognition and citation bar (red/blue w/star).

I. **Outstanding Service Award** *(Previously titled "Outstanding Service.")*

- Description: Honors a member of the Department or a community member who demonstrates ongoing dedication or involvement that markedly benefits the Department and its service areas.
- Eligibility:
 - Strong commitment to community well-being, public safety, or departmental objectives over a period of time.
- Recognition: Recipient shall receive a plaque or certificate of recognition and citation bar (blue/black w/green star)

J. **Award of Merit**

- Description: Recognizes notable initiative, achievement, or service that significantly enhances departmental goals or public safety.
- Eligibility:
 - May include sustained excellent performance, exemplary investigative work, or a special project that improves departmental operation or community engagement.
- Recognition: Recipient shall receive a certificate of recognition and citation bar (black/blue w/shield)

K. **Meritorious Conduct/Service Award** *(Combines and clarifies previous references to "Meritorious Conduct" or "Meritorious Service.")*

- Description: Conferred upon individuals who consistently demonstrate a high degree of professionalism, creativity in problem-solving, and a positive impact on departmental operations or community relations.
- Eligibility:
 - Could be for a single, significant achievement or ongoing performance reflecting meritorious service.
 - Must distinctly exceed ordinary duty requirements.
- Recognition: Recipient shall receive a certificate of recognition and citation bar (red/white/red w/diamond).

1013.6

COMMENDATIONS RECEIVED FROM CITIZENS

Agency Content

Letters of commendations received from persons other than employees assigned to the Police Department will be handled as follows:


- A letter of acknowledgment and thanks will be sent to the correspondent from the Director.
- The Director will forward a copy of the correspondence to the officer and the officer's personnel file.

1013.7

AWARDS

Discretionary

MODIFIED

 Awards may be bestowed upon members of the Department and individuals from the community. These awards shall include (but are not limited to) the following, listed in order of precedence:

- A. Police Cross Medal (new highest award)
- B. Medal of Honor
- C. Medal of Valor
- D. Purple Heart
- E. Lifesaving Award
- F. Award of Excellence (formerly Department Award of Excellence)
- G. Commendation (formerly Department Letter of commendation)
- H. Distinguished Service Award (formerly Distinguished Service)
- I. Outstanding Service (formerly Outstanding Service)
- J. Award of Merit
- K. Meritorious Conduct/Service Award

Additional eligibility details, selection methods, and presentation procedures may be supplemented at the discretion of the Director of Public Safety. The Director (or designee) may establish an awards board or committee to review nominations and make recommendations for final approval.

1013.8

AWARD STYLE AND UNIFORMITY

Agency Content

Purpose

To establish uniformity in the design, style, and presentation of awards issued by the Department, ensuring consistency and professionalism in recognizing exemplary service.

1013.8.1

GENERAL GUIDELINES

Agency Content

- A. Design Standards:
1. Awards and citation will feature a standardized color scheme and design elements for all recipients.
 2. Civilian and Officer awards will utilize a silver background with gold accents.
 3. Command Staff awards will utilize gold background with silver accents.
- B. Award Types:
1. Each award includes a citation bar for uniform display and select awards include a commemorative medal for ceremonial purposes.
 - a. Citation bars are to be worn on official uniforms as per Policy 1022 (Uniform Regulations).
 - b. Commemorative medals are presented during formal ceremonies and may be displayed in shadow boxes or personal collections.
- C. Awards bestowed upon an officer from another agency or from a reputable association such as the Minnesota Chiefs of Police Association or the International Association of Chiefs of Police may be worn in accordance with department policy. The outside award will be cross referenced with current department awards and can be displayed following this policy.

1013.8.2

AWARD DESIGN SPECIFICATIONS

Agency Content

AWARD	Citation Bar Design	Medal Design
Police Cross Medal	Solid WHITE enamel with Silver or Gold Background	Silver or Gold Cross with starburst medal with the following text: Atop "POLICE CROSS" below "WEST HENNEPIN PSD" Center Seal Current Minnesota State Seal. TEXT will be BLUE enamel in ROMAN text. Medal will be attached to solid WHITE neck ribbon. Medal will be accompanied with presentation box.
Medal of Honor	Solid BLUE enamel with Silver or Gold Background	Silver or Gold Starburst Medal with the following text: Atop "MEDAL OF HONOR" Banner "WEST HENNEPIN" Circle Banner "PUBLIC SAFETY - DEPARTMENT" Center Seal

AWARD	Citation Bar Design	Medal Design
		Current Minnesota State Seal. TEXT will be BLUE enamel in Roman text. Medal will be attached to solid BLUE neck ribbon. Medal will be accompanied with presentation box.
Medal of Valor	RED / WHITE / BLUE enamel with Silver or Gold Background	Silver or Gold 6 pt Star/Cross BLUE enamel medal with the following text: Atop "MEDAL OF VALOR" below " WEST HENNEPIN PSD" Center Seal Current Minnesota State Seal. TEXT will be BLUE enamel in Roman text. Medal will be attached to a RED/WHITE/BLUE neck ribbon. Medal will be accompanied with presentation box.
Purple Heart	Solid PURPLE enamel with Silver or Gold Background	Silver or Gold Heart Medal with the following text: Atop "WEST HENNEPIN PSD" Center Seal Current Minnesota State Seal. TEXT will be BLUE enamel in Roman Text. Medal will be attached to a PURPLE neck ribbon. Medal will be accompanied with presentation box.
Lifesaving Award	BLUE / WHITE enamel with Silver or Gold Background	Silver or Gold Eagle-top Starburst Shield Medal with the following text: Atop "LIFESAVING AWARD" Circle

AWARD	Citation Bar Design	Medal Design
		Banner "WEST HENNEPIN - PUBLIC SAFETY" Below "XXXX" (Year Awarded) TEXT will be BLUE enamel in Roman Text. Medal will be attached to a BLUE/WHITE neck ribbon. Medal will be accompanied with presentation box.
Award of Excellence	BLUE / RED enamel on a diagonal with Silver or Gold Star and Background	None
Commendation	BLUE / GREEN enamel with Silver or Gold Star(s) and Background	None
Distinguished Service	RED over BLUE enamel with Silver or Gold Star(s) and Background	None
Outstanding Service	BLUE/BLACK/BLUE w/GREEN Star(s) enamel with Silver or Gold Background	None
Award of Merit	BLACK/BLUE enamel with Silver or Gold Shield and Background	None
Meritorious Conduct		None

AWARD	Citation Bar Design	Medal Design
	RED/WHITE/RED enamel with Silver or Gold Diamond(s) and Background	

Uniform Regulations

1022.1 PURPOSE AND SCOPE

The uniform policy of the West Hennepin Public Safety is established to ensure that uniformed officers, special assignment personnel and non-licensed employees will be readily identifiable to the public through the proper use and wearing of department uniforms. Employees should also refer to the following associated policies:

- Firearms
- Department Owned and Personal Property
- Body Armor
- Personal Appearance Standards
- Commendations and Awards

The uniform and equipment specifications manual is maintained and periodically updated by the Director of Public Safety or the authorized designee. The manual, and associated procedures, should be consulted regarding authorized equipment and uniform specifications.

The West Hennepin Public Safety will provide uniforms for all employees who are required to wear them in the manner, quantity and frequency agreed upon in the respective employee group's collective bargaining agreement. The uniforms for officers of this department shall be a consistent color pursuant to Minn. Stat. § 626.88 Subd. 2.

1022.2 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT

Police employees wear the uniform to be identified as the law enforcement authority in society. The uniform also serves an equally important purpose, which is to identify the wearer as a source of assistance in an emergency, crisis or other time of need.

- (a) Uniform and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean and appear professionally pressed.
- (b) All peace officers of this department shall possess and maintain at all times, a serviceable uniform and the necessary equipment to perform uniformed field duty.
- (c) Personnel shall wear only the uniform specified for their rank and assignment.
- (d) The uniform is to be worn in compliance with the specifications set forth in the Department's uniform specifications and procedures which are maintained separately from this policy.
- (e) All supervisors will perform periodic inspections of their personnel to ensure conformance to these regulations.

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Uniform Regulations

- (f) Civilian attire shall not be worn in combination with any distinguishable part of the uniform.
- (g) Uniforms are only to be worn while on-duty, while in transit to or from work, for court or at other official Department functions or events.
- (h) If the uniform is worn while in transit while driving a personal vehicle an outer garment shall be worn over the uniform shirt so as not to bring attention to the employee while off-duty.
- (i) Employees are not to purchase or drink alcoholic beverages while wearing any part of the Department uniform, including the uniform pants.
- (j) Mirrored sunglasses will not be worn with any Department uniform
- (k) Visible jewelry, other than those items listed below, shall not be worn with the uniform-unless specifically authorized by the Director of Public Safety or designee.
 - 1. Wrist watch.
 - 2. Wedding ring(s), class ring or other ring of tasteful design. A maximum of one ring/set may be worn on each hand.
 - 3. Medical alert bracelet.

1022.2.1 DEPARTMENT OFFICE ISSUED IDENTIFICATION

The Department issues each employee an official Department identification card bearing the employee's name, identifying information and photo likeness. All employees shall be in possession of their Department-issued identification card at all times while on-duty or when carrying a concealed weapon.

- (a) Whenever on-duty or acting in an official capacity representing the Department, employees shall display their Department issued identification in a courteous manner to any person upon request and as soon as practicable.
- (b) Officers working specialized assignments may be excused from the possession and display requirements when directed by their Sergeant.

1022.3 UNIFORM CLASSES

1022.3.1 CLASS A UNIFORM

The Class A uniform is to be worn on special occasions such as funerals, graduations, promotions, ceremonies or as directed. The Class A uniform is required for all licensed personnel. The Class A uniform includes the standard issue uniform with:

- (a) Long sleeve shirt with tie, tie clip, name tag, P pins on front pockets and lapels.
- (b) Command Staff: collar insignia consistent with rank

Uniform Regulations

- (c) Service & Award Citation Bars
- (d) Uniform pants without side pockets -No cargo pants
- (e) Class A hat with hat badge and hat band
- (f) Polished shoes.

The campaign hat may be worn for events held outdoors. Boots with pointed toes are not permitted. Color of name tags, tie clips, P pins, hat ring should be silver for patrol officer and gold for command staff.

1022.3.2 CLASS B UNIFORM

All officers will possess and maintain a serviceable Class B uniform at all times.

The Class B uniform will consist of the same garments and equipment as the Class A uniform with the following exceptions:

- (a) The short sleeve shirt may be worn with the collar open. No tie is required.
- (b) The long sleeve shall be worn with button collar and or open collar with a mock turtle with WHPS insignia.
- (c) A white, navy blue or black crew neck t-shirt must be worn with the uniform.
- (d) All shirt buttons must remain buttoned except for the last button at the neck.
- (e) Polished shoes.
- (f) Approved all black polished shoes may be worn.
- (g) Boots with pointed toes are not permitted.
- (h) May wear approved stand alone pins approved by the Director (e.g. SWAT, FTO, DRE)

1022.3.3 CLASS C UNIFORM

The Class C uniform may be established to allow field personnel cooler clothing during the summer months or for special duty assignments. The Director of Public Safety will establish the regulations and conditions for wearing the Class C Uniform and the specifications for the Class C Uniform.

1022.3.4 FOUL WEATHER GEAR

The Uniform and Equipment Specifications lists the authorized uniform jacket and rain gear.

1022.4 INSIGNIA AND PATCHES

- (a) Shoulder patches - The authorized shoulder patch supplied by the Department shall be machine stitched to the sleeves of all uniform shirts and jackets, three-quarters of an inch below the shoulder seam of the shirt, and be bisected by the crease in the sleeve.

Uniform Regulations

- (b) Service stripes and stars - Service stripes and other indicators for length of service may be worn on long sleeved shirts and jackets. They are to be machine stitched onto the uniform. The bottom of the service stripe shall be sewn the width of one and one-half inches above the cuff seam with the rear of the service stripes sewn on the dress of the sleeve. The stripes are to be worn on the left sleeve only.
- (c) The regulation nameplate, or an authorized embroidery nameplate, shall be worn at all times while in uniform. The nameplate shall display the employee's first and last name. If an employee's first and last names are too long to fit on the nameplate, then the initial of the first name will accompany the last name. If the employee desires other than the legal first name, the employee must receive approval from the Director of Public Safety. The nameplate shall be worn and placed above the right pocket located in the middle, bisected by the pressed shirt seam, with equal distance from both sides of the nameplate to the outer edge of the pocket.
- (d) The embroidery for the name shall be centered over right breast pocket 1/4 inch up. Font shall be 8mm block with thread color Gold 0012.
- (e) When a jacket is worn, the nameplate or an authorized sewn on cloth nameplate shall be affixed to the jacket in the same manner as the uniform.
- (f) Assignment Insignias - Assignment insignias, (e.g., SWAT, FTO or similar) may be worn as designated by the Director of Public Safety.
- (g) Badge - The Department-issued badge, or an authorized sewn-on cloth replica, must be worn and be visible at all times while in uniform. Licensed non-uniform personnel will wear or carry their badge in a manner that it is in reasonable proximity to their firearm and able to be displayed whenever appropriate.
- (h) Rank insignia - The designated insignia indicating the employee's rank must be worn at all times while in uniform. The Director of Public Safety may authorize exceptions.

1022.4.1 MOURNING BADGE

Uniformed employees may wear a black mourning band across the uniform badge whenever a law enforcement officer is killed in the line of duty. The following mourning periods will be observed:

- (a) An officer of this department - From the time of death until midnight on the 14th day after the death.
- (b) An officer from this state - From the time of death until midnight on the day of the funeral.
- (c) Funeral attendee - While attending the funeral of a fallen officer.
- (d) National Peace Officers Memorial Day (May 15) - From midnight through the following midnight.
- (e) As directed by the Director of Public Safety or designee.

Uniform Regulations

1022.4.2 INSIGNIA, AWARDS, AND CITATION BARS

Citation bars and insignias are placed above the right pocket and name plate of the uniform shirt in the following order:

- (a) Service Bars
- (b) Position Bars
- (c) Awards and Commendation Citation Bars
- (d) Special Assignment or Certification Bars
- (e) Special Service Recognition Bars

Rows of citation bars are limited to three bars wide, with additional rows placed beneath as necessary.

1022.4.3 POSITION BARS

Worn to identify the officer's current role:

- Chief
- Sergeant
- Patrol Officer
- Criminal Investigator
- Drug Task Force Agent

Wear limitations: Position bars are worn only while serving in the designated position.

1022.4.4 AWARDS AND COMMENDATION CITATION BARS

- (a) Citation bars follow the order of precedence outlined in the Awards and Commendation Policy:
 1. Police Cross
 2. Medal of Honor
 3. Medal of Valor
 4. Purple Heart
 5. Lifesaving Award
 6. Award of Excellence
 7. Commendation
 8. Distinguished Service
 9. Outstanding Service
 10. Award of Merit
 11. Meritorious Conduct

Uniform Regulations

- (b) Medals usage: Medals are worn only during award presentations and ceremonial events. The corresponding citation bar replaces the medal on the uniform for daily wear.

1022.4.5 SPECIAL ASSIGNMENT OR CERTIFICATION BARS

- (a) Recognizes specialized roles and certifications:
 1. EMS - EMR, EMT, Paramedic
 2. Special Weapons and Tactics (SWAT)
 3. Field Training Officer (FTO)
 4. Drug Recognition Expert (DRE)
 5. Instructor
 6. Mobile Field Force (MFF)
 7. Bicycle Officer
 8. Drone Pilot
 9. Firefighter
 10. Other assignments approved by the Director of Public Safety

1022.4.6 SPECIAL SERVICE RECOGNITION BARS

- (a) Military Service Bars
 1. Current Military Service: Displays the officers' current branch of service (e.g., Army, Navy, NG etc.).
 2. Veteran Service: Displays a flag citation bar labeled "US Military Veteran".
- (b) COVID-19 Service Bar: Recognizing officers who worked during the pandemic
- (c) Baby/Stork Citation Bar: Awarded for assisting in the delivery of a baby during an emergency.
- (d) Other Recognitions: As approved by the Director of Public Safety

1022.4.7 DESIGN AND BACKGROUND

All citation bars, medals, and insignias must be approved and issued by the Director of Public Safety or their designee. Unauthorized citation bars, insignias, or medals are prohibited.

- (a) Silver background with gold accents for officers and civilians.
- (b) Gold background with silver accents for command staff.

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Service Bars 5yr = 1 star



Position Bars



EMS



SWAT



FTO



DRE



Instructor



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Mobile Field Force



Bike Patrol



DARE



Drone Pilot



Firefighter



Military Service - Current



Military Service - Veteran



Baby



COVID



1022.5 CIVILIAN ATTIRE

There are assignments within the Department that do not require the wearing of a uniform because recognition and authority are not essential to their function. There are also assignments in which wearing civilian attire is necessary.

- (a) All employees shall wear clothing that fits properly, is clean and free of stains and not damaged or excessively worn.

Uniform Regulations

- (b) All male administrative, investigative and support personnel who elect to wear civilian clothing to work shall wear button style shirts with a collar, slacks or suits that are moderate in style.
- (c) All female administrative, investigative and support personnel who elect to wear civilian clothes to work shall wear dresses, slacks, shirts, blouses or suits that are moderate in style.
- (d) The following items shall not be worn on-duty:
 - 1. T-shirt alone.
 - 2. Open-toed sandals or thongs.
 - 3. Swimsuit, tube tops or halter tops.
 - 4. Spandex type pants or see-through clothing.
 - 5. Distasteful printed slogans, buttons or pins.
 - 6. Denim pants of any color.
 - 7. Shorts.
 - 8. Sweat shirts, sweat pants or similar exercise clothing.
- (e) Variations from this order are allowed at the discretion of the Director of Public Safety or designee when the employee's assignment or current task is not conducive to wearing such clothing.
- (f) No item of civilian attire may be worn on-duty that would adversely affect the reputation of the West Hennepin Public Safety or the morale of the employees.
- (g) Licensed employees carrying firearms while wearing civilian attire should wear clothing that effectively conceals the firearm when outside a controlled law enforcement facility or work area.

1022.6 POLITICAL ACTIVITIES, ENDORSEMENTS, ADVERTISEMENTS OR OTHER APPEARANCES IN UNIFORM

Unless specifically authorized by the Director of Public Safety, West Hennepin Public Safety employees may not wear any part of the uniform, be photographed wearing any part of the uniform, utilize a badge, patch or other official insignia of the Department, or cause to be posted, published or displayed, the image of another employee, or identify him/herself as an employee of the West Hennepin Public Safety to do any of the following:

- (a) Endorse, support, oppose or contradict any political campaign or initiative.
- (b) Endorse, support, oppose or contradict any social issue, cause or religion.
- (c) Endorse, support or oppose, any product, service, company or other commercial entity.

Uniform Regulations

- (d) Appear in any commercial, social or nonprofit publication, or any motion picture, film, video, public broadcast, photo, any website or any other visual depiction.

1022.7 OPTIONAL EQUIPMENT - MAINTENANCE AND REPLACEMENT

- (a) Any of the items listed in the Uniform and Equipment Specifications as optional shall be purchased at the expense of the employee.
- (b) Maintenance of optional items shall be the financial responsibility of the purchasing employee (e.g., repairs due to normal wear and tear).
- (c) Replacement of items listed in this order as optional shall be done as follows:
 - 1. When the item is no longer functional because of normal wear and tear, the employee bears the full cost of replacement.
 - 2. When the item is no longer functional because of damage in the course of the employee's duties, it may be replaced following the procedures for the replacement of damaged personal property in the Department-Owned and Personal Property Policy.

1022.8 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

West Hennepin Public Safety employees may not wear any uniform item, accessory or attachment unless specifically authorized in the Uniform and Equipment Specifications or by the Director of Public Safety or designee.

West Hennepin Public Safety employees may not use or carry any tool or other piece of equipment unless specifically authorized in the Uniform and Equipment Specifications or by the Director of Public Safety or designee.

1022.9 UNIFORM ALLOWANCE

The uniforms for officers of this department shall be a consistent color pursuant to Minn. Stat. § 626.88 Subd. 2.

A. The amount of clothing allowance will be awarded to each employee as set by the West Hennepin Police Commission. This amount will be allocated the in January of each year to all employees in good standing. The amount will be designated to each employees account and approved purchases will be paid by West Hennepin Public Safety from the employees account. Account balances will be supplied to employees as requested. Any year end balances will carry over to the following year but balance shall not exceed 1.5 times the annual allotment. The balance is not payable on separation from West Hennepin Public Safety.

Employees are not allowed negative balances and will be invoiced for same.

B. The clothing allowance funds shall be used for the maintenance, repair, replacement, and purchase of uniforms and equipment per IRS definitions. The selected vendors will have annual

West Hennepin Public Safety

West Hennepin PSD Policy Manual

Uniform Regulations

purchase orders for department paid purchases and personal purchases to be billed against individual clothing allowance funds.

C. West Hennepin Public Safety has selected the following public safety equipment & uniform vendors for which police personnel shall purchase their uniform and equipment and they are listed as follows:

1. K.E.E.P.E.R.S.

2. STREICHER'S

3. UNIFORMS UNLIMITED

4. GALS Catalog

5. WHPS Logo Ware

6. From any Federal Firearm License dealer with a West Hennepin Public Safety issuance of Firearms Purchase letter.

D. If uniform/equipment items of interest are found at lower prices from another source, personnel shall utilize the options outlined:

1. Written request for uniform clothing allowances for up to half of the annual allotment, payable in February and September. These requested payments would subject to withholding taxes per IRS guidelines and would be noted on W-2 forms.

2. Purchase desired items from personal funds and report to IRS at the end of each year, provided it is classified as public safety equipment per IRS definitions.

E. Employees whose duties require the wearing of uniforms may use clothing allowance funds for cleaning, maintaining, or altering of uniforms. Upon WHPS receiving substantiated expense receipts, the employee will be reimbursed in July and December. The cost of alterations can be covered in the purchase of uniforms at the selected vendors.

F. Employees who duties require the purchase of civilian type clothing may make a written request two times during the calendar for up to half of the yearly designated uniform allowance. These disbursements will be subject to withholding taxes as required by IRS and noted on W-2 form.



POLICE
CROSS



MEDAL OF
HONOR



MEDAL OF
VALOR



PURPLE
HEART



LIFESAVING
AWARD



AWARD OF EXCELLENCE



COMMENDATION



DISTINGUISHED SERVICE



OUTSTANDING SERVICE



AWARD OF MERIT



MERITORIOUS CONDUCT





WEST HENNEPIN PUBLIC SAFETY DEPARTMENT

1918 County Road 90

Maple Plain, MN 55359

Phone (763) 479-0500, Fax (763) 479-0504

www.westhennepin.com

Date: January 9, 2025

To: WHPS Police Commission

From: Sergeant Ebeling

Subject: Squad Purchase Proposal 2025

Purpose:

This memo seeks commission approval to purchase a new patrol vehicle for the 2025 service year. The bid from North Country GM for a 2024 Chevrolet Silverado 1500 4WD Crew Cab Work Truck is attached for your review.

Background:

The proposed purchase is in accordance with our fleet replacement schedule and is supported by 2025 budget allowances. This vehicle will replace Squad 72, which is nearing its serviceable life with close to 100,000 miles. As outlined in prior discussions, maintaining an updated and reliable fleet is essential to ensuring operational effectiveness and officer safety.

Building on the success of Squad 81, introduced last year as our first patrol truck, this new vehicle would be equipped with similar specifications. The design and performance of Squad 81 were well-received by officers, particularly for its versatility and functionality.

Justification for Immediate Purchase:

The selected Silverado is currently in stock, presenting an opportunity to avoid potential delays associated with vehicle manufacturer lead times. Recent industry trends have shown inconsistent and extended build times for custom-ordered vehicles, which could compromise timely outfitting and deployment.

Acquiring this vehicle now ensures alignment with our operational timeline, with outfitting projected for late summer or early fall. Additionally, the fleet bid pricing reflects a favorable purchase opportunity for WHPS.

Recommendation:

I recommend that the WHPS Police Commission approve the purchase of the 2024 Chevrolet Silverado 1500 from North Country GM as outlined in the attached bid. The vehicle's cost, including all relevant options and discounts, is \$52,252, providing a well-equipped and reliable addition to our fleet at a competitive price.



NORTH COUNTRY GM

BOB OHARA` | 218-349-8955 | rwohara01@aol.com

WEST HENNEPIN PUBLIC SAFETY

Prepared For: NICK

Vehicle: [Fleet] 2024 Chevrolet Silverado 1500 (CK10543) 4WD Crew Cab 147" Work Truck





Vehicle: [Fleet] 2024 Chevrolet Silverado 1500 (CK10543) 4WD Crew Cab 147" Work Truck (Complete)

Quote Worksheet

	MSRP
Base Price	\$45,800.00
Dest Charge	\$1,995.00
Total Options	\$9,164.00
Subtotal	\$56,959.00
FLEET BID ASSIST	(\$3,200.00)
SPRAY BEDLINER	\$550.00
2" FACTORY FRONT LIFT	\$1,920.00
Subtotal Pre-Tax Adjustments	(\$730.00)
Less Customer Discount	(\$3,977.00)
Subtotal Discount	(\$3,977.00)
Trade-In	\$0.00
Subtotal Trade-In	\$0.00
Taxable Price	\$52,252.00
Sales Tax	\$0.00
Subtotal Taxes	\$0.00
Subtotal Post-Tax Adjustments	\$0.00
Total Sales Price	\$52,252.00

Dealer Signature / DateCustomer Signature / Date

Selected Model and Options

MODEL		
CODE	MODEL	MSRP
CK10543	2024 Chevrolet Silverado 1500 4WD Crew Cab 147" Work Truck	\$45,800.00
COLORS		
CODE	DESCRIPTION	
GBA	Black	

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Vehicle: [Fleet] 2024 Chevrolet Silverado 1500 (CK10543) 4WD Crew Cab 147" Work Truck (Complete)

EMISSIONS				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
FE9	Emissions, Federal requirements	0.00 lbs	0.00 lbs	\$0.00

ENGINE				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
L84	Engine, 5.3L EcoTec3 V8 (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 Nm] @ 4100 rpm); featuring available Dynamic Fuel Management that enables the engine to operate in 17 different patterns between 2 and 8 cylinders, depending on demand, to optimize power delivery and efficiency (Requires (G80) auto-locking differential on CC10543 Crew Cab models. Not available with C*10703 Regular Cab model.)	111.00 lbs	0.00 lbs	\$1,595.00

TRANSMISSION				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
MI2	Transmission, 10-speed automatic, electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (Included and only available with (9C1) Police Pursuit Package, (5W4) Special Services Package or (FHS) E85 FlexFuel capability.)	17.00 lbs	3.00 lbs	Inc.

GVWR				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
C5Y	GVWR, 7100 lbs. (3221 kg) (Requires Crew Cab 4WD model with (L84) 5.3L EcoTec3 V8 engine.)	0.00 lbs	0.00 lbs	Inc.

AXLE				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
GU5	Rear axle, 3.23 ratio (Included and only available with (L84) 5.3L EcoTec3 V8 engine.)	0.00 lbs	3.00 lbs	Inc.

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Vehicle: [Fleet] 2024 Chevrolet Silverado 1500 (CK10543) 4WD Crew Cab 147" Work Truck (Complete)

PREFERRED EQUIPMENT GROUP

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
1WT	Work Truck Preferred Equipment Group includes standard equipment	0.00 lbs	0.00 lbs	\$0.00

WHEELS

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
PXT	Wheels, 20" x 9" (50.8 cm x 22.9 cm) Black painted steel (Included and only available with (9C1) Police Pursuit Package.)	29.00 lbs	29.00 lbs	Inc.

TIRES

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
QAE	Tires, 275/60R20SL all-terrain, blackwall (Included and only available with (9C1) Police Pursuit Package.)	12.00 lbs	12.00 lbs	Inc.

SPARE TIRE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
RMW	Tire, spare 275/60R20 all-terrain, blackwall (Included and only available with (9C1) Police Pursuit Package.)	-1.00 lbs	10.00 lbs	Inc.

PAINT

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
GBA	Black	0.00 lbs	0.00 lbs	\$0.00

SEAT TYPE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
AZ3	Seats, front 40/20/40 split-bench with covered armrest storage and under-seat storage (lockable) (STD)	0.00 lbs	0.00 lbs	\$0.00

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SEAT TRIM				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
H0U	Jet Black, Cloth seat trim (On 1WT models requires (ZLQ) WT Fleet Convenience Package and (A2X) 10-way power driver seat adjuster. Not available with (ZW9) pickup bed delete.)	0.00 lbs	0.00 lbs	\$0.00

RADIO				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
IOR	Audio system, Chevrolet Infotainment 3 system 7" diagonal HD color touchscreen, AM/FM stereo, Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Wireless Apple CarPlay and Wireless Android Auto compatibility (STD)	0.00 lbs	0.00 lbs	\$0.00

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Vehicle: [Fleet] 2024 Chevrolet Silverado 1500 (CK10543) 4WD Crew Cab 147" Work Truck (✔ Complete)

ADDITIONAL EQUIPMENT - PACKAGE				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
9C1	Police Pursuit Package includes (K47) high-capacity air filter, (KW5) 220-amp alternator, (K14) 120-volt power outlet, (KC9) 120-volt bed-mounted power outlet, (J55) Heavy Duty Brakes, (PXT) 20" Black painted steel wheels, (RNQ) 20" Black painted steel spare wheel, (QAE) 275/60R20SL all-terrain, blackwall tires, (RMW) 275/60R20 all-terrain, blackwall spare tire, (VZ2) speedometer calibration, (JHD) Hill Descent Control, (5J1) Calibration, keyless remote panic button exterior lights/horn disable, (NZZ) skid plates, (G80) auto-locking differential, (K34) cruise control, (NQH) 2-speed transfer case, (5J3) calibration and surveillance mode interior & exterior lighting, (6J7) headlamp and taillamp flasher system, (5LO) red/red taillamp flasher calibration and (5J9) red/white taillamp flasher calibration (Requires (Z71) Z71 Off-Road Package or (Z7X) Suspension Package. Requires CK10543 4WD Crew Cab Short Bed, (L84) 5.3L EcoTec3 V8 engine and either (ZLQ) WT Fleet Convenience Package or (PCV) WT Convenience Package. Not available with (5W4) Special Service Package or (9B9) Governor, electronic speed sensor set to 70 MPH.	0.00 lbs	0.00 lbs	\$4,495.00
AMF	Remote Keyless Entry Package Includes 4 additional transmitters, NOTE: programming of remotes is at customer's expense. Programming remotes is not a warranty expense. (Requires Crew Cab C*10*43 model.)	0.00 lbs	0.00 lbs	\$75.00
Z71	Z71 Off-Road Package includes (Z71) Off-Road suspension, (JHD) Hill Descent Control, (NZZ) skid plates and (K47) heavy-duty air filter (Requires Crew Cab or Double Cab 4WD model, (L84) 5.3L EcoTec3 V8 engine, (Z82) Trailering Package and AT or MT tires. Includes Z71 hard badge, (G80) locking differential and (NQH) 2-speed transfer case. Not available with (L3B) TurboMax engine.)	0.00 lbs	0.00 lbs	\$0.00
Z82	Trailering Package includes trailer hitch, 7-pin and 4-pin connectors and (CTT) Hitch Guidance (With (L84) 5.3L EcoTec3 V8 engine requires (G80) locking differential. Included with (PEB) WT Value Package.)	-4.00 lbs	19.00 lbs	\$425.00
ZLQ	WT Fleet Convenience Package includes (K34) cruise control and (DLF) power mirrors (Upgradeable to (DPO) trailer mirrors and includes (DD8) auto dimming rearview mirror. Not available with (PCV) WT Convenience Package.)	0.00 lbs	0.00 lbs	\$370.00

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Vehicle: [Fleet] 2024 Chevrolet Silverado 1500 (CK10543) 4WD Crew Cab 147" Work Truck (Complete)

ADDITIONAL EQUIPMENT - MECHANICAL				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
G80	Auto-locking rear differential (Required with (L84) 5.3L EcoTec3 V8 engine when (Z82) Trailering Package is ordered. Included with (Z71) Z71 Off-Road Package or (9C1) Police Pursuit Package.)	0.00 lbs	2.00 lbs	Inc.
J55	Brakes, Heavy-Duty 4-wheel antilock, 4-wheel disc (Included and only available with (9C1) Police Pursuit Package.)	3.00 lbs	0.00 lbs	Inc.
JHD	Hill Descent Control (Included and only available with (Z71) Z71 Off-Road Package or (9C1) Police Pursuit Package.)	0.00 lbs	0.00 lbs	Inc.
JL1	Trailer brake controller, integrated (Requires (Z82) Trailering Package.)	3.00 lbs	1.00 lbs	\$275.00
K47	Air filter, heavy-duty (Included and only available with (BAQ) Work Truck Package, (Z71) Z71 Off-Road Package, (VYU) Snow Plow Prep Package, (5W4) Special Service Package or (9C1) Police Pursuit Package. Available free flow as a SEO.)	0.00 lbs	0.00 lbs	Inc.
KC4	Cooling, external engine oil cooler (Included and only available with V8 engines.)	0.00 lbs	0.00 lbs	Inc.
KNP	Cooling, auxiliary external transmission oil cooler (Included and only available with V8 engines.)	0.00 lbs	0.00 lbs	Inc.
NQH	Transfer case, two-speed electronic Autotrac with push button control (4WD models only) (Included and only available with (Z71) Z71 Off-Road Package or (9C1) Police Pursuit Package. Free flow requires Regular Cab model.)	8.00 lbs	3.00 lbs	Inc.
NZZ	Skid Plates (Included with (BAQ) Work Truck Package, (Z71) Z71 Off-Road Package, (VYU) Snow Plow Prep Package or (9C1) Police Pursuit Package.)	6.00 lbs	1.00 lbs	Inc.

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NORTH COUNTRY GM

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Vehicle: [Fleet] 2024 Chevrolet Silverado 1500 (CK10543) 4WD Crew Cab 147" Work Truck (✔ Complete)

ADDITIONAL EQUIPMENT - EXTERIOR				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
5J9	Calibration, Taillamp Flasher, Red/White Calibration flashes back-up (white) and brake (red) lamps alternatingly when activated. (Requires C*10*43 model. Included and only available with (5W4) Special Service Vehicle or (9C1) Police Pursuit Package.)	0.00 lbs	0.00 lbs	Inc.
5LO	Calibration, Taillamp Flasher, Red/Red Calibration flashes back-up (red) and brake (red) lamps alternatingly when activated. (Requires C*10*43 model. Included and only available with (5W4) Special Service Vehicle or (9C1) Police Pursuit Package.)	0.00 lbs	0.00 lbs	Inc.
6J7	Flasher System Headlamp and taillamp, DRL compatible with control wire (Requires C*10*43 model. Included and only available with (5W4) Special Service Vehicle or (9C1) Police Pursuit Package.)	0.00 lbs	0.00 lbs	Inc.
7X3	Spotlamp, Left-hand pillar mounted, LED (Requires (5W4) Special Services Package or (9C1) Police Pursuit Package, Silao Production and (GEZ) Kerr Industries ship thru. Not available with any other SEO spotlamps.)	5.00 lbs	1.00 lbs	\$1,020.00
9G8	Headlamps, daytime running lamps and automatic headlamp control delete (Requires C*10*43 model and (5W4) Special Service Vehicle or (9C1) Police Pursuit Package.)	0.00 lbs	0.00 lbs	\$50.00
AKO	Glass, deep-tinted (Included with (PCV) WT Convenience Package.)	0.00 lbs	0.00 lbs	\$200.00
DLF	Mirrors, outside heated power-adjustable (Standard on Regular Cab models. Included and only available with (ZLQ) WT Fleet Convenience Package or (PCV) WT Convenience Package on Crew Cab and Double Cab models. When (PQA) WT Safety Package is ordered, includes (DP6) high gloss Black mirror caps.)	1.00 lbs	0.00 lbs	Inc.
QT5	Tailgate, gate function manual with EZ Lift includes power lock and release	0.00 lbs	4.00 lbs	\$150.00
RNQ	Wheel, full-size spare, matching 20" (50.8 cm) steel wheel without center cap (Included and only available with (9C1) Police Pursuit Package.)	-2.00 lbs	16.00 lbs	Inc.
VK3	License plate kit, front (will be shipped to orders with ship-to states that require front license plate)	1.00 lbs	0.00 lbs	\$0.00

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Vehicle: [Fleet] 2024 Chevrolet Silverado 1500 (CK10543) 4WD Crew Cab 147" Work Truck (Complete)

ADDITIONAL EQUIPMENT - INTERIOR				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
5J1	Calibration, keyless remote panic button exterior lights/horn disable (Requires C*10*43 model and included and only available with (5W4) Special Service Vehicle or (9C1) Police Pursuit Package.)	0.00 lbs	0.00 lbs	Inc.
5J3	Calibration, Surveillance Mode Interior & Exterior Lighting Calibration to disable interior & exterior automatic lighting. Feature is activated by adding wire connection to the BCM by customer/upfitter. (Requires C*10*43 model and included and only available with (5W4) Special Service Vehicle or (9C1) Police Pursuit Package.)	0.00 lbs	0.00 lbs	Inc.
5T5	Seats, Front cloth and second row vinyl (Requires C*10*43 model and (5W4) Special Service Vehicle or (9C1) Police Pursuit Package.)	0.00 lbs	0.00 lbs	\$0.00
6E2	Key, common All keys are coded alike. Not compatible with Tahoe or prior years Silverados equipped with SEO 6E2 (Requires C*10*43 model, (5W4) Special Service Vehicle or (9C1) Police Pursuit Package, (SAF) spare tire lock, (UTQ) Alarm, Horn Content Theft Deterrent, Disabled and Government type order.)	0.00 lbs	0.00 lbs	\$25.00
6N5	Inoperative rear windows (Requires C*10*43 model and (5W4) Special Service Vehicle or (9C1) Police Pursuit Package.)	0.00 lbs	0.00 lbs	\$50.00
6N6	Door locks and handles Inside rear doors inoperative (doors can only be opened from outside) (Requires (5W4) Special Services Package or (9C1) Police Pursuit Package, Silao Production and (GEZ) Kerr Industries ship thru.)	0.00 lbs	0.00 lbs	\$69.00
A2X	Seat adjuster, driver 10-way power including lumbar (Requires (ZLQ) WT Fleet Convenience Package, (H0U) Jet Black interior and (KI4) 120-volt power outlet.)	6.00 lbs	4.00 lbs	\$290.00
K34	Cruise control, electronic with set and resume speed, steering wheel-mounted (Included with (ZLQ) WT Fleet Convenience Package, (PCV) WT Convenience Package or (9C1) Police Pursuit Package. Upgradeable to (KSG) Adaptive Cruise Control.)	0.00 lbs	0.00 lbs	Inc.
KC9	Power outlet, bed mounted, 120-volt (400 watts shared with (KI4) interior power outlet) (Included and only available with (KI4) Power outlet. Not available with (ZW9) pickup bed delete.)	0.00 lbs	1.00 lbs	Inc.
KI4	Power outlet, interior power outlet, 120-volt (400 watts shared with (KC9) bed mounted power outlet) (Requires (QT5) EZ Lift power lock and release tailgate. Included with (5W4) Special Service Package and (9C1) Police Pursuit Package. Includes (UBI) USB ports on Crew and Double Cab models only.)	3.00 lbs	2.00 lbs	Inc.
N06	Steering column lock, electrical	0.00 lbs	0.00 lbs	\$0.00

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UBI	USB ports, rear, dual, charge-only (Included and only available with (KI4) 120-volt power outlet on Crew and Double Cab models only.)	0.00 lbs	0.00 lbs	Inc.
UTQ	Alarm, Horn Content Theft Deterrent, Disabled Calibration disables the horn for the theft deterrent alarm (Requires C*10*43 model and (5W4) Special Service Vehicle or (9C1) Police Pursuit Package..)	0.00 lbs	0.00 lbs	\$75.00

ADDITIONAL EQUIPMENT - SAFETY-INTERIOR				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
CTT	Hitch Guidance dynamic single line to aid in trailer alignment for hitching (Included and only available with (Z82) Trailering Package.)	0.00 lbs	0.00 lbs	Inc.
Options Total		198.00 lbs	111.00 lbs	\$9,164.00

Price Summary

PRICE SUMMARY		MSRP
Base Price		\$45,800.00
Total Options		\$9,164.00
Vehicle Subtotal		\$54,964.00
Destination Charge		\$1,995.00
Grand Total		\$56,959.00

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Vehicle: [Fleet] 2024 Chevrolet Silverado 1500 (CK10543) 4WD Crew Cab 147" Work Truck (Complete)

Standard Equipment

Package	Chevy Safety Assist includes (UHY) Automatic Emergency Braking, (UKJ) Front Pedestrian Braking, (UHX) Lane Keep Assist with Lane Departure Warning, (UE4) Following Distance Indicator, (UEU) Forward Collision Alert and (TQ5) IntelliBeam
Mechanical	Durabed, pickup bed
	Engine, TurboMax (310 hp [231 kW] @ 5600 rpm, 430 lb-ft of torque [583 Nm] @ 3000 rpm) (STD) (Not available with (Z71) Z71 Off-Road Package, (VYU) Snow Plow Prep Package or (ZW9) pickup bed delete.)
	Transmission, 8-speed automatic, electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (STD) (Included and only available with (L3B) TurboMax engine. Requires (AZ3) front 40/20/40 split-bench seats.)
	Rear axle, 3.42 ratio
	GVWR, 7000 lbs. (3175 kg) (STD) (Requires Crew Cab or Double Cab 4WD model and (L3B) TurboMax engine.)
	Push Button Start
	Automatic Stop/Start (Not available with (5W4) Special Services Package, (9C1) Police Pursuit Package or (FHS) E85 FlexFuel capability.)
	Transfer case, single speed electronic Autotrac with push button control (4WD models only)
	Four wheel drive
	Battery, heavy-duty 730 cold-cranking amps/80 Amp-hr, maintenance-free with rundown protection and retained accessory power
	Alternator, 220 amps (Included with (L3B) TurboMax engine, (VYU) Snow Plow Prep Package, (5W4) Special Service Package or (9C1) Police Pursuit Package.)
	Recovery hooks, front, frame-mounted, Black
	Frame, fully-boxed, hydroformed front section
	Suspension Package, Standard
	Steering, Electric Power Steering (EPS) assist, rack-and-pinion
	Brakes, 4-wheel antilock, 4-wheel disc with DURALIFE rotors
	Brake lining wear indicator
	Capless Fuel Fill
	Exhaust, single outlet
Exterior	Wheels, 17" x 8" (43.2 cm x 20.3 cm) Ultra Silver painted steel (STD)
	Tires, 255/70R17 all-season, blackwall (STD)

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NORTH COUNTRY GM

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Vehicle: [Fleet] 2024 Chevrolet Silverado 1500 (CK10543) 4WD Crew Cab 147" Work Truck (Complete)

Exterior

- Tire, spare 255/70R17 all-season, blackwall (STD) (Included with (QBN) 255/70R17 all-season, blackwall tires.)
- Wheel, 17" x 8" (43.2 cm x 20.3 cm) full-size, steel spare
- Tire carrier lock, keyed cylinder lock that utilizes same key as ignition and door
- Bumpers, front, Black (semi-gloss)
- Bumpers, rear, Black (semi-gloss)
- CornerStep, rear bumper
- Cargo tie downs (12), fixed rated at 500 lbs per corner
- Headlamps, halogen reflector with halogen Daytime Running Lamps
- IntelliBeam, automatic high beam on/off
- Lamps, cargo area, cab mounted integrated with center high mount stop lamp, with switch in bank on left side of steering wheel (incandescent on Regular Cab models, LED on Crew Cab and Double Cab models)
- Taillamps with incandescent tail, stop and reverse lights
- Mirrors, outside manual, Black (Standard on Crew Cab and Double Cab models only. Not available on Regular Cab models.)
- Glass, solar absorbing, tinted
- Door handles, Black
- Tailgate and bed rail protection cap, top
- Tailgate, standard
- Tailgate, locking utilizes same key as ignition and door (Removed when (QT5) EZ Lift power lock and release tailgate is ordered.)
- Tailgate, gate function manual, no EZ Lift

Entertainment

- Audio system, Chevrolet Infotainment 3 system 7" diagonal HD color touchscreen, AM/FM stereo, Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Wireless Apple CarPlay and Wireless Android Auto compatibility (STD)
- Sirius XM, delete (Can be upgraded to (U2K) SiriusXM.)
- Audio system feature, 6-speaker system (Requires Crew Cab or Double Cab model.)
- Wireless phone projection for Apple CarPlay and Android Auto
- Bluetooth for phone, connectivity to vehicle infotainment system
- Wi-Fi Hotspot capable (Terms and limitations apply. See onstar.com or dealer for details.)

Interior

- Seats, front 40/20/40 split-bench with covered armrest storage and under-seat storage (lockable) (STD)
- Seat trim, Vinyl

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Data Version: 24412. Data Updated: Jan 8, 2025 6:45:00 PM PST.



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Interior

- Seat adjuster, driver 4-way manual
- Seat adjuster, passenger 4-way manual
- Seat, rear 60/40 folding bench (folds up), 3-passenger (includes child seat top tether anchor) (Requires Crew Cab or Double Cab model.)
- Floor covering, rubberized-vinyl (Not available with LPO floor liners.)
- Steering wheel, urethane
- Steering column, Tilt-Wheel, manual with wheel locking security feature
- Instrument cluster, 6-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure
- Driver Information Center, 3.5" diagonal monochromatic display
- Exterior Temperature Display located in radio display
- Compass located in instrument cluster
- Window, power front, drivers express up/down
- Window, power front, passenger express down
- Windows, power rear, express down (Not available with Regular Cab models.)
- Door locks, power
- Remote Keyless Entry, with 2 transmitters
- Power outlet, front auxiliary, 12-volt
- USB Ports, 2, Charge/Data ports located on instrument panel
- Air conditioning, single-zone manual
- Air vents, rear, heating/cooling (Not available on Regular Cab models.)
- Mirror, inside rearview, manual tilt
- Assist handles front A-pillar mounted for driver and passenger, rear B-pillar mounted
- Chevrolet Connected Access capable (Subject to terms. See onstar.com or dealer for details.)

Safety-Mechanical

- Automatic Emergency Braking
- Front Pedestrian Braking
- StabiliTrak, stability control system with Proactive Roll Avoidance and traction control, includes electronic trailer sway control and hill start assist

Safety-Exterior

- Daytime Running Lamps with automatic exterior lamp control

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Vehicle: [Fleet] 2024 Chevrolet Silverado 1500 (CK10543) 4WD Crew Cab 147" Work Truck (Complete)

Safety-Interior

- Airbags, Dual-stage frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for front and rear outboard seating positions; Includes front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)
- OnStar and Chevrolet connected services capable (Terms and limitations apply. See onstar.com or dealer for details.)
- HD Rear Vision Camera
- Lane Keep Assist with Lane Departure Warning
- Following Distance Indicator
- Forward Collision Alert
- Rear Seat Reminder (Requires Crew Cab or Double Cab model.)
- Rear Seat Belt Indicator (Requires Crew Cab or Double Cab model.)
- Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver
- Buckle to Drive prevents vehicle from being shifted out of Park until driver seat belt is fastened; times out after 20 seconds and encourages seat belt use, can be turned on and off in Settings menu
- Tire Pressure Monitoring System, auto learn includes Tire Fill Alert (does not apply to spare tire)
- 3 Years of Remote Access. The Remote Access Plan gives you simplified remote control of your properly equipped vehicle and unlocks a variety of great features in your myChevrolet mobile app. See dealer for details. (Remote Access Plan does not include emergency or security services. See onstar.com for details and limitations. Available on select Apple and Android devices. Service availability, features and functionality vary by vehicle, device, and the plan you are enrolled in. Terms apply. Device data connection required.)

WARRANTY

- Basic Years: 3
- Basic Miles/km: 36,000
- Drivetrain Years: 5
- Drivetrain Miles/km: 60,000
- Drivetrain Note: Silverado TurboMaxTM engines, 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles
- Corrosion Years (Rust-Through): 6
- Corrosion Years: 3
- Corrosion Miles/km (Rust-Through): 100,000
- Corrosion Miles/km: 36,000
- Roadside Assistance Years: 5
- Roadside Assistance Miles/km: 60,000
- Roadside Assistance Note: Silverado TurboMaxTM engines, 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles
- Maintenance Note: First Visit: 12 Months/12,000 Miles

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SECOND AMENDED AND RESTATED
WEST METRO DRUG TASK FORCE
AGREEMENT

THIS SECOND AMENDED _____ AND ~~RESTATED~~ _____ WEST METRO
DRUG TASK FORCE
AGREEMENT (the "Agreement") is made this ____ day of _____, 2024, by and
among the undersigned units of government who are responsible for the enforcement of
controlled substance laws in their respective jurisdictions.

WHEREAS, the parties previously determined to create a regional joint powers
entity for the purpose of enforcing the laws of their respective jurisdictions; and

WHEREAS, the parties entered into a joint powers agreement creating the West
Metro Drug Task Force dated July 27, 2004; and

WHEREAS, the parties entered into the AMENDED AND RESTATED WEST
METRO DRUG TASK FORCE AGREEMENT, dated September 13, 2016 (the "Amended
Agreement"); and

WHEREAS, the parties hereto wish to amend and restate the Amended Agreement to
add additional parties and make other administrative changes.

NOW, THEREFORE in consideration of the covenants herein contained the
parties hereto agree as follows:

1. **Name.** The parties hereby restate and validate the West Metro Drug Task Force.
(~~WMDTF~~ "Task Force").
2. **General Purpose.** The ~~West Metro Drug~~ Task Force shall collaboratively
investigate crimes and conduct law enforcement. This Agreement restates and
defines the rights and obligations of the Governmental Units with respect to the
duties and activities performed by the Task Force throughout the term of the
Agreement.

To varying degrees, the Task Force relies on forfeiture funds to pay for
investigation and law enforcement. Receipt of forfeiture may be restricted to law
enforcement agencies. Accordingly, eligibility to be a Member is restricted to
governmental units ~~government Agencies~~ that are or that employ their own law
enforcement agency whose primary function is the investigation and
apprehension of individuals suspected or convicted of criminal offenses, and
which government units ~~agencies~~ are able to assign ~~A~~agents meeting the
standards set forth herein (each, an "Agency").

3. **Members.** The "Members" of this Agreement are the following

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governmental units:

Hennepin County
City of
Medina
City of
Minnetrist
a City of
Orono
West Hennepin Department of Public Safety
City of Edina
City of Eden Prairie
City of Hopkins
City of Minnetonka
City of Saint Louis Park
South Lake Minnetonka Police Department

along with any governmental units subsequently added in accordance with the provisions herein.

The Members shall cooperate and use their best efforts to ensure that the various provisions of the Agreement are fulfilled. The Members agree in good faith to undertake resolution of disputes, if any, in an equitable and timely manner and in accordance with the provisions of this Agreement.

4. **Term; Automatic Extensions.**

4.1 The term of this Agreement shall be for one year, commencing _____ and expiring on _____, unless terminated earlier pursuant to the provisions herein.

~~Unless the Board decides otherwise, at least ninety (90) days prior to expiration of any term, Except as provided in this section 4.1, this~~
Agreement shall be automatically extended for successive one-year terms upon the same terms, conditions, and covenants, ~~unless terminated earlier pursuant to the provisions herein. The Board may prevent the automatic renewal of this Agreement by majority vote of all members taken at least ninety (90) days prior to the expiration of any term; in that event, this Agreement shall expire at the end of the then-existing term.~~

5. **Administrative Board.**

5.1. The Task Force shall have a "Board" of Directors ("Board") consisting of the ~~C~~hief ~~L~~aw ~~E~~nforcement ~~O~~fficer, or designee, representing each Member's Agency (each, a "Director"). All Directors shall serve at the pleasure of their respective appointing authority.

- 5.2. ~~—~~Directors shall not be deemed employees of the Task Force and shall not be compensated by it.
- 5.3. The Board will delegate the authority and responsibility of carrying out the purpose of the Task Force to a “Task Force Commander” or ~~at that~~ person’s designee.
- 5.4. The Board shall meet as needed to evaluate the progress of the Task Force. A meeting may be called by any Director, or the Task Force Commander.
- 5.5. The Board may approve contracts, including agreements for the rental of real property, incur expenses and make expenditures necessary and incidental to the effectuation of its purposes and consistent with its powers. ~~All For the avoidance of doubt, all~~ contracts shall be let in accordance with applicable law, including but not limited to Minnesota Statutes § 471.345.
- 5.6. The Board may recommend ~~and approve~~ changes to this Agreement. This Agreement may only be modified by a written amendment that is approved and signed by all ~~Members~~ or their designees.
- 5.7. ~~—~~The Board may receive, on behalf of the Task Force, funds and/or real or personal property by grant, forfeiture, devise, bequest, any funds voluntarily contributed by any Member, or other source authorized by law for use by the Task Force.
- 5.8. Each Member is entitled to one (1) vote on Task Force matters. Board action requires a majority vote of Members present for the vote. A quorum shall exist and votes may be taken if a majority of the Directors or their designees are present. ~~Unless approved by a unanimous Board, then (i) voting by proxy on a matter shall not be permitted; (ii) Upon approval by the Board: (i) voting by designee shall be permitted; and (ii) subject to applicable law, including the Minnesota Open Meeting Law, Minn. Stat. ch. 13D, a Director shall be allowed to participate in meetings, count towards the quorum, and vote on Task Force matters if the Director is participating in the meeting by and through a videoconferencing application, e.g., Teams or Zoom, shall be permitted. The Board will exercise reasonable efforts to develop and deploy rules and processes related to scheduling and conducting meetings, including record-keeping and reporting as necessary.~~

6. Powers and Duties of the Task Force Commander

- 6.1. The Task Force Commander will direct investigative/law enforcement activities; priority may be given to case investigations that directly impact jurisdictions represented by a Member.

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HennCivil chose this version.

6.2. —While assigned to the Task Force, all personnel shall be under the direct supervision and control of the Task Force Commander, ~~—~~ who shall be responsible for performing, at least, the following duties:

- a. scheduling assigned personnel;
- b. providing input on employee evaluations, if requesteds; and
- c. allocating overtime work, if necessary.

6.3. The Task Force Commander shall cooperate with other federal, state, and local law enforcement agencies to accomplish the purpose for which the Task Force is organized.

7. Insurance, Indemnification, and Liability

7.1. —The Task Force will maintain liability coverage with the League of Minnesota Cities Insurance Trust with a limit of at least \$2,000,000 per occurrence, under standard LMCIT liability coverage forms.

Alternatively, the Task Force may maintain equivalent private liability insurance coverage. Such coverage may be provided through separate policies for commercial general liability and law enforcement liability. Such private liability insurance policies must comply with the following requirements:

- —Each policy ~~shall~~must have a limit of at least \$2 million per occurrence. If the policy contains a general aggregate limit, the general aggregate limit ~~shall~~must not be less than \$2,000,000.
- —The CGL insurance ~~shall~~must cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and contractually-assumed liability.
- —Each Member and each Member's officers, employees, and volunteers, ~~shall~~must be named as additional covered parties on each policy for all claims arising from Task Force activities or operations.

7.2. The Task Force may in its discretion procure coverage for auto liability and damage to or loss of property used exclusively by/for the Task Force.

7.3. If the Task Force at any time hires employees, it will immediately acquire and maintain workers' compensation coverage to the extent required under law.

Except as expressly set forth herein, the Task Force shall defend and

indemnify its Members for any liability claims arising from Task Force activities or operations, and decisions of the Task Force Board. Nothing in this Agreement shall constitute a Member's waiver of the statutory limits on liability set forth in applicable law, including but not limited to Minnesota Statutes Chapter 466, or a waiver of any available immunities or defenses, and the limits of liability under applicable law for some or all of the parties may not be added together to determine the maximum amount of liability for any party. For the avoidance of doubt, the Task Force is considered a single governmental unit for purposes of total liability for damages pursuant to Minn. Stat. § 471.59, subd. 1a(b).

- 7.4. — Nothing herein shall be construed to provide insurance coverage or indemnification to any Agent, officer, employee, or volunteer for any act or omission for which the individual is guilty of malfeasance in office, willful neglect of duty, or bad faith.
- 7.5. — Any excess or uninsured liability shall be borne equally by all the Members, but this does not include the liability of any individual officer, employee, or volunteer which arises from his or her own malfeasance, willful neglect of duty, or bad faith which will be, as among the Members, the sole responsibility of the Member associated with the individual.
- 7.6. Except as expressly provided herein, each Member shall be responsible for injuries to or death of its own Agents or other personnel assigned to the Task Force. Each Member will maintain workers' compensation insurance or self-insurance coverage, covering its own Agents and personnel while they are assigned to the Task Force or are otherwise participating in or assisting with Task Force operations or activities. Each Member waives the right to, and agrees that it will not, bring any claim or suit against the Task Force or any other Member for any workers' compensation benefits paid, due, or owing to its own Agents, personnel, or their dependents, that arise out of participation in or assistance with Task Force operations or activities, even if the injuries were caused wholly or partially by the negligence of any other Member or its officers, employees, or volunteers.
- 7.7. — Each Member shall be responsible for damages to or loss of its own equipment. Each Member waives the right to, and agrees that it will not, bring any claim or suit against the Task Force or any other Member or request indemnification for damages to or loss of its equipment arising out of participation in or assistance with Task Force operations or activities, even if the damages or losses were caused wholly or partially by the negligence of any other Members or its officers, employees, or volunteers.
- 7.8. — All insurance policies and certificates required under this Agreement shall be open to inspection by any Member upon request.

8. Finances

- 8.1 During any time that Hennepin County is a Member of the Task Force, the Hennepin County Sheriff's Office ("HCSO") shall serve as sole administrator of all Task Force funds ("Administrator"). If Hennepin County withdraws from the Task Force, the Board shall appoint a new Administrator.
- 8.2 The Administrator is authorized to act as Task Force ~~F~~iduciary for all applicable purposes, including but not limited to participating in equitable (forfeiture) sharing programs, receiving and holding funds on behalf of the Task Force, and earmarking funds for use in support of the Task Force's operations.
- 8.3 The Administrator shall perform all tasks hereunder in accordance with applicable law and standard accounting practices and procedures.
- 8.4 The Administrator is authorized to and shall: (i) receive all funds for deposit; (ii) make disbursements therefrom for Task Force purposes subject to Board approval; (iii) maintain current and accurate records of all obligations and expenditures of Task Force funds; and (v) maintain all records for a period of not less than six years or longer periods if required by law.
- 8.5 Subject to the provisions herein, Task Force operations will be financed from grants, forfeitures, funds voluntarily contributed by any Member, and other source authorized by law.

~~8.6. Unless otherwise directed by the Board, for seizures/forfeitures eligible for the Department of Justice's Asset Forfeiture Program when the value of the forfeiture is \$60,000.00 or less, the Administrator, acting as the fiduciary for the Task Force, will submit a request for equitable forfeiture sharing and earmark the funds to support Task Force operations. The Administrator shall not distribute funds to any Agency.~~

~~8.7-8.6. Unless otherwise directed by the Board, for seizures/forfeitures eligible for the Department of Justice's Asset Forfeiture Program when the value of the forfeiture is more than \$60,000.00, each participating Agency shall collaboratively submit individual requests.~~

~~8.8-8.7.~~ Members will provide Agents for the Task Force but will not otherwise be required to provide funds without the prior amendment of this Agreement approved by the governing bodies of all Members, or their designees.

~~8.9-8.8.~~ Additionally, the Administrator shall cause to be made an annual audit of the books and accounts of the Task Force and shall make and file a report

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to the Board - which report shall include, at least, the following information:

- a. ~~The~~ the financial condition of the Task Force;
- b. ~~The~~ the status of all Task Force projects;
- c. ~~The~~ the business transacted by the Task Force;
- d. a Financial Activity Report System (FARS) Report;
- e. ~~Quarterly~~ quarterly financial report; and
- f. ~~Other~~ other matters which affect the interests of the Task Force.

~~8.10.8.9.~~ The Task Force's books, reports, and records shall be open to inspection by its Members and the state auditor at all reasonable times.

~~8.11.8.10.~~ Except as expressly approved by the Board, the Task Force may not incur obligations or approve contracts that extend beyond a prudent and manageable time-frame, acknowledging the term of the Task Force and the provisions herein for Member withdrawal or Task Force termination, or which will require the expenditure of funds in excess of funds available.

8.12. The Board shall approve an annual operating budget for the Task Force no later than September 1st of each calendar year. The Board may amend the budget as necessary.

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8.13. The Task Force's funds may be expended by the Board in accordance with this Agreement in a manner determined by the Board. In no event shall there be an expenditure of Task Force funds except per the approved budget.

8.14. Notwithstanding duly entered contracts as authorized herein, the Board may not incur debts.

9. Agents.

9.1. Unless the Board provides prior approval, each Member shall assign at least one (1) experienced, licensed peace officer/deputy to serve on the Task Force (an "Agent"). Agents shall be licensed pursuant to Minnesota Statutes, §626.84, subd. 1, and shall have a minimum of one (1) year prior experience in law enforcement.

9.2. ~~Each~~ Each Agent must be assigned to the Task Force on a full-time basis for at least one year unless he/she is reassigned by the Agent's Director.

9.3. ~~As~~ As directed by the Task Force Commander, Agents will be responsible for investigation, including intelligence management, case development, case charging, and other law enforcement duties. Agents may also assist other Agents in performing hereunder. Agents will work cooperatively with assisting agencies. Agents and other assigned officers

acting under this Agreement in the jurisdiction of another party to this Agreement are acting in the line of duty and in the course of employment and are authorized to exercise the powers of a peace officer therein.

- 9.4. Members acknowledge that it is their sole responsibility to compensate all personnel performing any services for the Task Force, including but not limited to paying salary and benefits. Benefits may include, but are not limited to, workers' compensation, worker's compensation insurance, health care, disability insurance, life insurance, re-employment insurance, FICA, Medicare, and PERA.
- 9.5. All personnel assigned to the Task Force shall comply with rules of conduct prescribed by the Task Force.
- 9.6. The Task Force Commander, or a designee, shall refer disciplinary matters involving any Agents to the respective Agent's Director for investigation and disposition unless, based on the judgment of the Task Force Commander/designee, a particular matter represents grounds for the issuance of a criminal complaint, in which case the matter shall be referred directly to an external law enforcement agency for investigation provided the Director of the assigning agency, the Task Force Commander, and at least one other Director are notified in advance thereof.
- 9.7. At no cost to the Task Force, each Member shall furnish their Agents with equipment necessary to complete their duties, which may include a weapon, ballistic vests and other protective equipment, a vehicle, and a computer.
- 9.8. Unless the Board directs otherwise, clerical assistance will be furnished by Members at no additional cost to the Task Force.
- 9.9. All personnel and computer networks performing Task Force functions shall be CJIS certified.

10. Forfeiture, Seizures and Fines.

10.1 Pursuant to applicable law, the Task Force may gain rights in or otherwise acquire property subject to forfeiture. The money or proceeds from the sale of forfeited property after payment of seizure, storage, forfeiture and sale expenses and satisfaction of valid liens against forfeited property shall be distributed in accordance with Task Force process and applicable law, including without limitation Minnesota Statutes § 609.5315.

10.2 Seizures/forfeitures eligible for the Department of Justice's Asset Forfeiture Program (the "Program") shall be subject to all Program rules and requirements, as they may be amended from time to time.

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~~10.4~~10.3 When a distribution is to be made and unless the Board directs otherwise, forfeiture monies and proceeds generated by the Task Force shall be distributed in equal shares to the then participating Members of the Task Force at the time of distribution~~equally~~ after deduction of all costs and expenses herein stated. The receipt and disbursement of forfeiture sale proceeds shall be referenced in ~~HCSO~~the Administrator's ~~quarterly~~ Task Force financial report.

11. ~~Headquarters.~~ The Task Force headquarters shall be in a locations/facilities approved by the Board. As necessary, the Board may approve payment of rent, utilities, and other costs associated therewith.

12. **Additional Members, Withdrawal from Membership, and Task Force Termination**

12.1. ~~Any governmental unit that employs its own law enforcement agency and shares a common geographical boundary sharing a common boundary~~ with any Member may join the Task Force and become a Member upon the following: (i) approval and execution of a copy of this Agreement by such governmental unit; and (ii) approval by the Directors.

12.2. ~~In any case in which a governmental unit, as defined by applicable law,~~ joins the Task Force pursuant to paragraph 12.1, contributions by and reimbursement to such new Member shall be equitably determined and adjusted by the Board to reflect the participation by that Member.

12.3. Except as otherwise set forth herein, any Member~~may~~, upon ninety (90) days' written notice to all Members, may withdraw and cancel its participation in this Agreement.

12.4. If a Member fails to assign an Agent for twelve (12) consecutive months, the Board may notify the Member of the default. If the Member fails to assign an Agent within six (6) months of the notice, the Board may involuntarily terminate the Member's participation in the Task Force.

12.5. Except for distributions expressly required by law, (i) withdrawing Members; and (ii) Members terminated for failure to assign an Agent, are not entitled to any distribution. However, the Board may, in its sole discretion and without participation of the Member in question, approve an equitable distribution adjusted to reflect that Member's contributions and participations as well as other relevant factors.

~~12.4~~12.6. The Members may, by and through action of a majority of the Board, abolish the Task Force at any time. Thereafter, the Task Force shall continue in full force and effect until such time as all matters, including law enforcement matters and

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Task Force financial matters, are resolved and concluded to the satisfaction of the Board. During such time, Members will not be allowed to withdraw/cancel; all Members shall remain bound and obligated to the provisions in this Agreement.

~~12.5.~~ 12.7. Upon expiration or termination of the Task Force, ~~except as expressly set forth herein, and in accordance with applicable law and the provisions herein, state forfeiture law, including Minnesota Statutes § 609.5315, and unless at least three-fourths (3/4) of the Board approves otherwise,~~ all property and funds owned or held by the Task Force or by Member agencies on behalf of the Task Force shall be distributed, or sold with the proceeds distributed, in equal shares to the then participating Members of the Task Force at the time of dissolution, after deduction of all costs and expenses, unless the Board directs otherwise. Unless directed otherwise by the Board, any personal property shall be returned to the owning/contributing Member.

~~12.6.~~ 12.8. Notwithstanding the foregoing and unless otherwise permitted by applicable law, funds received by the Administrator as fiduciary for the Task Force from the Department of Justice's Asset Forfeiture Program shall be disposed of in accordance with applicable law, which may include returning funds to the Department of Justice.

13. **State and Local Assistance for Narcotics Control Program.**

13.1. ~~—A Member, acting on behalf of the West Metro Drug~~ Task Force and its Members, may apply for Federal, state, or local narcotics enforcement. The applying Member agency shall be the "authorized official", as defined in the general policies and procedures for the program.

14. **Media**

14.1. Unless the Board otherwise agrees, HCSO or its designee shall be responsible for all media coverage of Task Force activities, including the dissemination of all press releases.

15. **Evidence**

15.1. ~~—~~Evidence/property seized in accordance with performance hereunder shall be inventoried and stored at a secure law enforcement facility approved by the Task Force Commander.

16. **General Provisions**

16.1. ~~—~~Nothing herein is intended or should be construed in any manner as creating or establishing the relationship of partners between the parties hereto or as constituting one of the Members as the agent, representative or employee of another Member for any purpose or in any manner whatsoever. Personnel assigned to the Task Force by one of the Members shall not be considered temporary or permanent employees of any other Member or the Task Force itself for any purpose whatsoever, or be entitled to tenure rights or any rights or benefits including but not limited to workers compensation, re-employment insurance, medical/hospital care, sick/vacation leave, severance pay, PERA, or

any other right or benefit of another Member.

16.2. This Agreement is intended to replace and supersede the Amended Agreement, as defined in the recitals above.
~~16.1.~~

IN WITNESS WHEREOF, the undersigned, by action of their governing bodies, have caused this Agreement to be executed in accordance with the authority of Minnesota Statutes § 471.59.

Signatures:

- if JPA, needs signature by governing body (eg, Board or Council)
- fed sharing rules require signature by head of LE agency

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**JOINT POWERS AGREEMENT
BETWEEN HENNEPIN COUNTY
AND WEST HENNEPIN PUBLIC SAFETY**

This Joint Powers Agreement (“Agreement”) is made and entered into by and between the County of Hennepin, Minnesota (“COUNTY”) on behalf of its Human Services and Public Health Department (“HSPHD”) and on behalf of its Sheriff’s Office (“HCSO”), 300 South Sixth Street, Minneapolis, Minnesota 55487 and West Hennepin Public Safety, 1918 County Road 90, Maple Plain, Minnesota 55359, (“POLICE DEPARTMENT”). COUNTY and POLICE DEPARTMENT are also referred to herein as the “parties.”

WHEREAS, COUNTY is a political subdivision of the State of Minnesota and its Human Services and Public Health Department and Sheriff’s Office are empowered to provide general and emergency public services that support and protect the physical, mental and behavioral health of individuals in Hennepin County; and

WHEREAS, POLICE DEPARTMENT is a political subdivision of the State of Minnesota and is empowered to provide general and emergency public services, including 911 dispatch services provided by its Police Department, in a manner that supports and protects the physical, mental and behavioral health of individuals in Hennepin County; and

WHEREAS, the parties desire to jointly and cooperatively coordinate their expertise and delivery of services to further the interests of providing 911 dispatch services in a manner that most effectively and efficiently supports and protects the physical, mental and behavioral health of individuals in Hennepin County, subject to the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual promises and benefits realized by each party, the parties agree as follows:

1. **PURPOSE**

The purpose of this Agreement is to enable COUNTY to provide social work services to POLICE DEPARTMENT to further the interests of providing 911 services in a manner that most effectively and efficiently supports and protects the physical, mental and behavioral health of individuals in Hennepin County as detailed herein, and for POLICE DEPARTMENT to secure such services from COUNTY and to establish the terms on which such services shall be provided.

2. **PROJECT/PROGRAM**

The parties shall cooperate and collaborate to develop and perform services associated with the 911 Embedded Social Worker Program (the “Program”), as further described and outlined in EXHIBIT A: Description of Services.

3. **TERM OF THE AGREEMENT**

This Agreement shall commence on January 1, 2025, and expire on December 31, 2026, unless terminated earlier in accordance with the provisions herein.

4. CONSIDERATION

The parties expressly agree that neither party shall pay the other any amount hereunder. Each party agrees that the mutual undertakings set forth herein are good and valuable consideration, the receipt and sufficiency of which is acknowledged.

Further, the parties expressly agree that neither this Agreement nor either party's performance hereunder obligates or commits either party to enter a subsequent contract or engagement with the other.

5. LIABILITY AND NOTICE

- A. Each party shall be liable for its own acts and the results thereof to the extent provided by law and, further, each party shall defend, indemnify, and hold harmless each other (including their present and former officials, officers, agents, employees, volunteers, and subcontractors), from any liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including reasonable attorney's fees, resulting directly or indirectly from any act or omission of the party, anyone directly or indirectly employed by it, and/or anyone for whose acts and/or omissions it may be liable, in the performance or failure to perform its obligations under this Agreement. The provisions of Minnesota Statutes, Chapter 466 shall apply to any tort claims brought against COUNTY and/or POLICE DEPARTMENT as a result of this Agreement.
- B. To the fullest extent permitted by law, action by the parties to this Agreement is intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, as set forth in Minnesota Statutes, section 471.59, subdivision 1a(a), provided further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other party to this Agreement except to the extent they have agreed in writing to be responsible for the acts or omissions of the other party. The total liability for the parties shall not be added together to exceed the limits on governmental liability for a single governmental unit, pursuant to Minnesota Statutes, section 471.59, subd. 1a.
- C. Duty to Notify: Each party shall promptly notify the other party of any actual or suspected claim, action, cause of action, administrative action, criminal arrest, criminal charge, or litigation brought against the party, its present and former officials, officers, agents, employees, volunteers, and subcontractors which arises out of this Agreement.

6. INSURANCE

Each party warrants that it has a purchased insurance or a self-insurance program sufficient to meet its liability obligations and, at a minimum, to meet the maximum liability limits of Minnesota Statutes Chapter 466. This provision shall not be construed as a waiver of any immunity from liability under Chapter 466 or any other applicable law.

7. INDEPENDENT PARTIES

Notwithstanding any other formal, written agreements or contracts which may exist between COUNTY and POLICE DEPARTMENT, nothing is intended or should be construed in any manner as creating or establishing the relationship of partners between the parties hereto or as constituting either party as the agent, representative, or employee of the other for any purpose or in any manner whatsoever. Each party is to be and shall remain an independent contractor with respect to all services performed under this Agreement. Each party will secure at its own expense all personnel required in performing services under this Agreement. Any personnel of a party or other persons engaged in the performance of any work or services required by that party shall have no contractual relationship with the other party and will not be considered employees of the other party. Neither party shall be responsible for any claims related to or on behalf of any of the other party's personnel, including without limitation, claims that arise out of employment or alleged employment under the Minnesota Unemployment Insurance Law (Minnesota Statutes, chapter 268) or the Minnesota Workers' Compensation Act (Minnesota Statutes, chapter 176), or claims of discrimination arising out of state, local, or federal law, against the party, its officers, agents, contractors, or employees. Such personnel or other persons shall neither require nor be entitled to any compensation, rights, or benefits of any kind from the other party, including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, workers' compensation, unemployment compensation, disability, severance pay, and retirement benefits.

8. NONDISCRIMINATION

In accordance with the respective POLICE DEPARTMENT and COUNTY policies against discrimination, the parties shall not exclude any person from full employment rights or participation in, or the benefits of, any program, service or activity on the grounds of race, color, creed, religion, age, sex, disability, marital status, sexual orientation, public assistance status, or national origin; and no person who is protected by applicable federal or state laws against discrimination shall be otherwise subjected to discrimination.

9. NO THIRD PARTY BENEFICIARY

Except as herein specifically provided, no other person, customer, employee, or invitee of either party or any other third party shall be deemed to be a third party beneficiary of any of the provisions herein.

10. DATA

COUNTY and POLICE DEPARTMENT, their officers, agents, owners, partners, employees, volunteers and subcontractors, shall abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, and all other applicable state and federal law, rules, regulations and orders relating to data privacy, confidentiality, disclosure of information, medical records or other health and enrollment information, and as any of the same may be amended, as well as the data and data sharing provisions set forth in Exhibit A. The terms of this paragraph shall survive the termination of this Agreement.

11. RECORDS – AVAILABILITY/ACCESS

Subject to the requirements of Minnesota Statutes, section 16C.05, subd. 5, the parties, the State Auditor, or any of their authorized representatives, at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., of the parties which are pertinent to the accounting practices and procedures of the parties and involve transactions relating to this Agreement. The parties shall maintain these materials and allow access during the period of this Agreement and for six (6) years after its expiration or termination.

12. MERGER, MODIFICATION, AND SEVERABILITY

- A. The entire understanding between the parties is contained herein and supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items that are referenced or that are attached are incorporated and made a part of this Agreement. If there is any conflict between the terms of this Agreement and referenced or attached items, the terms of this Agreement shall prevail.
- B. Any alterations, variations or modifications of the provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the parties. Except as expressly provided, the substantive legal terms contained in this Agreement including but not limited to Liability and Notice; Merger, Modification, and Severability; Default and Termination; or Minnesota Law Governs, may not be altered, varied, modified or waived by any change order, implementation plan, scope of work, development specification or other development process or document.
- C. If any provision of this Agreement is held invalid, illegal or unenforceable, the remaining provisions will not be affected.

13. DEFAULT AND TERMINATION

- A. If either party fails to perform any of the provisions of this Agreement, fails to administer the work so as to endanger the performance of the Agreement or otherwise breaches or fails to comply with any of the terms of this Agreement, it shall be in default. Unless the party's default is excused in writing by the non-defaulting party, the non-defaulting party may upon written notice immediately terminate this Agreement in its entirety.
- B. This Agreement may be terminated with or without cause by either party upon thirty (30) days' written notice. Either party may immediately terminate this Agreement if the terminating party determines that the health and welfare of a member of the public is at risk. Upon termination, property or surplus money acquired as a result of the operation of this Agreement shall be distributed to the parties in proportion to contributions of the parties.
- C. Either party's failure to insist upon strict performance of any provision or to exercise any right under this Agreement shall not be deemed a relinquishment or waiver of the same,

unless consented to in writing. Such consent shall not constitute a general waiver or relinquishment throughout the entire term of the Agreement.

D. The above remedies shall be in addition to any other right or remedy available to either party under this Agreement, law, statute, rule, and/or equity.

14. NOTICES

Unless the parties otherwise agree in writing, any notice or demand which must be given or made by a party under this Agreement or any statute or ordinance shall be in writing, and shall be sent registered or certified mail. Notices to COUNTY shall be sent to the County Administrator at the address given in the opening paragraph of this Agreement with copies to HSPHD and HCSO as detailed below. Notice to POLICE DEPARTMENT shall be sent to the address below.

HSPHD:

Leah Kaiser
Director of Behavioral Health and Justice Strategies
Hennepin County Human Services and Public Health Department
300 South 6th Street
Minneapolis, Minnesota 55487

HCSO:

Tony Martin
Emergency Communications Director
Hennepin County Sheriff's Office | Emergency Communications Division
1245 Shenandoah Lane North
Plymouth, Minnesota 55447

POLICE DEPARTMENT:

Gary Kroells
Director of Public Safety
West Hennepin Public Safety Department
1918 County Road 90
Maple Plain, Minnesota 55359

15. SURVIVAL OF PROVISIONS

Provisions that by their nature are intended to survive the term or termination of this Agreement do survive such term or termination. Such provisions include but are not limited to: INDEPENDENT PARTIES; LIABILITY AND NOTICE; INSURANCE; DATA; RECORDS-AVAILABILITY/ACCESS; DEFAULT AND TERMINATION; MARKETING AND PROMOTIONAL LITERATURE; and MINNESOTA LAW GOVERNS.

16. MARKETING AND PROMOTIONAL LITERATURE

POLICE DEPARTMENT agrees that the terms, "Hennepin County", "Hennepin County Human Services and Public Health Department", and "Hennepin County Sheriff's Office", the

name of any elected official, or any derivatives thereof, shall not be utilized in any promotional literature or advertisements of any type without the express prior written consent of COUNTY.

17. MINNESOTA LAWS GOVERN

The laws of the state of Minnesota shall govern all questions and interpretations concerning the validity and construction of this Agreement and the legal relations between the parties and their performance. The appropriate venue and jurisdiction for any litigation will be those courts located within the County of Hennepin, State of Minnesota. Litigation, however, in the federal courts involving the parties will be in the appropriate federal court within the state of Minnesota.

(The remainder of this page intentionally left blank.)

The parties hereto agree to be bound by the provisions set forth in this Agreement.

Reviewed for HSPHD by
the County Attorney's Office:

Date: _____

Reviewed for HCSO by
the County Attorney's Office:

Date: _____

COUNTY OF HENNEPIN
STATE OF MINNESOTA

By: _____
Chair of Its County Board

ATTEST: _____
Deputy/Clerk of County Board

Date: _____

And: _____
County Administrator

Date: _____

POLICE DEPARTMENT

By: _____

Title: _____

Date: _____

EXHIBIT A: Description of Services

Subject to the provisions in the Agreement, including but not limited to provisions regarding data and data sharing, HSPHD, HCSO, and POLICE DEPARTMENT shall cooperate and collaborate to develop and perform services associated with the Program. The parties agree that, subject to performance and outcomes under this Agreement, additional phases may be developed, agreed upon, and implemented.

I. Program Objectives:

The parties agree to pursue the following objectives:

Objective 1: Provide social service follow up to individuals involved in mental / behavioral health related 911 calls (“Individual(s)”).

Objective 2: Decrease the number of mental /behavioral health calls that have a law enforcement response.

Objective 3: Provide law enforcement officers and Individual(s) with information about community resources that may benefit Individual(s) and minimize the need for future 911 calls.

Objective 4: Decrease use of force by officers by providing officers en route to the call pertinent information from social service databases about the mental / behavioral health history of the Individual in crisis while on mental health related calls in Phase 2 of the Program.

Objective 5: Increase mental / behavioral health training for dispatchers. Mental health training will be added to the new dispatcher training curriculum.

II. Program Overview

- A. As used herein, (i) “MBH Calls” shall mean mental / behavioral health related 911 calls or texts; (ii) “Frequent Caller” shall mean a person with 3 or more MBH Calls in the preceding 6 months; and (iii) “Program Data” shall mean aggregated and de-identified (anonymized) data reflecting the race of Individuals and disposition(s) resulting from POLICE DEPARTMENT contact with an Individual as well as the total number of the following: POLICE DEPARTMENT referrals to COUNTY Senior Social Worker “SSW”, calls responded to by the POLICE DEPARTMENT (i.e., MBH calls as outlined paragraph II.E.), POLICE DEPARTMENT MBH Calls, MBH Calls involving weapons, and repeat calls by a Frequent Caller.
- B. The SSW will follow up on Frequent Callers to HCSO Dispatch that reside in West

EXHIBIT A: Description of Services

Hennepin Public Safety's service area by phone. The SSW will connect with currently assigned county/contracted social workers, will offer support to connect with community resources and make referrals as needed.

- C. The SSW may provide information from social service databases to officers en route to 911 calls subject to compliance with all relevant law and subject to the following limitations:
1. HSPHD shall provide only:
 - a. information related only to an adult (18 years of age or older) and only where mental health is related to, or the reason for the 911 call;
 - b. the minimum necessary information to most safely respond to the emergency;
 - c. data from records within the past 10 years from the date of the 911 call; and
 - d. information sourced from county social service records and criminal justice records.
 2. HPSHD **shall not** provide any information:
 - a. from the EPIC electronic medical record system; or
 - b. regarding an Individual's treatment for substance use disorder (*See* 42 CFR Part 2 and Minn. Stat. § 13.46, subd. 2(b)); or
 - c. regarding an Individual's HIV/AIDS status.
- D. Subject to all relevant law and the foregoing limitations, the following data elements have been identified as desirable for HSPHD to provide to POLICE DEPARTMENT:
1. weapons history or history of violence against others;
 2. history of self-harm;
 3. mental health diagnosis;
 - a. HSPHD **may** share a mental health-related diagnosis with HCSO and /or POLICE DEPARTMENT if the law enforcement agency provides the name of a patient **AND** communicates that:
 - (i) the patient is currently involved in a mental health crisis, including an emergency situation with the law enforcement agency (*See* Minn. Stat. § 256B.0624, subd. 2 (j)); **AND**
 - (ii) disclosure of the records is necessary to protect the health or safety of the patient or of another person. (*See* Minn. Stat. § 144.294, subd. 2; Minn. Stat. § 13.46, subd. 7(c).);
 4. list of mental health medications;
 - a. history of compliance with mental health medications;
 - (i) effect of non-compliance;
 5. HSPHD **may** share non-chemical dependency/non-mental health-related information to law enforcement "if knowledge of the information is necessary to protect the health or safety of the [I]ndividual or other individuals or persons[.]" Minn. Stat. § 13.46, subd. 2(a)(10).
 6. frequency of 911 calls;
 7. behavioral history, particularly towards law enforcement;

EXHIBIT A: Description of Services

8. preferred hospital;
9. whether a person is under civil commitment;
10. whether there is a guardianship in place;
11. summary of resources that have been exhausted before calling 911; and
12. identity of an unknown caller as determined by address/phone number or other resources.

E. POLICE DEPARTMENT shall track Program Data. The POLICE DEPARTMENT expressly agrees that Program Data will be aggregated and/or de-identified in a manner that ensures that no individual may be directly or indirectly identified in any manner. The following Program Data should be sent to HSPHD quarterly.

1. Total number of calls for service for the POLICE DEPARTMENT.
2. Total number of MBH calls POLICE DEPARTMENT responded to:
 - a. Number of Transportation Holds written;
 - b. Number of weapons involved;
 - c. Number of calls use of force was used;
 - d. Number of Repeat Callers; and
 - e. Number of Repeat Addresses.

F. HSPHD shall provide the information and data set forth in Exhibit B.

III. Parties' Responsibilities:

In addition to the responsibilities described above, the parties shall generally be responsible for the actions and duties as identified in Sections IV-VI.

IV. HSPHD Responsibilities:

- A. HSPHD shall assign Senior Social Workers ("SSWs"), and other staff as necessary, to participate in the Program. HSPHD may, in its sole discretion, reassign other social workers to serve as SSW. At all times during this Agreement, the SSW and other HSPHD staff will be COUNTY employees and be supervised by HSPHD.
- B. Every effort will be made to have Social Worker phone coverage from 7:00am to 6:30pm Monday-Friday ("Program Hours"). There will be no phone coverage on COUNTY holidays, during quarterly all-team meetings and during required staff trainings. Except for COUNTY holidays, the COUNTY will provide the POLICE DEPARTMENT with at least two weeks' advanced notice of scheduled times during which phone coverage will be unavailable during Program Hours, and will reasonably attempt to communicate any other situation that would result in phone coverage being unavailable.
- C. The SSWs will provide services by phone or written communication.

EXHIBIT A: Description of Services

- D. HSPHD shall provide the SSWs with all equipment deemed necessary by HSPHD, which may include a cell phone and computer equipment.
- E. The SSWs will make a reasonable attempt to answer all calls from officers in the order they are received during Program Hours. Messages left outside of the Program Hours, weekends and holidays will be followed up on the next business day.
- F. Subject to applicable law as well as COUNTY policy, the SSWs may provide short-term assistance to Individuals for calls in the West Hennepin Public Safety's service area and/or referred by POLICE DEPARTMENT in order to connect the Individuals with internal and/or community resources to help meet their needs. Services will be provided in an ethical and culturally sensitive manner.
- G. During follow-up contact with Individuals, the SSWs will make a reasonable attempt to obtain a Release of Information (ROI) signed by the Individuals served, in order to permit relevant information to be shared with POLICE DEPARTMENT.
- H. HSPHD will track Program Data. The parties expressly agree that Program Data will be aggregated and/or de-identified in a manner that ensures that no individual may be directly or indirectly identified in any manner.

V. HCSO Responsibilities:

- A. Unless otherwise agreed by HSPHD and HCSO, HCSO will provide the SSW with office space and amenities, including but not limited to a desk and desk phone, at the HCSO Emergency Communications Facility at 1245 Shenandoah Lane N., Plymouth, MN.
- B. Subject to applicable law, HCSO will share with the SSWs all calls received that are coded as Mental Problem and are in the the West Hennepin Public Safety's service area.
- C. Subject to applicable law, HCSO will forward all Frequent Callers to the SSW for all cities.
- D. HCSO has worked with HSPHD Social Work Unit Supervisor, Project Manager and "other police departments" from the initial pilot to develop a workflow for providing information from social service databases to officers en route to 911 calls. The workflow, including all data elements to be provided, has been approved by concerned COUNTY data and security personnel, including but not limited to HSPHD's Chief Compliance and Privacy Officer.

VI. POLICE DEPARTMENT Responsibilities:

- A. POLICE DEPARTMENT will track referrals made to the SSWs, and will track for each referral:
 - 1. whether a weapon was involved;
 - 2. whether a transportation hold was written; and
 - 3. whether the caller is a Frequent Caller.

EXHIBIT A: Description of Services

- B. To facilitate SSW's follow-up, officers will call the SSW phone line or email a request to the designated email address. POLICE DEPARTMENT will ensure all referrals to SSWs include the following about the Individual:
 - 1. name;
 - 2. date of birth;
 - 3. address;
 - 4. telephone number; or
 - 5. as much information as possible.
- C. Officers may refer to the SSW for follow up from 911 calls that were initially not coded as "Mental Problem" but are later determined to have a mental / behavioral health component.

EXHBIT B – HSPHD DATA TO POLICE DEPARTMENT

Unless the parties otherwise agree, HSPHD shall provide the following information and data to POLICE DEPARTMENT on a quarterly basis:

- A. Total number of individuals referred to the SSW and unduplicated individuals;
- B. Reason for referral;
- C. Percentage of referrals county residents;
- D. Reports received while open with SSW;
- E. Person in crisis transported by officers;
- F. Location to which person in crisis is transported by officers ;
- G. Where person in crisis resides;
- H. Whether SSW made contact with the person in crisis or their treatment team;
- I. Types of attempts the social worker made to contact the person in crisis;
- J. Age at referral;
- K. Gender;
- L. Race;
- M. Health insurance at referral;
- N. Total referrals made by social worker; and
- O. Referrals and services made and already in place by referral type.