

**WEST HENNEPIN PUBLIC SAFETY DEPARTMENT
BOARD OF COMMISSIONERS
Tuesday February 5, 2019
1:30 p.m.
West Hennepin PSD Conference Room**

AGENDA

1. Call to Order

Reports

2. Approval of February 5, 2019, Commission Minutes
3. Review of January, February, March 2019 Activity Reports
4. Review of January, February, March 2019 Claims
5. Review of 2019 YTD Budget and Cash Asset Report
6. Review of 2019 Accrued Vacation/Comp/Sick Time
7. Items of Interest-Community Events
8. Additions to the Agenda
9. **Audit Review by Adbo, Eick, and Meyer**

Old Business

10. Highway 12 Safety Coalition
11. West Metro Drug Task Force Forfeiture Funding
12. 2018 Annual Report
13. 2019 Citizens Police Academy Graduation on April 4, 2019
14. Job Descriptions Review and Update
15. Lake Minnetonka SWAT Joint Powers Agreement Presented
16. Seasonal Weight Restriction Ordinances

New Business

17. New Squad Purchase
18. New West Hennepin PSD Uniform Shoulder Patch Design and Discussion
19. Worker's Compensation Premium Audit
20. 2019 Police Commission Proposed Meetings Dates
 - July 23, 2019, 1:30 p.m. (2020 Budget Proposal)
 - September 10, 2019, 1:30 p.m.
 - December 10, 2019, 1:30 p.m.
21. Adjourn

POLICE COMMISSION PACKET

POLICE COMMISSION MEETING

WEST HENNEPIN PUBLIC SAFETY

April 9, 2019, 1:30 p.m.

West Hennepin's Conference Room

WHPS 2018 Audit

West Hennepin Public Safety's annual financial audit was performed on February 22, 2019, by accountants from Abdo, Eick, and Meyer. The audit report is in your packets for review. Andy Berg from Abdo, Eick & Meyer will be at the Police Commission meeting to discuss the audit and answer any questions.

Year to Date Activity Report

Between January 1 and March 31, 2019, West Hennepin Public Safety (WHPS) handled a total of 1,505 incident complaints; 444 in Maple Plain and 941 in Independence.

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

See attached January, February, and March 2019 Activity Reports/Director's News and Notes for highlighted cases. Chief Kroells will highlight a few cases.

January, February, March 2019 Claims

The October, November, and December 2018 Claims are attached for review and approval.

2019 YTD Budget & Cash Asset Report

In reviewing the 2019 Budget vs. Actual expenses from January 1 to March 31, 2019, WHPS received \$484,125 or 27.39% in income. In reviewing expenses during this same time period, you can see that WHPS has spent \$431,627 or 24.42%.

Balances of other accounts are listed for your review: Crime Prevention \$53,234, Reserves \$8,184, Capital Outlay \$139,251, Severance \$68,483 and Military Leave PERA 4,629. Further discussion will be had on the Military Leave PERA.

YTD Accrued Vacation/Comp/Sick Time

The accrued vacation, compensation and sick time reports are attached for review.

Items of Interest/Community Events

- March 2, 2019, Fatal Crash of Delano High School Senior, Marleena Dieterich, on Highway 12
- Letters of Commendation for Sgt. Denneson and Officer Howes for their outstanding work regarding the fatality crash on March 2, 2019
- Citizens Academy Graduation on April 4, 2019
- Office of Traffic Safety Press Conference on April 3, 2019, on Distracted Driving for Hwy 12

- Public data request of all complaints or disciplinary action on WHPS officers was sent to Office of the Public Defender-Hennepin County on March 4, 2019.
- Thank you Facebook post to Officer Cody Thompson for coming to the rescue of a female who was locked out of her vehicle
- Thank you baskets from Delano Girls Scouts to each officer
- Officer Ben Anderson assisted Delano Scout Pack Webelos with a Forensic Day on March 19, 2019
- Thank you cards from Ann Reese for all that we do for the community
- Spring Newsletter article for both cities on scams
- Thank you letter to Officer Howes and WHPS staff for assisting family members with a death
- Thank you letter from Maple Plain Fire Department regarding assistance with a house fire
- Thank you card from the Melton Family in Maple Plain for the officers work with Citizens Police Academy.
- Two thank you cards from Ann Reese for letting her make up a Citizens Police Academy class

[Highway 12 Safety Coalition](#)

The Highway 12 Safety Coalition met on March 7, 2019. This was a very difficult meeting due to the loss of Marleena Dieterich on March 2, 2019, on Highway 12 at Lake Haughey Road. Family members were present to discuss the recent death of their daughter on Highway 12. Our members and our community were deeply saddened that yet another senseless life was lost on Highway 12. Multiple discussions were had in regard to plowing and salting of Highway 12, placing electronic signs on Highway 12 to warn drivers at County Line Road and County Road 90, and general upgrades and maintenance of Highway 12 from Delano to County Road 90.

Discussion continues between MnDOT and Hennepin County regarding the controlled intersections at County Road 92 N and County Road 90. Hennepin County held its first design meeting to discuss the County Road 92 project on March 20, 2019. KLG design firm has been hired by Hennepin County to lead the project design. It was an informative meeting with an aggressive time line to get this ready for construction in 2021. MnDOT is still leading the County Road 90 project.

On March 27, 2019, I sat down with MnDOT Engineer Amr Jabr and his staff to express my concerns regarding Highway 12. This was a productive meeting and it should have been done a long time ago. We will continue to work together to improve Highway 12. MnDOT has indicated in the spring of 2019 the entire length of Highway 12 through Independence will be seeing a bituminous overall of two inches. Once this is completed the centerline rumble strips will be replaced

[Update on WMDTF Forfeiture Funding](#)

The West Metro Drug Task Force (WMDTF) finally received the funding from “Full Blown Fix” and the money is in the bank for WHPS. A total of \$116, 000 dollars has been deposited into WHPS account from a forfeiture case from WMDTF.

On March 21, 2019, Chief Kroells and Administrative Assistant Kim Curtis attended training by the Department of Justice on their Asset Forfeiture Program to learn more about what the WMDTF funds can be used for. In this training it was learned most all law enforcement purchases can be made using these federal forfeiture funds; however, no city or fire department equipment can be purchased

with the funds. We are in the process of setting up a separate bank account at the Bank of Maple Plain for these forfeiture funds.

I am suggesting WHPS hold this funding until additional research is conducted in regard to new squad cameras and body camera solutions that work for our agency. Additional funding could be used to purchase a new or slightly used WMDTF undercover vehicle. Both items have been on our Capital Improvement Plan and this funding can assist in building the capital plan for future years.

On a concerning note the Minnesota legislature is currently trying to eliminate the state civil administrative forfeiture laws, see HF3725 and SF 3419. If this should become law this would also eliminate the federal equitable sharing unless the value is over \$100,000. This is not a good change is our forfeiture laws, especially drug task force agencies all over Minnesota. Most drug task force agencies are funded by these forfeitures, including the West Metro Drug Task Force. If this change in law should pass, I would expect many if not all drug task force agencies in Minnesota will cease to exist due to funding.

2018 Annual Report

I am proud to present WHPS' 2018 Annual Report to our Police Commission and our citizens. Once approved by the Police Commission it will be placed on our website for all to review.

2019 Citizens Police Academy Graduation

April 4, 2019, WHPS hosted a graduation for the 13 community members who successfully completed the Citizens Police Academy course. It was an amazing group of individuals who worked closely with all our officers. I want to thank Sgt. Denneson and Officer Jon Howes for coordinating this year's Citizens Police Academy. WHPS has been teaching this course for over twenty years. It is an outstanding community program that brings police officers closer with the citizens they serve.

Updating Job Descriptions

In review of WHPS job descriptions I noted they have not been updated since 1997. I had the pleasure of reviewing many other police agencies' job descriptions. I am presenting you with updated job descriptions for WHPS Director of Public Safety, Police Sergeant, Police Officers, and Administrative Assistants. Staff had a chance to review the job descriptions prior to your approval and they represent the work they are currently doing at WHPS. I am requesting the Police Commission approve the changes to the job descriptions as presented.

Lake Minnetonka SWAT Team Joint Powers Agreement

I presented the Joint Powers Agreement (JPA) for the Lake Minnetonka SWAT Team to the City of Independence on March 19, 2019, and to the City of Maple Plain on March 25, 2019. Both cities agreed that a JPA for the Lake Minnetonka SWAT Team served the best interests of the organization with all cities involved.

I have met with the board of Directors, which is the Chief Law Enforcement Officer for Minnetrista, Orono, Wayzata and South Lake Minnetonka. Each of them will bring the JPA to their respective councils or police commissions for approval in April 2019. In our discussions on January 3, 2019, the Lake Minnetonka Chiefs agreed a JPA model would provide the best course of action for our current SWAT team vs. a mutual-aid agreement. I have included a copy of the JPA for your review. After it

has been reviewed by each agency I will bring back the final agreement for approval through a resolution.

Additionally, the Lake Minnetonka SWAT Team policy manual has been updated and is attached for your review. Each city agreed to follow the lead of WHPS' current policy and will be adopting it as written.

New Seasonal Weight Restrictions Ordinances

Seasonal Weight Restrictions have been presented to both councils and are a new enforceable ordinance for each city. Both cities have posted seasonal weight restrictions and Officer Jon Howes and our officers have been working very hard to keep overweight vehicles off of your city streets during seasonal weight restrictions. The new ordinances have been working very well and Officer Howes has been assisting city staff in the issuance of emergency or other permitting in regard to this ordinance change.

New Squad Purchase/Update

Squad #64 is due for replacement in 2019. It is a 2015 Ford Explorer with 87,000 miles. Typically, WHPS purchases a Ford Explorer from Waconia Ford with competitive state bid pricing. This year I am concerned with Ford as our patrol vehicles as many police departments have been unable to confirm and take orders of police vehicles due to changes in design and price increases. In past years WHPS has been spending between \$30,000 to \$33,000 for a Ford Explorer Police Squad. In 2019 the prices have increased with a significant delay in obtaining the patrol squad. Current prices for a 2019 Ford Explorer are \$34,728 for a non-eco boost and \$38,273 for an Eco Boost. Last year WHPS spent \$33,111 for an Eco Boost. That same squad is now \$5,162 more that it was last year.

Officer Howes and I have been doing some research on this matter and would like to consider looking at a Dodge Durango as our next patrol squad. Dodge has come out with a 2019 pursuit rated Dodge Durango for police vehicles. Pricing in 2019 is \$30,886.

WHPS has budgeted \$35,000 for a new squad along with an additional \$15,000 for squad set up.

I am requesting WHPS move forward with a purchase of a new squad in the spring of 2019. I am leaning towards a Dodge Durango but wanted to leave the purchasing decision open in the event something changes with Ford or I can find a 2018 model with 2018 pricing.

As I mentioned at our last police commission meeting WHPS has operated with four patrol vehicles for over 25 years. Over the past two years I have observed a shortage of squads available for officers working patrol shifts and overtime shifts, reserve officers working event details and one squad seeming always to be in the shop.

2019 is the time to add a fifth patrol vehicle without purchasing two new vehicles. WHPS will purchase a new patrol squad in 2019 and will not take #64 out of service. WHPS will use #64 as the fifth patrol vehicle for reserve officers, special events and as an emergency when other vehicles are out of service.

In doing so all the equipment in #64 will need to stay in the vehicle and new equipment will need to be purchased for the new 2019 patrol vehicle. In order save some funding I am requesting the new

squad be a class B (no light bar) patrol vehicle with ghost graphics on the side of it vs. the typical black and white patrol squad. This new squad will have additional costs, such as another radio, rifle, radar and squad camera. These additional costs can be taken out of our Crime Prevention account or Capital Improvement Plan.

Additional funding is available from the sale of Squad #61 and #60. Both were sold at ADESA Auto Auction. Squad #60, a 2006 Nissan Titan, sold for \$5,534 and Squad #61 sold for \$6,528. These funds were placed into WHPS Capital Improvement Account.

Discussion on New Shoulder Patch for West Hennepin PSD

I have been approached by our officers to have a discussion on changing the shoulder patch design for West Hennepin PSD. The current patch design was created in 1979 with a sheriff star symbol in the center, 'Public Safety' vs. 'Police' and it has no symbols of Maple Plain or Independence.

Officers are looking for a shoulder patch to symbolize the two communities we serve as police officers. Over my twenty-three years at WHPS I too have questioned the current patch design having a sheriff look to it and confusing people with "Public Safety". We are police officers and "Police" is nationally recognized, 'Public Safety' is not. 'Public Safety' confuses the general public. A year doesn't go by without five people asking me, 'What is a public safety agency?' Over the past ten years WHPS has been working a way from 'Public Safety' on our department memos, squad cars, the lobby outside of our office and with kids stickers and tattoos. The name of our organization is a much longer discussion that should be talked about later.

Attached is the first draft of the new shoulder patch design for WHPS. It has symbols of both cities with maple trees, white fences, water, the Independence bell and the Maple Plain maple leaf. It also includes the Minnesota State Seal, American Flag and POLICE on the upper shoulder area to symbolize protection.

WHPS is looking for suggestions and will seek approval to change the patch from its current design to something similar presented.

Estimated costs would be between \$500-800 dollars to purchase new patches. Each officer is provided a uniform allowance, which the officer would use to sew on new patches. Some additional costs will be associated with changing the patches on Reserve Officer uniforms but they also have a uniform budget.

2018 Berkley Risk Work Compensation Review/Audit

Heather Schley from Berkley Risk was at West Hennepin on Monday, April 1, 2019, and conducted our annual workman's compensation policy audit. She puts together a report showing what West Hennepin's actual payroll expense was in the previous year and submits it to League of Minnesota Cities (LMC). LMC compares her findings to what West Hennepin reported last year what our estimated payroll would be. If West Hennepin overpaid its Workman's Comp premium, a refund is issued and if we didn't pay enough, we're invoiced the difference'. Heather believes that West Hennepin will receive a refund for 2018.

2019 Police Commission Dates

July 30, 2019 (2020 Budget Proposal)

September 10, 2019

December 10, 2019

**WEST HENNEPIN PUBLIC SAFETY DEPARTMENT
BOARD OF COMMISSIONERS**

Tuesday, February 5, 2019

7:30 a.m.

Maple Plain City Hall

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 7:30 a.m. by Chairperson Julie Maas-Kusske.

Present: Commissioner Mayor Marvin Johnson, Commissioner Mayor Julie Maas-Kusske, Commissioner Lynn Betts, Commissioner Dominic Broda, Director Gary Kroells

Others Present: Independence City Administrator Mark Kaltsas, Maple Plain City Administrator Bobby Schoen

Absent: None

2. Election of 2019 WHPS Officers – Chairman/Vice-Chairperson/Secretary/Treasurer

Maas-Kusske nominated Johnson for Chairman, seconded by Betts, to close nomination and cast a unanimous ballot for Johnson, Chairman. All voted aye. Motion carried.

Chairman Johnson took over leading the meeting.

Betts nominated Maas-Kusske for Vice Chairperson, seconded by Broda, to close nomination and cast a unanimous ballot for Maas-Kusske Vice Chairperson. All voted aye. Motion carried.

Betts nominated Broda for Secretary, seconded by Maas-Kusske, to close nomination for secretary and cast a unanimous ballot for Broda as Secretary. All voted aye. Motion carried.

Maas-Kusske nominated Betts for Treasurer, seconded by Broda, to close nomination for Treasurer and to cast a unanimous ballot for Betts as Treasurer. All voted aye. Motion carried.

3. Approval of October 23, 2018, Commission Minutes

Motion by Maas-Kusske, seconded by Betts, to approve the October 23, 2018, meeting minutes. All voted aye. Motion carried.

4. Review of October, November and December 2018 Activity Reports

West Hennepin Public Safety (WHPS) handled 7,423 incidents in 2018 - 2,913 were in Maple Plain and 3,997 were in Independence. This is about 400 fewer incidents than in 2017. Agency assists (A/A's) tracked in 2017 and 2018 were down too because Director Kroells advised officers when monitoring radio traffic to wait and be asked for assistance rather than just going. Criminal Part I and Part II cases for both cities were highlighted for the Police Commissioners in documents included in their packets. Director Kroells highlighted a few cases for the months of October, November and December 2018. Motion by Betts, seconded by Maas-Kusske, to approve the October, November and December 2018 Activity Reports. All voted aye. Motion carried.

5. Review of October, November and December 2018 Claims

Johnson asked what payments to Optum Bank were for. He was told that it's for contributions to employees' H.S.A. accounts. There were no other questions of the claims. Motion by Broda, seconded by Maas-Kusske, to approve the October, November and December 2018 claims, subject to audit. All voted aye. Motion carried.

6. Review of 2018 YTD Budget and Cash Asset Report

West Hennepin received \$1,783,171 or 102% in income in 2018 and spent \$1,772,330 or 100%. The additional 2% of income leaves WHPS approximately \$10,841 under budget for 2018. This is subject to audit and any pending 2018 expenses arriving in 2019. Johnson asked that this be rewritten to reflect WHPS is actually over budget if additional monies didn't come in. Director Kroells asked that after the annual financial audit is completed by Abdo, Eick and Meyers, any remaining unspent budget funds be placed into the Capital Improvement Account. He reminded the Police Commission that the 2019 budget reduced the capital funding by 59.47% or \$64,333.

Balances of other accounts are Crime Prevention \$53,275, Reserves \$8,192, Capital Outlay \$119,489, Severance \$68,483 and Military Leave PERA 4,629.

Motion by Betts, seconded by Maas-Kusske, to approve the 2018 YTD Budget and Cash Asset Reports, subject to audit. All voted aye. Motion carried.

PERA Military Leave PERA. When Officer Raskin returns from military deployment, he has three years to decide whether or not he's going to pay in his portion to PERA that would have been paid in if he had not been gone. That timeframe can be extended an additional one to two years. If Officer Raskin decides to pay in his portion the employer will have to pay in its portion plus 7.5% interest. Director Kroells will speak with Officer Raskin when he returns about his timeline to pay in his PERA as to avoid 7.5% interest each year. Officer Raskin's wife, Lee, is being helped by the community with errands, meal preparation, lawn care/snow removal and anything else she needs help with.

7. Review of 2018 End of Year Accrued Vacation/Vacation/Comp/Sick Time

All employees' vacation/comp hours were down to the allowed carryover. There were no questions about the reports. Motion by Broda, seconded by Maas-Kusske, to approve the December 2018 YTD Accrued Vacation/Comp and Sick Time reports. All voted aye. Motion carried.

8. Items of Interest-Community Events

The following items were reviewed:

- View Santa December 1, 2018. New route being planned for 2019
- Thank you letter for View Santa to WHPS Reserve/Officers from Mayor Maas-Kusske
- Officer Howes saving a house on November 28 by extinguishing a grill fire on a deck
- Many cards and cookies of support for WHPS officers from residents over holidays
- Ann Reese dropped off a card of thanks for National Law Enforcement day on January 9, 2019
- Thank you from Julie Maas-Kusske for National Law Enforcement day on January 9, 2019
- Ray and Bobbi McCoy provided a card of thanks to WHPS along with a \$100 donation to our benevolence fund
- Resignation of Reserve Officer Nate Faust. He was hired by the Minnesota State Patrol
- Chief Kroells taught an Ethics class for first responders at Loretto Fire on January 16, 2019
- Retirement celebration for Maple Plain Fire Fighters Tom Lowery, Randy O'Brien, and Bryan Swenson on January 25, 2019
- Thank you letter from the Orono forensics teacher Jessie Curtis for WHPS Sgt. Rick Denneson, Officer Ben Anderson and Officer Josh Brozek for teaching Orono Forensic Day January 10, 2019
- League of Minnesota Cities Insurance Trust dividend check of \$1,018 for 2018
- Thank you from Bob Steffl to Officer Zilles for his good judgement
- Public data request of all complaints or disciplinary action on WHPS officers from Office of the Public Defender-Hennepin County
- Thank you email from an Independence resident to Officers Thompson and Ebeling with a medical involving his wife and unborn child
- January 17, 2019, Chief Kroells met with 13 other law enforcement agencies and representative from Hennepin County Attorney's Office to discuss body camera solutions for small agencies
- Kent Anderson from Tri-K Sports donated \$1,000 to WHPS' benevolence fund
- Thank you letter from Orono Discovery Class thanking WHPS officers for keeping them safe
- Thank you card from Kathy Quindt thanking Officer Anderson for checking on a suspicious vehicle
- Thank you card from Brandts on Brei Kessel Road for keeping them safe during a pursuit by Wright County that ended up in their neighborhood
- Thank you cards from Ann Reese for all that we do for the community

9. Additions to the Agenda

None.

Old Business

10. Highway 12 Safety Coalition

The Highway 12 Safety Coalition met November 1, 2018 and January 3, 2019. MnDOT and Hennepin County continue to discuss controlled intersections at County Road 92 N and County Road 90. Hennepin County is now leading the County Road 92 N project and MnDOT is leading the County Road 90 project.

Director Kroells advised the Police Commission that even with the improvements made to Highway 12, WHPS still sees personal injury and property damage crashes. Highway 12 is old and the amount of traffic on Highway 12 continues to increase. He's hopeful that the new controlled intersections will improve safety at these locations. They won't help congestion or the flow of traffic, but will hopefully improve traffic safety.

Construction for the two controlled intersections will begin in 2021 and a new center median will be installed between County Road 6 and Baker Park Road. Three construction projects along Highway 12 will make 2021 a tough year for traffic flow.

Spring 2019 the entire length of Highway 12 through Independence will be seeing a bituminous overall of two inches. Once completed, the centerline rumble strips will be replaced.

11. West Metro Drug Task Force Forfeiture Funding

WHPS has not yet received funds yet from the Drug Task Force's case called 'Full Blown Fix' but does expect to receive as much as \$100,000 in 2019. Last week it was learned that an ACH Enrollment Form had to be completed and submitted by each agency participating in the drug task force to complete their share of the funds. WHPS' submitted its ACH Enrollment Form last week. Hennepin County Sheriff's Office can no longer accept and then distribute funds to the other participating agencies due to new laws passed this year. Each agency will have to request funds individually. As a way of saying thank you to our drug task force agents, an appreciation luncheon will be held at the Choo Choo Restaurant and Bar in Loretto on February 14, 2018, at 11:30 a.m. All Police Commissioners are invited to attend.

12. Squad Update

Squad #70, a 2019 Ford Explorer, arrived November 29, 2018. In less than two weeks Action Radio had it set up and it was in service on December 20, 2018. Squad #61 was taken out of service on that same date and is currently at Adesa Auto Auction to be sold in the next few weeks. Squad #60, a 2006 Nissan Titan pickup and former drug task force vehicle, is also at Adesa Auto Auction to be sold. Funds from the sale of that vehicle will be put into WHPS' Capital Improvement Account. Director Kroells is reviewing WHPS' Capital Improvement Plan and exploring the option of purchasing a fifth patrol vehicle and said this was just for situational awareness at this time.

13. View Santa Event December 1, 2018

Last year's View Santa, held Saturday, December 1, 2018, was one of the most successful events. Over 1,205 pounds of food and \$259 in cash donations was collected. A press release was included in the Police Commissioner's packets. A route change is being looked at for 2019.

14. Janitorial Contract Completed

WHPS and City of Independence signed a three year contract with Tegrete Corporation for janitorial services of both offices. They began weekly cleaning on November 5th. Tegrete Corporation and their employees completed a vetting process with the Bureau of Criminal Apprehension to be able to clean a law enforcement facility. A meeting with a Tegrete Corp. supervisor is scheduled on February 6, 2019, to check in with both offices to see how it's going.

15. Delano Fire Dual Paging System

In December, 2018, Delano Fire went live with dual paging. Director Kroells worked with Delano Fire Chief Bob Vanlith to upgrade Delano's fire paging system to include dual paging, which now includes Hennepin County Dispatch. Since going with the dual paging system, which is tied in to the 800 mh radio system, Delano Fire's response time to Independence residents has dramatically increased.

16. Approval of Annual Policy Changes for WHPS Through Lexipol

Every year Lexipol reviews WHPS' policies in relation to any state, federal or tribal changes in law. They then make recommended policy changes to WHPS. Director Kroells reviews their recommendations and seeks approval from the Police Commission to approve the policy changes. Most are minor changes, including grammatical, but 14 policies were changed for the start of 2019. They are:

#223 Permit to Carry	#470 First Amendment Assemblies
#314 Vehicle Pursuits	#514 Impaired Driving
#324 Custody of Juveniles	#602 Sexual Assault
#332 Missing Persons	#711 Personal Protective Equipment
#336 Victim & Witness Assistance	#1060 Post License Requirements
#360 Death Investigation	#1064 Workplace Accidents
#310 Officer Involved Shootings and Death	#406 Crime and Disaster Scene
#446 Mobile Video Recorders	#408 Lake Minnetonka SWAT Team

An overview provided by Lexipol regarding changes made to each policy was included in the Police Commission packets. One significant change that was discussed with WHPS' officers was Policy #310 Officer Involved Shootings and Death. The Minnesota Bureau of Criminal Apprehension will lead the investigation instead of Hennepin County Sheriff's Office. Director Kroells noted that the policy manual did not include any job descriptions for positions at WHPS except the Chief Executive Officer, Policy #102. He is in the process of adding and updating WHPS' employee job descriptions into policy. They have not been reviewed since 1997. He will present final approval of job descriptions at the next Police Commission meeting. Motion by Betts, seconded by Broda, to approve these police changes. All voted aye. Motion carried.

17. 2019 Citizens Police Academy

WHPS is hosting a Citizens Police Academy this spring. Class dates are every Thursday night February 14 through April 4, 2019. Participants are already signing up. A brochure was included in the Police Commission packets and Director Kroells encouraged anyone who's never attended to sign up.

18. Lake Minnetonka SWAT Joint Powers Agreement Discussion - SWAT Policy

Tracy Stille from League of Minnesota Cities (LMC) performed a loss control and police operations liability survey at WHPS on July 26, 2018. He asked about the Lake Minnetonka SWAT team because LMC has no record of it and its insurability and asked if it's a mutual-aid or joint powers agreement. He was told that it operates on a mutual-aid agreement but there's official written agreement between the participating agencies. Director Kroells addressed the issue with the police chiefs of the other agencies at a meeting on January 3, 2019, and everyone agreed a joint powers agreement (JPA) would best fit the SWAT team. A draft copy was included in the Police Commission packets. After each participating police agency has reviewed it Director Kroells will present the final JPA to the Police Commission for approval through a resolution. It will then to go both city councils for approval. The Lake Minnetonka SWAT team would be insured separately from WHPS.

Director Kroells also said that the Lake Minnetonka SWAT Team policy manual has been updated. A copy was included in the Police Commission packets. Each city agreed to follow the lead of WHPS' current policy and will be adopting it as written. Motion by Johnson, seconded by Betts, to present to the cities for approval of a joint powers agreement. All voted aye. Motion carried.

19. New Seasonal Weight Restriction Ordinances

Officer Jon Howes researched seasonal weight restriction city ordinances. He reviewed them with WHPS city attorney and also learned that City of Medina and City of Corcoran have similar ordinances in place and are having great success in protecting their city streets. Officer Howes addressed his findings in a memo to City of Maple Plain and City of Independence and requested they draft city ordinances. A copy of his memo was included in the Police Commission packets. Officer Howes will address the cities at city workshops and council meetings in February. It is hoped that new ordinances will be in place before the end of February so enforcement can start as soon as weight restrictions go into effect in the spring of 2019. Maas-Kusske said she feels this is a very necessary ordinance for Maple Plain. Restitution would be civil, not criminal. The ordinance would necessitate a new city permit for companies wanting to make deliveries when road restrictions are in effect. Motion by Broda, seconded by Betts, to present the draft city ordinances to the city councils for approval. All voted aye. Motion carried.

20. 2018 Annual Report

WHPS has begun working on its 2018 annual report and will be completed by the next Police Commission meeting.

21. Wear the Badge Minnesota Chiefs of Police Association

Police departments all across the country are seeing a dramatic decrease in the number of police officer candidates. To try to combat this, Wear the Badge (wearthebadge.com) was created as a new and unique statewide initiative announced by the Minnesota Chiefs of Police Association (MCPA). The program's goals are to improve police officer recruitment and retention and give the public and potential law enforcement candidates an overall perception of the profession and see what it's like to be a police officer in the 21st century.

WHPS and Orono and Plymouth Police Departments participated in Orono High School's 'Forensics Day' class on January 10, 2019. Students learn about traffic stops, use of force, Special Weapons and Tactics (SWAT) and K9 responsibilities. Its purpose is to get high school students excited about a possible career in law enforcement. The class is so popular among students that there is a waiting list to get in it every year.

Director Kroells reached out to WHPS officers to see what issues they think might affect retention of police officer positions at WHPS. They discussed possible changes in policies, salaries and healthcare benefits. He will continue to look at WHPS' needs as well as job satisfaction for the police officers.

22. WHPS Audit February 22, 2019 by Abdo, Eick, and Meyer

Abdo, Eick and Meyers will conduct WHPS' 2018 audit on February 22, 2019. The results of the audit will be presented at the next Police Commission meeting.

23. Outside Employment Request

On December 24, 2018, Officer Anderson made a formal request for approval to work outside of WHPS during his off-duty time doing snow removal for a business owned by a licensed police officer. Director Kroells granted the request and wanted Police Commissioners aware of Officer Anderson's request. Motion by Maas-Kusske, seconded by Broda, accepting Director Kroells' approval of Officer Anderson's request. All voted aye. Motion carried.

24. Liability Coverage-Waiver Form

League of Minnesota Cities' (LMC) Liability Coverage-Waiver Form was presented to the Police Commission for approval and to be signed by the chairperson. For years the Police Commission has elected to waive the monetary tort on liability coverage. Doing so would save legal costs if a lawsuit is ever filed over \$500,000. Director Kroells requested the Police Commission to elect waiving this monetary tort and Chairperson Johnson to sign the waiver form. Motion by Betts, seconded by Maas-Kusske, to waive the monetary tort coverage. All voted aye. Motion carried. Chairperson Johnson signed and dated the form.

25. 2019 Police Commission Proposed Meetings Dates

- April 9, 2019, 1:30 p.m.
- July 23, 2019 (2020 Budget Proposal), 1:30 p.m.
- September 10, 2019, 1:30 p.m.
- December 10, 2019, 1:30 p.m.

26. Adjourn

Motion by Betts, seconded by Broda, to adjourn at 9:45 a.m. All voted aye. Motion carried.



Date: February 11, 2019

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

From: Director Gary Kroells *GK*

SUBJECT: JANUARY 2019 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 accidents, 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.

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West Hennepin Public Safety Department
1918 County Road 90 / Maple Plain, Minnesota 55359
Phone: (763) 479-0500 / Fax: (763) 479-0504
Web Address: <http://www.westhennepin.com> E-mail: westhennepin@westhennepin.com

Monthly Activity Report

January 2019

Offense	This Month	Same Month Last Year		This Year To Date		Last Year To Date
City Of Independence						
Criminal	8	9		8		9
Traffic	140	115		140		115
Part III	7	8		7		8
Part IV	36	37		36		37
Part V	100	114		100		114
Total City of Independence	291	283		291		283
City Of Maple Plain						
Criminal	6	4		6		4
Traffic	42	85		42		85
Part III	2	1		2		1
Part IV	23	17		23		17
Part V	83	95		83		95
Total City Of Maple Plain	156	202		156		202
Grand Total Both Cities	447	485		447		485
TZD	1	1		1		1
Agency Assists	31	31		31		31
Total ICR Reports	478	516		478		516
How Received						
Fax	7	18		7		18
In Person	24	30		24		30
Mail	0	0		0		0
Other	2	4		2		4
Phone	31	37		31		37
Radio	150	133		150		133
Visual	243	264		243		264
Email	4	6		4		6
Lobby Walk In	16	24		16		24
Total	477	516		477		516

January 2019 Criminal Part I & II
City of Independence Grid #'s 3-5

AGN	ICR	Title	Grid #	Reported Date	MOC range
WHPS	19000046	Burglary	3	01.04.2019	B0734
WHPS	19000069	4th Degree DWI	5	01.05.2019	JGW01
WHPS	19000210	Possession of Small Amounty Marijuana / Possession of Drug Paraphernalia	5	01.13.2019	DC500
WHPS	19000267	Vehicle Theft	3	01.17.2019	VA021
WHPS	19000280	Damage to Property/Theft from Vehicle	3	01.18.2019	P1190
WHPS	19000310	Possess Small Amount of Marijuana	3	01.20.2019	DA540
WHPS	19000364	Possession of Small Amounty Marijuana / Possession of Drug Paraphernalia	3	01.23.2019	DC500
WHPS	19000407	5th Degree Domestic Assault - Fear of Bodily Harm / Disorderly Conduct	4	01.25.2019	A5052

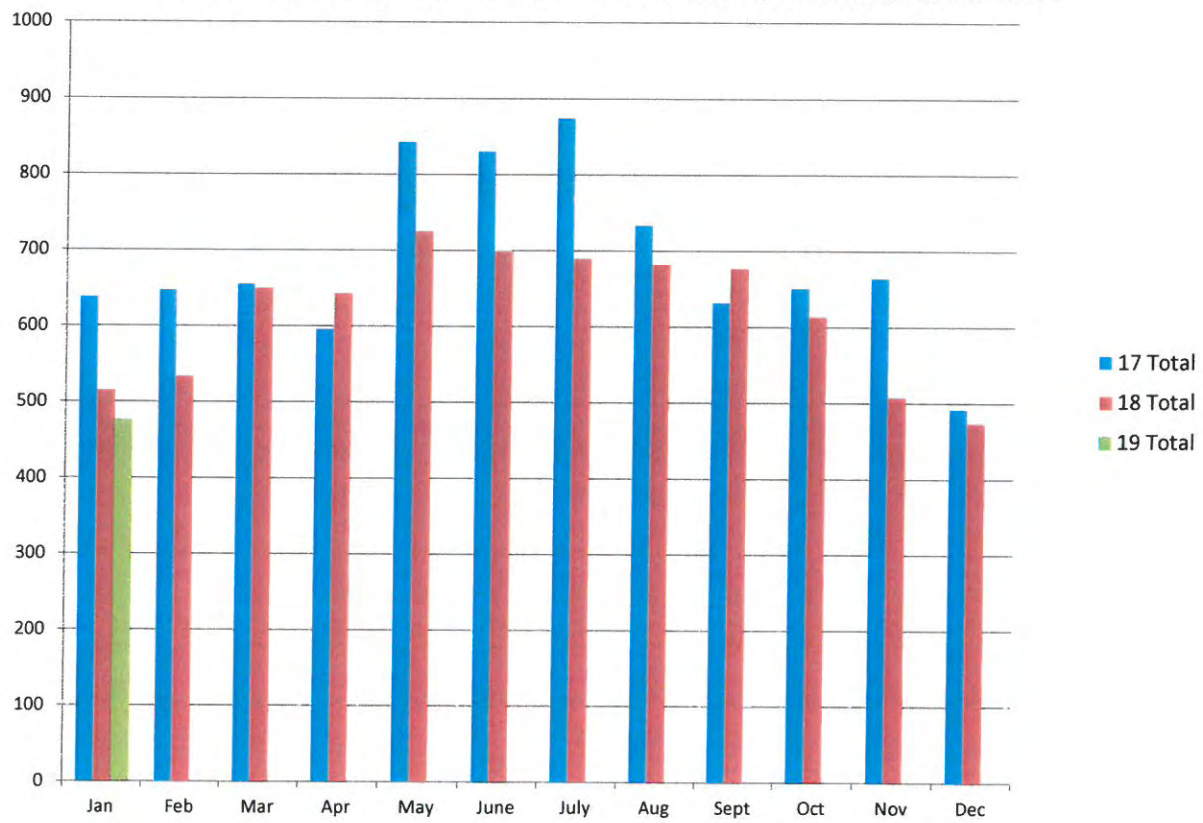
January 2019 Criminal Part I & II
City of Maple Plain Grid # 1-2

AGN	ICR	Title	Grid #	Reported Date	MOC range
WHPS	19000166	4th Degred DWI	1	01.10.2019	JGW01
WHPS	19000239	Theft by Swindle	2	01.15.2019	U306D
WHPS	19000243	Burglary	1	01.15.2019	B0494
WHPS	19000369	Theft from Vehicle	1	01.24.2019	TW151
WHPS	19000379	Theft from Vehicle	2	01.24.2019	TW159
WHPS	19000458	Check Forgery	2	01.30.2019	C01G2

January 2019 Criminal Part I & II
Towards Zero Death Grant Shift

AGN	ICR	Title	Grid #	Reported Date	MOC range
WHPS	19000308	4th Degree DWI	20	01.19.2019	JGW01

THREE YEAR COMPARISON OF POLICE CALLS FOR SERVICE & ACTIVITY



DIRECTOR'S NEWS & NOTES

WEST HENNEPIN PUBLIC SAFETY January 2019 Activity Report

Year to Date Activity Report

At the end of January 31, 2019 West Hennepin Public Safety (WHPS) handled year-to-date a total 477 incident complaints. : 291 in the city of Independence and 156 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.

Recent Highlighted Cases:

Vehicle in Ditch

Jan 1 4:51 a.m. Officer dispatched to Pagenkopf Rd and Lake Sarah Rd in the city of Independence for an unattended vehicle, the nose of the vehicle is in the ditch, the back half of the car in the roadway, the windows were partially frosted and no one was around. The vehicle was impounded as it was a road hazard and the R/O's never made any attempt to contact Police. The R/O called Police the next day and did not think notifying the police was necessary.

Burglary

Jan 4 1200 CR 19, Independence. Reported burglary of a storage unit: items stolen 2 Toro 621 single stage snow blower, a blade sharpener, possibly a generator and two tool boxes containing tools. Case is under investigation.

Vehicle in Ditch

Jan 6 9:19 a.m. CR 11 / E. Lake Rebecca Rd, Independence. Officer dispatched for a vehicle in the ditch and a male party was walking away from the vehicle and appeared intoxicated. All directions were checked and unable to locate the driver, indicating the driver was picked up. The vehicle was partially on the shoulder of the narrow roadway and was towed from the scene.

Unwanted Person

Jan 6 Vinland 3675 Ihduhapi Trail, Independence. Responded to a request to remove a male from the property who did not want to take his medications, who said his medications are not needed to be taken daily and he was still sleeping. It was determined it was in the best interests of all involved to remove the client from the property and he was transported to a half-way house.

Threat

Jan 8 300 CR 92, Independence. Resident received a threatening text message. Officer read the text which contained some strong language, no threats. Resident advised to stop talking to sender.

Credit Card Fraud

Jan 9 4900 Hwy 12, Bank of Maple Plain. Reported multiple customers had fraudulent activity on their debit card. The case is under investigation.

Warrant Arrest

Jan 9 4300 Lake Sarah Dr, Independence. Vehicle stopped for speed. Driver 43 yoa John Michael Smith of Anoka was found to have a Felony 5th Degree Drug Warrant out of Anoka County and 3 Misdemeanor Warrants out of Wright County. Smith was placed under arrest and transported to Hennepin County Jail where he was booked in on his warrants. Passenger was valid and drove the vehicle from the scene.

4th Degree DWI

Jan 10 Hwy 12 / Baker Park Rd, Maple Plain. Vehicle was stopped for no front plate and weaving. Contact with the driver, an odor of alcohol was coming from the vehicle. Driver Katherine Stephanie Morales, 26 from Brooklyn Center submitted a breath test which resulted in a .13 breath alcohol concentration. Morales was arrested for 4th Degree DWI and released to a responsible person.

911 Hang-up
Jan 11 6:04 a.m. Dispatched for 911 only phone hang-up in the 1200 block of CR 19, Independence, same type of call as night prior. Vehicles were in the driveway and a light on in an upper window, Officer attempted contacts resulted in a male peeking out of an upstairs window who was ordered to come to the front door. Two males are renting rooms. One discovered his boost mobile phone without an active service had dialed the 911 call. He turned off the phone until he is able to correct the problem with the phone calling 911.

Car Seat Check
Jan 11 Sgt. Rick Denneson, National Certified Child Passenger Safety technician instructed the parent on safely securing her child's rear car seat. Avoid the Mankato incident of an unsecured child car seat tumbling out of a car; Call Rick to set up an appointment to confirm your child's car seat is secured in your car.

Agency Assist Ramsey Co Sheriff's Office
Jan 13 9000 CR 11, Independence. Ramsey County Sheriff's Office requested an agency assist for an attempt to locate a suspect of an Order for Protection violation. Residence was checked and no response. Homeowner was contacted who admitted the suspect might be there off and on, caring for her animals. No contact was made with the suspect.

Domestic
Jan 13 1400 Prairieland Ave. Maple Plain. Officers responded to a physical domestic between two sisters. Sisters were arguing over delivering work clothes to a boyfriend and who owns a vehicle. Sister admitted to putting some milk in the gas tank to prevent her sister from using it and then both got into a mutual combative altercation inside the house. A few items were gathered and a sister left the residence.

Fail to Stop / Drug Citation
Jan 13 Driver slammed on the brakes halfway through the intersection of Kutz Crossing / Nelson Rd, Independence. 18 yoa female driver from Delano admitted she was not planning to stop until she saw the squad. Her driver's license had a faint odor of fresh marijuana. A grinder and pipe from her purse and a bag of marijuana under her seat was handed over to the officer. Female cited for Small Amount Marijuana, Drug Paraphernalia and Fail to Obey Stop Sign.

Shed Fire
Jan 15 9842 CR 6, Independence. Police, Watertown and Delano Fire Depts. responded to a shed on fire. Arrival on scene, a warming house used for skating on the pond was on fire. Contents inside the shed were burned and the cause of the fire has not yet been determined. The fire was extinguished by Watertown and Delano Fire Depts.

Suspicious Vehicle.
Jan 15 Squad parked in lane of traffic, lights on, several fire trucks in the road, very obvious road is closed down at CR 6 / CR 17, Independence. Driver went into opposite lane and drove around the Officer and past two fire trucks. Vehicle was stopped, driver stated "I didn't see anyone outside" when asked why he thought he could drive around. Advised it is a safety issue and to use common sense when approaching emergency vehicles on a scene.

Theft by Swindle
Jan 15 5200 Bryantwood Dr, Maple Plain. Female selling her cell phone using Facebook Market met a female buyer at 5260 Bryantwood Dr Maple Plain. The buyer handed over a rolled up \$100 bill. Seller discovered the \$100 bill was counterfeit as the female was entering the apartment building. Officers attempts were made to locate and/or identify the female suspect inside of the apartment building. Charges have been filed in the case.

Damage to Property / Theft
Jan 18 6200 Hwy 12, Independence. Caller reported two vehicles and an enclosed trailer were broken into. The ignitions and steering columns were damaged and a Kenwood CD player was stolen. Inside the enclosed trailer was a motorcycle that sustained damage also. Case under investigation.

Burglary
Jan 16 1500 Howard Ave. Maple Plain. Resident reported burglary of his apartment. Stolen were a portable camera and a Glock bullet magazine. The approximate loss is \$400.00. The case is under investigation.

Warrant Arrest

Jan 17 Hwy 12/ Valley Rd, Independence. Motorist stopped for speed. Driver, Sergio Sanchez Arana 48 yoa male from Minneapolis was found to have a Warrant out of Scott County for failing to appear for a Driving after Suspension (DAS) and gave the Officer an inactive vehicle insurance card. The Driver was transported to Henn Co Jail and booked for his Scott County Warrant and cited for DAS, No Proof of Insurance and Speed.

Suspicious Act

Jan 17 9:26 p.m. 1800 Budd Street, Independence. Caller reported a suspicious vehicle. He went out to see what the people were doing and they took off prior to him calling 911. The area was searched and the vehicle was not located. A few minutes later the suspicious vehicle was reported stolen by the registered owner from 6200 Hwy 12. Multiple officers searched the area and were unable to locate the vehicle. The stolen vehicle was entered into NCIC.

Vehicle Theft

Jan 17 9:35 p.m. 6200 Hwy 12, Independence. Owner reported his blue 2008 Chevrolet Impala was stolen out of the parking lot. Owner saw a vehicle parked at a neighboring parking lot and spoke with the female driver. While he was talking to her he saw a vehicle that looked like his exit the parking lot to Hwy 12. The female driver left and the Owner called in his vehicle theft. Vehicle was entered in NCIC. Vehicle was located days later at Mall of America in Bloomington and Suspect taken into custody. Charges filed.

Verbal Domestic

Jan 19 5200 Saddle Ridge Trail, Independence. Officers responded to a verbal domestic regarding mutually owned property. Both persons agreed to stay in the house and leave each other alone.

Suspicious Activity

Jan 19 5:45 p.m. Officer on routine patrol observed a person sliding out of an opening in a gated fenced storage area in the 6200 block of HWY 12, Independence. Contact with the 47 yoa male from Maple Plain who was found ok to be there

Welfare Check

Jan 19 10:18 p.m. Newport St. Maple Plain Dispatched to an anonymous report of someone screaming and pounding that was coming from an apartment in the 1800 Newport Street, Maple Plain. Contact with the occupant of the apartment who had two children around 10-12 years old who had been playing video games and became overly excited and started yelling at the TV and jumping up and down. Officer advised occupants no one was in trouble and suggested being more careful in the future. All occupants seemed very confused that the police had been called.

DWI

Jan 19 11:41 p.m. Officer working a special TZD - Towards Zero Deaths shift was alongside the road with squad emergency lights activated when a vehicle flew past the squad. Driver Jason Charles Mattson, 53 admitted to moving through traffic to get home - they were in his way. Mattson admitted to drinking and submitted a breath test which resulted in .13 breath alcohol concentration. Mattson was arrested for Misdemeanor DWI and released.

Suspicious

Jan 20 12:09 a.m. Officer on routine patrol observed a parked, occupied vehicle behind the Independence Mini Storage, Independence. The vehicle was illuminated by the squad spot lights and it was observed the seats were reclined and two occupants began to scramble to put their clothing on. Once the Officer believed they were adequately clothed, he made contact with the 21 yoa male from Vadnais Heights and the 24 yoa female from Independence. They were advised of the suspicious location; both agreed and stated they will now be leaving. No criminal activity was found.

Citation – Marijuana

Jan 20 12:17 a.m. CR 92N / CR 6, Independence. Officer observed a truck cross the fog and center lines 3 times, increase speeds and make a turn without signaling. Driver said he had driven from Iowa to Buffalo and was trying to get back home. A slight odor of marijuana was coming from the truck. The Driver produced a zip-lock bag with "shake" and couple buds. Driver was cited for Small Amount of Marijuana. The marijuana was kept for evidence.

Vandalism
Jan 22 A Mother and her children are working on a service project to improve the Rainbow Park Warming House, Maple Plain and found vandalism to the interior of graphic graffiti on the walls. Mother and her children cleaned the graffiti off of the walls. It's very sad for the hard work and time the mother and children have spent to improve the warming house to have this damage done. Please call WHPS PD if you know who is doing this and damaging public property.

Suicide Threat
Jan 22 9:13 p.m. Dispatched to Vinland Center, Independence for a male who was making suicidal and homicidal comments and threatening to others. The male admitted to making the comments, stated he was getting kicked out of Vinland tomorrow and was having a bad day and was not going to the hospital as he has rights. The male was convinced to go to the hospital by ambulance.

Vandalism
Jan 23 7:20 a.m. Rainbow Park Warming House. Maple Plain Public Works reported new damage to the warming house ceiling that appeared to be from a hockey stick or stick blade. The damage may have been there from the Jan 22nd report of vandalism. MP Public Works was painting the ceiling, repairing the vandalism.

Suspicious Activity
Jan 24 3:59 a.m. 1700 Howard Ave., Maple Plain. Resident found a dome light on inside his wife's vehicle and footprints in the snow in his yard. Officer checked the area on foot and by patrol squad and determined unknown suspect(s) were stealing from unlocked vehicles.

Theft from Vehicle
Jan 24 8:04 a.m. 4900 Drake Street, Maple Plain. Resident reported her son's vehicle was rummaged through and a wallet, cash, a debit and gift card was stolen. Neighborhood kids found her son's wallet one block away and had returned it to him. The cash and cards were no longer in his wallet.

Vehicle in Ditch
Jan 24 5600 Pagenkopf Rd, Independence. Driver was going too fast around the corner; roads were slippery and his vehicle ended up in the ditch. Driver's dad pulled the car out. No injuries.

Fall
Jan 24 Vinland Center, Independence. Male who had a history of seizures fell in the elevator. He was confused, groggy and had shoulder pain. Male stated he hadn't been feeling good lately and wanted to see a doctor. North Memorial Ambulance transported him to the hospital.

Vehicle Tampering
Jan 24 1600 Howard Ave., Maple Plain. Resident reported someone went through his vehicle during the night. Mittens were on the floor of the vehicle but nothing was missing. A hat that was not theirs was found next to the vehicle. The hat was given to the police. Case pending further leads.

Vehicle Tampering
Jan 24 1600 Howard Ave. Maple Plain. Resident reported someone went through his vehicle glove box and center console. Nothing is missing.

Theft from Vehicle
Jan 24 1700 Howard Ave. Maple Plain Caller reported someone went through her vehicle console, spread things around and stole Ray Ban Sunglasses and a camouflage hat. Caller's son found their neighbors wallet in the ditch and returned it to the owner. The stolen hat was recovered from a neighbor's report of vehicle tampering.

Vehicle Tampering
Jan 24 5200 Bryantwood Dr. Maple Plain. Resident reported the trunk and console on her husbands locked truck had been gone through and an extra key was stolen and misc. change was stolen.

Welfare Check
Jan 25 Caller requested a welfare check on her brother who had broken up with his girlfriend, she was fearful he was suicidal and he was working somewhere in the Independence area. Caller called back stating she made contact with her brother and he is OK.

Scam Phone Call
Jan 25 800 Copeland Rd, Independence. Daughter reported her mother received a call from a male who said he was her grandson; he was crying and hard to understand. The daughter knew it was not a grandson and spoke with the caller who threatened her. Daughter was advised it is the 'common grandchild' scam and block the phone number if possible.

Assault
Jan 25 3675 Ihduhapi Trail, Vinland Center Independence. Client was out of control, yelling and threatening to assault the staff. Officer spoke with the client who was feeling disrespected by staff in how they were treating him and messing with this medication. Donell Green, 43 from Minneapolis continued to make threats, was arrested and transported to Henn Co Jail and booked on 5th Degree Assault Fear of Bodily Harm and Disorderly Conduct.

Crash / PI
Jan 26 10:43 a.m. Veh #1 put its turn signal on, began to slow and turn left into the church parking lot on CR 110, Independence. 16 yoa Mound female driver of Veh #2 saw the blinker was on, was unable to stop and struck Veh #1 from behind. Driver of Veh#1 was suffering from pain and a head laceration. She was treated and released on scene by North Memorial EMS. Both drivers were wearing their seatbelts. One vehicle was towed. Road conditions were slippery and snow covered.

Roll-Over Crash
Jan 26 6:22 p.m. 17 yoa male driver from Long Lake went off the road at Pagenkopf Rd & Becker Rd, Independence and the vehicle rolled over onto its side. The driver got out and was unable to shut the vehicle off. The vehicle was towed from the ditch. Road conditions were a factor on the crash.

Crash
Jan 26 8:18 p.m. Officer observed skid marks on the snow covered road of a vehicle slid NB Halgren across Pioneer Creek Drive, Maple Plain into the curb. A short time later Officer found a vehicle broke down in the driveway to Protolabs. 18 yoa driver from Spicer had his dad on the phone and they were arranging a tow. Vehicle had a broken axle.

Recovered Stolen Vehicle
Jan 27 A vehicle stolen from the city of Independence on Jan 17th was involved in a short police pursuit in Bloomington. The driver 28 yoa male from Minneapolis was arrested and transported to Henn Co Jail. The vehicle was towed to Bloomington impound lot and held for WHPS PD. The vehicle was picked up and the owner was notified of the recovery. Driver is charged with Theft of Vehicle, Receiving Stolen Property and Fleeing a Peace Officer.

Crash
Jan 26 6:18 p.m. 16 yoa driver from Montrose and his vehicle were down in the ditch in the 6000 block of Hwy 12, Maple Plain. Driver admitted he may have been going too fast for the road conditions. Driver's father arrived and pulled the vehicle out of the ditch while Officer stood by for assistance with traffic.

Vehicle Stuck
Jan 28 Motorist called requesting an Officer help a caregiver whose vehicle was stuck in the 3800 block of Independence Rd, Independence. Vehicle was already unstuck upon Officer arrival; a snow plow driver had stopped and helped.

Noise Complaint
Jan 28 6:57 p.m. Officer was dispatched to a possible verbal domestic/noise complaint at 1800 Newport St, Maple Plain. Officer's arrival could hear a female talking and did not hear anyone arguing or yelling. Contact with the female who had a phone in hand, stated she was alone in the apartment and was in an argument with her boyfriend who was on the phone.

Vehicle in Ditch
Jan 28 10:58 p.m. 3000 Lake Sarah Rd, Independence. Caller reported a vehicle in the ditch. Officer arrival found 20 yoa male driver from Minnetrista and 19 yoa male passenger from Maple Plain trying to get the stuck vehicle out. Both had cell phones and a warm vehicle. Speed and road conditions were a factor. Caller was advised of the findings.

Crash Jan 29	40 yoa female driver from New Hope was e/b on Hwy12 / Budd Ave., Maple Plain when traffic began to slow, attempted to brake and the brakes did not work. Driver swerved to the right to avoid a collision and struck a stop sign and power pole. Driver stated she had lost brakes temporarily the day prior as well and had not had her vehicle serviced. Driver was issued a citation for Unsafe Equipment. No injury, driver was wearing her seatbelt and airbags deployed. Vehicle was towed from the crash.
Deceased Jan 29	2000 Copeland Rd, Independence. Officers were dispatched for a female who was unconscious and not breathing. Officer arrival found the 65 yoa female was deceased. Next of kin were contacted and the cause of death is believed to be from natural causes.
Shots Heard Jan 30	Resident reported numerous gun shots, possibly somebody target shooting coming from the s/e area of 5200 CR 11, Independence. Officer arrival did not hear any gun shots. Possibly shots are from the current open hunting season and landowners are allowed to shoot firearms in Independence.
Check Forgery Jan 30	5100 Hwy. 12, Maple Plain. Reported a former employee fraudulently altered a business check. The case is under investigation.
Water Flow Alarm Jan 31	5300 Hwy 12, Maple Plain. MP Fire responded to a water flow alarm at a business and found a large amount of water flowing from the ceiling. The business owner was contacted and advised of the situation.
Card Fraud Jan 31	6400 Hwy 12, Independence. Business owner reported he received an iPhone in the mail that he did not order and it was charged to his Walmart account. The case is under investigation.
Vehicle in Ditch Jan 31	3:59 p.m. 3500 Lake Haughey Rd, Independence. Homeowner reported he had just got home and a vehicle was in his front yard. Officer arrived on scene and located the vehicle unoccupied and stuck in a snow bank. The vehicle owner was found, a neighbor who stated she was heading home and did not realize the road was as icy as it was and slid right off into the snow bank. The vehicle was going to be removed from the ditch shortly.
Narcotics Complaint Jan 31	8:08 p.m. 1800 Newport Street, Maple Plain. Caller reported smelling marijuana outside an apartment. Responding officers checked the building and noticed the odor of marijuana in the entry of the building but did not notice it on any specific floor or coming from any specific apartment. The odor dissipated as they were there. The caller was advised of officer findings.
Assault Jan 31	9:25 p.m. 5200 Bryantwood Dr, Maple Plain. Officer's responded to a call of an assault. A male wanted a female to leave, she was happy to leave but he would not let her take her purse and a confrontation occurred. While investigating the incident it was determined no crime had occurred and all parties involved were separated.



Date: March 8, 2019

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

From: Director Gary Kroells

SUBJECT: FEBRUARY 2019 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.

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

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West Hennepin Public Safety Department
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Monthly Activity Report

February 2019

Offense	This Month	Same Month Last Year	This Year To Date	Last Year To Date
City Of Independence				
Criminal	3	14	11	23
Traffic	98	167	238	282
Part III	5	3	12	11
Part IV	50	31	86	68
Part V	105	104	205	218
Total City of Independence	261	319	552	602
City Of Maple Plain				
Criminal	4	2	10	6
Traffic	26	74	68	159
Part III	4	3	6	4
Part IV	11	23	34	40
Part V	74	98	157	193
Total City Of Maple Plain	119	200	275	402
Grand Total Both Cities	380	519	827	1,004
TZD	0	0	1	1
Agency Assists	22	16	52	47
Total ICR Reports	402	535	879	1,051
How Received				
Fax	10	9	17	27
In Person	29	25	53	55
Mail	2	0	2	0
Other	2	1	4	5
Phone	27	32	58	69
Radio	132	172	282	305
Visual	182	278	425	542
Email	9	0	13	6
Lobby Walk In	9	18	25	42
Total	402	535	879	1,051

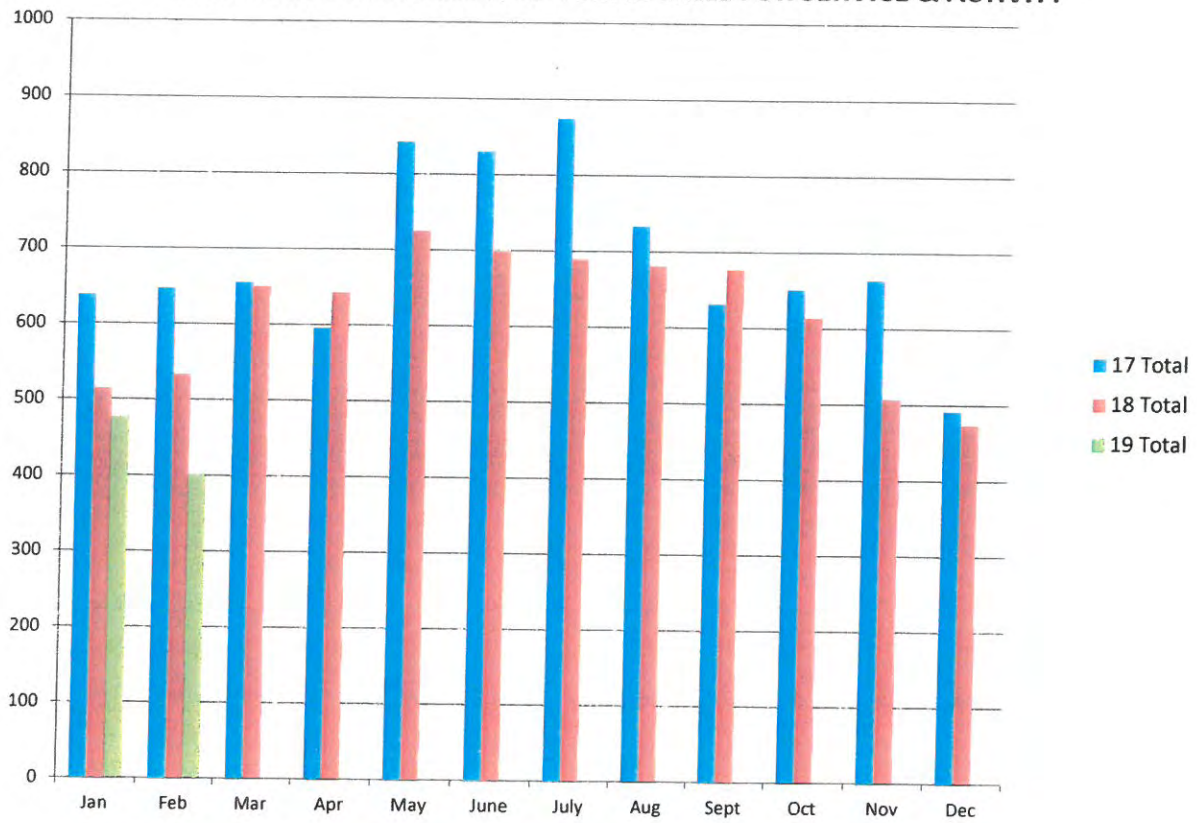
February 2019 Criminal Part I & II
City of Independence Grid #'s 3-5

AGN	ICR	Title	Create Date	Grid #	Reported Date	MOC range
WHPS	19000526	Damage to Property	2/4/2019	3	2/4/2019	P3119
WHPS	19000611	Burglary	2/11/2019	5	2/11/2019	B0764
WHPS	19000858	2nd Degree DWI/Resisting Arrest	2/28/2019	3	2/28/2019	AD307

February 2019 Criminal Part I & II
City of Maple Plain Grid # 1-2

AGN	ICR	Title	Create Date	Grid #	Reported Date	MOC range
WHPS	19000568	Theft of Property	2/7/2019	2	2/7/2019	TW189
WHPS	19000662	CSC Alleged Report	2/14/2019	1	2/14/2019	L1872
WHPS	19000780	Theft from Storage Unit	2/22/2019	2	2/22/2019	TS029
WHPS	19000796	Theft by Swindle	2/23/2019	2	2/23/2019	TS991

THREE YEAR COMPARISON OF POLICE CALLS FOR SERVICE & ACTIVITY



DIRECTOR'S NEWS & NOTES

WEST HENNEPIN PUBLIC SAFETY February 2019 Activity Report

Year to Date Activity Report

At the end of February 28, 2019 West Hennepin Public Safety (WHPS) handled year-to-date a total of 879 incident complaints. For the month of February; 552 incidents occurred in Independence and 275 incidents were in Maple Plain.

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

Recent Highlighted Cases:

Deceased

Feb 1 Game Farm Rd, Independence. Officers were dispatched for a male who was lying on the floor inside a garage. Officer arrival found the 78 yoa male was deceased. Next of kin were contacted and the cause of death is believed to be from natural causes.

Civil / Arrest

Feb 2 5100 Hwy 12, Maple Plain. Resident reported his 29 yoa step son stole his vehicle but was positive he would return to the residence. 1.5 hours later, officer observed the vehicle on Hwy 12 / Budd Ave. The step-son had picked up the occupants in St. Paul; they went to the methadone clinic and then went out to eat. Step-son was a passenger and was arrested for two outstanding warrants and was transported to Hennepin County Jail. The 33 yoa male driver from Saint Paul was issued a citation for Driving after Revocation.

Damage to Property

Feb 4 1270 CR 19, Independence. Renter reported someone cut off a lock on his rental unit at the MP Mini Storage and replaced it with another. The lock was taken for evidence. The case is under investigation.

Shots Complaint

Feb 6 1800 Gladview Lane, Maple Plain. Resident reported tracer round lights were shot over his house. The area was checked where the shots were thought to have come from. Nothing was found.

Medical

Feb 6 3675 Ihduhapi Trail, Independence. Dispatched to Vinland National Center for a male with heart in AFIB, had dizziness and almost passed out. North Memorial Ambulance arrived on scene and transported him to Fairview Southdale.

Shed Fire

Feb 8 400 CR 110, Independence. Police and MP Fire responded to a 40'X70' pole shed on fire that contained tractors, campers and vehicles. The structure and all contents were total loss. WHPS was assisted by Medina PD, North Memorial Ambulance, Maple Plain and Independence Public Works. Due to the extreme cold and no fire hydrants in the area 13 neighboring fire departments were called to assist MPFD. The cause of the fire is still under investigation by the Hennepin County Fire Investigation Team. The homeowner was treated at the hospital for possible injuries.

Hit and Run Property Damage

Feb 8 Motorist reported he was n/b on Co 92 from Hwy 12 approaching Lake Sarah Rd, Independence when a white pickup truck with a white topper pulling a 2x snowmobile trailer with two snowmobiles on it approached at a high rate of speed from behind and passed motorist truck, just before the sharp curve and met an oncoming car causing the suspect vehicle to pull in front of the motorist. As the vehicle pulled in front of the motorist, the suspects' trailer struck the front bumper of the truck causing it to bend forward damaging the bumper. Damage estimated <\$1,000.00.

Intoxication Problem

Feb 8 7:58 p.m. Officer was dispatched for an intoxicated male who was possibly trying to leave in his vehicle. Caller reported the keys were removed from the vehicle and the male was inside the restaurant at 200 CR 92, Independence. Officer found the male was intoxicated. The male was told he would not be driving and another male volunteered to drive him home.

Drunk Suspected

Feb 8 9:47 p.m. 5300 Hwy 12, Maple Plain. Caller reported his girlfriend left in a van and she was drunk. The vehicle was located and the female driver did not show any signs of impairment. The female had left because her boyfriend was drunk and getting out of hand.

Misc. Assist

Feb 8 10:19 p.m. 6200 CR 11, Independence. Caller reported unable to get to the grocery store or gas station because the driveway was not plowed and impassible with their car. They did not have any money for food and the water and heat were turned off. The homeowner was contacted and was unaware of people in the home; they were trespassing and did not have a lease. The 28 yoa female and 25 yoa male left the property.

CO Alarm

Feb 9 7100 Turner Rd, Independence. Reported a CO alarm sounded, and the caller was feeling nauseous and did not want EMS. The caller was cleaning with pine-sol when the alarm went off. MPFD tested for CO2 within the residence, no readings were noted. The alarm was reset and hadn't triggered again.

Neighbor Problems

Feb 10 3900 Independence Rd, Independence. Caller reported his neighbor had snow blown their shared driveway and tossed snow into his yard. Officer asked the neighbor to not blow snow towards caller's property to prevent further issues.

Snow Disposal

Feb 10 8:55 p.m. 6000 - 6700 Fox Ridge Circle, Independence. Public Works Director of Independence reported someone was plowing snow across the road into the ditch and it was piling up. PW was unable to remove the snow with their plowing blade. Two property owners were notified of the issue, apologized and said they would stop.

Traffic Stop

Feb 11 2:59 a.m. Officer observed a vehicle traveling in the center turn lane of Hwy 12 / Pioneer Ave., Maple Plain. Vehicle was weaving in the lane of traffic and signaled a turn when there was not a road to turn on. Contact with the 42 yoa female from Hugo who was going to Eagan to help her son who was broke down. Her son was contacted, who was not broke down and wasn't in Eagan. The son drove to the scene to pick up his mother.

Burglary Report

Feb 11 3900 County Line Rd, Independence. Reported the church held a fundraiser the night prior and collected checks and cash. The following day found the cash was missing. Approximate loss \$600.00. The case is under investigation.

Welfare Check

Feb 12 5100 Main Street, Maple Plain Reported a girlfriend kicked out an intoxicated male and he was bleeding & had a small cut on his cheek/ lower jaw area. The 66 yoa male from Maple Plain stated his girlfriend was upset because he was drinking and locked him out of the house. The male tried getting a room at the MP Motel but they were full. The male was transported to Long Lake, they had rooms.

Misc. Assist

Feb 13 10:03 p.m. Officer observed a vehicle was stuck in the snow in the Luce Line trail access parking lot at CR 110, Independence. Officer assisted in pushing the vehicle free. 30 yoa female driver from St. Paul had dropped off her children in Mound; she did not have any money and was looking for a place to spend the night to avoid sleeping in her car. Driver had friends she was going to call if she couldn't get things sorted out.

CO Alarm

Feb 14 2100 Budd Street, Maple Plain. Resident was feeling ill, his furnace was not working and he smelled a gas odor. MPFD checked the residence and found nothing on their meters. North Memorial EMS arrived and examined the resident who was released after he refused transport.

Disturbance – Disorderly Conduct

Feb 14 1500 Budd Ave. Maple Plain. Officers responded to a reported occurring domestic. The building was wide open and Officers could see a female punching a male in the chest with a closed fist and yelling loudly. 51 yoa female was cited for Disorderly Conduct. Both persons involved were separated for the night.

Warrant Arrest
 Feb 14 5300 Hwy 12, Maple Plain. 51 yoa female had warrants from Ramsey County Sheriff's Office and two from Carver County Sheriff's Offices. She was arrested and transported to Hennepin County and booked into jail for her warrants.

Warrant Arrest
 Feb 15 Hwy 12 / Budd Ave. Maple Plain. 49 yoa male driver had a Wright County Sheriff's Office Felony Warrant for 4th Degree CSC. He was arrested and transported to Delano and he was transferred to a Wright County Sheriff's Deputy custody.

Crash
 Feb 15 Vehicle driven north on County Line Road had pulled up to the stop light at Highway 12, Independence to make a left turn. The driver reversed her vehicle to avoid a collision as a semi-truck turned in front of her to go south on County Line Road. The driver misjudged the distance between her car and the car behind her via the backup camera and backed into a vehicle. Both vehicles had damage and were driven from the scene. No injuries.

Disturbance
 Feb 17 12:52 a.m. 5200 Bryant Street, Maple Plain. Officers responded to report of loud singing and upon arrival heard very loud chanting or singing coming from the apartment. Officer's knocked on the door several times, attempted contact for roughly 20 min, no one answered and the noise continued. Officer tried the door, found it to be unlocked and pushed the door open, did not enter and announced "Police". The occupant finally came to the door, said she was deaf; she could not hear the officers and confirmed she had been singing. Officer advised of the late hour and that the volume was too loud for an apartment. Occupant apologized and said she would keep the noise down.

Stall
 Feb 18 Caller reported a snowmobile stuck on the RR tracks of CR 29 / Hwy 12, Independence. Enroute the officer had BNSF notified of the stuck snowmobile. Officer arrival did not locate the snowmobile and confirmed with the caller the location was correct. The snowmobile was gone and BNSF was notified the tracks were clear.

Crash
 Feb 20 11:33 a.m. Driver was s/b on Townline Road/ Eagle Ridge Rd, Independence, lost control of her vehicle and entered the ditch. Driver was wearing her seatbelt, hit her head on something in the vehicle and was transported by ambulance to the hospital.

Unconscious / Suicide
 Feb 20 1:54 p.m. 5300 Hwy 12, Maple Plain. Reported a 26 yoa male from Delano was unconscious and had attempted suicide. MP Fire Dept. assisted Officers with lifesaving efforts that were unsuccessful. The case is under investigation

Hitchhiker Complaint
 Feb 21 11:24 a.m. Caller reported a male hitchhiker east on Hwy 12, Independence was holding up a sign trying to catch a ride. The area was checked and the hitch hiker was UTL.

Burn Complaint
 Feb 22 1300 CR 19, Independence. Officer responding to a burning violation complaint observed heavy smoke coming from the chimney of an outside burning unit. Staff reported they were burning wood in the burner, much of it was wet and the fire was slow to burn. They were advised of the complaint and a later check of the area found light smoke from the chimney.

Theft
 Feb 22 1200 Budd Ave., Maple Plain. Tenant reported his rental unit had the lock cut off and numerous items were stolen; generators, DeWalt, Milwaukee, Solar Edge, Makita, and Hobart tools, saws, drills and battery chargers. Several items had the owner markings of 'PFG' written on them. The stolen items were entered into NCIC – National Crime Information Center. Approximate loss of over \$16,000.00. The case is under investigation.

Community Relations
 Feb 22 Rainbow Park Warming House, Maple Plain. Officers attended the celebration of the refreshed warming house that several juveniles in the neighborhood had constructed new shelving and had painted the inside as a community project. They were thanked for their community service.

Car / Stall
Feb 22

2900 Copeland Rd, Independence. Officer on patrol noted an occupied vehicle on the road. Contact with the driver who had been in her vehicle waiting for a tow truck for over an hour. Driver was placed in the squad car to warm up and found AAA hadn't dispatched a truck. Officer assisted with her vehicle and determined it was possible she was out of gas and transported the driver to the Delano Holiday to purchase gas. Gas was put in the vehicle, it started and the Officer followed her to the gas station to ensure she made it and to fuel up.

Welfare Check
Feb 23

7:06 a.m. 6800 Rachel Ridge Ct, Independence. Resident requested a check on his children, he was out of town and they were not answering the phone. Officer observed what appeared to have been a house party from an overnight as there were several vehicles parked in the driveway and in the no-parking zone on the roadway. Officer contact with the daughter who was told to call her father and the officer advised the father of his findings. Several vehicles that were parked on the roadway were cited for winter seasonal parking violation. Four of the cited juveniles performed community service by cleaning, digging out 25 snow impacted fire hydrants in the city of Maple Plain. One paid the administrative fine of \$50.00.

Theft by Swindle
Feb 23

1400 Halgren Rd, Maple Plain. Resident reported someone claiming to be from Microsoft stated they detected suspicious activity on her computer. Resident allowed the person remote access to her computer and was instructed to purchase Google Play gift cards. Victim was scammed for \$16,000.00. The case is under investigation.

Damage to Property

Feb 24

Independence Public Works reported using the road grader to remove snow, due to slippery road conditions attempted to back up with the blade retracted and slid into a power pole. Officer found some overhead lines, broken free of the energized line, wrapped into the graders front wheels. The power pole was broken off but still supporting the overhead wire and wires were knocked down and off the roadway. Xcel Energy was notified and a crew responded to repair the lines. No damage indicated for the grader. No injuries

Road Closure

Feb 24

Due to the high winds and within a few hours after plowing the roads, snow drifts made Nelson Rd / Kutz Crossing, Independence impassable and the roads were closed. Officers stopped at the three houses that were within the closed off area to advise them of the road closure and they were advised to call if they needed anything. North Memorial Ambulance, Delano FD were made aware of the road closure and also posted on WHPS Facebook Page.

Intoxication

Feb 24

5300 Clayton Dr. Maple Plain. Reported an intoxicated female was causing a disturbance and the resident wanted her to leave. The female's son agreed to let her come to his house and stay with him for the night.

Suspicious Act – Unfounded

Feb 25

2:49 a.m. 5200 Bryantwood Dr., Maple Plain Caller reported hearing glass break multiple times and then the sound of something being drug across the parking lot. Officers checked all vehicles in the lot, all glass was intact. While listening in the area a similar sound was noted and found icicles 8-10 feet long hanging off the building and determined that it was icicles falling. The inside of the building was also checked to determine if there were any disturbances inside and nothing was found

Neighbor Problem

Feb 27

5400 Joyce Street, Maple Plain. Reported snow was pushed into the roadway and across the street to the mouth of a neighbor's driveway. The homeowner admitted to pushing snow into the street and onto the curbside.

Damage to Property

Feb 27

4200 Woodhill Dr., Independence. A boat trailer buried in the snow, unmarked in the road right of way was struck by the snow plow. The snow plow driver was unaware the boat trailer was there and could not see it. No damage to the plow and unknown how much damage to the boat trailer.

Parking Violation

Feb 27

5300 Sunset Lane, Independence. A construction company placed a semi-trailer near the end of the cul-de-sac and it was blocking snow plows ability to plow. Contact with an employee who understood and would advise his boss to move the trailer.

2nd Degree DWI/ Resisting Arrest

Feb 28 12:28 a.m. Vehicle stopped at Kuntz Dr / CR 6, Independence for speed 50/30 mph. Contact with the driver an odor of an alcoholic beverage was smelled. Results of field sobriety testing, Savonna F L Richardson-Gresham, age 25 from St. Bonifacius was arrested for DWI. At the PD, Richardson-Gresham needed oxygen therapy and was transported to HCMC by ambulance. A warrant was obtained for urine or blood sample, Richardson-Gresham refused both, said she would fight and proceeded to resist, kicked and tried to bite a HCMC guard. Richardson-Gresham was transported to HC Jail arrested for 2nd Degree DWI Refusal, Obstructing Legal Process, 5th Degree Assault and Driving after Revocation.

Snow Complaint

Feb 28 5100 Main Street, Maple Plain. Complaint of snow from a parking lot was piled onto the sidewalk prohibiting people to get to the post office. City of Maple Plain handled the snowplowing issue.

Calls for Vehicles in Ditch

Feb 1 – 28 Due to the snow storms and slippery roads, Officers responded to 36 calls of vehicles in the ditch.
1- Personal Injury, 31 Property Damage, 2 Hit and Run, 2 Property Damage w/Deer.

136 contacts of citations, verbal and written warnings were issued for traffic and equipment violations



Date: April 2, 2019

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

From: Director Gary Kroells *G. Kroells*

SUBJECT: MARCH 2019 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 accidents, 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.

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West Hennepin Public Safety Department
1918 County Road 90 / Maple Plain, Minnesota 55359
Phone: (763) 479-0500 / Fax: (763) 479-0504
Web Address: <http://www.westhennepin.com> E-mail: westhennepin@westhennepin.com

Monthly Activity Report

March 2019

Offense	This Month	Same Month Last Year		This Year To Date		Last Year To Date
City Of Independence						
Criminal	7	13		18		36
Traffic	183	182		421		464
Part III	7	6		19		17
Part IV	52	32		138		100
Part V	140	160		345		378
Total City of Independence	389	393		941		995
City Of Maple Plain						
Criminal	4	3		14		9
Traffic	51	83		119		242
Part III	3	1		9		5
Part IV	25	18		59		58
Part V	86	109		243		302
Total City Of Maple Plain	169	214		444		616
Grand Total Both Cities	558	607		1,385		1,611
TZD	75	23		76		23
Agency Assists	28	44		44		91
Total ICR Reports	586	651		1,505		1,702
How Received						
Fax	13	21		30		48
In Person	23	37		76		92
Mail	1	1		3		1
Other	0	3		4		8
Phone	48	37		106		106
Radio	180	158		462		463
Visual	321	339		746		881
Email	11	2		24		8
Lobby Walk In	29	53		54		95
Total	626	651		1,505		1,702

March 2019 Criminal Part I & II

City of Independence Grid #'s 3-5

<u>AGN</u>	<u>ICR</u>	<u>Title</u>	<u>Grid #</u>	<u>Reported Date</u>	<u>MOC range</u>
WHPS	19000922	4th Degree DWI/ Minor Consumption of Alcohol	4	3/2/2019	M3001
WHPS	19001026	Drugs-Small Amt of Marijuana in M-V	5	3/10/2019	DA540
WHPS	19001236	Theft of Property	3	3/21/2019	TW029
WHPS	19001243	3rd Degree DWI/Obstruct Legal Process / License Revocation	5	3/21/2019	X3080
WHPS	19001367	Damage Property	3	3/26/2019	P3119
WHPS	19001436	Drugs-Paraphernalia Possession / DAR	5	3/29/2019	DC500
WHPS	19001462	Drugs-Paraphernalia Possession / Drugs-Small Amt of Marijuana in M-V	3	3/30/2019	DC500

March 2019 Criminal Part I & II

City of Maple Plain Grid # 1-2

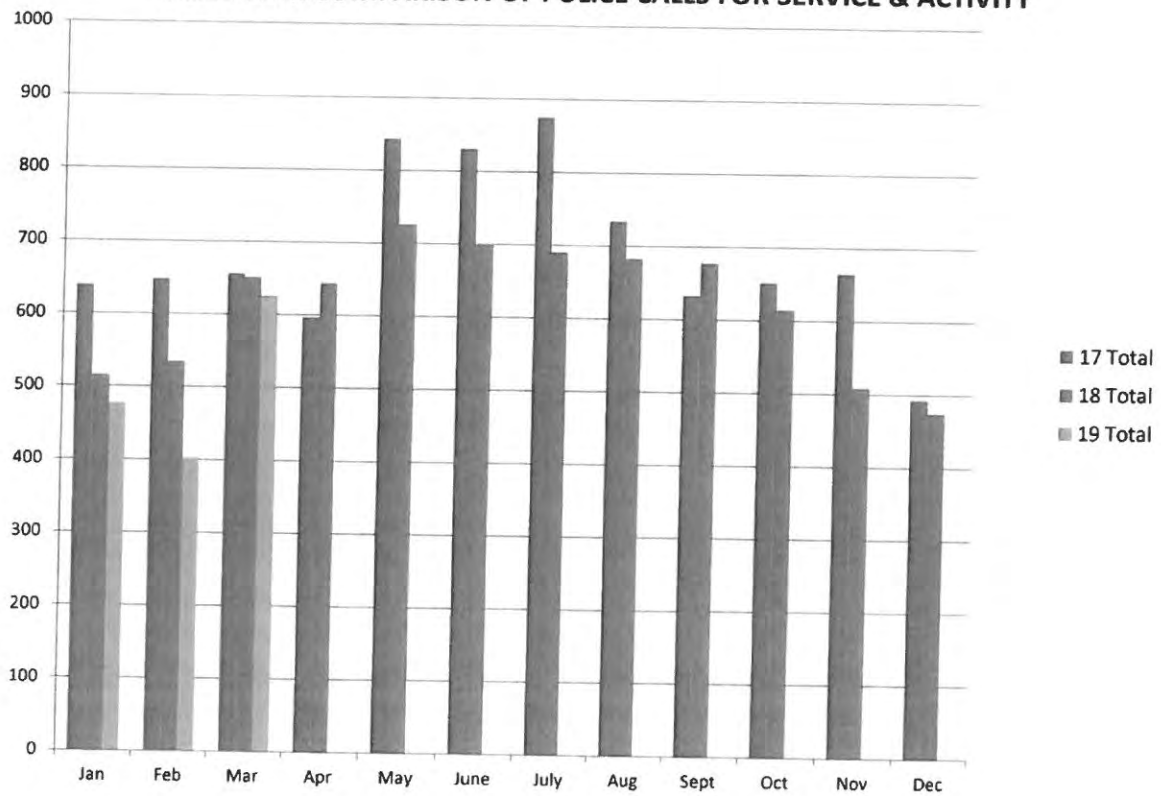
<u>AGN</u>	<u>ICR</u>	<u>Title</u>	<u>Grid #</u>	<u>Reported Date</u>	<u>MOC range</u>
WHPS	19001003	Theft	1	3/9/2019	TK999
WHPS	19001088	Fraudulent Use of Financial Transaction Card - No Consent	1	3/14/2019	U355B
WHPS	19001104	Theft- False Representation	2	3/15/2019	U0052
WHPS	19001189	Drugs-Paraphernalia Possession / Drugs-Small Amt of Marijuana in M-V	1	3/18/2019	DC500

March 2019 Criminal Part I & II

Towards Zero Death Grant Shift

<u>AGN</u>	<u>ICR</u>	<u>Title</u>	<u>Grid #</u>	<u>Reported Date</u>	<u>MOC range</u>
WHPS	19001174	Drugs-Paraphernalia Possession	72	3/18/2019	DA540
WHPS	19001487	3rd Degree DWI	35	3/31/2019	JFW01
WHPS	19001489	4th Degree DWI / Reckless Driving	62	3/31/2019	JGW01

THREE YEAR COMPARISON OF POLICE CALLS FOR SERVICE & ACTIVITY



DIRECTOR'S NEWS & NOTES

WEST HENNEPIN PUBLIC SAFETY

March 2019 Activity Report

Year to Date Activity Report

At the end of March 28, 2019 West Hennepin Public Safety (WHPS) handled year-to-date a total of 1,505 incident complaints. For the month of March; 389 incidents occurred in Independence and 169 incidents were in Maple Plain.

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

Recent Highlighted Cases:

Fatal Crash

Mar 2 Hwy 12 / Lake Haughey Rd, Independence. Officer Howes responded to a serious motor vehicle crash involving a passenger vehicle and a semi-truck crash striking head on. The driver of the passenger vehicle, 18-year-old female from Delano had died as a result of the crash. WHPS was assisted at the scene by the Minnesota State Patrol for a reconstruction of the accident scene. Case is under investigation by West Hennepin Police Department.

Vehicle in Ditch - DWI

Mar 2 Sunset Lane/ Townline Rd, Independence. Officer dispatched for a vehicle in the ditch. Contact with the driver indicated an odor of alcohol was coming from the vehicle. Driver and passenger were juveniles and were found to have been drinking. 17-year-old driver from Mound submitted a breath test which resulted in .13 breath alcohol concentration. Juvenile driver was arrested for 4th Degree DWI. The passenger, 15 year old female from Mound, was given a preliminary breath test which resulted in .106 breath alcohol concentration and she cited for Minor Consumption. Both were released to their father.

Motorist Assist

Mar 3 6000 CR 11, Independence. Motorist had her vehicle flashers on, stated the vehicle went into a 'limp mode' and she was unable to go any faster and she was looking for a place to pull over and turn around. Officer had her turn the truck off and then back on, which seemed to solve the issue and was she was able to continue her route at the posted speed.

Crash

Mar 4 Hwy 12 / County Line Rd, Independence. 33 yoa female from Cokato mistakenly pushed the accelerator instead of the brake when approaching a stopped tractor/trailer, and rear-ended it. Her SUV had severe disabling damage and was towed from the scene. Female was cited for Failure to Drive with Due Care. No injuries

Harassment

Mar 8 Motorist approached a crew cleaning snow along CR 19 and the Maple Plain Post Office, began to shout at them and call names and sped off when a crew member tried to speak with him. The motorist was located who was upset because the county was pushing snow onto the sidewalks that he clears. Motorist agreed to have the county call him and discuss concerns on snow removal. Motorist was advised to attempt civility and shouting at road crews was uncalled for.

Forgery

Mar 8 5200 Manchester Dr, Maple Plain. Resident reported unauthorized recurring monthly charge on her bank card with TCF bank. Resident had filed a fraud/forgery report with TCF and was asked by the bank to contact law enforcement and make a report as well. Total loss: \$8.75.

Theft

Mar 9 1800 Budd Ave, Maple Plain. Renter reported while in the process of relocating to another state, sometime between the end of February 2018 to end of March 2018, military gear stored in a locked locker were stolen. Approximate loss value of \$1,700

Snow Plowing Complaint

Mar 10 5100 Main Street, Maple Plain. Public Works reported a snow plow driver was pushing snow into their street windrow. Contact with the driver who stated the city has allowed him to plow snow into the windrow. Officer findings it was a Public Works mix-up and it was allowed.

Hit and Run Crash

Mar 12 CR 83 / CR 6, Independence. Officer responded to a reported hit and run crash. Victim had passed a vehicle and the driver of the passed vehicle began driving aggressively and tailgating him. Victim's vehicle was passed on the right shoulder of the roadway and his right front fender was struck while being passed. Victim's vehicle had minor scrapes on the plastic. Officer found the incident happened in Carver County and the victim did not want any further action.

Theft

Mar 15 5100 Industrial Street, Maple Plain. Someone got into their email system and impersonated the business owner who convinced their bookkeeper to send them \$18,500. The case is under investigation.

Property Damage Crash

Mar 15 Hwy 12 / County Line Rd, Independence. Vehicle #1 stopped at the intersection had a flashing amber turn arrow; she was talking on her phone and did not notice eastbound traffic on Hwy.12 and turned in front of vehicle #2, striking the driver's side of the vehicle, causing it to spin. Vehicle #2 had substantial damage to the left side and the left rear wheel had broken off of the axle. Driver of vehicle #1 was cited for Failing to Yield. Vehicle #2 was towed from the scene.

Welfare Check

Mar 15 1800 Newport Street, Maple Plain. Caller reported a resident was intoxicated and she was worried about him. Contact with the resident who smelled strongly of alcohol but was able to stand and walk around without falling. Resident was cooperative and did not display any signs of being a danger to him or others.

Suspicious Act

Mar 16 9:54 p.m. Maple Plain Food Center A semi-truck/ trailer and a vehicle were parked in a parking lot posted "no semi-truck parking". Contact with the vehicle driver who stated she was just catching up with an old friend. They used to work for the same trucking company and they just had dinner. She was dropping the male off at his truck and he was continuing back to WI. No criminal activity found.

Car Stall

Mar 18 12:05 a.m. Officer assisted motorist with a car with a flat tire on the shoulder of the road on Hwy 12/ Valley Rd, Independence. The motorist did not have the appropriate sized lug wrench, the wheel was rusted to the hub and a hammer was used to remove the wheel. The driver was able to get the spare on.

Damage to Property

Mar 18 1400 Prairieland Ave. Maple Plain. Reported daughter's ex-boyfriend punched a hole in the wall at the resident's house and she wanted to press charges. It was found her daughter had invited him into the house and it would be a civil matter. Contact with the ex who stated he would pay for the damages.

Slumper

Mar 20 7:09 a.m. Dispatched for a slumper near 2200 Independence Rd, Independence Officer found the vehicle running with a male in the driver's seat sleeping. He was woken up, said he was at a friend's house last night, pulled over to send a text and admitted to being tired. No signs of impairment were observed. Officer followed him home and spoke with his girlfriend who had reported him missing a couple minutes prior. All ok.

Narcotics Complaint

Mar 20 6:46 p.m. Officer dispatched to 1800 Newport St, Maple Plain for a narcotics complaint consisting of the hallway smelling like burnt marijuana. Officer entered through the front apartment doors and did not detect any odor of marijuana inside the hallway of the building. Contact with the occupant of the apartment where the smoking of marijuana was reported coming from; the door was opened wide while speaking with the occupant and Officer did not smell marijuana. The caller was advised of the findings.

Theft

Mar 21 1200 Poplar Ave., Maple Plain. Renter reported his storage unit was broken into and a portable metal miter saw work bench was stolen. Case under investigation. Estimated loss \$100.00.

3rd Degree DWI / Obstruction

Mar 21 9200 Highway 12, Independence. An e/b vehicle passed a group of w/b vehicles at a high rate of speed, 104 / 55 mph zone. Squad activated its lights and siren, was behind the suspect vehicle and the suspect vehicle passed another vehicle in a no passing zone on a curve. Contact with the driver, Eric Helmut Demke, 51 Ashtabula, OH, a very heavy odor of an alcoholic beverage was coming from the driver. Demke refused to step out of his vehicle, resisted being arrested and refused a breath test. Demke was transported to Hennepin Co Jail, arrested and booked for 3rd Degree DWI Refusal, Obstruction of Legal Process, Driving after Revocation and Speed.

Crash/ Personal Injury

Mar 22 Co Rd 11 / Woodhill Dr, Independence. Officers responded to a personal injury crash involving four vehicles. One driver was transported by Air Ambulance to North Memorial Medical Center suffering critical injuries. One driver was transported by Ridgeview Ambulance to Ridgeview Medical Center suffering significant injuries. The preliminary investigation showed that a 2004 Chevrolet Silverado driven by Jeremie Berg 44 yoa male from Independence crossed the center line westbound into oncoming traffic first striking a 2014 Chevrolet Silverado driven by Aaron Wagner 22 yoa male from Delano. Berg's vehicle then struck a 2010 Mazda CX-7 driven by Lisa Krebsbach 57 yoa female from Buffalo, before leaving the roadway and coming to rest next to a tree in the southern ditch. After being struck by Berg's vehicle, Wagner's vehicle then struck a

1976 Harley Davidson Motorcycle that was parked on the eastbound shoulder of the roadway, the driver of the motorcycle was then struck either by the motorcycle or Wagner's truck causing both to be thrown into the ditch. Loretto FD, Maple Plain FD, North Ground EMS, North Air EMS, and Ridgeview EMS responded and provided medical treatment to all parties involved and transport for Berg and Wagner. MN State Patrol is conducting the reconstruction of the crash. Illegal drugs and paraphernalia were found in Berg's vehicle. A search warrant was obtained, and a blood test was taken from Berg at the hospital for possible DWI / Criminal Vehicular Operation charges.

Suspicious Act

Mar 22 3200 County Line Rd, Independence. Resident reported empty shell casings were scattered at the end of his driveway as if someone drove by and threw them out a car window on to the driveway. The resident wanted it documented. The casings look as if they were left outside for a long period of time and were not recently shot.

Unwanted Person

Mar 22 10:19 p.m. 9100 Highway 12, Independence. Resident reported his ex-girlfriend was outside pounding on his house window and repeatedly texting him. While officer was enroute the Ex had left and was not located.

Accident Personal Injury/ DWI Controlled Substance

Mar 23 8:44 p.m. 6000 Hwy 12, Maple Plain. Two citizens called 911 reporting driving conduct of a vehicle swerving lane to lane and in other lanes of travel. The vehicle swerved towards the oncoming lane and hit the metal Jersey barrier head on. The driver Joshua Steven Conzet, 19 from Winsted admitted to possibly falling asleep; performed poorly on Field Sobriety Tests and admitted drug use within the last day. Conzet was transported to the hospital where a search warrant for a blood draw was administered. Conzet was arrested and transported and booked in Henn Co Jail for Criminal Vehicular Operation of a Motor Vehicle pending blood test results. A passenger in the vehicle was transported by ambulance with non-life-threatening injuries.

Trespass Complaint

Mar 24 5300 Independence Rd, Independence. Property owner reported two dirt motorcycles were trespassing, driving through property that is water soaked and the owner did not want damage done to the property. One of the dirt bikes is white/red in color. Area was checked and m/c was not located.

Vandalism

Mar 25 1100 Polo Club Rd, Independence. Resident reported his mailbox was egged and again eggs smashed inside on Mar 26th. Unknown who did the vandalism.

Found Property

Mar 25 1900 Budd Street, Independence. Officer found a reciprocating saw lying on the roadway. The saw had markings on it and the battery. The saw was put in WHPS found property for the owner to call to identify and claim it. As of April 2nd, no one has called to identify and claim it.

Safety Check

Mar 26 6:33 p.m. Officer responded to a report of 3 teenaged boys hopped on an EB train that was going slowly from County Line Road, Independence. Officers set up in Maple Plain and watched the train go by and did not see anyone on the train. The train stopped east of Maple Plain. Officer's drove past the train several times looking for anyone on the train or getting off. No one was seen. BNSF was contacted and advised train was clear.

Suspicious Act

Mar 27 5300 Bryantwood Dr, Maple Plain. Resident reported a neighbor had called that his shed was possibly broken into. Resident found nothing was stolen or missing. It was apparent the wind blew open the temporary shed door.

Suspicious Act

Mar 27 3800 CR 139, Independence. Reported a male was putting items into the back of a pickup truck at an unoccupied residence. Contact with the male who had permission to take wood to make a swing set.

Hazardous Check

Mar 29 5600 Pioneer Creek Dr. Reported possible hazardous material in numerous containers of pink colored fluid, possibly diesel fuel not being stored properly. Report unfounded, liquid is a food grade propylene glycol and does not possess any hazardous material. Case to city hall to determine if any city codes are being violated.

Verbal Domestic

Mar 29 1500 Budd Ave., Maple Plain. Caller did not want the ex-boyfriend at the apartment and he was trying to get inside. The ex-wanted to leave and could not find his shoes. Nothing physical happened and the ex was given a ride to the Maple Plain Motel where he got a room.

DWI

Mar 31 1:56 a.m. Vehicle traveling at a high rate of speed was stopped at Hwy 100 / Hwy 55 in Golden Valley. Contact with driver Michael Paul Adam, 24 from Crystal submitted a breath test which resulted in .15 Breath Alcohol Concentration. Adam was arrested and booked into Henn Co Jail for Gross Misdemeanor 3rd Degree DWI.

DWI

Mar 31 2:50 a.m. Vehicle clocked at 109 stopped for speed at I-394 / Hopkins Crossroad, Minnetonka, Contact with the driver Stephen Lane Whitehill, 52 from Aspen, Co a strong odor of alcohol was detected coming from his breath. Whitehill submitted a breath test which resulted in .11 Breath Alcohol Concentration. Whitehill was arrested and booked into Henn Co Jail for 4th Degree DWI.

Due to the snow storms and slippery roads, officers responded to 19 calls of vehicles in the ditch. 1 Fatal, 2 Personal Injury, 1 Hit & Run, 1 DWI, 1 CVO, 13 No injuries or property damage.

273 contacts of citations, verbal and written warnings were issued for traffic and equipment violations.

West Hennepin Public Safety
Monthly Claims
January 2019

Type	Date	Num	Name	Memo	Account	Ctr	Split	Amount
Jan 18								
General Journal	01/01/2019	441R		Reverse of GJE 441 - record Optum as 18 expense	104 - Health Insurance		3000 - Accounts Payable	-102.00
Deposit	01/02/2019			Deposit	West Hennepin Public Safety	✓	-SPLIT-	140.00
Deposit	01/02/2019			Deposit	West Hennepin Public Safety	✓	-SPLIT-	806.62
General Journal	01/02/2019	434R	Customer	Reverse of GJE 434 - Dec '18 burn permits	1200 - Accounts Receivable		503 A - Burn Permits	-140.00
General Journal	01/02/2019	435R	Customer	Reverse of GJE 435 - Dec '18 copiers/prints, monitor	1200 - Accounts Receivable		-SPLIT-	-806.62
Check	01/02/2019	HSA	Optum Bank	HSA Employer Contribution	West Hennepin Public Safety	✓	104 A - HSA	-10,875.00
Deposit	01/03/2019			Deposit	West Hennepin Public Safety	✓	-SPLIT-	167,237.49
General Journal	01/03/2019	437		monthly requisition, January 2019	West Hennepin Public Safety	✓	1701 - Capital Improvement Fund	-2,586.67
Check	01/03/2019	32740	City of Independence	dental ins	West Hennepin Public Safety	✓	104 - Health Insurance	-1,049.20
Check	01/03/2019	32741	Reliance Standard Life Ins.	long term disability ins	West Hennepin Public Safety	✓	104 - Health Insurance	-272.28
Check	01/03/2019	32742	Standard Insurance Company	life insurance	West Hennepin Public Safety	✓	104 - Health Insurance	-505.91
Check	01/03/2019	32743	HealthPartners	medical insurance	West Hennepin Public Safety	✓	104 - Health Insurance	-14,118.78
Check	01/03/2019	32744	TASC	2019 FSA Fees	West Hennepin Public Safety	✓	104 - Health Insurance	-449.90
Check	01/03/2019	32745	TASC	COBRA Admin Fees	West Hennepin Public Safety	✓	104 - Health Insurance	-34.62
Check	01/03/2019	32746	City of Independence	shared cleaning service	West Hennepin Public Safety	✓	205 - Office Rent & Cleaning	-277.50
Check	01/03/2019	32747	LETQ, LLC	annual maintenance fees	West Hennepin Public Safety	✓	-SPLIT-	-8,136.75
Check	01/03/2019	32748	Oakland Sportsman's Club	annual membership fees	West Hennepin Public Safety	✓	-SPLIT-	-500.00
Check	01/03/2019	32749	Lake Minnetonka ERU	annual membership fees	West Hennepin Public Safety	✓	-SPLIT-	-1,400.00
Check	01/03/2019	32750	ATOM	annual membership	West Hennepin Public Safety	✓	-SPLIT-	-150.00
Check	01/03/2019	32751	BaleHost	domain name hosting	West Hennepin Public Safety	✓	302 A5 - Other Billable Svcs	-30.00
Check	01/03/2019	32752	T&J Coatings, Inc.	AR-15 Training Parts	West Hennepin Public Safety	✓	403 G - Misc Equipment	-145.00
Check	01/03/2019	HSA	Optum Bank	HSA Employer Contribution	West Hennepin Public Safety	✓	104 A - HSA	-3,000.00
Check	01/10/2019	32753	Intuit	VOID: check/inv recorder	West Hennepin Public Safety	✓	204 - Office/Operating Supplies	0.00
Check	01/10/2019	32754	Associated Bank	Jan 1-15, 2019 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-2,012.94
Check	01/10/2019	32755	CorTrust Bank	Jan 1-15, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-2,215.00
Check	01/10/2019	32756	Wings Financial Credit Union	Jan 1-15, 2019 payroll contributions	West Hennepin Public Safety	✓	-SPLIT-	-8,326.45
Check	01/10/2019	32757	Galls, LLC	office uniform expense	West Hennepin Public Safety	✓	-SPLIT-	-24.96
Check	01/10/2019	32758	Intuit	checks and envelopes	West Hennepin Public Safety	✓	204 - Office/Operating Supplies	-480.97
Check	01/10/2019	32759	CentralPoint Energy	office gas usage	West Hennepin Public Safety	✓	207 - Utilities/Gas/Electric	-535.85
Check	01/10/2019	32760	Element Technologies, LLC	monthly IT service	West Hennepin Public Safety	✓	302 A2 - IT Support & Fees	-1,750.00
Check	01/10/2019	32761	Chenford of Delano	squad mnc	West Hennepin Public Safety	✓	303 - Auto Maintenance	-77.67
Check	01/10/2019	32762	Suburban Tire & Auto Service Inc.	squad tire	West Hennepin Public Safety	✓	303 - Auto Maintenance	-570.20
Check	01/10/2019	32763	Holiday	squad fuel	West Hennepin Public Safety	✓	304 - Fuel and Oil	-2,061.79
Check	01/10/2019	32764	Reserve Officer	trng reimbursement	West Hennepin Public Safety	✓	601 B - Training	-295.00
Check	01/10/2019	32765	Winning Edge	recognition plaque	West Hennepin Public Safety	✓	601 C - All Other	-64.50
Check	01/10/2019	1559	ECM Publishers, Inc.	Drive/Drive Ad	West Hennepin Crime Prevention	✓	301 - Printing	-100.00
Check	01/15/2019	32769	Stevens Drilling & Environmental	pump tanks	West Hennepin Public Safety	✓	203 - Office/Op Equip Maintenance	-629.84
Check	01/15/2019	32770	Loftier Companies, Inc.	coupler lease	West Hennepin Public Safety	✓	203 - Office/Op Equip Maintenance	-221.88
Check	01/15/2019	32771	Element Technologies, LLC	computer IT support	West Hennepin Public Safety	✓	-SPLIT-	-812.50
Check	01/15/2019	32772	The DOBO's	meetings expense	West Hennepin Public Safety	✓	204 - Office/Operating Supplies	-31.25
Check	01/15/2019	32773	United Farmers Coop	mechanical supplies	West Hennepin Public Safety	✓	-SPLIT-	-103.76
Check	01/15/2019	32774	Cardmember Service	credit card charges	West Hennepin Public Safety	✓	-SPLIT-	-1,104.77
Check	01/15/2019	32766	Office of MN IT Services	monthly WAN computer svc	West Hennepin Public Safety	✓	302 A2 - IT Support & Fees	-61.00
Check	01/15/2019	32767	Hennepin County Accounting Services	radio/MDC support	West Hennepin Public Safety	✓	-SPLIT-	-1,621.74
Check	01/15/2019	32768	Suburban Tire & Auto Service Inc.	VOID: squad tire	West Hennepin Public Safety	✓	303 - Auto Maintenance	0.00
General Journal	01/15/2019	439R		Reverse of GJE 439 - record as 18 expense, Office 302 A2 - IT Support & Fees			-SPLIT-	-61.00
Check	01/15/2019		United Farmers Coop	View Bank Expense	West Hennepin Reserves	✓	601 A - View Bank	-14.58
Paycheck	01/15/2019	32775		Payroll Check	West Hennepin Public Safety	✓	-SPLIT-	-12,566.52
Liability Check	01/16/2019	IRS	Internal Revenue Service	Jan 1-15, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-5,079.18
Liability Check	01/16/2019	EJ	John Hancock	Jan 1-15, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-875.00
Liability Check	01/16/2019	MN REV	MN Dept. of Revenue	Jan 1-15, 2019 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-1,707.38
Liability Check	01/16/2019	HSA	Optum Bank	Jan 1-15, 2019 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-363.80
Liability Check	01/16/2019	PERA	PERA	Jan 1-15, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-8,620.65
Deposit	01/17/2019			Deposit	West Hennepin Public Safety	✓	-SPLIT-	740.61
General Journal	01/17/2019	440R	Customer	Reverse of GJE 440 - record 01/17/19 deposit for 2	1200 - Accounts Receivable		-SPLIT-	-740.61
Check	01/18/2019	32787	Optum Bank	quarterly HSA admin fees	West Hennepin Public Safety	✓	104 - Health Insurance	-102.00
Check	01/18/2019	32786	Autoworks Collision Center, Inc.	squad 61 sale prep	West Hennepin Public Safety	✓	303 - Auto Maintenance	-76.60
Deposit	01/23/2019			Deposit	West Hennepin Public Safety	✓	-SPLIT-	51.00
Check	01/24/2019	32788	Associated Bank	Jan 16-31, 2019 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-2,012.94
Check	01/24/2019	32789	CorTrust Bank	Jan 16-31, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-2,215.00
Check	01/24/2019	32790	Wings Financial Credit Union	Jan 16-31, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-8,326.45
Check	01/24/2019	32791	City of Independence	dental ins premium	West Hennepin Public Safety	✓	104 - Health Insurance	-1,049.20
Check	01/24/2019	32792	HealthPartners	medical ins premium	West Hennepin Public Safety	✓	104 - Health Insurance	-17,131.44
Check	01/24/2019	32793	Reliance Standard Life Ins.	life ins premium	West Hennepin Public Safety	✓	104 - Health Insurance	-391.05
Check	01/24/2019	32794	Standard Insurance Company	life ins premium	West Hennepin Public Safety	✓	104 - Health Insurance	-505.91
Check	01/24/2019	32795	All Seasons Sports	uniform expense	West Hennepin Public Safety	✓	105 - Uniform Expense	-28.00
Check	01/24/2019	32797	Verizon Wireless	cell phone/wireless aircards	West Hennepin Public Safety	✓	-SPLIT-	-678.65
Check	01/24/2019	32796	Indometers	indometer repair	West Hennepin Public Safety	✓	203 - Office/Op Equip Maintenance	-580.75
Check	01/24/2019	32799	Winning Edge	recognition plaques	West Hennepin Public Safety	✓	-SPLIT-	-174.55
Check	01/24/2019	32800	City of Independence	office cleaning	West Hennepin Public Safety	✓	205 - Office Rent & Cleaning	-277.50
Check	01/24/2019	32801	Unifair Corporation	office rugs/bathroom towels	West Hennepin Public Safety	✓	205 - Office Rent & Cleaning	-68.21
Check	01/24/2019	32802	Monks Electronics Inc	IT service labor	West Hennepin Public Safety	✓	302 A5 - Other Billable Svcs	-80.00
Check	01/24/2019	32803	Waconia Ford	squad repair	West Hennepin Public Safety	✓	303 - Auto Maintenance	-193.93
Check	01/24/2019	32804	League of MN Cities Ins Trust P&C	2019 municipal & auto insurance	West Hennepin Public Safety	✓	-SPLIT-	-34,816.00
Check	01/24/2019	32805	Employee	firearms trng expense reimb	West Hennepin Public Safety	✓	307 C7 - Range Supplies	-113.84
Check	01/24/2019	32806	Adco Eick & Meyers	2018 audit, partial payment	West Hennepin Public Safety	✓	308 - Audit	-2,500.00
Check	01/24/2019	32796	Streicher's Police Equipment	ammo and uniform expenses	West Hennepin Public Safety	✓	-SPLIT-	-1,052.91
Check	01/24/2019	32807	Office Depot	Citizens Academy supplies	West Hennepin Public Safety	✓	-SPLIT-	-532.23
Check	01/24/2019	32808	League of Minnesota Cities	PATROL Subscription	West Hennepin Public Safety	✓	-SPLIT-	-800.00
Deposit	01/31/2019			Interest	West Hennepin Crime Prevention	✓	503 F - Interest	20.35
Deposit	01/31/2019			Interest	West Hennepin Reserves	✓	503 F - Interest	3.20
Deposit	01/31/2019			Interest	West Hennepin Public Safety	✓	503 F - Interest	155.03

Jan 18

AUDITED & APPROVED:

DATE:

West Hennepin Public Safety
Monthly Claims
February 2019

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Feb 19								
Paycheck	02/01/2019	32809	Payroll Checks	Jan 16-31, 2019 Payroll	West Hennepin Public Safety	✓	-SPLIT-	-12,601.61
Liability Check	02/01/2019	IRS	Internal Revenue Service	Jan 16-31, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-5,058.32
Liability Check	02/01/2019	EJ	John Hancock	Jan 16-31, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-975.00
Liability Check	02/01/2019	MN REV	MN Dept. of Revenue	Jan 16-31, 2019 payroll	West Hennepin Public Safety	✓	2100 · Payroll Liabilities	-1,695.38
Liability Check	02/01/2019	HSA	Optum Bank	Jan 16-31, 2019 payroll	West Hennepin Public Safety	✓	2100 · Payroll Liabilities	-393.50
Liability Check	02/01/2019	PERA	PERA	Jan 16-31, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-9,621.34
Check	02/01/2019	32820	City of Brooklyn Center	training registration	West Hennepin Public Safety	✓	307 B4 · Officer Schools	-35.00
Check	02/01/2019	32821	Dick's Auto Detailing	detail squad for resale	West Hennepin Public Safety	✓	303 · Auto Maintenance	-250.00
Paycheck	02/01/2019	32822	Payroll Check for missed OT	Jan 16-31, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-131.30
Deposit	02/01/2019			Deposit	West Hennepin Public Safety	✓	503 V3 · Other	105.00
Deposit	02/01/2019			Deposit	West Hennepin Public Safety	✓	-SPLIT-	166,437.45
Liability Check	02/01/2019	IRS	Internal Revenue Service	Jan 16-31, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-4.88
Liability Check	02/01/2019	MN REV	MN Dept. of Revenue	Jan 16-31, 2019 payroll	West Hennepin Public Safety	✓	2100 · Payroll Liabilities	-15.38
Liability Check	02/01/2019	PERA	PERA	Jan 16-31, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-47.50
General Journal	02/01/2019	442		monthly requisition, Feb. 2019	West Hennepin Public Safety	✓	1701 · Capital Improvement Fund	-2,566.67
Check	02/08/2019	32823	Associated Bank	Feb 1-15, 2019 payroll	West Hennepin Public Safety	✓	2100 · Payroll Liabilities	-2,012.94
Check	02/08/2019	32824	CorTrust Bank	Feb 1-16, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-2,600.00
Check	02/08/2019	32825	Wings Financial Credit Union	Feb 1-16, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-8,096.45
Check	02/12/2019	32826	Galls, LLC, - DBA KEEPRS	uniform expenses	West Hennepin Public Safety	✓	-SPLIT-	-196.95
Check	02/12/2019	32827	Employee	uniform expenses	West Hennepin Public Safety	✓	105 · Uniform Expense	-254.36
Check	02/12/2019	32828	City of Independence	office phone bill	West Hennepin Public Safety	✓	201 · Telephone	-606.52
Check	02/12/2019	32829	Language Line Services	interpreter service	West Hennepin Public Safety	✓	201 · Telephone	-19.20
Check	02/12/2019	32830	Loffler Companies, Inc.	copier lease	West Hennepin Public Safety	✓	203 · Office/Opr Equip Maintenance	-173.73
Check	02/12/2019	32831	Ohlin Sales Inc.	squad printer batteries	West Hennepin Public Safety	✓	204 · Office/Operating Supplies	-123.12
Check	02/12/2019	32832	CenterPoint Energy	office gas heat	West Hennepin Public Safety	✓	207 · Utilities/Gas/Electric	-720.65
Check	02/12/2019	32833	Chevrolet of Delano	squad mtnc	West Hennepin Public Safety	✓	303 · Auto Maintenance	-52.99
Check	02/12/2019	32834	Holiday	squad fuel	West Hennepin Public Safety	✓	303 · Auto Maintenance	-2,094.94
Check	02/12/2019	32835	League of MN Cities Insurance Trust WC	Workman's Comp	West Hennepin Public Safety	✓	306 B · Worker's Comp	-31,098.00
Check	02/12/2019	32836	MCPA	membership	West Hennepin Public Safety	✓	307 B4 · Officer Schools	-50.00
Check	02/12/2019	32837	Law Enforcement Targets Inc.	firearms expense	West Hennepin Public Safety	✓	403 F · Firearms	-1,367.78
Check	02/12/2019	32838	North Memorial	training fees	West Hennepin Public Safety	✓	-SPLIT-	-490.00
Check	02/12/2019	32839	Streicher's Police Equipment	police uniforms, ammo	West Hennepin Public Safety	✓	-SPLIT-	-2,857.43
Check	02/12/2019	32840	Office of MN IT Services	WAN Services	West Hennepin Public Safety	✓	302 A2 · IT Support & Fees	-61.00
Check	02/12/2019	32841	Element Technologies, LLC	IT services	West Hennepin Public Safety	✓	-SPLIT-	-2,781.25
Check	02/12/2019	32842	Hennepin County Accounts Receivable	radio/mdc support	West Hennepin Public Safety	✓	302 F1 · Rental/Repair Fees	-1,008.94
Check	02/12/2019	32843	Cardmember Service	misc credit card charges	West Hennepin Public Safety	✓	-SPLIT-	-2,228.54
Check	02/12/2019	32844	Allied Medical Training	training registration	West Hennepin Public Safety	✓	601 B · Training	-295.00
Paycheck	02/15/2019	32845	Payroll Checks	Feb 1-15, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	13,212.69955.6
Liability Check	02/15/2019	IRS	Internal Revenue Service	Feb 1-15, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-5,083.38
Liability Check	02/15/2019	EJ	John Hancock	Feb 1-15, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-975.00
Liability Check	02/15/2019	MN REV	MN Dept. of Revenue	Feb 1-15, 2019 payroll	West Hennepin Public Safety	✓	2100 · Payroll Liabilities	-1,715.38
Liability Check	02/15/2019	HSA	Optum Bank	Feb 1-15, 2019 payroll	West Hennepin Public Safety	✓	2100 · Payroll Liabilities	-393.50
Liability Check	02/15/2019	PERA	PERA	Feb 1-15, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-9,875.52
Deposit	02/20/2019			Deposit	West Hennepin Public Safety	✓	503 V3 · Other	523.50
Check	02/25/2019	32856	Associated Bank	Feb 16-28, 2019 payroll	West Hennepin Public Safety	✓	2100 · Payroll Liabilities	-2,203.37
Check	02/25/2019	32857	CorTrust Bank	Feb 16-28, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-2,250.00
Check	02/25/2019	32858	Wings Financial Credit Union	Feb 16-28, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-8,246.45
Check	02/25/2019	32859	City of Independence	dental insurance premium	West Hennepin Public Safety	✓	104 · Health Insurance	-1,049.20
Check	02/25/2019	32860	HealthPartners	medical ins premium	West Hennepin Public Safety	✓	104 · Health Insurance	-15,625.11
Check	02/25/2019	32861	Standard Insurance Company	life ins premium	West Hennepin Public Safety	✓	104 · Health Insurance	-505.91
Check	02/25/2019	32862	Streicher's Police Equipment	officer uniform expenses	West Hennepin Public Safety	✓	-SPLIT-	-84.93
Check	02/25/2019	32863	Galls, LLC, - DBA KEEPRS	officer uniform expenses	West Hennepin Public Safety	✓	-SPLIT-	-212.98
Check	02/25/2019	32864	Verizon Wireless	cell phones, wireless aircards	West Hennepin Public Safety	✓	-SPLIT-	-685.84
Check	02/25/2019	32865	City of Independence	office cleaning	West Hennepin Public Safety	✓	205 · Office Rent & Cleaning	-277.50
Check	02/25/2019	32866	Unifirst Corporation	office rugs, bathroom supplies	West Hennepin Public Safety	✓	205 · Office Rent & Cleaning	-56.04
Check	02/25/2019	32867	IACP	2019 3-user slots renewal	West Hennepin Public Safety	✓	-SPLIT-	-525.00
Check	02/25/2019	32868	Employee	training expenses reimb	West Hennepin Public Safety	✓	-SPLIT-	-1,010.00
Check	02/25/2019	32869	PLEAA	2019 memberships	West Hennepin Public Safety	✓	-SPLIT-	-70.00
Check	02/25/2019	32870	Sta-Safe Locksmiths Co.	squad repair	West Hennepin Public Safety	✓	303 · Auto Maintenance	-150.00
Check	02/25/2019	32871	Reliance Standard Life Ins.	ltd insurance premium	West Hennepin Public Safety	✓	104 · Health Insurance	-391.05
Check	02/27/2019	32872	Chevrolet of Delano	squad mtnc & repairs	West Hennepin Public Safety	✓	-SPLIT-	-1,414.64
Check	02/28/2019	32873	Hennepin County Chiefs of Police Assoc.	2019 Association Annual Dues	West Hennepin Public Safety	✓	307 A4 · Chief's School	-285.00
Paycheck	02/28/2019	32874	Payroll Checks	Feb 16-28, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-12,617.57
Deposit	02/28/2019			Deposit	West Hennepin Public Safety	✓	-SPLIT-	613.85
Deposit	02/28/2019			Deposit	West Hennepin Public Safety	✓	503 A · Burn Permits	20.00
Liability Check	02/28/2019	IRS	Internal Revenue Service	Feb 16-28, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-5,124.38
Liability Check	02/28/2019	PERA	PERA	Feb 28, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-9,719.85
Deposit	02/28/2019			Interest	West Hennepin Reserves	✓	503 F · Interest	2.82
Deposit	02/28/2019			Interest	West Hennepin Crime Prevention	✓	503 F · Interest	18.36
Deposit	02/28/2019			Interest	West Hennepin Public Safety	✓	503 F · Interest	139.90

Feb 19

AUDITED & APPROVED:

DATE:

West Hennepin Public Safety
Monthly Claims
March 2019

	Type	Date	Num	Name	Memo	Account	Cir	Split	Amount
Mar 19									
	Liability Check	03/04/2019	MN REV	MN Dept. of Revenue	Feb 16-28, 2019 payroll	West Hennepin Public Safety	✓	2100 · Payroll Liabilities	-1,728.38
	Liability Check	03/04/2019	EJ	John Hancock	Feb 16-28, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-975.00
	Liability Check	03/04/2019	HSA	Optum Bank	Feb 16-28, 2019 payroll	West Hennepin Public Safety	✓	2100 · Payroll Liabilities	-393.50
	Deposit	03/04/2019			Deposit	West Hennepin Public Safety	✓	-SPLIT-	131,937.52
	General Journal	03/04/2019	443		monthly requisition, March 2019	West Hennepin Public Safety	✓	1701 · Capital Improvement Fund	-2,566.67
	Deposit	03/05/2019			Deposit	West Hennepin Public Safety	✓	-SPLIT-	16,455.58
	General Journal	03/05/2019	444		Sale proceeds from Squad 60, 2006 Nissan Titan	West Hennepin Public Safety	✓	1701 · Capital Improvement Fund	-5,534.00
	Check	03/07/2019	32885	West Hennepin Public Safety Petty Cash	office petty cash	West Hennepin Public Safety	✓	404 · Contingency Fund	-100.00
	Check	03/08/2019	32886	Associated Bank	Mar 1-15, 2019 payroll contribution	West Hennepin Public Safety	✓	2100 · Payroll Liabilities	-2,203.37
	Check	03/08/2019	32887	CoTrust Bank	Mar 1-15, 2019 payroll contribution	West Hennepin Public Safety	✓	-SPLIT-	-2,380.00
	Check	03/08/2019	32888	Wings Financial Credit Union	Mar 1-15, 2019 payroll contributions	West Hennepin Public Safety	✓	-SPLIT-	-8,146.45
	Check	03/11/2019	32889	City of Independence	shared office phones	West Hennepin Public Safety	✓	-SPLIT-	-617.32
	Check	03/11/2019	32890	Loffler Companies, Inc.	monthly copier lease	West Hennepin Public Safety	✓	203 · Office/Opr Equip Maintenance	-173.27
	Check	03/11/2019	32891	CenterPoint Energy	office gas usage	West Hennepin Public Safety	✓	207 · Utilities/Gas/Electric	-784.35
	Check	03/11/2019	32892	Hennepin County Accounts Receivable	monthly radio & MDC fees	West Hennepin Public Safety	✓	302 F1 · Rental/Repair Fees	-1,008.94
	Check	03/11/2019	32893	Burda's Towing	vehicle winch recovery	West Hennepin Public Safety	✓	303 · Auto Maintenance	-125.00
	Check	03/11/2019	32894	Holiday	monthly squad fuel	West Hennepin Public Safety	✓	304 · Fuel and Oil	-2,083.91
	Check	03/11/2019	32895	Axon Enterprise, Inc.	Annual Assurance Plan for Reserves 2 taser	West Hennepin Public Safety	✓	601 C · All Other	-394.44
	Check	03/11/2019	32896	Employee	Reserve meeting expense	West Hennepin Public Safety	✓	601 E · Meetings	-110.69
	Paycheck	03/15/2019	32897	Payroll Checks	March 1-15, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-12,950.38
	Liability Check	03/15/2019	IRS	Internal Revenue Service	March 1-15, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-5,184.12
	Liability Check	03/15/2019	EJ	John Hancock	March 1-15, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-975.00
	Liability Check	03/15/2019	MN REV	MN Dept. of Revenue	March 1-15, 2019 payroll	West Hennepin Public Safety	✓	2100 · Payroll Liabilities	-1,755.38
	Liability Check	03/15/2019	HSA	Optum Bank	March 1-15, 2019 payroll	West Hennepin Public Safety	✓	2100 · Payroll Liabilities	-393.50
	Liability Check	03/15/2019	PERA	PERA	March 1-15, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-9,843.85
	Deposit	03/15/2019			Deposit	West Hennepin Public Safety	✓	503 K · West Metro Drug Task Force	1,354.60
	Deposit	03/15/2019			Deposit	West Hennepin Public Safety	✓	503 K · West Metro Drug Task Force	1,896.44
	Deposit	03/15/2019			Deposit	West Hennepin Public Safety	✓	503 K · West Metro Drug Task Force	26,364.22
	General Journal	03/15/2019	445		WMDTF federal forfeiture	West Hennepin Public Safety	✓	-SPLIT-	-1,354.60
	Deposit	03/18/2019			Deposit	West Hennepin Public Safety	✓	503 K · West Metro Drug Task Force	1,719.08
	Deposit	03/18/2019			Deposit	West Hennepin Public Safety	✓	503 K · West Metro Drug Task Force	3,386.51
	Deposit	03/18/2019			Deposit	West Hennepin Public Safety	✓	503 K · West Metro Drug Task Force	5,553.88
	General Journal	03/18/2019	446		WMDTF federal forfeiture	West Hennepin Public Safety	✓	-SPLIT-	-1,719.08
	Check	03/19/2019	32908	Cardmember Service	4798 5100 5171 2202	West Hennepin Public Safety	✓	-SPLIT-	-1,369.73
	Check	03/19/2019	32909	Employee	uniform expense	West Hennepin Public Safety	✓	105 · Uniform Expense	-41.93
	Check	03/19/2019	32910	Scott County Training Facility	VOID: training registrations	West Hennepin Public Safety	✓	-SPLIT-	0.00
	Deposit	03/20/2019			Deposit	West Hennepin Public Safety	✓	503 K · West Metro Drug Task Force	75,827.91
	General Journal	03/20/2019	447		WMDTF federal forfeiture	West Hennepin Public Safety	✓	1706 · Federal Forfeiture Funds	-75,827.91
	Check	03/26/2019	32911	Associated Bank	March 16-31, 2019 payroll	West Hennepin Public Safety	✓	2100 · Payroll Liabilities	-2,204.26
	Check	03/26/2019	32912	CoTrust Bank	March 16-31, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-2,380.00
	Check	03/26/2019	32913	Wings Financial Credit Union	March 16-31, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-8,146.45
	Check	03/26/2019	32914	City of Independence	dental insurance premium	West Hennepin Public Safety	✓	104 · Health Insurance	-1,049.20
	Check	03/26/2019	32915	HealthPartners	medical insurance premium	West Hennepin Public Safety	✓	104 · Health Insurance	-15,625.11
	Check	03/26/2019	32916	Reliance Standard Life Ins.	ltd insurance premium	West Hennepin Public Safety	✓	104 · Health Insurance	-391.05
	Check	03/26/2019	32917	Standard Insurance Company	life insurance premium	West Hennepin Public Safety	✓	104 · Health Insurance	-505.91
	Check	03/26/2019	32918	TASC	COBRA Administration Fee	West Hennepin Public Safety	✓	104 · Health Insurance	-34.62
	Check	03/26/2019	32919	Verizon Wireless	cell phones & wireless aircards	West Hennepin Public Safety	✓	-SPLIT-	-688.36
	Check	03/26/2019	32920	United Farmers Coop	garage supplies	West Hennepin Public Safety	✓	204 · Office/Operating Supplies	-26.98
	Check	03/26/2019	32921	City of Independence	office cleaning	West Hennepin Public Safety	✓	205 · Office Rent & Cleaning	-277.50
	Check	03/26/2019	32922	Paul Baertschi	annual subscription renewal	West Hennepin Public Safety	✓	206 · Books/Dues/Subscriptions	-155.00
	Check	03/26/2019	32923	Element Technologies, LLC	IT support	West Hennepin Public Safety	✓	302 A2 · IT Support & Fees	-1,750.00
	Check	03/26/2019	32924	Office of MN IT Services	monthly WAN usage	West Hennepin Public Safety	✓	302 A2 · IT Support & Fees	-61.00
	Check	03/26/2019	32925	Waconia Ford	squad repair	West Hennepin Public Safety	✓	303 · Auto Maintenance	-1,084.32
	Check	03/26/2019	32926	Employee	training meal expense reimb	West Hennepin Public Safety	✓	307 B2 · Officer Meals	-21.65
	Check	03/26/2019	32927	Abdo Eick & Meyers	annual certified audit	West Hennepin Public Safety	✓	308 · Audit	-7,775.00
	Check	03/26/2019	32928	Alert Fire & Safety Co.	recharge fire extinguisher	West Hennepin Public Safety	✓	403 H · Squad Equipment	-88.39
	Check	03/28/2019	32929	Postmaster	postage stamps	West Hennepin Public Safety	✓	-SPLIT-	-330.00
	Check	03/28/2019	32930	City of Independence	phone bill	West Hennepin Public Safety	✓	-SPLIT-	-606.96
	Check	03/28/2019	32931	Unifirst Corporation	office rugs, bathroom towels	West Hennepin Public Safety	✓	-SPLIT-	-147.24
	Deposit	03/29/2019			Deposit	West Hennepin Public Safety	✓	-SPLIT-	140.00
	Deposit	03/29/2019			Deposit	West Hennepin Public Safety	✓	-SPLIT-	278.85
	Deposit	03/31/2019			Interest	West Hennepin Crime Prevention	✓	503 F · Interest	20.34
	Deposit	03/31/2019			Interest	West Hennepin Reserves	✓	503 F · Interest	3.13
	Deposit	03/31/2019			Interest	West Hennepin Public Safety	✓	503 F · Interest	176.31

Mar 19

AUDITED & APPROVED

DATE:

West Hennepin Public Safety

Cash Assets

As of March 31, 2019

	<u>Mar 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
West Hennepin Crime Prevention	53,234.42
West Hennepin Public Safety	
1700 · Cash designated for Severance	68,483.68
1701 · Capital Improvement Fund	139,251.97
1704 · Military PERA Designation	4,629.85
West Hennepin Public Safety - Other	128,106.87
Total West Hennepin Public Safety	340,472.37
West Hennepin Reserves	8,187.47
Total Checking/Savings	401,894.26
Total Current Assets	401,894.26
TOTAL ASSETS	<u>401,894.26</u>
LIABILITIES & EQUITY	0.00

West Hennepin Public Safety
Budget vs. Actual - WHPS Main Acct.
January through March, 2019

	<u>Jan - Mar 19</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
501 · City of Maple Plain	147,771.62	518,397.00	28.51%
502 · City of Independence	317,840.84	1,115,052.00	28.51%
503 · Other Income			
503 A · Burn Permits	190.00		
503 B · Copies	330.50		
503 F · Interest	294.93		
503 I · Reimbursed OT	4,393.58		
503 K · West Metro Drug Task Force	0.00		
503 N · Forfeiture			
503 N2 · DWI	5,534.00		
Total 503 N · Forfeiture	5,534.00		
503 P · Sale of Squad Cars	6,528.00		
503 V · Expense Reimbursements			
503 V1 · IT Services	525.00		
503 V2 · Health Insurance	88.20		
503 V3 · Other	628.50		
Total 503 V · Expense Reimbursements	1,241.70		
503 · Other Income - Other	0.00	134,300.00	0.0%
Total 503 · Other Income	18,512.71	134,300.00	13.79%
Total Income	484,125.17	1,767,749.00	27.39%
Gross Profit	484,125.17	1,767,749.00	27.39%
Expense			
101 · Payroll Expenses			
101 A · Other Overtime	1,709.22	18,000.00	9.5%
101 B · Court Overtime	197.68		
101 C · Reimbursable Overtime	2,409.72		
101 · Payroll Expenses - Other	214,957.11	1,158,534.00	18.55%
Total 101 · Payroll Expenses	219,273.73	1,176,534.00	18.64%
104 · Health Insurance			
104 A · HSA	13,875.00		
104 · Health Insurance - Other	68,516.35	265,060.00	25.85%
Total 104 · Health Insurance	82,391.35	265,060.00	31.08%
105 · Uniform Expense	1,384.57	9,900.00	13.99%
201 · Telephone	3,902.85	18,900.00	20.65%
202 · Postage	257.40	1,300.00	19.8%
203 · Office/Opr Equip Maintenance	937.75	8,100.00	11.58%
204 · Office/Operating Supplies	1,122.20	8,450.00	13.28%
205 · Office Rent & Cleaning	1,381.49	5,840.00	23.66%
206 · Books/Dues/Subscriptions	805.00	1,710.00	47.08%
207 · Utilities/Gas/Electric	2,040.85	12,570.00	16.24%
301 · Printing	0.00	1,620.00	0.0%
302 · Communications			
302 A · Computer Support			
302 A1 · RMS Fees	8,136.75		
302 A2 · IT Support & Fees	5,722.40		
302 A3 · Investigator IT Fees	150.00		
302 A5 · Other Billable Svcs	1,141.25		
Total 302 A · Computer Support	15,150.40		
302 F · Radios/MDCs			
302 F1 · Rental/Repair Fees	2,017.88		
Total 302 F · Radios/MDCs	2,017.88		
302 · Communications - Other	0.00	50,015.00	0.0%
Total 302 · Communications	17,168.28	50,015.00	34.33%

West Hennepin Public Safety
Budget vs. Actual - WHPS Main Acct.
January through March, 2019

	<u>Jan - Mar 19</u>	<u>Budget</u>	<u>% of Budget</u>
303 · Auto Maintenance			
303 A · WMDTF Auto Maintenance	1,257.71		
303 · Auto Maintenance - Other	4,832.58	22,600.00	21.38%
Total 303 · Auto Maintenance	6,090.29	22,600.00	26.95%
304 · Fuel and Oil	4,165.70	35,550.00	11.72%
306 · Insurance			
306 A · Vehicle	8,949.00		
306 B · Worker's Comp	31,098.00		
306 C · Municipality	25,867.00		
306 · Insurance - Other	0.00	69,000.00	0.0%
Total 306 · Insurance	65,914.00	69,000.00	95.53%
307 · Schools & Training			
307 A · Chief's Training			
307 A4 · Chief's School	615.00		
Total 307 A · Chief's Training	615.00		
307 B · Officer Training			
307 B1 · Officer Lodging	71.95		
307 B2 · Officer Meals	21.65		
307 B4 · Officer Schools	4,984.00		
Total 307 B · Officer Training	5,077.60		
307 C · Range Training			
307 C3 · Range Meals	0.00		
307 C7 · Range Supplies	113.84		
Total 307 C · Range Training	113.84		
307 E · Support Staff Training			
307 E4 · Support Staff Schools	70.00		
Total 307 E · Support Staff Training	70.00		
307 · Schools & Training - Other	0.00	19,200.00	0.0%
Total 307 · Schools & Training	5,876.44	19,200.00	30.61%
308 · Audit	10,275.00	9,800.00	104.85%
401 · Office Equipment	0.00	3,550.00	0.0%
402 · Capital Improvement Plan	0.00	30,800.00	0.0%
403 · Equipment			
403 F · Firearms	5,042.16		
403 G · Misc Equipment	1,131.99		
403 H · Squad Equipment	88.39		
403 · Equipment - Other	0.00	11,850.00	0.0%
Total 403 · Equipment	6,262.54	11,850.00	52.85%
404 · Contingency Fund	100.00		
601 · Reserve Program			
601 A · View Santa	16.13		
601 B · Training	1,080.00		
601 C · All Other	466.69		
601 E · Meetings	110.69		
601 · Reserve Program - Other	0.00	4,200.00	0.0%
Total 601 · Reserve Program	1,673.51	4,200.00	39.85%
602 · Comm. Ed	0.00	200.00	0.0%
608 · Citizens Academy	604.83	800.00	75.6%
609 · Community Policing	0.00	200.00	0.0%
Total Expense	431,627.78	1,767,749.00	24.42%
Net Ordinary Income	52,497.39	0.00	100.0%
Net Income	52,497.39	0.00	100.0%

West Hennepin Public Safety
Budget vs. Actual - Crime Prevention
January through March, 2019

	<u>Jan - Mar 19</u>
Ordinary Income/Expense	
Income	
501 · City of Maple Plain	0.00
502 · City of Independence	0.00
503 · Other Income	59.05
Total Income	<u>59.05</u>
Gross Profit	59.05
Expense	
101 · Payroll Expenses	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	100.00
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	0.00
602 · Comm. Ed	0.00
608 · Citizens Academy	0.00
609 · Community Policing	0.00
Total Expense	<u>100.00</u>
Net Ordinary Income	-40.95
Beginning Balance	<u>53,275.37</u>
Ending Balance	<u>53,234.42</u>

West Hennepin Public Safety
Budget vs. Actual - Reserves
January through March, 2019

	<u>Jan - Mar 19</u>
Ordinary Income/Expense	
Income	
501 · City of Maple Plain	0.00
502 · City of Independence	0.00
503 · Other Income	9.15
Total Income	<u>9.15</u>
Gross Profit	9.15
Expense	
101 · Payroll Expenses	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	14.58
602 · Comm. Ed	0.00
608 · Citizens Academy	0.00
609 · Community Policing	0.00
Total Expense	<u>14.58</u>
Net Ordinary Income	-5.43
Beginning Balance	<u>8,192.90</u>
Ending Balance	<u>8,187.47</u>

West Hennepin Public Safety
Capital Outlay Fund Report
January through March, 2019

	<u>Jan - Mar 19</u>
Ordinary Income/Expense	
Income	
501 · City of Maple Plain	0.00
502 · City of Independence	0.00
503 · Other Income	5,534.00
<i>(sold squad 60, 5,534.00)</i>	
Total Income	<u>5,534.00</u>
Gross Profit	5,534.00
Expense	
402 · Capital Improvement Plan	<u>0.00</u>
Total Expense	<u>0.00</u>
Net Ordinary Income	<u>5,534.00</u>
Beginning Balance	119,489.96
J.E., Jan-Mar Requisitions (2 @ 2,566.67 each)	<u>7,700.01</u>
Ending Balance	<u>132,723.97</u>

West Hennepin Public Safety
Military PERA Designation Report
January - March, 2019

	<u>Jan - Mar 19</u>
Ordinary Income/Expense	
Income	
501 · City of Maple Plain	0.00
502 · City of Independence	0.00
503 · Other Income	0.00
Total Income	<u>0.00</u>
Gross Profit	0.00
Expense	
101 · Payroll Expenses	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	0.00
602 · Comm. Ed	0.00
608 · Citizens Academy	0.00
609 · Community Policing	0.00
Total Expense	<u>0.00</u>
Net Ordinary Income	0.00
Beginning Balance	<u>4,629.85</u>
Ending Balance	<u>4,629.85</u>

West Hennepin Public Safety
Severance Fund Report
January through March, 2019

	<u>Jan - Mar 19</u>
Ordinary Income/Expense	
Income	
501 · City of Maple Plain	0.00
502 · City of Independence	0.00
503 · Other Income	0.00
Total Income	<u>0.00</u>
Gross Profit	<u>0.00</u>
Expense	
101 · Payroll Expenses	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
404 · Contingency Fund	0.00
601 · Reserve Program	0.00
602 · Comm. Ed	0.00
608 · Citizens Academy	0.00
609 · Community Policing	0.00
Total Expense	<u>0.00</u>
Net Ordinary Income	<u>0.00</u>
Beginning Balance	<u>68,483.68</u>
Ending Balance	<u>68,483.68</u>

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

March 2019

<u>EMPLOYEE</u>	<u>POSSIBLE ANNUAL VAC HRS</u>	<u>ACCRUED VACATION</u>	<u>ACCRUED COMP</u>	<u>TOTAL HOURS</u>	<u>\$ AMOUNT</u>
BEN ANDERSON	200	189.10	8.25	197.35	7,337.47
JOSH BROZEK	80	72.00	57.00	129.00	4,796.22
KIM CURTIS	200	213.12	27.75	227.75	7,014.70
RICK DENNESON	200	223.96	66.25	266.25	11,906.70
SHAWN EBELING	80	78.66	39.43	118.09	4,390.59
LYNDA FRANKLIN	200	224.14	0.75	224.89	6,926.61
AARON GEDDES	80	80.17	52.50	132.50	4,397.68
JON HOWES	160	190.97	52.75	212.75	7,910.05
GARY KROELLS	200	161.96		200.00	11,054.00
BEN RASKIN	160	106.33	36.52	196.52	7,306.61
CODY THOMPSON	80	99.90	4.13	84.13	3,105.24
LANCE ZILLES	80	80.00	10.25	90.25	3,314.88
TOTAL		<u>1,720.31</u>	<u>355.58</u>	<u>2,079.48</u>	<u>\$ 79,460.75</u>

<i>Maple Plain</i>	33.11%	24,616.94
<i>Independence</i>	66.89%	54,843.81
		<u>79,460.75</u>

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

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

March 2019

<u>EMPLOYEE</u>	<u>SICK HRS</u>	<u>TOTAL SICK</u>	<u>1/3 SICK</u>	<u>1/2 SICK</u>
Ben Anderson	984.00	36,585.12		18,292.56
Josh Brozek	308.00	11,451.44	3,813.33	
Kim Curtis	774.00	23,839.20	7,938.45	
Rick Denneson	984.00	44,004.48		22,002.24
Shawn Ebeling	221.50	8,235.37	2,742.38	
Lynda Franklin	774.00	23,839.20	7,938.45	
Aaron Geddes	125.00	4,148.75	1,381.53	
Jon Howes	795.00	29,558.10	9,842.85	
Gary Kroells	984.00	54,385.68		27,192.84
Ben Raskin	984.00	36,585.12	12,182.84	
Cody Thompson	190.50	7,031.36	2,341.44	
Lance Zilles	387.00	14,214.51	4,733.43	
TOTAL	<u>7,511.00</u>	<u>293,878.33</u>	<u>52,914.71</u>	<u>67,487.64</u>

Total Sick: 120,402.35

Maple Plain 33.11% 37,300.65
Independence 66.89% 83,101.70

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

February 12, 2019

Lynda,
enclosed is payment for a
copy of the report and some
photos related to the death
of my beloved Uncle Peter,
case number 19000479. I
believe I have followed
your instructions. I look
forward to receiving the
information and I trust
it will be helpful to our
family.

I also want to take this
opportunity to thank you,
Officer Howes and your
entire establishment for

thank
you

being so kind and gracious
to me and my family. This,
of course, is a horrible thing
for us, but you all have made
dealing ^{with} Hallmark

with all the necessary
processes very easy. On
behalf of the Matteson family
I thank you all so much.

Kindest regards,

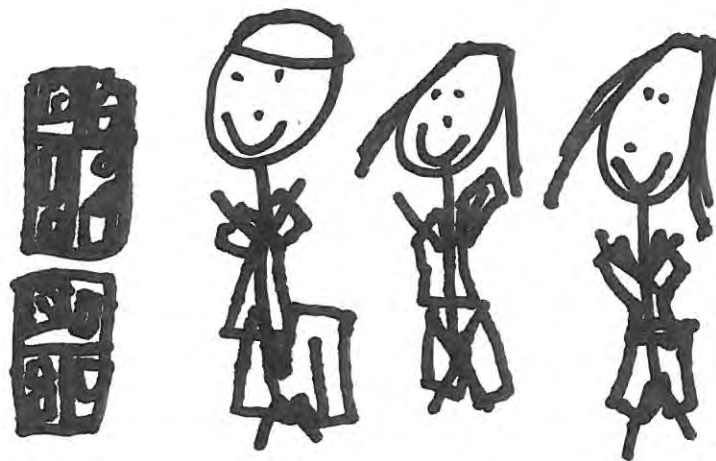

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WELL-MANAGED FORESTS
FSC C012345

thank you

thank YOU for
cleaning aBout

Police stuff

Letter
from ~~from~~ here



To our Faithful
Police Team who
Serve whole-heartedly!

— THANKS —
FOR BEING
~~ONE~~ many
OF THEM.

Thank you for taking the time
to share all that it
takes in your profession.
Most of all, the people you
are! Fantastic classes!!

Praying for all of you! Sincerely,
The Nelsons



MAPLE PLAIN

FIRE DEPARTMENT

 1645 Pioneer Ave, PO Box 97
Maple Plain, MN 55359

 (763) 479-0520

 MPFD@mapleplain.com

 mapleplainfire.com

February 19, 2019

West Hennepin Public Safety
1918 County Road 90
Maple Plain, MN 55359

Dear Chief Kroells,

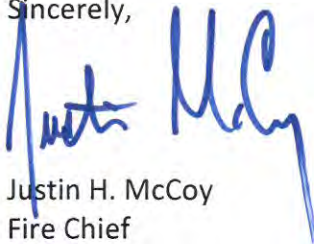
On behalf of Maple Plain Fire Department and our citizens, I'd like to personally thank you and your department for your assistance on February 8, 2019 at the shed fire at 435 County Road 110 in Independence.

Its always great to be able to work alongside such a great Police department on a daily basis. Thank you to yourself, your reserves and your patrol officers that assisted with scene management, traffic control and assisting with other important jobs related to this fire.

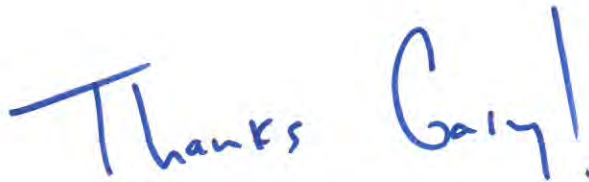
It is always a joy working with you and your police department!

Thanks again!

Sincerely,



Justin H. McCoy
Fire Chief
Maple Plain Fire Department



Thank you for
letting me take
a course in the Citizens'
Academy! I probably
will fail but I
think Sharon will
pass me so I won't
return for a retake—


R





Greetings -

Thank you for allowing me to
take the Use of Force Class again.
although I had previously taken it,
I wasn't able to do the simulation
part. Thank you Shawn for not
laughing too hard and your
teaching how to handle the situations.
Just saying... if someone comes
against me with a weapon (pen in that
case), I'm going to 3 up them! Q



Management Communication

West Hennepin Public Safety Department Maple Plain, Minnesota

For the Year Ended
December 31, 2018

March 8, 2019

Management and Board of Commissioners
West Hennepin Public Safety Department
Maple Plain, Minnesota

We have audited the financial statements of the governmental activities, each major fund and the aggregate remaining fund information for the West Hennepin Public Safety Department, Maple Plain, Minnesota (the Department), for the year ended December 31, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated October 8, 2018. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibility under Auditing Standards Generally Accepted in the United States of America

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your responsibilities.

Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement. As part of our audit, we considered the internal control of the Department. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control. We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

Significant Audit Findings

In planning and performing our audit of the financial statements, we considered the Department's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Department's internal control. Accordingly, we do not express an opinion on the effectiveness of the Department's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the Department's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify a certain deficiency in internal control, described on the following page as finding 2018-001 that we consider to be a significant deficiency.

- Condition:** As in prior years, the Department has relied upon the auditor to prepare its financial statements, including footnote disclosures as part of our regular audit services. Ultimately, it is management's responsibility to provide for the preparation of its financial statements and footnote disclosures, and the responsibility of the auditor to determine the fairness of presentation of those statements. It is our responsibility to inform you that this deficiency could result in a material misstatement to the financial statements that could have been prevented or detected by your management.
- Criteria:** Management is responsible for establishing and maintaining internal controls, including monitoring, and for the fair presentation of the financial statements, including the notes to financial statements, in conformity with U.S. generally accepted accounting principles.
- The Department has chosen to outsource the financial preparation function due to cost and/or training considerations. Such functions must be governed by the control policies and procedures of the Department. Management is responsible for management decisions and functions; for designating an individual with suitable skill, knowledge or experience to oversee any outsourced services; and for evaluating the adequacy and results of those services and accepting responsibility for them.
- Cause:** As part of the audit, management requested us to prepare a draft of your financial statements, including the related notes to financial statements. The Department does not have adequate design of or effective internal controls in the oversight of the preparation of the financial statements being audited. The auditors cannot be part of your internal control process.
- Effect:** The effectiveness of the internal control system relies on enforcement by management. The effect of deficiencies in internal controls can result in undetected errors in financial reporting.
- Recommendation:** It is your responsibility to make the ultimate decision to accept this degree of risk associated with this condition because of cost or other considerations. As in prior years, we have instructed management to review a draft of the auditor prepared financials in detail for accuracy; we have answered any questions they might have, and have encouraged research of any accounting guidance in connection with the adequacy and appropriateness of classification of disclosure in your statements. We are satisfied that the appropriate steps have been taken to provide you with the completed financial statements. The Department should agree their accounting information from QuickBooks to the amounts reported in the financial statements.

Management Response:

For now, the Department's management accepts the degree of risk associated with this condition and thoroughly reviews a draft of the financial statements.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Department's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported in accordance with Minnesota statutes.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Department are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies were not changed during the year ended December 31, 2018. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All other significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was depreciation on capital assets and the liability for the Department's pensions.

- Management's estimate of its pension liability is based on several factors including, but not limited to, anticipated investment return rate, retirement age for active employees, life expectancy, salary increases and form of annuity payment upon retirement.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated March 8, 2019.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Department's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Department's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the required supplementary information (RSI) (Management's Discussion and Analysis, the Schedules of Employer's Share of the Net Pension Liability and the Schedules of Employer's Contributions) which is information that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were not engaged to report on the introductory section which accompany the financial statements but is not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

Financial Position and Results of Operations

Our principal observations and recommendations are summarized on the following pages. These recommendations resulted from our observations made in connection with our audit of the Department's financial statements for the year ended December 31, 2018.

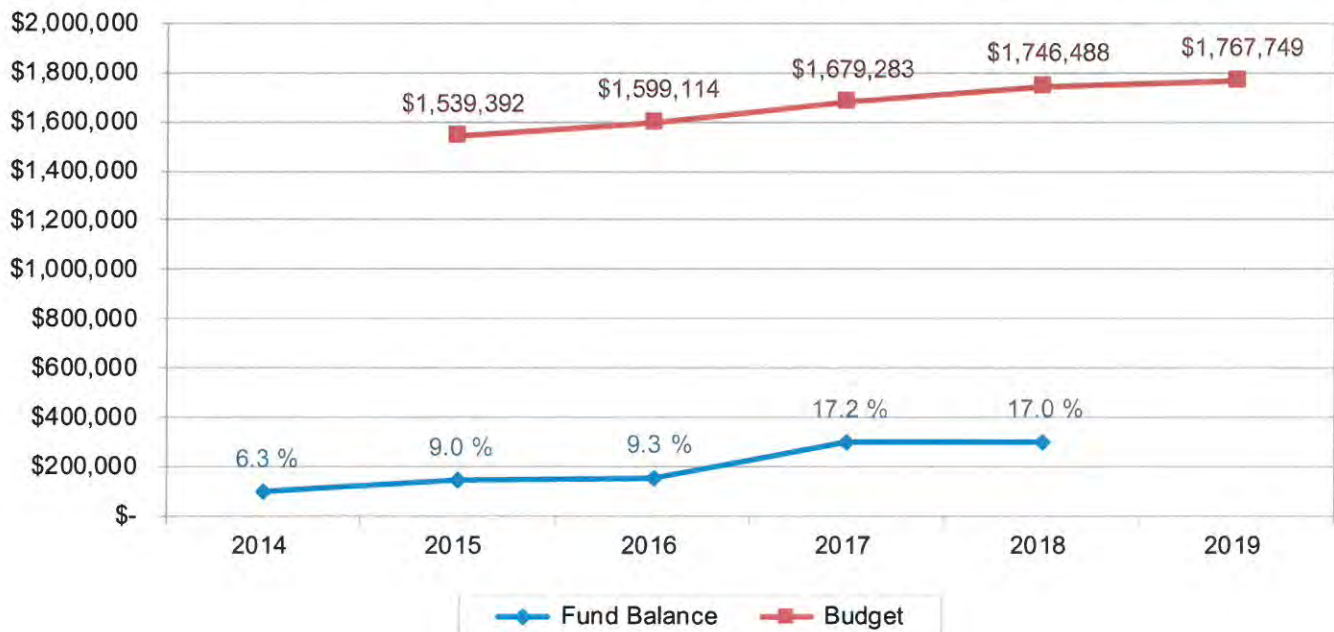
General Fund

The General fund is used to account for resources traditionally associated with government that are not required legally or by sound principal management to be accounted for in another fund. The General fund balance of \$300,452 is 17.0 percent of the 2019 budgeted expenditures. We recommend the fund balance be maintained at a level sufficient to fund operations based on typical cash flows patterns. The Commission adopted a fund balance policy to maintain a minimum of 10 percent of budgeted expenditures for cash-flow timing needs. The unassigned fund balance compared to next year's budget is 6.10 percent, which does not include assigned for compensated absences and capital outlay.

A table summarizing the General fund balance in relation to budget follows:

Year	Assigned for Compensated Absences	Assigned for Capital Outlay	Total Fund Balance	Following Year Budget	Fund Balance as a percent of Budget
2014	\$ 15,703	\$ 10,612	\$ 97,531	\$ 1,539,392	6.3 %
2015	15,703	33,612	144,336	1,599,114	9.0
2016	30,528	57,015	155,522	1,679,283	9.3
2017	36,121	147,740	299,906	1,746,488	17.2
2018	73,114	119,490	300,452	1,767,749	17.0

Fund Balances as a Percent of Next Year's Budget



A summary of the 2018 General fund operations is as follows:

	Final Budgeted Amounts	Actual Amounts	Variance with Final Budget
Revenues	\$ 1,726,488	\$ 1,816,871	\$ 90,383
Expenditures	<u>1,746,488</u>	<u>1,831,325</u>	<u>(84,837)</u>
Deficiency of Revenues Under Expenditures	(20,000)	(14,454)	5,546
Other Financing Sources			
Sale of capital assets	<u>20,000</u>	<u>15,000</u>	<u>(5,000)</u>
Net Change in Fund Balances	-	546	546
Fund Balances, January 1	<u>299,906</u>	<u>299,906</u>	<u>-</u>
Fund Balances, December 31	<u>\$ 299,906</u>	<u>\$ 300,452</u>	<u>\$ 546</u>

- Police Reserve Officer in kind donations and related expenditure were \$48,463, over budget, but have a net zero effect on the ending fund balance. The Police Reserve Officer in kind is not budgeted and is a non-cash transaction.
- Capital outlay expenditures were over budget by \$57,591, which includes the 402 Capital Improvement Plan. The Capital Improvement Plan had a budget of \$95,133 and expenditures of \$155,746, which accounts for \$60,613 of the overall budget variance. This is factored into the capital improvement plan to fund future capital expenditures.

Special Revenue Funds

These funds are used to account for revenues derived from specific revenue sources that are restricted or committed to expenditures for specific purposes. The fund balances of each at year end for 2018 and 2017 are as follows:

Fund	Fund Balances		Increase (Decrease)
	2018	2017	
Major			
Crime Prevention	\$ 53,275	\$ 74,996	\$ (21,721)
Nonmajor			
Police Reserve Officer	<u>8,193</u>	<u>6,267</u>	<u>1,926</u>
Total	<u>\$ 61,468</u>	<u>\$ 81,263</u>	<u>\$ (19,795)</u>

Future Accounting Standard Changes

The following Governmental Accounting Standards Board (GASB) Statements have been issued and may have an impact on future Department financial statements: ⁽¹⁾

GASB Statement No. 83 - *Certain Asset Retirement Obligations*

Summary

This Statement addresses accounting and financial reporting for certain asset retirement obligations (AROs). An ARO is a legally enforceable liability associated with the retirement of a tangible capital asset. A government that has legal obligations to perform future asset retirement activities related to its tangible capital assets should recognize a liability based on the guidance in this Statement.

This Statement establishes criteria for determining the timing and pattern of recognition of a liability and a corresponding deferred outflow of resources for AROs. This Statement requires that recognition occur when the liability is both incurred and reasonably estimable. The determination of when the liability is incurred should be based on the occurrence of external laws, regulations, contracts, or court judgments, together with the occurrence of an internal event that obligates a government to perform asset retirement activities. Laws and regulations may require governments to take specific actions to retire certain tangible capital assets at the end of the useful lives of those capital assets, such as decommissioning nuclear reactors and dismantling and removing sewage treatment plants. Other obligations to retire tangible capital assets may arise from contracts or court judgments. Internal obligating events include the occurrence of contamination, placing into operation a tangible capital asset that is required to be retired, abandoning a tangible capital asset before it is placed into operation, or acquiring a tangible capital asset that has an existing ARO.

This Statement requires the measurement of an ARO to be based on the best estimate of the current value of outlays expected to be incurred. The best estimate should include probability weighting of all potential outcomes, when such information is available or can be obtained at reasonable cost. If probability weighting is not feasible at reasonable cost, the most likely amount should be used. This Statement requires that a deferred outflow of resources associated with an ARO be measured at the amount of the corresponding liability upon initial measurement.

This Statement requires the current value of a government's AROs to be adjusted for the effects of general inflation or deflation at least annually. In addition, it requires a government to evaluate all relevant factors at least annually to determine whether the effects of one or more of the factors are expected to significantly change the estimated asset retirement outlays. A government should remeasure an ARO only when the result of the evaluation indicates there is a significant change in the estimated outlays. The deferred outflows of resources should be reduced and recognized as outflows of resources (for example, as an expense) in a systematic and rational manner over the estimated useful life of the tangible capital asset.

A government may have a minority share (less than 50 percent) of ownership interest in a jointly owned tangible capital asset in which a nongovernmental entity is the majority owner and reports its ARO in accordance with the guidance of another recognized accounting standards setter. Additionally, a government may have a minority share of ownership interest in a jointly owned tangible capital asset in which no joint owner has a majority ownership, and a nongovernmental joint owner that has operational responsibility for the jointly owned tangible capital asset reports the associated ARO in accordance with the guidance of another recognized accounting standards setter. In both situations, the government's minority share of an ARO should be reported using the measurement produced by the nongovernmental majority owner or the nongovernmental minority owner that has operational responsibility, without adjustment to conform to the liability measurement and recognition requirements of this Statement.

In some cases, governments are legally required to provide funding or other financial assurance for their performance of asset retirement activities. This Statement requires disclosure of how those funding and assurance requirements are being met by a government, as well as the amount of any assets restricted for payment of the government's AROs, if not separately displayed in the financial statements.

This Statement also requires disclosure of information about the nature of a government's AROs, the methods and assumptions used for the estimates of the liabilities, and the estimated remaining useful life of the associated tangible capital assets. If an ARO (or portions thereof) has been incurred by a government but is not yet recognized because it is not reasonably estimable, the government is required to disclose that fact and the reasons therefor. This Statement requires similar disclosures for a government's minority shares of AROs.

Future Accounting Standard Changes (Continued)

Effective Date

The requirements of this Statement are effective for reporting periods beginning after June 15, 2018. Earlier application is encouraged.

How the Changes in This Statement Will Improve Financial Reporting

This Statement will enhance comparability of financial statements among governments by establishing uniform criteria for governments to recognize and measure certain AROs, including obligations that may not have been previously reported. This Statement also will enhance the decision-usefulness of the information provided to financial statement users by requiring disclosures related to those AROs.

GASB Statement No. 84 - *Fiduciary Activities*

Summary

The objective of this Statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported.

This Statement establishes criteria for identifying fiduciary activities of all state and local governments. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. Separate criteria are included to identify fiduciary component units and postemployment benefit arrangements that are fiduciary activities.

An activity meeting the criteria should be reported in a fiduciary fund in the basic financial statements. Governments with activities meeting the criteria should present a statement of fiduciary net position and a statement of changes in fiduciary net position. An exception to that requirement is provided for a business-type activity that normally expects to hold custodial assets for three months or less.

This Statement describes four fiduciary funds that should be reported, if applicable: (1) pension (and other employee benefit) trust funds, (2) investment trust funds, (3) private-purpose trust funds, and (4) custodial funds. Custodial funds generally should report fiduciary activities that are not held in a trust or equivalent arrangement that meets specific criteria.

A fiduciary component unit, when reported in the fiduciary fund financial statements of a primary government, should combine its information with its component units that are fiduciary component units and aggregate that combined information with the primary government's fiduciary funds.

This Statement also provides for recognition of a liability to the beneficiaries in a fiduciary fund when an event has occurred that compels the government to disburse fiduciary resources. Events that compel a government to disburse fiduciary resources occur when a demand for the resources has been made or when no further action, approval, or condition is required to be taken or met by the beneficiary to release the assets.

Effective Date

The requirements of this Statement are effective for reporting periods beginning after December 15, 2018. Earlier application is encouraged.

How the Changes in This Statement Will Improve Financial Reporting

The requirements of this Statement will enhance consistency and comparability by (1) establishing specific criteria for identifying activities that should be reported as fiduciary activities and (2) clarifying whether and how business-type activities should report their fiduciary activities. Greater consistency and comparability enhances the value provided by the information reported in financial statements for assessing government accountability and stewardship.

Future Accounting Standard Changes (Continued)

GASB Statement No. 87 - Leases

Summary

The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities.

Effective Date and Transition

The requirements of this Statement are effective for reporting periods beginning after December 15, 2019. Earlier application is encouraged.

Leases should be recognized and measured using the facts and circumstances that exist at the beginning of the period of implementation (or, if applied to earlier periods, the beginning of the earliest period restated). However, lessors should not restate the assets underlying their existing sales-type or direct financing leases. Any residual assets for those leases become the carrying values of the underlying assets.

How the Changes in This Statement Will Improve Accounting and Financial Reporting

This Statement will increase the usefulness of governments' financial statements by requiring reporting of certain lease liabilities that currently are not reported. It will enhance comparability of financial statements among governments by requiring lessees and lessors to report leases under a single model. This Statement also will enhance the decision-usefulness of the information provided to financial statement users by requiring notes to financial statements related to the timing, significance, and purpose of a government's leasing arrangements.

GASB Statement No. 88 - Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements

Summary

The primary objective of this Statement is to improve the information that is disclosed in notes to government financial statements related to debt, including direct borrowings and direct placements. It also clarifies which liabilities governments should include when disclosing information related to debt.

This Statement defines debt for purposes of disclosure in notes to financial statements as a liability that arises from a contractual obligation to pay cash (or other assets that may be used in lieu of cash) in one or more payments to settle an amount that is fixed at the date the contractual obligation is established.

This Statement requires that additional essential information related to debt be disclosed in notes to financial statements, including unused lines of credit; assets pledged as collateral for the debt; and terms specified in debt agreements related to significant events of default with finance-related consequences, significant termination events with finance-related consequences, and significant subjective acceleration clauses.

For notes to financial statements related to debt, this Statement also requires that existing and additional information be provided for direct borrowings and direct placements of debt separately from other debt.

Effective Date and Transition

The requirements of this Statement are effective for reporting periods beginning after June 15, 2018. Earlier application is encouraged.

Future Accounting Standard Changes (Continued)

How the Changes in This Statement Will Improve Accounting and Financial Reporting

The requirements of this Statement will improve financial reporting by providing users of financial statements with essential information that currently is not consistently provided. In addition, information about resources to liquidate debt and the risks associated with changes in terms associated with debt will be disclosed. As a result, users will have better information to understand the effects of debt on a government's future resource flows.

GASB Statement No. 89 - *Accounting for Interest Cost Incurred before the End of a Construction Period*

Summary

The objectives of this Statement are (1) to enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and (2) to simplify accounting for interest cost incurred before the end of a construction period.

This Statement establishes accounting requirements for interest cost incurred before the end of a construction period. Such interest cost includes all interest that previously was accounted for in accordance with the requirements of paragraphs 5–22 of Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*, which are superseded by this Statement. This Statement requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. As a result, interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reported in a business-type activity or enterprise fund.

This Statement also reiterates that in financial statements prepared using the current financial resources measurement focus, interest cost incurred before the end of a construction period should be recognized as an expenditure on a basis consistent with governmental fund accounting principles.

Effective Date and Transition

The requirements of this Statement are effective for reporting periods beginning after December 15, 2019. Earlier application is encouraged. The requirements of this Statement should be applied prospectively.

How the Changes in This Statement Will Improve Accounting and Financial Reporting

The requirements of this Statement will improve financial reporting by providing users of financial statements with more relevant information about capital assets and the cost of borrowing for a reporting period. The resulting information also will enhance the comparability of information about capital assets and the cost of borrowing for a reporting period for both governmental activities and business-type activities.

GASB Statement No. 90 - *Majority Equity Interests*

Summary

The primary objectives of this Statement are to improve the consistency and comparability of reporting a government's majority equity interest in a legally separate organization and to improve the relevance of financial statement information for certain component units. It defines a majority equity interest and specifies that a majority equity interest in a legally separate organization should be reported as an investment if a government's holding of the equity interest meets the definition of an investment. A majority equity interest that meets the definition of an investment should be measured using the equity method, unless it is held by a special-purpose government engaged only in fiduciary activities, a fiduciary fund, or an endowment (including permanent and term endowments) or permanent fund. Those governments and funds should measure the majority equity interest at fair value.

For all other holdings of a majority equity interest in a legally separate organization, a government should report the legally separate organization as a component unit, and the government or fund that holds the equity interest should report an asset related to the majority equity interest using the equity method. This Statement establishes that ownership of a majority equity interest in a legally separate organization results in the government being financially accountable for the legally separate organization and, therefore, the government should report that organization as a component unit.

Future Accounting Standard Changes (Continued)

This Statement also requires that a component unit in which a government has a 100 percent equity interest account for its assets, deferred outflows of resources, liabilities, and deferred inflows of resources at acquisition value at the date the government acquired a 100 percent equity interest in the component unit. Transactions presented in flows statements of the component unit in that circumstance should include only transactions that occurred subsequent to the acquisition.

Effective Date and Transition

The requirements of this Statement are effective for reporting periods beginning after December 15, 2018. Earlier application is encouraged. The requirements should be applied retroactively, except for the provisions related to (1) reporting a majority equity interest in a component unit and (2) reporting a component unit if the government acquires a 100 percent equity interest. Those provisions should be applied on a prospective basis.

How the Changes in This Statement Will Improve Accounting and Financial Reporting

The requirements of this Statement will improve financial reporting by providing users of financial statements with essential information related to presentation of majority equity interests in legally separate organizations that previously was reported inconsistently. In addition, requiring reporting of information about component units if the government acquires a 100 percent equity interest provides information about the cost of services to be provided by the component unit in relation to the consideration provided to acquire the component unit.

(1) *Note.* From GASB Pronouncements Summaries. Copyright 2018 by the Financial Accounting Foundation, 401 Merritt 7, Norwalk, CT 06856, USA, and is reproduced with permission.

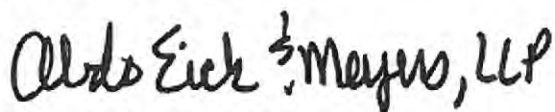
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Restriction on Use

This purpose of this communication is solely for the information and use of the Department, management, and the Minnesota Office of the Statue Auditor and is not intended to be, and should not be used by anyone other than those specified parties.

Our audit would not necessarily disclose all weaknesses in the system because it was based on selected tests of the accounting records and related data. The comments and recommendations in the report are purely constructive in nature, and should be read in this context.

If you have any questions or wish to discuss any of the items contained in this letter, please feel free to contact us at your convenience. We wish to thank you for the continued opportunity to be of service and for the courtesy and cooperation extended to us by your staff.



ABDO, EICK & MEYERS, LLP
Minneapolis, Minnesota
March 8, 2019March 8, 2019

Annual Financial Report

West Hennepin Public Safety Department

Maple Plain, Minnesota

For the Year Ended
December 31, 2018

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West Hennepin Public Safety Department
Maple Plain, Minnesota
Annual Financial Report
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INTRODUCTORY SECTION
WEST HENNEPIN PUBLIC SAFETY DEPARTMENT
MAPLE PLAIN, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2018

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West Hennepin Public Safety Department
Maple Plain, Minnesota
Commissioners and Administration
For the Year Ended December 31, 2018

COMMISSIONERS

<u>Name</u>	<u>Position</u>	<u>Member City</u>
Julie Maas-Kusske	Chairman	Maple Plain
Marvin Johnson	Vice Chairman	Independence
Mike DeLuca	Secretary	Maple Plain
Lynn Betts	Treasurer	Independence

ADMINISTRATION

Gary Kroells	Director
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FINANCIAL SECTION
WEST HENNEPIN PUBLIC SAFETY DEPARTMENT
MAPLE PLAIN, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2018

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INDEPENDENT AUDITOR'S REPORT

Board of Commissioners
West Hennepin Public Safety Department
Maple Plain, Minnesota

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund and the aggregate remaining fund information for the West Hennepin Public Safety Department, Maple Plain, Minnesota (the Department), as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the Department's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Department's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Department's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund and the aggregate remaining fund information of the Department as of December 31, 2018 and the respective changes in financial position and the budgetary comparison for the General fund for the year then ended in conformity with accounting principles generally accepted in the United States of America.

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Other Matters

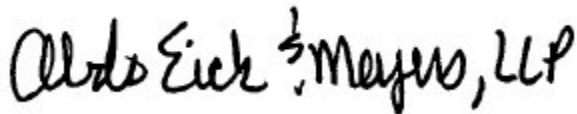
Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis starting on page 15 the Schedules of Employer's Share of the Net Pension Liability and the Schedules of Employer's Contributions, and the related note disclosures starting on page 52 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Department's basic financial statements. The introductory section is presented for the purpose of additional analysis and is not a required part of the basic financial statements.

The introductory section has not been subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we do not express an opinion or provide any assurance on it.



ABDO, EICK & MEYERS, LLP
Minneapolis, Minnesota
March 8, 2019

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Management's Discussion and Analysis

As management of the West Hennepin Public Safety Department, Maple Plain/Independence, Minnesota (the Department), we offer readers of the Department's financial statements this narrative overview and analysis of the financial activities of the Department for the fiscal year ended December 31, 2018.

Financial Highlights

- The liabilities and deferred inflows of resources of the Department exceeded its assets and deferred outflows of resources at the close of the most recent fiscal year by \$1,089,143 (net position). Currently the Department has a deficit unrestricted net position balance of \$1,308,187.
- The Department's total net position increased by \$216,645 as a result of revenues in excess of expenses. This is primarily due to budgeting for future capital purchases.
- As of the close of the current fiscal year, the Department's governmental funds reported combined ending fund balances of \$361,920, a decrease of \$19,249 in comparison with the prior year. All of this total amount, \$361,920, is available for spending at the Department's discretion, however is largely committed and assigned for specific purposes. Of the total balance, \$107,848 is unassigned.
- At the end of the current fiscal year, unrestricted fund balance for the General fund was \$107,848, or 30 percent of total General fund expenditures. While these funds are not legally restricted, \$192,604 is assigned for future purposes.
- The 2018 General fund budget vs. actual positive variance was \$5,546.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Department's basic financial statements. The Department's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplemental information in addition to the basic financial statements themselves.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of combining and individual fund financial statements that further explains and supports the information in the financial statements. Figure 1 shows how the required parts of this annual report are arranged and relate to one another. In addition to these required elements, we have included a section with combining and individual fund financial statements that provide details about nonmajor governmental funds, which are added together and presented in single columns in the basic financial statements.

Figure 1
Required Components of the
Department's Annual Financial Report

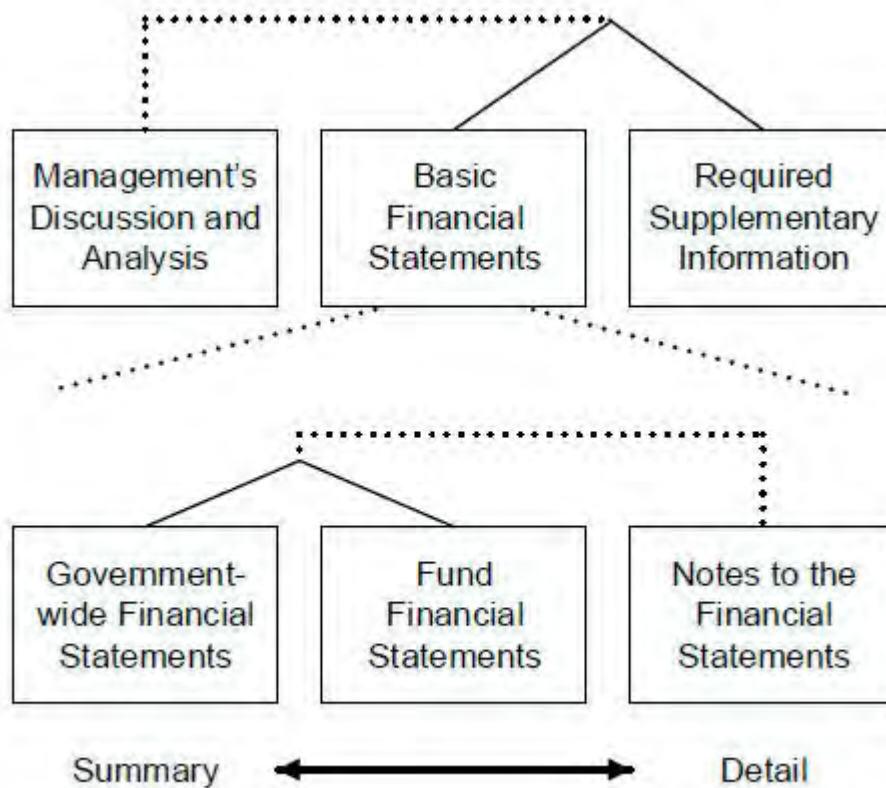


Figure 2 summarizes the major features of the Department's financial statements, including the portion of the Department they cover and the types of information they contain. The remainder of this overview section of management's discussion and analysis explains the structure and contents of each of the statements.

Figure 2
Major Features of the Government-wide and Fund Financial Statements

	Fund Financial Statements	
	Government-wide Statements	Governmental Funds
Scope	Entire Department government (except fiduciary funds)	The activities of the Department that are not proprietary of fiduciary, such as police, fire and parks
Required financial statements	<ul style="list-style-type: none"> • Statement of Net Position • Statement of Activities 	<ul style="list-style-type: none"> • Balance Sheets • Statements of Revenues, Expenditures, and Changes in Fund Balances
Accounting basis and measurement focus	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus
Type of asset/liability information	All assets and liabilities, both financial and capital, and short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets included
Type of deferred outflows/inflows of resources information	All deferred outflows/inflows of resources, regardless of when cash is received or paid	Only deferred outflows of resources expected to be used up and deferred inflows of resources that come due during the year or soon thereafter; no capital assets included
Type of inflow/out flow information	All revenues and expenses during year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and payment is due during the year or soon thereafter

Government-wide Financial Statements. The *government-wide financial statements* are designed to provide readers with a broad overview of the Department's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the Department's assets and deferred outflows of resources and liabilities and deferred inflows of resources, with the difference reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Department is improving or deteriorating.

The *statement of activities* presents information showing how the Department's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the Department that are principally supported by intergovernmental revenue (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). There are no business-type activities. The governmental activities of the Department include public safety.

The government-wide financial statements start on page 26 of this report.

Fund Financial Statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Department, like other State and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Department fall into one category: governmental funds.

Governmental Funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact by the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Department maintains three individual governmental funds, two of which are special revenue funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures and changes in fund balances for the General and Crime Prevention funds, both of which are considered to be major funds. Data from the other nonmajor governmental funds are also presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures and changes in fund balances under the header "Nonmajor".

The Department adopts an annual appropriated budget for its General fund. A budgetary comparison statement has been provided for the General fund to demonstrate compliance with this budget.

The basic governmental fund financial statements start on page 30 of this report.

Fiduciary Funds. Fiduciary funds are used to account for resources held for the benefit of parties outside the Department. Fiduciary funds are *not* reflected in the government-wide financial statements because the resources of those funds are not available to support the Department's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

The basic fiduciary fund financial statements can be found on page 35 of this report.

Notes to the Financial Statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements start on page 37 of this report.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Department, liabilities and deferred inflows of resources exceeded assets and deferred outflows of resources by \$1,089,143 at the close of the most recent fiscal year.

The largest portion of the Department's net position reflects its investment in capital assets (machinery and equipment). The Department uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending.

West Hennepin Public Safety Department's Summary of Net Position

	Governmental Activities		
	2018	2017	Increase (Decrease)
Assets			
Current and other assets	\$ 367,221	\$ 400,554	\$ (33,333)
Capital assets (net of accumulated depreciation)	219,044	127,067	91,977
Total Assets	<u>586,265</u>	<u>527,621</u>	<u>58,644</u>
Deferred Outflows of Resources	<u>1,283,696</u>	<u>1,754,845</u>	<u>(471,149)</u>
Liabilities			
Long-term liabilities outstanding	1,071,329	1,338,036	(266,707)
Other liabilities	5,301	19,385	(14,084)
Total Liabilities	<u>1,076,630</u>	<u>1,357,421</u>	<u>(280,791)</u>
Deferred Inflows of Resources	<u>1,882,474</u>	<u>2,230,833</u>	<u>(348,359)</u>
Net Position			
Invested in capital assets	219,044	127,067	91,977
Unrestricted	<u>(1,308,187)</u>	<u>(1,432,855)</u>	<u>124,668</u>
Total Net Position	<u>\$ (1,089,143)</u>	<u>\$ (1,305,788)</u>	<u>\$ 216,645</u>

At the end of the current fiscal year, the Department is unable to report positive balances in all categories of net position, currently reporting a deficit \$1,308,187 unrestricted net position due to the net pension liability.

The Department's net position increased \$216,645 during the current fiscal year.

Governmental Activities. Governmental activities increased the Department's net position by \$216,645. Key elements of this decrease are as follows:

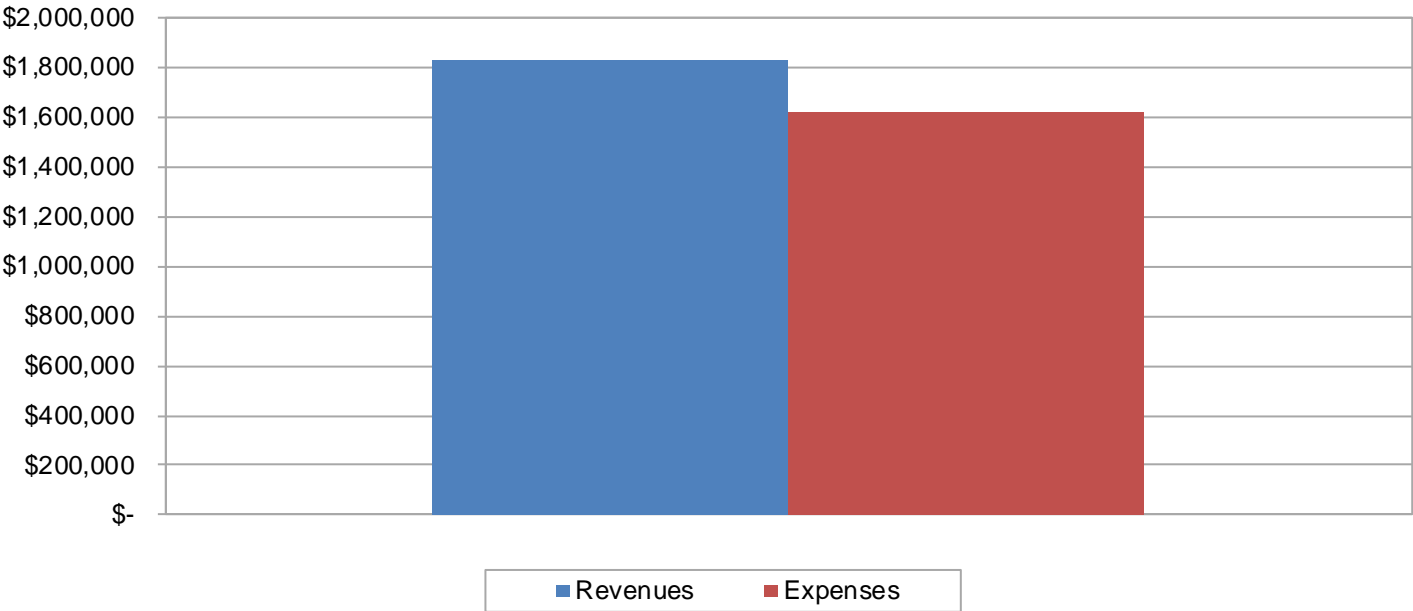
West Hennepin Public Safety Department's Changes in Net Position

	Governmental Activities		
	2018	2017	Increase (Decrease)
Revenues			
Program Revenues			
Charges for services	\$ 1,641,603	\$ 1,623,183	\$ 18,420
Operating grants and contributions	179,972	181,276	(1,304)
Capital grants and contributions	1,395	2,094	(699)
General Revenues			
Gain on sale of capital assets	15,000	-	15,000
 Total Revenues	 1,837,970	 1,806,553	 31,417
Expenses			
Public safety	1,621,325	1,738,436	(117,111)
 Change in Net Position	 216,645	 68,117	 148,528
 Net Position, January 1	 (1,305,788)	 (1,373,905)	 68,117
 Net Position, December 31	 <u>\$ (1,089,143)</u>	 <u>\$ (1,305,788)</u>	 <u>\$ 216,645</u>

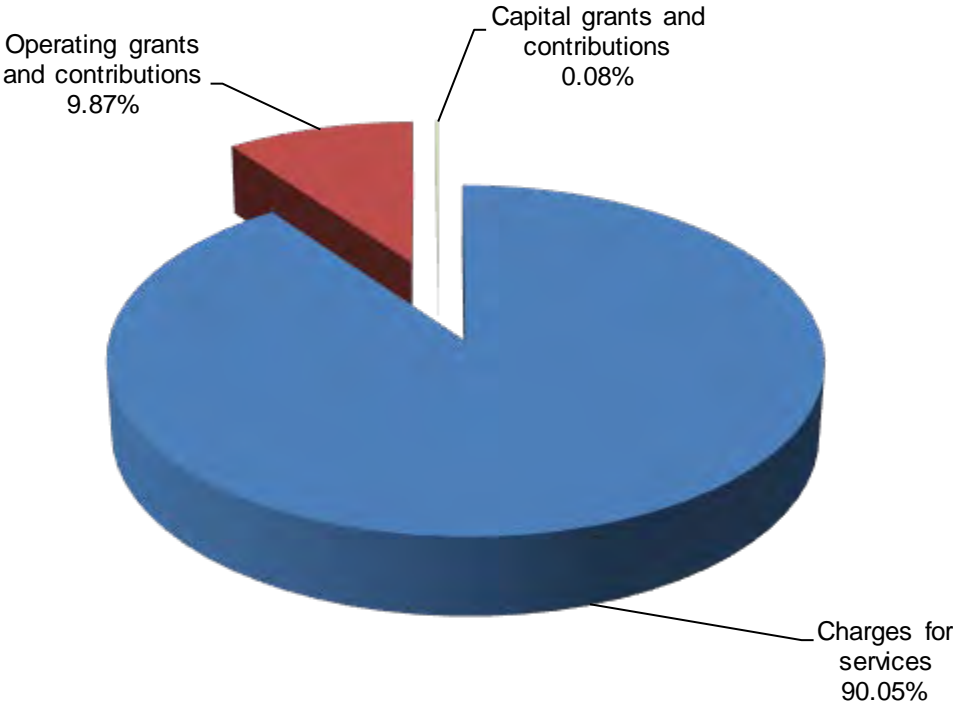
The increase is due largely to budgeting for future capital purchases.

The following graph depicts various governmental activities and shows the revenue and expenses directly related to those activities.

Expenses and Revenues - Governmental Activities



Revenue by Source - Governmental Activities



Financial Analysis of the Government's Funds

As noted earlier, the Department uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds. The focus of the Department's *governmental funds* is to provide information on near-term inflows, outflows and balances of *spendable* resources. Such information is useful in assessing the Department's financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the Department's governmental funds reported combined ending fund balances of \$361,920, a decrease of \$19,249 in comparison with the prior year. All of this total \$361,920, constitutes *unrestricted fund balance*, which is available for spending.

The General fund is the chief operating fund of the Department. At the end of the current year, the fund balance of the General fund was \$300,452. As a measure of the General fund's liquidity, it may be useful to compare unrestricted fund balance to total fund expenditures. Unrestricted fund balance represents 16.4 percent of fund expenditures.

The fund balance of the Department's General fund increased by \$546 during the current fiscal year. The fund balance increase was mainly due to budgeting for future capital purchases.

The Crime Prevention fund has a total fund balance of \$53,275, all of which is committed. The net decrease in fund balance during the current year in the Crime Prevention fund was \$21,721.

General Fund Budgetary Highlights

The Department's General fund budget was not amended during the year. The budget was a balanced budget. Revenues exceeded expectations and expenditures were over budgeted amounts. The 2018 budget vs. actual positive variance was \$546.

Capital Asset and Debt Administration

Capital Assets. The Department's investment in capital assets for its governmental activities as of December 31, 2018, amounts to \$219,044 (*net of accumulated depreciation*). This investment in capital assets includes machinery and equipment. There were no asset additions or disposals in 2018.

Additional information on the Department's capital assets can be found in Note 3B on page 44 of this report.

Long-term Debt. At the end of the current fiscal year, the Department had compensated absences of \$167,786 and a net pension liability of \$903,543. The Department's total long-term liabilities decreased \$266,707, primarily as a result of decreased pension liabilities related to GASB statement number 68.

The Department does not have any other long-term debt.

Additional information on the Department's long-term debt can be found in Note 3C on page 44 of this report.

Economic Factors and Next Year's Budgets and Rates

- In 2018 the Minnesota Chiefs of Police Association began the campaign, "Wear the Badge". This campaign focuses on recruitment and retention of police officers throughout Minnesota. The data shows fewer high school graduates are attending college to become police officers in Minnesota and throughout the country. The workforce is limited and we must focus on retention of our officers in the coming years. This focus will include increases in salary, health benefits, schedule changes, policy reviews and the overall health and wellness of each employee. We can't afford to lose the great police officers we currently have. WHPS' 2018 ten city survey shows a placement of seventh for officers based upon pay and benefits. We must get to the top third of this survey to retain the officers we currently have. If we don't, we will spend time and money training officers who will simply leave for other agencies.
- The police officer severance fund is funded at 37%. This leaves a liability balance of \$110,452, divided up by each city based on the funding formula for that fiscal year. This severance fund has not been a line item for the police budget.
- The Police Commission's recommendation is to maintain the general fund surplus around 10.0%. West Hennepin PSD's general funds had an unrestricted fund balance of 30% in 2018; however, the funding has largely been committed for future capital purchases. In 2019 the capital account was reduced by \$65,000 in order to find a manageable budget for each city. This reduction in capital funding will drastically change the future of the general fund surplus. In 2018-2019 one of WHPS' officers was deployed to Kuwait for military duty. It is anticipated the reduction of his salary during the deployment will replace the reduction in capital funding.
- Over the past year WHPS has been running at full staff of ten police officers. This has not occurred in over ten years due to retirements and changes in careers. In the process of operating at full staff we have noticed a shortage of patrol vehicles available for officers to use during their shifts. With increased staff time, additional reserve officers working events and vehicle break downs, an additional patrol vehicle will be needed to provide service. An additional patrol squad was not in the original capital plan but some adjustments will need to be made in 2019 to purchase a fifth patrol vehicle.
- Facility maintenance and repairs are increasing year after year due to the age of the property. West Hennepin PSD's facility is owned by City of Independence and was built in 2000. The City handles all major repairs with the building; minor expenses are paid by WHPS. The facility is 19 years old and many major items are starting to show their age. City of Independence has a plan for a major remodel in 2020; however, some of these repairs can't wait until then. Repairs include a new security system, HVAC, carpet, doors, a door control access system, furniture and lighting.
- In 2019 WHPS did budget \$30,000 in revenue from its West Metro Drug Task Force. As mentioned in years past this funding is uncertain and should not be counted upon in the planning of future budgets. It was also expected that a larger deposit would be issued to WHPS from West Metro Drug Task Force in the fall of 2018 due to a major drug investigation from 2011 that involved high value real estate seizures. This deposit did not happen in 2018 and WHPS is still waiting for this funding to be approved from the IRS. If this funding should arrive, \$30,000 will be used as income to balance the 2019 budget.
- West Hennepin is working with other small police agencies to develop a best practice body camera/squad camera use involving current technology. This project will upgrade all squad video cameras, provide body cameras for all officers and overhaul the camera system inside WHPS. This is a projected project in our capital plan and may occur in 2019. With this new project WHPS will review our Viridian Weapon Technologies Weapon Mounted Cameras (WMC) to be included in this project.

Requests for Information

This financial report is designed to provide a general overview of the Department's finances for all those with an interest in the Department's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Director of Public Safety, Gary Kroells, West Hennepin Public Safety Department, 1918 County Road 90, Maple Plain, Minnesota 55359-0309.

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GOVERNMENT-WIDE FINANCIAL STATEMENTS
WEST HENNEPIN PUBLIC SAFETY DEPARTMENT
MAPLE PLAIN, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2018

West Hennepin Public Safety Department
Maple Plain, Minnesota
Statement of Net Position
December 31, 2018

	<u>Governmental Activities</u>
Assets	
Cash and temporary investments	\$ 365,299
Accounts receivable	1,922
Capital assets (net of accumulated depreciation)	
Machinery and equipment	<u>219,044</u>
Total Assets	<u>586,265</u>
Deferred Outflows of Resources	
Deferred pension resources	<u>1,283,696</u>
Liabilities	
Accounts payable	5,301
Noncurrent liabilities	
Due within one year	
Compensated absences payable	57,949
Due in more than one year	
Compensated absences payable	109,837
Net pension liability	<u>903,543</u>
Total Liabilities	<u>1,076,630</u>
Deferred Inflows of Resources	
Deferred pension resources	<u>1,882,474</u>
Net Position	
Investment in capital assets	219,044
Unrestricted	<u>(1,308,187)</u>
Total Net Position	<u><u>\$ (1,089,143)</u></u>

The notes to the financial statements are an integral part of this statement.

West Hennepin Public Safety Department
Maple Plain, Minnesota
Statement of Activities
For the Year Ended December 31, 2018

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenues and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
Governmental Activities					
Public safety	<u>\$ 1,621,325</u>	<u>\$ 1,641,603</u>	<u>\$ 179,972</u>	<u>\$ 1,395</u>	\$ 201,645
General Revenues					
Gain on sale of capital assets					<u>15,000</u>
Change in Net Position					216,645
Net Position, January 1					<u>(1,305,788)</u>
Net Position, December 31					<u><u>\$ (1,089,143)</u></u>

The notes to the financial statements are an integral part of this statement.

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FUND FINANCIAL STATEMENTS
WEST HENNEPIN PUBLIC SAFETY DEPARTMENT
MAPLE PLAIN, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2018

West Hennepin Public Safety Department
Maple Plain, Minnesota
Balance Sheet
Governmental Funds
December 31, 2018

	General	Crime Prevention	Nonmajor Police Reserve Officer	Total Governmental Funds
Assets				
Cash and temporary investments	\$ 303,831	\$ 53,275	\$ 8,193	\$ 365,299
Accounts receivable	1,922	-	-	1,922
Total Assets	\$ 305,753	\$ 53,275	\$ 8,193	\$ 367,221
Liabilities				
Accounts payable	\$ 5,301	\$ -	\$ -	\$ 5,301
Fund Balances				
Committed	-	53,275	8,193	61,468
Assigned	192,604	-	-	192,604
Unassigned	107,848	-	-	107,848
Total Fund Balances	300,452	53,275	8,193	361,920
Total Liabilities and Fund Balances	\$ 305,753	\$ 53,275	\$ 8,193	\$ 367,221

The notes to the financial statements are an integral part of this statement.

West Hennepin Public Safety Department
Maple Plain, Minnesota
Reconciliation of the Balance Sheet
to the Statement of Net Position
Governmental Funds
December 31, 2018

Amounts reported for governmental activities in the statement of net position are different because

Total Fund Balances - Governmental Funds	\$ 361,920
Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in governmental funds.	
Cost of capital assets	511,114
Less: accumulated depreciation	(292,070)
Long-term liabilities are not due and payable in the current period and therefore are not reported as liabilities in the funds.	
Long-term liabilities at year-end consist of	
Compensated absences payable	(167,786)
Net pension liability	(903,543)
Governmental funds do not report long-term amounts related to pensions.	
Deferred outflows of pension resources	1,283,696
Deferred inflows of pension resources	<u>(1,882,474)</u>
Total Net Position - Governmental Activities	<u><u>\$ (1,089,143)</u></u>

The notes to the financial statements are an integral part of this statement.

West Hennepin Public Safety Department
Maple Plain, Minnesota
Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds
For the Year Ended December 31, 2018

	General	Crime Prevention	Nonmajor Police Reserve Officer	Total Governmental Funds
Revenues				
Intergovernmental	\$ 131,509	\$ -	\$ -	\$ 131,509
Charges for services	1,614,688	-	-	1,614,688
Miscellaneous	70,674	2,783	3,316	76,773
Total Revenues	1,816,871	2,783	3,316	1,822,970
Expenditures				
Current - public safety				
Payroll	1,356,277	-	360	1,356,637
Uniform allowance	11,145	-	-	11,145
Police Reserve Officer in kind	48,463	-	-	48,463
Insurance	66,476	-	-	66,476
Utilities	26,571	-	-	26,571
Repair and maintenance	28,908	-	-	28,908
Supplies	30,951	354	-	31,305
Office cleaning	4,700	-	-	4,700
Dues and subscriptions	1,742	-	-	1,742
Printing	369	100	-	469
Communications	53,637	-	-	53,637
Schools and training	16,245	1,200	-	17,445
Professional services	9,980	-	-	9,980
Contingency	1,023	199	-	1,222
Police Reserve Officer program	4,472	-	-	4,472
Miscellaneous	792	224	1,030	2,046
Capital outlay - public safety	169,574	22,427	-	192,001
Total Expenditures	1,831,325	24,504	1,390	1,857,219
Excess (Deficiency) of Revenues Over (Under) Expenditures	(14,454)	(21,721)	1,926	(34,249)
Other Financing Sources				
Sale of capital assets	15,000	-	-	15,000
Change in Fund Balances	546	(21,721)	1,926	(19,249)
Fund Balances, January 1	299,906	74,996	6,267	381,169
Fund Balances, December 31	\$ 300,452	\$ 53,275	\$ 8,193	\$ 361,920

The notes to the financial statements are an integral part of this statement.

West Hennepin Public Safety Department
Maple Plain, Minnesota
Reconciliation of the Statement of Revenues,
Expenditures and Changes in Fund Balances
to the Statement of Activities
Governmental Funds
For the Year Ended December 31, 2018

Amounts reported for governmental activities in the statement of activities are different because

Total Net Change in Fund Balances - Governmental Funds	\$ (19,249)
Capital outlays are reported in governmental funds as expenditures. However, in the statement of activities, the cost of those assets is allocated over the estimated useful lives as depreciation expense.	
Capital outlays	145,822
Depreciation expense	(53,845)
Disposals	(76,762)
Depreciation on disposals	76,762
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.	
Compensated absences	(10,522)
Long-term pension activity is not reported in governmental funds.	
Pension expense	147,653
Direct aid contributions	6,786
Change in Net Position - Governmental Activities	<u><u>\$ 216,645</u></u>

The notes to the financial statements are an integral part of this statement.

West Hennepin Public Safety Department
Maple Plain, Minnesota
Statement of Revenues, Expenditures and Changes in Fund Balances -
Budget and Actual
General Fund
For the Year Ended December 31, 2018

	Budgeted Amounts		Actual	Variance With
	Original	Final	Amounts	Final Budget
Revenues				
Intergovernmental				
Federal	\$ 20,000	\$ 20,000	\$ 20,000	\$ -
State	84,500	84,500	96,009	11,509
State - TZD reimbursement	-	-	15,500	15,500
Charges for services				
City of Maple Plain	500,300	500,300	500,300	-
City of Independence	1,114,388	1,114,388	1,114,388	-
Miscellaneous				
Police Reserve Officer in kind donations	-	-	48,463	48,463
Other	7,300	7,300	22,211	14,911
Total Revenues	<u>1,726,488</u>	<u>1,726,488</u>	<u>1,816,871</u>	<u>90,383</u>
Expenditures				
Current - public safety				
Payroll	1,372,475	1,372,475	1,356,277	16,198
Uniform allowance	9,900	9,900	11,145	(1,245)
Police Reserve Officer in kind	-	-	48,463	(48,463)
Insurance	49,000	49,000	66,476	(17,476)
Utilities	32,040	32,040	26,571	5,469
Repair and maintenance	31,750	31,750	28,908	2,842
Supplies	40,360	40,360	30,951	9,409
Office cleaning	5,840	5,840	4,700	1,140
Dues and subscriptions	1,625	1,625	1,742	(117)
Printing	1,575	1,575	369	1,206
Communications	54,440	54,440	53,637	803
Schools and training	18,900	18,900	16,245	2,655
Professional services	9,200	9,200	9,980	(780)
Contingency	2,000	2,000	1,023	977
Police Reserve Officer program	4,300	4,300	4,472	(172)
DARE program	200	200	-	200
Miscellaneous	900	900	792	108
Capital outlay - public safety	111,983	111,983	169,574	(57,591)
Total Expenditures	<u>1,746,488</u>	<u>1,746,488</u>	<u>1,831,325</u>	<u>(84,837)</u>
Excess (Deficiency) of Revenues				
Over (Under) Expenditures	(20,000)	(20,000)	(14,454)	5,546
Other Financing Sources				
Sale of capital assets	<u>20,000</u>	<u>20,000</u>	<u>15,000</u>	<u>(5,000)</u>
Net Change in Fund Balances	-	-	546	546
Fund Balances, January 1	<u>299,906</u>	<u>299,906</u>	<u>299,906</u>	<u>-</u>
Fund Balances, December 31	<u>\$ 299,906</u>	<u>\$ 299,906</u>	<u>\$ 300,452</u>	<u>\$ 546</u>

The notes to the financial statements are an integral part of this statement.

West Hennepin Public Safety Department
Maple Plain, Minnesota
Statement of Fiduciary Net Position
Fiduciary Fund
December 31, 2018

	<u>Agency Emergency Response Unit</u>
Assets	
Cash and temporary investments	<u>\$ 4,164</u>
Liabilities	
Accounts payable	<u>\$ 4,164</u>

The notes to the financial statements are an integral part of this statement.

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West Hennepin Public Safety Department
Maple Plain, Minnesota
Notes to the Financial Statements
December 31, 2018

Note 1: Summary of Significant Accounting Policies

A. Reporting Entity

The West Hennepin Public Safety Department, Maple Plain/Independence, Minnesota (the Department) was established under Minnesota statutes, section 471.59. The Department serves the cities of Maple Plain and Independence. The Board of Commissioners is composed of representatives from each member city, consisting of four members. The Department's purpose is to provide police protection to the member cities. The Board of Commissioners exercises legislative authority and determines all matters of policy. The Board of Commissioners appoints personnel responsible for the proper administration of all affairs relating to the Department's activities. The Department has considered all potential units for which it is financially accountable, and other organizations for which the nature and significance of their relationship with the Department are such that exclusion would cause the Department's financial statements to be misleading or incomplete. The Governmental Accounting Standards Board (GASB) has set forth criteria to be considered in determining financial accountability. These criteria include appointing a voting majority of an organization's governing body, and (1) the ability of the primary government to impose its will on that organization or (2) the potential for the organization to provide specific benefits to, or impose specific financial burdens on the primary government. The Department has no component units.

B. Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the Department. For the most part, the effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other items not properly included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Department considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the Department.

West Hennepin Public Safety Department
Maple Plain, Minnesota
Notes to the Financial Statements
December 31, 2018

Note 1: Summary of Significant Accounting Policies (Continued)

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the year in which the resources are measurable and become available.

Non-exchange transactions, in which the Department receives value without directly giving equal value in return, include grants, entitlement and donations. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the year when use is first permitted, matching requirements, in which the Department must provide local resources to be used for a specified purpose, and expenditure requirements, in which the resources are provided to the Department on a reimbursement basis. On a modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

Unearned revenue arises when assets are recognized before revenue recognition criteria have been satisfied. Grants and entitlements received before eligibility requirements are met are also recorded as unearned revenue.

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

The Department reports the following major governmental funds:

The *General fund* is the Department's primary operating fund. It accounts for all financial resources of the Department, except those required to be accounted for in another fund.

The *Crime Prevention fund* accounts for donations and other revenue sources that are committed to expenditures for crime prevention activities and education.

Additionally, the Department reports the following fund types:

The *Emergency Response Unit fund* is an agency fund and is custodial in nature and does not present results of operations or have a measurement focus. Agency funds are accounted for using the modified accrual basis of accounting. This fund is used to account for financial resources relating to unique or unusual situations which call for the use of special police tactics and equipment and to bring that unique or unusual situation to a conclusion with the safety of life and property as the main goal.

Amounts reported as *program revenues* include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contribution, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as *general revenues* rather than as program revenues.

West Hennepin Public Safety Department
Maple Plain, Minnesota
Notes to the Financial Statements
December 31, 2018

Note 1: Summary of Significant Accounting Policies (Continued)

D. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources and Net Position or Fund Balance

Deposits and Investments

The Department's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition.

Cash balances from all funds are pooled and invested, to the extent available, in certificates of deposit and other authorized investments. Earnings from such investments are allocated on the basis of applicable participation by each of the funds.

The Department may also invest idle funds as authorized by Minnesota statutes, as follows:

1. Direct obligations or obligations guaranteed by the United States or its agencies.
2. Shares of investment companies registered under the Federal Investment Company Act of 1940 and received the highest credit rating, rated in one of the two highest rating categories by a statistical rating agency, and have a final maturity of thirteen months or less.
3. General obligations of a state or local government with taxing powers rated "A" or better; revenue obligations rated "AA" or better.
4. General obligations of the Minnesota Housing Finance Agency rated "A" or better.
5. Obligation of a school district with an original maturity not exceeding 13 months and (i) rated in the highest category by a national bond rating service or (ii) enrolled in the credit enhancement program pursuant to statute section 126C.55.
6. Bankers' acceptances of United States banks eligible for purchase by the Federal Reserve System.
7. Commercial paper issued by United States banks corporations or their Canadian subsidiaries, of highest quality category by at least two nationally recognized rating agencies, and maturing in 270 days or less.
8. Repurchase or reverse repurchase agreements and securities lending agreements with financial institutions qualified as a "depository" by the government entity, with banks that are members of the Federal Reserve System with capitalization exceeding \$10,000,000, a primary reporting dealer in U.S. government securities to the Federal Reserve Bank of New York, or certain Minnesota securities broker-dealers.
9. Guaranteed investment contracts (GIC's) issued or guaranteed by a United States commercial bank, a domestic branch of a foreign bank, a United States insurance company, or its Canadian subsidiary, whose similar debt obligations were rated in one of the top two rating categories by a nationally recognized rating agency.

The Department does not have an investment policy that addresses interest rate and credit risk.

West Hennepin Public Safety Department
Maple Plain, Minnesota
Notes to the Financial Statements
December 31, 2018

Note 1: Summary of Significant Accounting Policies (Continued)

Capital Assets

Capital assets, which include property, plant and equipment assets, are reported in the government-wide financial statements. Capital assets are defined by the Department as assets with an initial, individual cost of more than \$5,000 (amount not rounded) and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Property, plant and equipment of the Department are depreciated using the straight-line method over the following estimated useful lives:

Assets	Useful Lives in Years
Buildings and Improvements	10 - 40
Improvements other than Buildings	15 - 30
Machinery and Equipment	3 - 15

Deferred Outflows of Resources

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Department has only one item that qualifies for reporting in this category. Accordingly, the item, deferred pension resources, is reported only in the statement of net position. This item results from actuarial calculations and current year pension contributions made subsequent to the measurement date.

Compensated Absences

It is the Department's policy to permit employees to accumulate a limited amount of earned but unused vacation and comp time. Employees are allowed to accumulate sick leave up to 960 hours throughout their employment. According to the policy, employees will get paid at a 33 percent rate upon termination, unless they chose to bank accumulated time at a 50 percent rate for future use. Vacation pay is accrued in the government-wide financial statements and each employee may not accrue more than one year worth of vacation time, based on accrual rates per the employee benefit handbook. In governmental fund types, the costs of these benefits are recognized when payments are made to the employees. The General fund is typically used to liquidate compensated absences payable.

Pensions

For purposes of measuring the net pension liability, deferred outflows/inflows of resources, and pension expense, information about the fiduciary net position of the Public Employees Retirement Association (PERA) and additions to/deductions from PERA's fiduciary net position have been determined on the same basis as they are reported by PERA except that PERA's fiscal year end is June 30. For this purpose, plan contributions are recognized as of employer payroll paid dates and benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

West Hennepin Public Safety Department
Maple Plain, Minnesota
Notes to the Financial Statements
December 31, 2018

Note 1: Summary of Significant Accounting Policies (Continued)

Deferred Inflows of Resources

In addition to liabilities, the statement of net position and fund financial statements will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Department has only one type of item that qualifies for reporting in this category. The item, deferred pension resources, is reported only in the statement of net position and results from actuarial calculations.

Fund Balance

In the fund financial statements, fund balance is divided into five classifications based primarily on the extent to which the Department is bound to observe constraints imposed upon the use of resources reported in the governmental funds. These classifications are defined as follows:

Nonspendable - Amounts that cannot be spent because they are not in spendable form, such as prepaid items.

Restricted - Amounts related to externally imposed constraints established by creditors, grantors or contributors; or constraints imposed by state statutory provisions.

Committed - Amounts constrained for specific purposes that are internally imposed by formal action (resolution) of the Department Commission (the Commission), which is the Commission's highest level of decision-making authority. Committed amounts cannot be used for any other purpose unless the Commission modifies or rescinds the commitment by resolution.

Assigned - Amounts constrained for specific purposes that are internally imposed. In governmental funds other than the General fund, assigned fund balance represents all remaining amounts that are not classified as nonspendable and are neither restricted nor committed. In the General fund, assigned amounts represent intended uses established by the Commission itself or by an official to which the governing body delegates the authority. The Commission has adopted a fund balance policy which delegates the authority to assign amounts for specific purposes to the Director of Public Safety.

Unassigned - The residual classification for the General fund and also negative residual amounts in other funds.

The Commission considers restricted amounts to be spent first when both restricted and unrestricted fund balance is available. Additionally, the Commission would first use committed, then assigned, and lastly unassigned amounts of unrestricted fund balance when expenditures are made.

The Commission has formally adopted a fund balance policy for the General fund. The Commission's policy is to maintain a minimum unassigned fund balance of 10 percent of budgeted operating expenditures for cash-flow timing needs.

West Hennepin Public Safety Department
Maple Plain, Minnesota
Notes to the Financial Statements
December 31, 2018

Note 1: Summary of Significant Accounting Policies (Continued)

Net Position

Net position represents the difference between assets and deferred outflows of resources and liabilities and deferred inflows of resources. Net position is displayed in three components:

- a. Investment in capital assets - Consists of capital assets, net of accumulated depreciation.
- b. Restricted net position - Consist of net position balances restricted when there are limitations imposed on their use through external restrictions imposed by creditors, grantors, laws or regulations of other governments.
- c. Unrestricted net position - All other net position balances that do not meet the definition of "restricted" or "investment in capital assets".

When both restricted and unrestricted resources are available for use, it is the Department's policy to use restricted resources first, then unrestricted resources as they are needed.

Note 2: Stewardship, Compliance and Accountability

Budgetary Information

Annual budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America for the General fund. All annual appropriations lapse at fiscal year-end. The Department does not use encumbrance accounting.

The Board of Commissioners must, on or before August 15th each year, prepare and submit a detailed budget of the Department's needs for the next calendar year to the City Council of each city in the Department with a statement of the proportion of the budget to be provided by each city. The City Council of each city in the Department shall review and approve the budget by November 1st. The legal level of budgetary control is the fund level. There were no budget amendments in 2018.

Note 3: Detailed Notes on All Funds

A. Deposits and Investments

Cash balances of the Department's funds are combined (pooled) and invested to the extent available in various investments authorized by Minnesota statutes. Each fund's portion of this pool (or pools) is displayed on the financial statements as "cash and temporary investments". For purposes of identifying the risk of investing public funds, the balances are categorized as follows:

Deposits

Custodial credit risk for deposits and investments is the risk that in event of a bank failure, the Department's deposits may not be returned or the Department will not be able to recover collateral securities in the possession of an outside party. In accordance with Minnesota statutes and as authorized by the Board of Commissioners, the Department maintains deposits at those depository banks, all of which are members of the Federal Reserve System.

Minnesota statutes require that all Department deposits be protected by insurance, surety bond or collateral. The market value of collateral pledged must equal 110 percent of the deposits not covered by insurance, bonds, or irrevocable standby letter of credit from Federal Home Loan Banks.

West Hennepin Public Safety Department
Maple Plain, Minnesota
Notes to the Financial Statements
December 31, 2018

Note 3: Detailed Notes on All Funds (Continued)

Authorized collateral in lieu of a corporate surety bond includes:

- United States government Treasury bills, Treasury notes, Treasury bonds;
- Issues of United States government agencies and instrumentalities as quoted by a recognized industry quotation service available to the government entity;
- General obligation securities of any state or local government with taxing powers which is rated "A" or better by a national bond rating service, or revenue obligation securities of any state or local government with taxing powers which is rated "AA" or better by a national bond rating service;
- General obligation securities of a local government with taxing powers may be pledged as collateral against funds deposited by that same local government entity;
- Irrevocable standby letters of credit issued by Federal Home Loan Banks to a municipality accompanied by written evidence that the bank's public debt is rated "AA" or better by Moody's Investors Service, Inc., or Standard & Poor's Corporation; and
- Time deposits that are fully insured by any federal agency.

Minnesota statutes require that all collateral shall be placed in safekeeping in a restricted account at a Federal Reserve Bank, or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution furnishing the collateral. The selection should be approved by the Department.

At year end, the Department's carrying amount of deposits was \$369,463 and the bank balance was \$417,298. The entire bank balance was covered by federal depository insurance and collateral held in the Departments name.

Cash Summary

A reconciliation of cash and investments as reported on the statement of net position follows:

Cash and Temporary Investments	
Government-wide	\$ 365,299
Agency	<u>4,164</u>
Total Deposits	<u><u>\$ 369,463</u></u>

West Hennepin Public Safety Department
Maple Plain, Minnesota
Notes to the Financial Statements
December 31, 2018

Note 3: Detailed Notes on All Funds (Continued)

B. Capital Assets

Capital asset activity for the year ended December 31, 2018 was as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Governmental Activities				
Capital Assets, Being Depreciated				
Machinery and equipment	\$ 442,054	\$ 145,822	\$ (76,762)	\$ 511,114
Less Accumulated Depreciation for				
Machinery and equipment	<u>(314,987)</u>	<u>(53,845)</u>	<u>76,762</u>	<u>(292,070)</u>
Governmental Activities				
Capital Assets, Net	<u>\$ 127,067</u>	<u>\$ 91,977</u>	<u>\$ -</u>	<u>\$ 219,044</u>

Depreciation expense of \$53,845 was charged to the public safety department of the governmental activities.

C. Long-term Debt

Changes in Long-term Liabilities

Long-term liability activity for the year ended December 31, 2018 was as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
Governmental Activities					
Compensated Absences					
Payable	\$ 157,264	\$ 68,471	\$ (57,949)	\$ 167,786	\$ 57,949
Net Pension Liability					
GERF	127,679	-	(27,822)	99,857	-
PEPFF	<u>1,053,093</u>	<u>-</u>	<u>(249,407)</u>	<u>803,686</u>	<u>-</u>
Total Governmental	<u>\$ 1,338,036</u>	<u>\$ 68,471</u>	<u>\$ (335,178)</u>	<u>\$ 1,071,329</u>	<u>\$ 57,949</u>

West Hennepin Public Safety Department
Maple Plain, Minnesota
Notes to the Financial Statements
December 31, 2018

Note 3: Detailed Notes on All Funds (Continued)

D. Fund Balance Classifications

At December 31, 2018, a summary of the governmental fund balance classifications are as follows:

<u>Fund</u>	<u>Purpose</u>	<u>Amount</u>
Committed		
Crime Prevention	Crime prevention	\$ 53,275
Nonmajor Governmental	Police Reserve Officer	8,193
Total Committed Fund Balance		<u>\$ 61,468</u>
Assigned		
General	Compensated absences	\$ 73,114
General	Capital outlay	119,490
Total Assigned Fund Balance		<u>\$ 192,604</u>

Note 4: Defined Pension Plans - Statewide

A. Plan Description

The Department participates in the following cost-sharing multiple-employer defined benefit pension plans administered by the Public Employees Retirement Association of Minnesota (PERA). PERA's defined benefit pension plans are established and administered in accordance with Minnesota statutes, chapters 353 and 356. PERA's defined benefit pension plans are tax qualified plans under Section 401 (a) of the Internal Revenue Code.

General Employees Retirement Fund (GERF)

All full-time and certain part-time employees of the Department are covered by the General Employees Retirement Fund (GERF). GERF members belong to the Coordinated Plan. Coordinated Plan members are covered by Social Security.

Public Employees Police and Fire Fund (PEPFF)

The PEPFF, originally established for police officers and firefighters not covered by a local relief association, now covers all police officers and firefighters hired since 1980. Effective July 1, 1999, the PEPFF also covers police officers and firefighters belonging to a local relief association that elected to merge with and transfer assets and administration to PERA.

West Hennepin Public Safety Department
Maple Plain, Minnesota
Notes to the Financial Statements
December 31, 2018

Note 4: Defined Pension Plans - Statewide (Continued)

B. Benefits Provided

PERA provides retirement, disability and death benefits. Benefit provisions are established by Minnesota statute and can only be modified by the state legislature. Vested, terminated employees who are entitled to benefits but are not receiving them yet are bound by the provisions in effect at the time they last terminated their public service.

GERF Benefits

Benefits are based on a member's highest average salary for any five successive years of allowable service, age, and years of credit at termination of service. Two methods are used to compute benefits for PERA's Coordinated Plan members. Members hired prior to July 1, 1989 receive the higher of Method 1 or Method 2 formulas. Only Method 2 is used for members hired after June 30, 1989. Under Method 1, the accrual rate for Coordinated members is 1.2 percent for each of the first 10 years of service and 1.7 percent for each additional year. The rates are 2.2 percent and 2.7 percent, respectively, for Basic members. Under Method 2, the accrual rate for Coordinated members is 1.7 percent for all years of service, and 2.7 percent for Basic members. The accrual rates for former MERF members is 2.0 percent for each of the first 10 years of service and 2.5 percent for each additional year. For members hired prior to July 1, 1989 a full annuity is available when age plus years of service equal 90 and normal retirement age is 65. For members hired on or after July 1, 1989 normal retirement age is the age for unreduced Social Security benefits capped at 66.

Beginning January 1, 2019, benefit recipients will receive a future annual increase equal to 50 percent of the Social Security Cost of Living Adjustment, not less than 1.0 percent and not more than 1.5 percent. For retirements on or after January 1, 2024, the first benefit increase is delayed until the retiree reaches Normal Retirement Age (not applicable to Rule of 90 retirees, disability benefit recipients, or survivors). A benefit recipient who has been receiving a benefit for at least 12 full months as of June 30 will receive a full increase. Members receiving benefits for at least one month but less than 12 full months as of June 30 will receive a pro rata increase.

PEPFF Benefits

Benefits for the PEPFF members first hired after June 30, 2010, but before July 1, 2014, vest on a prorated basis from 50 percent after five years up to 100 percent after ten years of credited service. Benefits for PEPFF members first hired after June 30, 2014, vest on a prorated basis from 50 percent after ten years up to 100 percent after twenty years of credited service. The annuity accrual rate is 3 percent of average salary for each year of service. For PEPFF members who were first hired prior to July 1, 1989, a full annuity is available when age plus years of service equal at least 90.

Beginning in 2019, the cost of living adjustment (COLA) will be fixed at 1.0 percent. Under funding measurements from 2017, the 2.5 percent COLA trigger was never expected to occur and was subsequently removed from law. Post retirement increases are given each year except for annuitants who have been receiving a benefit for only 31 to 41 months. These annuitants will receive a prorated amount of the increase on a sliding scale.

C. Contributions

Minnesota statutes, chapter 353 sets the rates for employer and employee contributions. Contribution rates can only be modified by the state legislature.

GERF Contributions

Coordinated Plan members were required to contribute 6.50 percent, of their annual covered salary in fiscal year 2018. The Department was required to contribute members and 7.50 percent for Coordinated Plan members in fiscal year 2018. The Department's contributions to the GERF for the years ending December 31, 2018, 2017 and 2016 were \$9,420, \$9,235 and \$9,054, respectively. The Department's contributions were equal to the contractually required contributions for each year as set by Minnesota statute.

West Hennepin Public Safety Department
Maple Plain, Minnesota
Notes to the Financial Statements
December 31, 2018

Note 4: Defined Pension Plans - Statewide (Continued)

PEPFF Contributions

Plan members were required to contribute 10.8 percent of their annual covered salary in calendar year 2018. The Department was required to contribute 16.20 percent of pay for PEPFF members in calendar year 2018. The Department's contributions to the PEPFF for the years ending December 31, 2018, 2017 and 2016 were \$133,379, \$129,916 and \$122,717, respectively. The Department's contributions were equal to the contractually required contributions for each year as set by Minnesota statute.

D. Pension Costs

GERF Pension Costs

At December 31, 2018, the Department reported a liability of \$99,857 for its proportionate share of the GERF's net pension liability. The Department's net pension liability reflected a reduction due to the State of Minnesota's contribution of \$6 million to the fund in 2017. The State of Minnesota is considered a non-employer contributing entity and the State's contribution meets the definition of a special funding situation. The State of Minnesota's proportionate share of the net pension liability associated with the Department totaled \$0. The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Department's proportion of the net pension liability was based on the Department's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2017 through June 30, 2018 relative to the total employer contributions received from all of PERA's participating employers. At June 30, 2018, the Department's proportion was 0.0018 percent, a decrease of 0.0002 from 2017.

Post-retirement benefit increases were changed from 1.0 percent per year with a provision to increase to 2.5 percent upon attainment of a 90 percent funding ratio to 50 percent of the Social Security Cost of Living Adjustment, not less than 1.0 percent and not more than 1.5 percent, beginning January 1, 2019.

For the year ended December 31, 2018, the Department recognized pension expense of (9,787) for its proportionate share of GERF's pension expense. In addition, the Department recognized an additional \$0 as pension expense (and grant revenue) for its proportionate share of the State of Minnesota's contribution of \$16 million to the GERF.

At December 31, 2018, the Department reported its proportionate share of GERF's deferred outflows of resources and deferred inflows of resources, and its contributions subsequent to the measurement date, from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experience	\$ 2,649	\$ 1,416
Changes in Actuarial Assumptions	9,241	11,220
Net Difference Between Projected and Actual Earnings on Plan Investments	-	11,686
Changes in Proportion	3,049	11,043
Contributions to GERF Subsequent to the Measurement Date	5,103	-
Total	<u>\$ 20,042</u>	<u>\$ 35,365</u>

West Hennepin Public Safety Department
Maple Plain, Minnesota
Notes to the Financial Statements
December 31, 2018

Note 4: Defined Pension Plans - Statewide (Continued)

Deferred outflows of resources totaling \$5,103 related to pensions resulting from the Department's contributions to GERF subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2019. Other amounts reported as deferred outflows and inflows of resources related to GERF pensions will be recognized in pension expense as follows:

2019	\$ 1,131
2020	(7,255)
2021	(12,223)
2022	(2,079)

PEPFF Pension Costs

At December 31, 2018, the Department reported a liability of \$803,686 for its proportionate share of the PEPFF's net pension liability. The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Department's proportion of the net pension liability was based on the Department's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2017 through June 30, 2018 relative to the total employer contributions received from all of PERA's participating employers. At June 30, 2018, the Department's proportion was 0.0754 percent a decrease of 0.0026 from 2017.

For the year ended December 31, 2018, the Department recognized pension expense of (\$144,364) for its proportionate share of PEPFF's pension expense. The Department also recognized \$6,786 for the year ended December 31, 2018 as pension expense (and an offsetting reduction of net pension liability) for its proportionate share of the State of Minnesota's on-behalf contributions to the plan. Legislation passed in 2013 required the State of Minnesota to begin contributing \$9 million to the PEPFF each year, starting in fiscal year 2014. Beginning in January 1, 2019, the COLA will be fixed at 1 percent. Under funding measurements from 2017, the 2.5 percent COLA trigger was never expected to occur and was subsequently removed from law.

At December 31, 2018, the Department reported its proportionate share of PEPFF's deferred outflows of resources and deferred inflows of resources, and its contributions subsequent to the measurement date, from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences Between Expected and Actual Experience	\$ 32,616	\$ 228,978
Changes in Actuarial Assumptions	1,034,254	1,183,132
Net Difference Between Projected and Actual Earnings on Plan Investments	-	138,715
Changes in Proportion	123,980	296,284
Contributions to PEPFF Subsequent to the Measurement Date	<u>72,804</u>	<u>-</u>
Total	<u><u>\$ 1,263,654</u></u>	<u><u>\$ 1,847,109</u></u>

West Hennepin Public Safety Department
Maple Plain, Minnesota
Notes to the Financial Statements
December 31, 2018

Note 4: Defined Pension Plans - Statewide (Continued)

Deferred outflows of resources totaling \$72,804 related to pensions resulting from the Department's contributions to PEPFF subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2019. Other amounts reported as deferred outflows and inflows of resources related to PEPFF pensions will be recognized in pension expense as follows:

2019	\$ (8,864)
2020	(91,506)
2021	(150,347)
2022	(394,919)
2023	(10,623)

E. Actuarial Assumptions

The total pension liability in the June 30, 2018 actuarial valuation was determined using the following actuarial assumptions:

Inflation	2.75% per year
Active Member Payroll Growth	3.25% per year
Investment Rate of Return	7.50%

The total pension liability for each of the defined benefit cost-sharing plans was determined by an actuarial valuation as of June 30, 2018, using the entry age normal actuarial cost method. Inflation is assumed to be 2.50 percent for the GERP and PEPFF. Salary growth assumptions in the GERP decrease in annual increments from 11.25 percent after one year of service, to 3.25 percent after 26 years of service. In the PEPFF, salary growth assumptions decrease from 12.25 percent after one year of service to 3.25 percent after 25 years of service.

Mortality rates for all plans are based on RP-2014 mortality tables. The tables are adjusted slightly to fit PERA's experience. Actuarial assumptions for the GERP are reviewed every four to six years. The most recent six-year experience study for the GERP was completed in 2015. The most recent four-year experience study for the PEPFF was completed in 2016. Economic assumptions were updated in 2014 based on a review of inflation and investment return assumptions.

GERP

- The mortality projection scale was changed from MP-2015 to MP-2017.
- The assumed benefit increase was changed from 1.0 percent per year through 2044 and 2.50 percent per year thereafter to 1.25 percent per year.

PEPFF

- The mortality projection scale was changed from MP-2016 to MP-2017.

West Hennepin Public Safety Department
Maple Plain, Minnesota
Notes to the Financial Statements
December 31, 2018

Note 4: Defined Pension Plans - Statewide (Continued)

The State Board of Investment, which manages the investments of PERA, prepares an analysis of the reasonableness on a regular basis of the long-term expected rate of return using a building-block method in which best-estimate ranges of expected future rates of return are developed for each major asset class. These ranges are combined to produce an expected long-term rate of return by weighting the expected future rates of return by the target asset allocation percentages. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-term Expected Real Rate of Return
Domestic Stocks	36.00 %	5.10 %
International Stocks	17.00	5.30
Bonds	20.00	0.75
Alternative Assets	25.00	5.90
Cash	2.00	-
Total	<u>100.00 %</u>	

F. Discount Rate

The discount rate used to measure the total pension liability in 2018 was 7.50 percent. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and employers will be made at rates set in Minnesota statutes. Based on these assumptions, the fiduciary net position of the GERP and PEPFF were projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

G. Pension Liability Sensitivity

The following presents the Department's proportionate share of the net pension liability for all plans it participates in, calculated using the discount rate disclosed in the preceding paragraph, as well as what the Department's proportionate share of the net pension liability would be if it were calculated using a discount rate 1 percentage point lower or 1 percentage point higher than the current discount rate:

	Department Proportionate Share of NPL		
	1 Percent Decrease (6.50%)	Current (7.50%)	1 Percent Increase (8.50%)
GERF	\$ 162,280	\$99,857	\$ 48,328
	Department Proportionate Share of NPL		
	1 Percent Decrease (6.50%)	Current (7.50%)	1 Percent Increase (8.50%)
PEPFF	\$ 1,723,154	\$803,686	\$ 43,325

H. Pension Plan Fiduciary Net Position

Detailed information about each pension plan's fiduciary net position is available in a separately-issued PERA financial report that includes financial statements and required supplementary information. That report may be obtained on the Internet at www.mnpera.org.

REQUIRED SUPPLEMENTARY INFORMATION
WEST HENNEPIN PUBLIC SAFETY DEPARTMENT
MAPLE PLAIN, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2018

West Hennepin Public Safety Department
Maple Plain, Minnesota
Required Supplementary Information
For the Year Ended December 31, 2018

Schedule of Employer's Share of PERA Net Pension Liability - General Employees Retirement Fund

Fiscal Year Ending	Department's Proportion of the Net Pension Liability	Department's Share of the Net Pension Liability (a)	State's Proportionate Share of the Net Pension Liability Associated with the Department (b)	Total (a+b)	Department's Covered Payroll (c)	Department's Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll ((a+b)/c)	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
06/30/18	0.0018 %	\$ 99,857	\$ -	\$ 99,857	\$ 118,454	84.3 %	79.5 %
06/30/17	0.0020	127,679	1,582	129,261	127,644	100.0	75.9
06/30/16	0.0019	154,271	2,094	156,365	119,444	129.2	68.9
06/30/15	0.0020	103,650	-	103,650	117,187	88.4	78.2

Note: Schedule is intended to show 10-year trend. Additional years will be reported as they become available.

Schedule of Employer's PERA Contributions - General Employees Retirement Fund

Year Ending	Statutorily Required Contribution (a)	Contributions in Relation to the Statutorily Required Contribution (b)	Contribution Deficiency (Excess) (a-b)	Department's Covered Payroll (c)	Contributions as a Percentage of Covered Payroll (b/c)
12/31/18	\$ 9,420	\$ 9,420	\$ -	\$ 125,606	7.5 %
12/31/17	9,235	9,235	-	123,136	7.5
12/31/16	9,054	9,054	-	120,720	7.5
12/31/15	8,877	8,877	-	118,360	7.5

West Hennepin Public Safety Department
Maple Plain, Minnesota
Required Supplementary Information (Continued)
For the Year Ended December 31, 2018

Notes to the Required Supplementary Information - General Employee Retirement Fund

Changes in Actuarial Assumptions

2018 - The mortality projection scale was changed from MP-2015 to MP-2017. The assumed benefit increase was changed from 1.00 percent per year through 2044 and 2.50 percent per year thereafter to 1.25 percent per year.

2017 - The Combined Service Annuity (CSA) loads were changed from 0.8 percent for active members and 60 percent for vested and non-vested deferred members. The revised CSA loads are now 0.0 percent for active member liability, 15.0 percent for vested deferred member liability and 3.0 percent for non-vested deferred member liability. The assumed post-retirement benefit increase rate was changed from 1.0 percent per year for all years to 1.0 percent per year through 2044 and 2.5 percent per year thereafter.

2016 - The assumed post-retirement benefit increase rate was changed from 1.0 percent per year through 2035 and 2.5 percent per year thereafter to 1.0 percent per year for all future years. The assumed investment return was changed from 7.9 percent to 7.5 percent. The single discount rate was changed from 7.9 percent to 7.5 percent. Other assumptions were changed pursuant to the experience study dated June 30, 2015. The assumed future salary increases, payroll growth and inflation were decreased by 0.25 percent to 3.25 percent for payroll growth and 2.50 percent for inflation.

2015 - The assumed post-retirement benefit increase rate was changed from 1.0 percent per year through 2030 and 2.5 percent per year thereafter to 1.0 percent per year through 2035 and 2.5 percent per year thereafter.

Changes in Plan Provisions

2015 - On January 1, 2015, the Minneapolis Employees Retirement Fund was merged into the General Employees Fund, which increased the total pension liability by \$1.1 billion and increased the fiduciary plan net position by \$892 million. Upon consolidation, state and employer contributions were revised.

West Hennepin Public Safety Department
Maple Plain, Minnesota
Required Supplementary Information (Continued)
For the Year Ended December 31, 2018

Schedule of Employer's Share of PERA Net Pension Liability - Public Employees Police and Fire Fund

Fiscal Year Ending	Department's Proportion of the Net Pension Liability	Department's Share of the Net Pension Liability (a)	State's Proportionate Share of the Net Pension Liability Associated with the Department (b)	Total (a+b)	Department's Covered Payroll (c)	Department's Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll ((a+b)/c)	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
06/30/18	0.0754 %	\$ 803,686	\$ -	\$ 803,686	\$ 794,226	101.2 %	88.8 %
06/30/17	0.0780	1,053,093	-	1,053,093	803,883	131.0	85.4
06/30/16	0.0980	3,932,911	-	3,932,911	752,473	522.7	63.9
06/30/15	0.0790	897,625	-	897,625	729,493	123.0	86.6

Note: Schedule is intended to show 10-year trend. Additional years will be reported as they become available.

Schedule of Employer's PERA Contributions - Public Employees Police and Fire Fund

Year Ending	Statutorily Required Contribution (a)	Contributions in Relation to the Statutorily Required Contribution (b)	Contribution Deficiency (Excess) (a-b)	Department's Covered Payroll (c)	Contributions as a Percentage of Covered Payroll (b/c)
12/31/18	\$ 133,379	\$ 133,379	\$ -	\$ 823,327	16.2 %
12/31/17	129,916	129,916	-	801,951	16.2
12/31/16	122,717	122,717	-	757,512	16.2
12/31/15	121,734	121,734	-	751,444	16.2

Note: Schedule is intended to show 10-year trend. Additional years will be reported as they become available.

West Hennepin Public Safety Department
Maple Plain, Minnesota
Required Supplementary Information (Continued)
For the Year Ended December 31, 2018

Notes to the Required Supplementary Information - Public Employees Police and Fire Fund

Changes in Actuarial Assumptions

2018 - The morality projection scale was changed from MP-2016 to MP-2017.

2017 - Assumed salary increases were changed as recommended in the June 30, 2016 experience study. The net effect is proposed rates that average 0.34 percent lower than the previous rates. Assumed rates of retirement were changed, resulting in fewer retirements. The Combined Service Annuity (CSA) load was 30 percent for vested and non-vested deferred members. The CSA has been changed to 33 percent for vested members and 2 percent for non-vested members. The base mortality table for healthy annuitants was changed from the RP-2000 fully generational table to the RP-2014 fully generational table (with a base year of 2006), with male rates adjusted by a factor of 0.96. The mortality improvement scale was changed from Scale AA to Scale MP-2016. The base mortality table for disabled annuitants was changed from the RP-2000 disabled mortality table to the mortality tables assumed for healthy retirees. Assumed termination rates were decreased to 3.0 percent for the first three years of service. Rates beyond the select period of three years were adjusted, resulting in more expected terminations overall. Assumed percentage of married female members was decreased from 65 percent to 60 percent. Assumed age difference was changed from separate assumptions for male members (wives assumed to be three years younger) and female members (husbands assumed to be four years older) to the assumption that males are two years older than females. The assumed percentage of female members electing joint and survivor annuities was increased. The assumed post-retirement benefit increase rate was changed from 1.00 percent for all years to 1.00 percent per year through 2064 and 2.50 percent thereafter. The single discount rate was changed from 5.6 percent to 7.5 percent.

2016 - The assumed post-retirement benefit increase rate was changed from 1.0 percent per year through 2037 and 2.5 percent per year thereafter to 1.0 percent per year for all future years. The assumed investment return was changed from 7.9 percent to 7.5 percent. The single discount rate was changed from 7.9 percent to 5.6 percent. The assumed future salary increases, payroll growth and inflation were decreased by 0.25 percent to 3.25 percent for payroll growth and 2.50 percent for inflation.

2015 - The assumed post-retirement benefit increase rate was changed from 1.0 percent per year through 2030 and 2.5 percent per year thereafter to 1.0 percent per year through 2037 and 2.5 percent per year thereafter.

Changes in Plan Provisions

2015 - The post-retirement benefit increase to be paid after attainment of the 90 percent funding threshold was changed, from inflation up to 2.5 percent, to a fixed rate of 2.5 percent.

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OTHER REPORT
WEST HENNEPIN PUBLIC SAFETY DEPARTMENT
MAPLE PLAIN, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2018

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INDEPENDENT AUDITOR'S REPORT
ON MINNESOTA LEGAL COMPLIANCE

Board of Commissioners
West Hennepin Public Safety Department
Maple Plain, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America, the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the West Hennepin Public Safety Department, Maple Plain, Minnesota (the Department), as of and for the year ended December 31, 2018, and the related notes to the financial statements, and have issued our report thereon dated March 8, 2019.

The *Minnesota Legal Compliance Audit Guide for Cities*, promulgated by the State Auditor pursuant to Minnesota Statute § 6.65, contains seven categories of compliance to be tested: contracting and bidding, deposits and investments, conflicts of interest, public indebtedness, claims and disbursements, miscellaneous provisions, and tax increment financing. Our audit considered all of the listed categories, except that we did not test for compliance with the provisions for public indebtedness or tax increment financing because the Department does not currently have any long-term debt or tax increment financing districts.

In connection with our audit, nothing came to our attention that caused us to believe that the Department failed to comply with the provisions of the *Minnesota Legal Compliance Audit Guide for Cities*. However, our audit was not directed primarily toward procedures, other matters may have come to our attention regarding the Department's noncompliance with the above referenced provisions. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the Department's noncompliance with the above referenced provisions.

This report is intended solely for the information and use of the Board of Commissioners, management and the Minnesota Office of the State Auditor and is not intended to be and should not be used by anyone other than these specified parties.

ABDO, EICK & MEYERS, LLP
Minneapolis, Minnesota
March 8, 2019



WEST HENNEPIN PUBLIC SAFETY

2018 ANNUAL REPORT



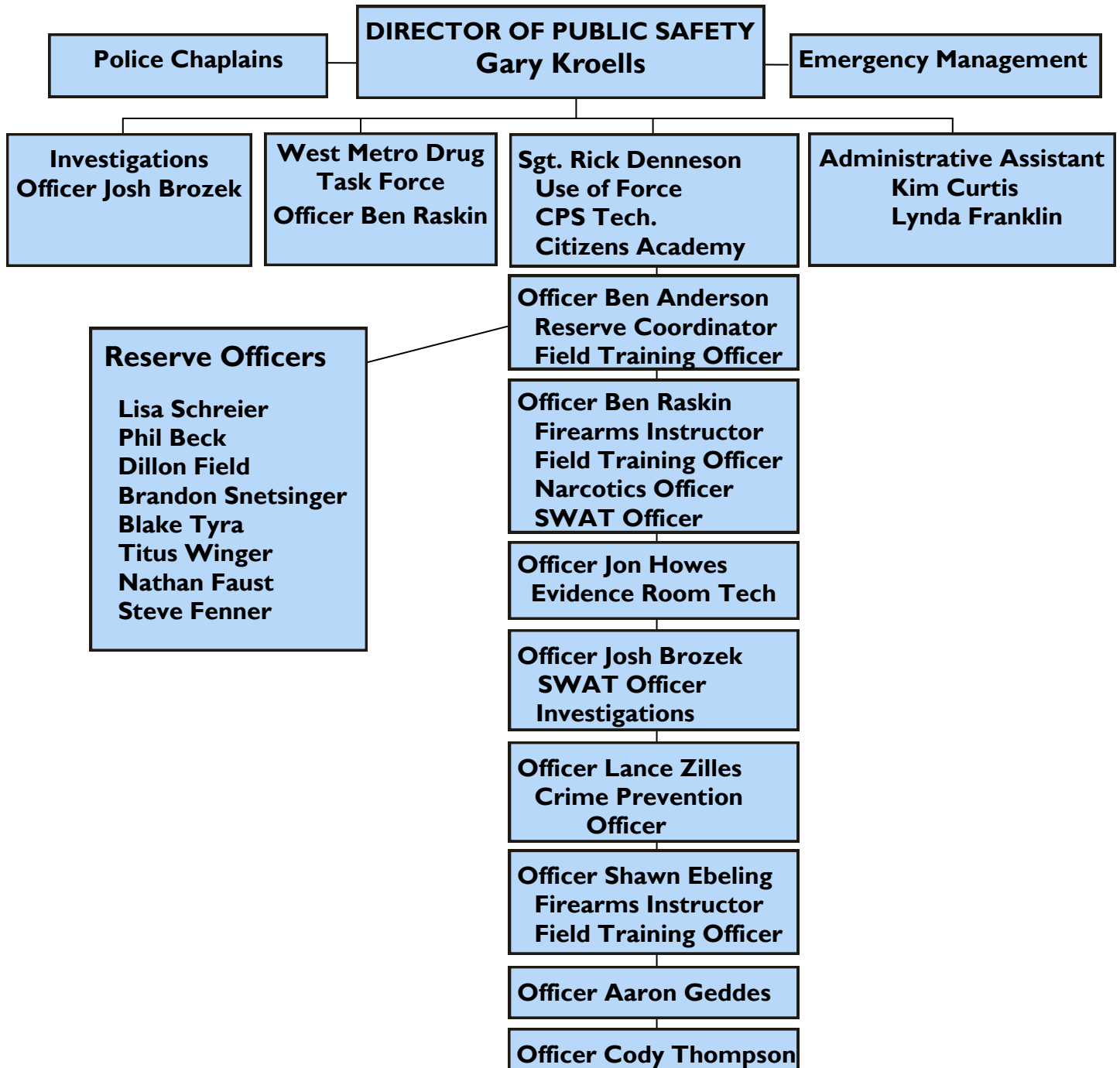
MISSION:

To protect and serve the citizens of Maple Plain and Independence in a professional and compassionate manner.



WEST HENNEPIN PUBLIC SAFETY

WEST HENNEPIN PUBLIC SAFETY ORGANIZATIONAL CHART



Serving our Community proudly with our core values:

Honor Courage Common Sense Respect & Dignity Loyalty Fairness Trust



WEST HENNEPIN PUBLIC SAFETY

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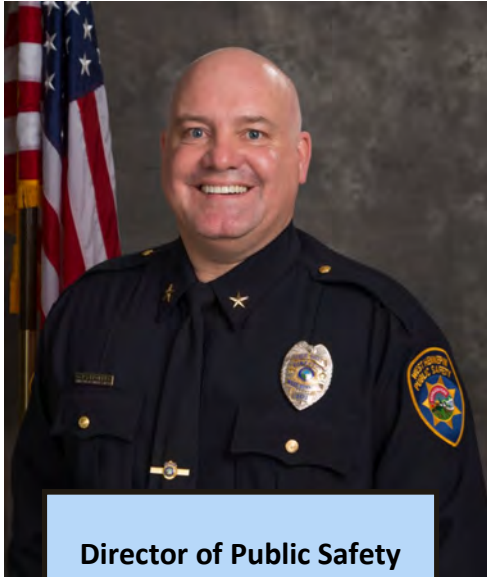
West Hennepin Public Safety 2018

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WEST HENNEPIN PUBLIC SAFETY

DIRECTOR'S MESSAGE



**Director of Public Safety
Gary Kroells**

As Director of Public Safety for the West Hennepin Public Safety Department, it is my honor to submit the *2018 Annual Report*.

In this year's report, you will find information highlighting different areas of law enforcement, emergency management, community involvement, training and our volunteer programs. Our annual report reflects the commitment our staff continues to show towards our citizens and our community.

In 2018, I can say with confidence that our officers focused a lot of time on community involvement through education. By working side-by-side with our citizens, we continue to build trust and respect for each other. This trust has never been more evident in our community than it was in 2018. Not a single day went by without someone saying, "Thanks for your service" or "We appreciate your hard work." In return, our officers want to say "Thank you" to our citizens for your support of our agency.

West Hennepin will continue to search for effective and efficient ways to provide proactive police services to our citizens. Our interaction with the public and our citizens is paramount in our work toward the betterment of our communities.

The West Hennepin Public Safety Department, along with the Orono Police Department, spent time with some of our high school's students by co-hosting the Orono School's Forensics Field Trip at the Orono Police Department. This course puts local law enforcement in front of students to introduce them to law enforcement careers and to give them some hands-on exposure to law enforcement. The Forensics Field Trip is a great opportunity to engage with our school's officials and students to strengthen relationships while promoting future leaders in law enforcement. This course was highlighted by the Minnesota Chiefs of Police Association (MCPA) in the Winter 2018-19 edition of their magazine as an example to other law enforcement agencies. The "Wear the Badge" campaign, an initiative created by the MCPA, focuses on recruitment and retention of law enforcement officers in Minnesota.

I am proud to report the Highway 12 Safety Coalition is very strong and moving forward with MnDOT and Hennepin County DOT for intersection improvements for County Roads 92 and 90. The safety of all citizens along Highway 12 continues to be a top priority for our agency.

As you review this report, I hope that you feel the same pride that I do in recognizing the accomplishments our department achieved in serving our citizens in 2018.

It is truly an honor and privilege to serve as the Director of Public Safety for the West Hennepin Public Safety Department. I hope that we have made a positive impact on your lives as we continue working hard for you in 2019 and beyond.



WEST HENNEPIN PUBLIC SAFETY

USE OF FORCE—TRAINING



Sergeant Rick Denneson
Use of Force Instructor

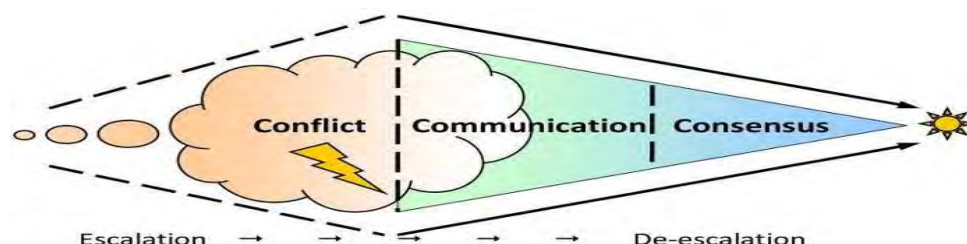
The West Hennepin Public Safety Department (WHPSD) utilizes an online training program called Patrol Online. This training program is facilitated by the League of MN Cities Trust. They publish online training sessions that our officers can complete on a computer in the office while on duty. These online modules cover all of the required MN POST Board objectives for use of force and also OSHA mandates on topics such as blood-borne pathogens, hazardous materials, confined space, hearing and respiratory protection, and other safety topics. Throughout the year, along with the computer classroom, we also have hands-on scenarios so that officers get real-life experience in dealing with situations. We use Simunition® guns that shoot paint rounds instead of real bullets to make the training as realistic as possible. We train annually on handcuffing techniques, chemical sprays, Tasers, expandable batons and hand-to-hand combat.

This year the Minnesota POST Board has added three training categories that are required for each officer:

- Implicit bias, community diversity, and cultural differences;
- Conflict management and mediation; and
- Crisis intervention and mental illness crises.

Officers from our agency have already begun to attend courses in these topics as part of the yearly mandate.

De-escalation has always been a part of our training whether it is hands-on or with firearms. Our officers train to calm people down, talk people down and to defuse a tense situation so that minimal force, if any, can be used to control a situation. Ultimately (and sometimes, unfortunately), the subject that we are dealing with is the one in control and we have to react in the best way to keep our officers and others safe.





WEST HENNEPIN PUBLIC SAFETY

HIGHWAY 12 SAFETY COALITION

The Highway 12 Safety Coalition had a series of highs and lows throughout the 2018 calendar year. We worked tremendously hard to reduce fatality and serious injury crashes along Highway 12 by focusing on the four E's of reducing deaths and serious injury crashes. They are Education, Enforcement, Emergency Medical Services, and Engineering.

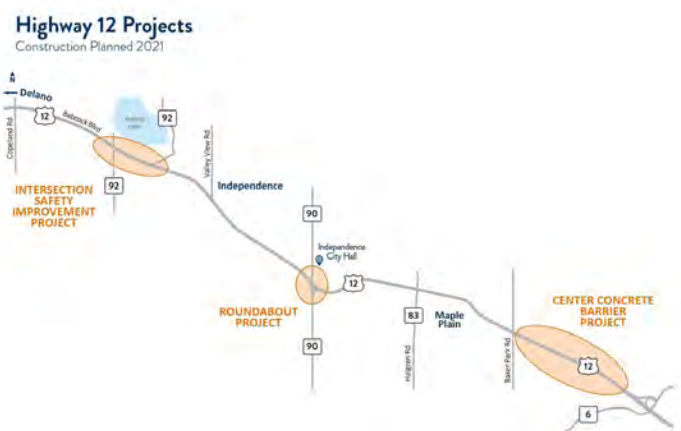


On December 1, 2015, we launched “Going 12 for 12”, a campaign to have zero fatality crashes on Highway 12 for 12 months. This was an aggressive goal but we are proud to announce that on October 2, 2018, we reached our goal and not a single person was killed on Highway 12 for over 12 months. We hosted a press conference at Independence City Hall to remind everyone that by working with each other, we can save lives along Highway 12.

Sadly, just four days later on October 6, a Bloomington resident was killed on Highway 12 near Valley Road in Independence when her vehicle crossed over the centerline and struck a semi-truck head-on. Our thoughts and prayers go out to this family and all of the families who have had family members killed in traffic crashes on Highway 12.

The West Hennepin Public Safety Department will continue to push for improvements on the highway, enforce traffic laws, educate drivers on the dangers of distracted driving, train our emergency medical providers on emergency procedures, and work with MnDOT and county engineers to find safety improvements along the highway. We will never give up the work it takes to save lives.

In October of 2018, MnDOT unveiled concept designs for intersection improvements at County Road 92 and County Road 90. The City of Independence hosted an open house and public involvement was outstanding. Staff members from MnDOT, Hennepin County and the City of Independence will continue to develop the safest and most efficient improvements along Highway 12. Community engagement is necessary to provide feedback to MnDOT. Look for announcements in the summer of 2019 to attend these open houses.



WHPS recognizes that it takes “Everyone” to make our roads safer. Together we can make the highway safer for everyone traveling along the Highway 12 corridor.



WEST HENNEPIN PUBLIC SAFETY

WEAPON MOUNTED CAMERAS

In August of 2017, West Hennepin Public Safety (WHPS) was approached by Viridian Technologies, a Maple Plain-based business that manufactures laser sights for guns. However, they did not come to us to talk about laser sights, but rather a weapon-mounted camera system that they were developing. They were looking for a department to participate in a pilot program to use and evaluate the camera system. After several meetings and consultations with our city attorney on department policy for this piece of equipment, we agreed to participate in their pilot program.



In late 2017, three WHPS officers were assigned the INSTANT-ON® camera/laser/tactical light and used them for several months while on duty and in training. The cameras were used in several different environments: dark, light, cold, dirty, and on the training range. We were even able to mount the cameras onto our Simunition® training guns and record scenario-based training.

In 2018, the West Hennepin Public Safety Department outfitted each officer with a weapon-mounted camera made by Viridian. We set up an evidence collection procedure for the data captured on the camera and we retain the footage whenever an officer draws his firearm for use in the course of his duties. This can be anything from searching a house or a building on an alarm, to a high-risk traffic stop, to making a high-risk arrest. These cameras are for the officer's and the department's protection to show what happened in these low frequency / high-risk situations.



The West Hennepin Public Safety Department was one of the first departments in Minnesota to equip every officer in the department with a weapon mounted camera.



WEST HENNEPIN PUBLIC SAFETY

WEST METRO DRUG TASK FORCE (WMDTF)



Officer Ben Raskin
West Metro Drug Task
Force Agent

The West Metro Drug Task Force (WMDTF) is a joint task force created to combat narcotics in western Hennepin County and the Twin Cities metro area. The WMDTF was established in 2003 with the cooperation of West Hennepin Public Safety, Medina Police Department, Minnetrista Public Safety, Orono Police Department and the Hennepin County Sheriff's Office. There are currently six agents assigned to the task force, which investigates narcotics-related criminal matters. Each member agency has at least one officer designated to the task force. A drug task force agent conducts long-term complex investigations, drafts and executes search warrants, conducts undercover operations and assists local law enforcement with critical incidents.



West Metro Drug Task Force Agencies:

**West Hennepin Public Safety
Department**

Medina Police Department

**Minnetrista Public Safety
Department**

Orono Police Department

**Hennepin County
Sheriff's Office**

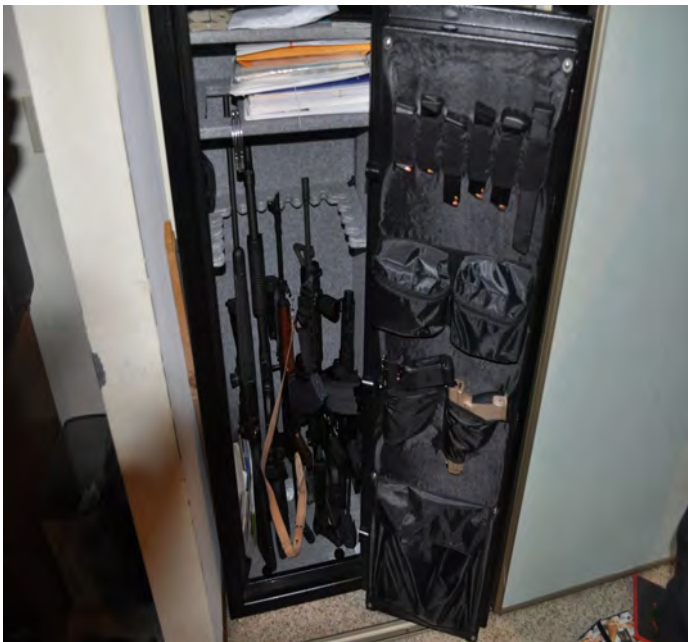
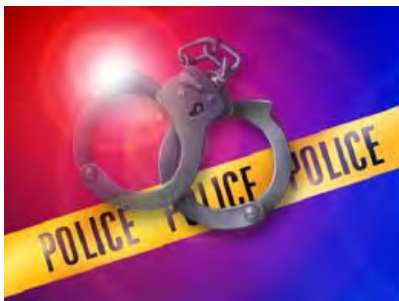


WEST HENNEPIN PUBLIC SAFETY

WEST METRO DRUG TASK FORCE (WMDTF)

The year 2018 was very productive for the West Metro Drug Task Force (WMDTF). One hundred thirty-two (132) search warrants were executed, which led to 92 arrests and a total of 112 state and federal charges. The WMDTF seized 2 pounds of cocaine, 76 pounds of crystal methamphetamine, 85 pounds of marijuana and 64 guns.

The estimated street value of the narcotics seized by the WMDTF in 2018 is upwards of \$3.1 million. The pictures below are from significant search warrants that were executed.



Pictured above are numerous firearms seized during a search warrant related to cocaine and marijuana sales.



Pictured above is approximately five pounds of methamphetamine. This case involved a drug trafficking organization working in Mexico and Minnesota.



WEST HENNEPIN PUBLIC SAFETY

USE OF FORCE—FIREARMS TRAINING



Officer Ben Raskin
Firearms Instructor

West Hennepin Public Safety (WHPS) conducts ongoing training throughout the year in the areas of use of force and firearms. We conduct a minimum of four live-fire firearms training sessions each year to ensure officers' proficiency with weapons and their appropriate application in different situations.

We continue to ensure officers are outfitted with the latest equipment and are up-to-date with current trends in the use of force and firearms technology.



As discussed in another section of this report, we participated in a trial of a weapon-mounted camera/laser/tactical light manufactured by Viridian Weapon Technologies. For several years already, our officer's weapons have been equipped with weapon-mounted lights. However, with new technology, a camera is now integrated into the light. WHPS began the trial in 2017 and, in 2018, we completed testing and evaluation of the weapon mounted camera. Later in 2018, we fully implemented the system and outfitted each sworn officer with the weapon-mounted camera system. We believe this system will provide greater transparency and detail in the event of an officer utilizing their firearm in the line of duty.



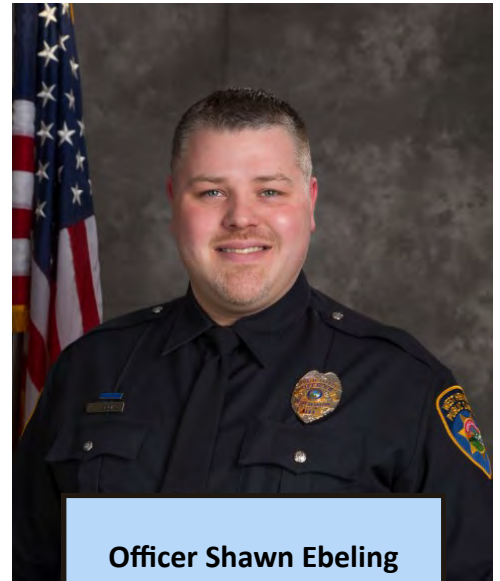
Image captured from a weapon mounted camera on the range.



WEST HENNEPIN PUBLIC SAFETY

USE OF FORCE—FIREARMS TRAINING

WHPS has for many years incorporated scenario-based, decision making, and de-escalation training into our use of force program and 2018 was no exception. Columbia Heights PD again provided us with access to their video simulation system called Laser Shot. We spent a week in March having officers rotate through simulations that put officers into life-like situations that require varying levels of force. Officers also learn and practice how to address the characters in the simulations by utilizing de-escalation techniques and application of varying levels of force up to deadly force. Following each scenario, our instructors debrief the scenario and review the actions the officer took to address the simulation. This provides a valuable training tool for officers to hone their skills in dealing with potential use of force scenarios and ensure we are using only enough force that is necessary to address a situation.



Officer Shawn Ebeling
Firearms Instructor

We would like to thank the Delano Sportsmen's Club for their continued support and cooperation with us by providing access to their range. We are grateful that in the past few years, they have asked us and other area law enforcement to join them in a social gathering with their members, providing an opportunity to meet and answer questions in a relaxed setting.



Rescue scenario
with officers using
a body bunker





WEST HENNEPIN PUBLIC SAFETY

RESERVE OFFICER PROGRAM



Officer Ben Anderson
Reserve Coordinator

The West Hennepin Public Safety (WHPS) Reserves had another outstanding year in 2018. We provided several excellent training opportunities and a total of 1,938 hours were donated to WHPS and the cities of Maple Plain and Independence! Using a modest value of \$24.69 per hour (national 2018 formula), that is a value of \$47,849 to our communities for a very minimal cost. The on-going service provided by the WHPS volunteer reserve officers to our communities is absolutely invaluable.

WHPS was also very pleased when Reserve Officer Christopher Leonard was hired by the Buffalo Police Department as a licensed peace officer. Leonard expressed his thanks to the WHPS Reserve Program for helping him achieve his career goal of becoming a police officer. His experiences here at WHPS will undoubtedly help him in becoming a successful officer.

WHPS' dedication to the Reserve Officer Program was again evident with many training opportunities that included: responding to traffic emergencies, radio usage, handing medical emergencies, use of force, and certifications to use an ASP Baton, Mace and Taser. The reserves were also given guidance and training in personal budgeting and financial wellness.

The reserve officers participated in many community events including View Santa, Night to Unite, a Bicycle Rodeo, the Boo Market at Forkless Pizza, Party in the Park, the Maple Plain Fire Department Open House and many running and bicycling events. Reserves were also called out to respond to several large scale incidents to assist the WHPS officers.



Reserve Officer Tyra practices a baton strike at a self defense training session



WEST HENNEPIN PUBLIC SAFETY

RESERVE OFFICERS IN ACTION

Reserve Officer Faust pointing to evidence at a traffic crash.



Reserve Officer Fenner assisting a young bicycle rider navigate the Bike Rodeo Safety Course. The WHPS Reserves partnered with the Maple Plain Library and the Maple Plain Fire Department to host this event.



Reserve Officer Titus Winger having fun at a neighborhood party in Maple Plain.



WEST HENNEPIN PUBLIC SAFETY

VIEW SANTA 2018 — A VERY SNOWY DAY



Left to right, standing: Sgt. Rick Denneson, Officer Jon Howes, Reserve Coordinator Officer Ben Anderson, Reserve Dillon Field, Reserve Blake Tyra, Reserve Steve Fenner, Reserve Lisa Schreier, Reserve Phil Beck, Reserve Nate Faust, Reserve Titus Winger. Seated in the sleigh: Santa!! This year it was truly a winter wonderland for View Santa in Maple Plain.



Firefighter Chris Doyle trying to improve his status on Santa's "nice list".



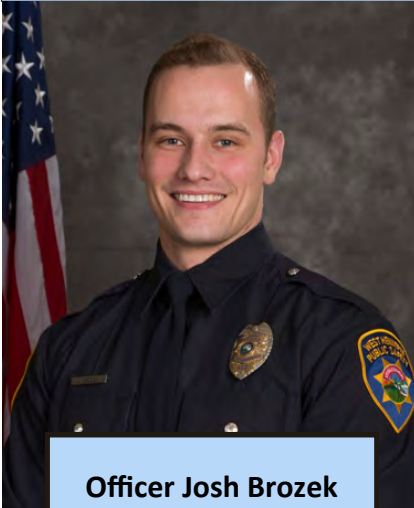
Reserve officers packing approximately 700 bags with candy and small gifts for View Santa to give to boys and girls in Maple Plain and Independence. Pictured: Reserves Schreier, Tyra, Faust, Fenner, Beck, Henthorne, Field, and Winger.

"This year was a great year with many people coming out to visit Santa and making donations to the local food shelf. The police reserves collected over 1,205 pounds of food and \$259.00 in cash donations," said Director Gary Kroells. "The West Hennepin Public Safety volunteer reserve officers have been hosting this event for 38 years and it is a very special program for our small communities".



WEST HENNEPIN PUBLIC SAFETY

LAKE MINNETONKA SWAT TEAM



Officer Josh Brozek
Current SWAT member

West Hennepin Public Safety is a member of the Lake Minnetonka SWAT Team, a multi-agency SWAT team. It was formed in 2008 by West Hennepin Public Safety, South Lake Minnetonka Public Safety, Orono Police Department, Minnetrista Police Department, and the Wayzata Police Department. The team consists of 18 members and West Hennepin Public Safety currently has two officers on the team. The SWAT Team trains on a regular basis: learning new techniques, devices, tools, and tactics to handle high-risk situations. They also assist other SWAT teams on mutual aid agreements. WHPS is thankful to participate in a unit like this that could not be funded by a single police department.



Officer Ben Raskin
Current SWAT member

In 2018, the Lake Minnetonka SWAT Team was called out four times:

- June 18th: The SWAT Team assisted with a search warrant/felony arrest in Excelsior, MN. The warrant was for the arrest of a male who was alleged to be aggressive towards law enforcement and who was living in the basement of his parents' residence. The male stated he would shoot cops if they tried to arrest him. The SWAT Team made entry into the residence and located the male hiding in the laundry room behind a door. He was taken into custody without any physical harm done to officers or himself.
- August 9th: The Hennepin County SWAT Team requested the assistance of the Lake Minnetonka SWAT Team in executing a high-risk search warrant at an address in Medina. The property was known to have numerous outbuildings with an unknown number of people on site. Stolen vehicles were reported to be there along with subjects who were known to possess weapons. The SWAT Teams made entry onto the property and arrested five people without anyone being injured. Several stolen vehicles were recovered on the property.
- October 29: The SWAT Team was called in for a high-level entry in Mound to arrest a male suspected of stabbing a female in Carver County. The victim was in critical condition after being stabbed in the abdomen. The male was threatening the homeowner, stating he just stabbed a woman and that she would be next. The homeowner fled the house and called 911. It was unknown if the male still had a knife or any other weapons. The SWAT Team made entry into the home and took the male suspect into custody without anyone being harmed.
- November 17: The SWAT Team was called in to execute the arrest of a male in Wayzata who strangled his mother until she went unconscious. The male was known to carry knives and hatchets around with him. The SWAT Team made entry into the residence and took the male into custody without any harm being done to officers or himself. Further search warrants found a loaded .38 handgun and a large hunting knife in the subject's bed beneath the covers.





WEST HENNEPIN PUBLIC SAFETY

ADMINISTRATIVE AND RECORDS DIVISION



**Administrative Assistant
Lynda Franklin**

CONTACT US
1918 County Road 90
Maple Plain, MN

Office Hours
Monday-Friday
8 a.m.-4:30 p.m.

(763) 479-0500

**For an emergency,
dial 911**



**Administrative Assistant
Kim Curtis**

The Administrative and Records Division of West Hennepin Public Safety consists of two Administrative Assistants with individual responsibilities. Kim Curtis is the administrative assistant/bookkeeper, Human Resources (HR) & benefits coordinator and recording secretary. Lynda Franklin is the administrative assistant/Terminal Agency Coordinator (TAC) and is primarily responsible for managing the Records Division, which includes the submission of state-mandated records. Together they perform various administrative and support services including:

- Assist the public on the phone and at the front window with public information requests, issuing burn permits, Permit to Purchase applications, etc.
- Department bookkeeping: payroll, HR & benefits coordination, accounts payables/receivables, maintaining financial status reports, bank account maintenance & reconciliation.
- Maintaining employee training records.
- Transcription of interviews and data entry into case files.
- Preparation of case files for criminal prosecution and court records management.
- State certified for transmitting reports to the Bureau of Criminal Apprehension.
- Preparing and transmitting monthly crime, property and arrest reports to the BCA.
- Sending weekly media reports and press releases to local newspapers.
- Maintaining records and reporting to the Office of the State Auditor for assets forfeiture programs.
- Compliance with OSHA reporting requirements.
- Storage, retrieval, and disposal of records; completing local background investigation checks.
- Collect, process, disseminate and maintain Department records in accordance with Federal and State Data Practices laws and record retention requirements.
- Criminal History Records Management.
- Updating suspense files for the Bureau of Criminal Apprehension (BCA).
- Linking criminal justice "suspense" records to the corresponding criminal history arrest records.

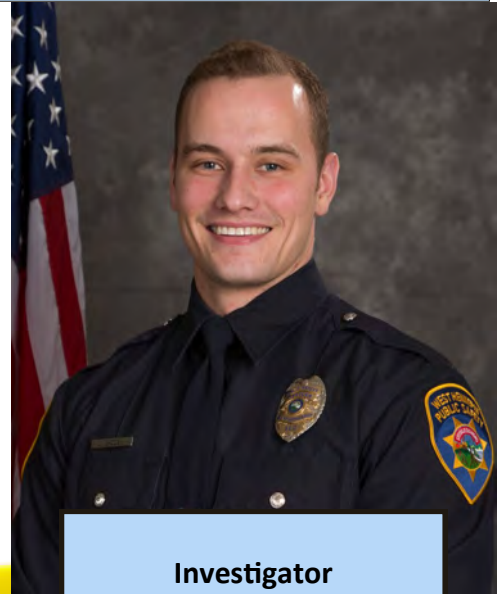


WEST HENNEPIN PUBLIC SAFETY

INVESTIGATOR'S REPORT—CASES OF INTEREST

The West Hennepin Public Safety Department strives to provide career development for its officers. Part of this process is to rotate the investigator position between experienced patrol officers every two years.

Officer Josh Brozek took over investigations in 2017 for the West Hennepin Public Safety Department and is in his second year. Officer Brozek assumed this position after three years of patrol experience and leadership.



Investigator
Josh Brozek

CRIME SCENE DO NOT CROSS

Burglary and Stolen Antique Boat Items

On February 1, 2018, West Hennepin Public Safety received a report of a burglary with the theft of items from a storage locker at the Independence Mini Storage. The storage locker contained antique boat items valued at \$4,600. The items were from local ships that sailed throughout the Great Lakes.

Further investigation located the items for sale on Craigslist and a possible suspect was determined. A meeting was arranged with the suspect to buy the potentially stolen items. An undercover officer met the seller and identified the items as being stolen and the person was taken into custody. A warrant was written and signed by a judge for the suspect's vehicle where the majority of the stolen property was recovered. The suspect was charged with two felony counts, receiving stolen property and possession of burglary tools, and one misdemeanor license violation.





WEST HENNEPIN PUBLIC SAFETY

INVESTIGATOR'S REPORT—CASES OF INTEREST

Garage Burglary

On February 9, 2018, West Hennepin Public Safety received a call for a burglary in progress. A male had arranged to meet with the homeowner to look at tires that the homeowner had for sale. When the homeowner went inside the house, the suspect began going through the detached garage and loading items into his vehicle. The homeowner confronted the suspect and dialed 911. When the suspect realized that 911 was being called, he fled the scene.



Officers located the suspect in Watertown, MN, where he was taken into custody. The stolen items were recovered and later returned to the victim. The suspect was charged with Felony 3rd Degree Burglary.

New Construction Burglary

On February 11, 2018, West Hennepin Public Safety received a report of the burglary of a new home under construction. The homeowner arrived to find a front-loading washer and dryer missing, valued at \$2,700. During the investigation, a latex glove was recovered in the driveway. The glove was collected as evidence and sent in to be analyzed for DNA.

DNA was found on the glove and a suspect was identified by utilizing a database which stores “known DNA” samples from individuals that have been involved in felonious crimes. The suspect was a known burglar with a long history of being in possession of stolen items. A search warrant was executed on the his home where the washer and dryer were recovered. A warrant was obtained to take a swab of the suspect’s DNA and it was compared to the DNA found in the glove, resulting in a match.



The suspect was charged with Felony Possession of Stolen Property.



WEST HENNEPIN PUBLIC SAFETY

INVESTIGATOR'S REPORT—CASES OF INTEREST

Second Degree Criminal Sexual Conduct

On May 3, 2018, West Hennepin Public Safety (WHPS) received a call for a possible criminal sexual conduct (CSC) case involving a minor. WHPS received this report from a therapist, who is a mandated reporter and required by law to report any suspicion of child abuse or neglect. The therapist stated a male had called in asking to set up therapy for his family stemming from incidents involving sexual contact between himself and his daughter. Further investigation found that there were two victims; both were daughters of the suspect.

The children were interviewed by CornerHouse, an advocacy center that has interviewers that are specifically trained to interview children. After the interviews were completed there was enough evidence to draft a search warrant for the residence. The search warrant was executed and the suspect was taken into custody. The suspect was charged with two counts of 2nd Degree Criminal Sexual Conduct.

Weapon-Pointing Felony Assault

On June 2, 2018, West Hennepin Public Safety received a call of a weapon-pointing incident that stemmed from a traffic altercation. The victim was following the suspect vehicle, described as a black Dodge Charger, and the suspect was alleged to be driving aggressively at speeds near 100 mph.

The suspect stopped at a stop sign and flashed a silver revolver at the victim. The victim was able to obtain the license plate of the suspect's vehicle. Investigators followed up with the registered owner of the vehicle who turned out to be the suspected driver. The suspect admitted to flashing a pistol at the victim. The pistol was determined to be a pellet gun.

The suspect was charged with Felony Terroristic Threats.





WEST HENNEPIN PUBLIC SAFETY

INVESTIGATOR'S REPORT—CASES OF INTEREST

Stolen Vehicle

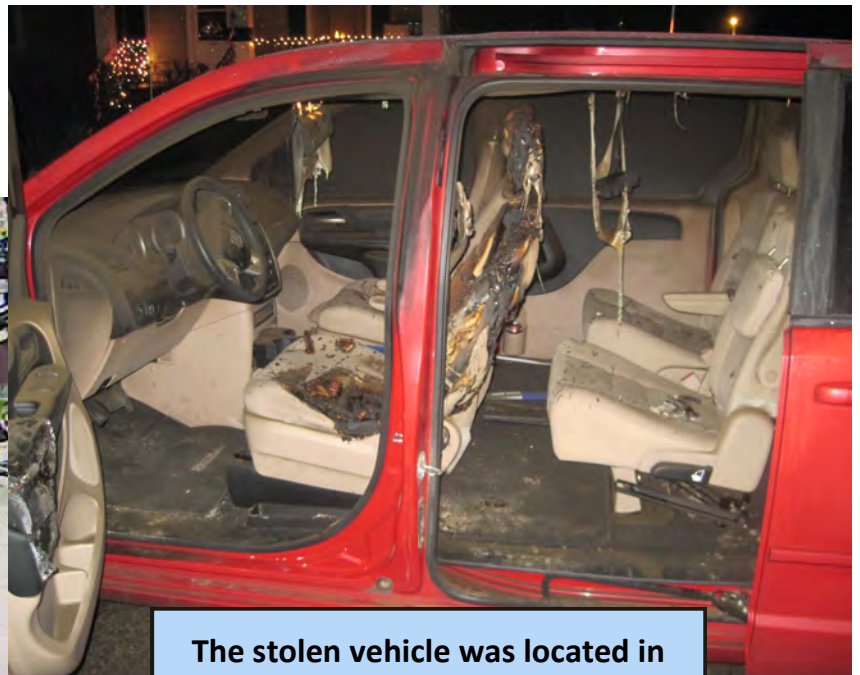
On December 11, 2018, West Hennepin Public Safety received a call for a vehicle stolen from Vinland National Center in Independence. An employee was preparing to transport two patients to appointments when the employee left the vehicle to go back inside the Center. When the employee went inside, the male suspect moved into the driver's seat and drove off in the vehicle. The other patient inside the vehicle asked to be let out and the suspect allowed him to exit the vehicle.

About two hours later, the vehicle was reported to be in Rogers, MN, at a gas station where it was called in as a suspicious vehicle. However, the vehicle was no longer at the gas station when local officers arrived on the scene.

On December 15, 2018, the vehicle was recovered in Duluth, MN. The vehicle had been set on fire and abandoned. The suspect was originally from Duluth. Using the surveillance video from the Holiday Gas Station in Rogers, MN, along with the second patient's witness statement, the suspect was charged with Felony Theft of a Motor Vehicle.



Vehicle theft suspect inside the gas station in Rogers.



The stolen vehicle was located in Duluth after it was set on fire.



WEST HENNEPIN PUBLIC SAFETY

CRIME PREVENTION



MINNESOTA CRIME
PREVENTION ASSOCIATION

In October 2018, Officer Zilles attended the Minnesota Crime Prevention Association Conference in Duluth, MN. At the conference, Officer Zilles learned about new and upcoming issues occurring in various communities and how to help prevent those issues. Some of these issues were how to protect yourself from cybercrime, the opioid epidemic, and issues with social media.

Officer Zilles also attended Crime Free Multi-Housing training where he learned about landlord/tenant issues, the eviction process and proper ways to ensure a home is secure. This training is offered to police officers, rental property owners and managers of multi-housing units.

WHPS has begun a new program to notify homeowners if they have left their garage door or vehicle door open or unlocked overnight. The officer will place a computer-generated printout inside the unsecured garage or vehicle notifying the homeowner of the issue. When possible, the WHPS officer will then secure the item that was left open.



Officer Lance Zilles
Crime Prevention Officer



Officer Zilles conducted alcohol compliance training with the employees of McGarry's Pub in Maple Plain.

The employees learned how to recognize intoxicated customers, the dangers of over-serving customers, the laws and regulations associated with serving to underage customers, how to spot a fake ID and much more.

This training is available free of charge to any local business that serves alcohol.



WEST HENNEPIN PUBLIC SAFETY

COMMUNITY PROGRAMS—CITIZENS POLICE ACADEMY



Citizens Academy participants receive training in traffic stops and traffic enforcement

West Hennepin Public Safety held its 19th Citizens Police Academy (CPA) in 2018. Fourteen citizens that live or work in Independence, Maple Plain and surrounding communities participated in the annual eight-week course.

This course is designed to educate citizens on how the police department functions, to give them an opportunity to meet the West Hennepin officers and reserves and to learn more about their respective roles in law enforcement. Each year, the program forges new relationships between the police department and community members.

The course includes topics such as DWI enforcement, traffic enforcement, criminal and narcotics investigations, the Reserve Officer Program and the history of the department. One night is a demonstration by a police K-9 and his handler. Another night is a field trip to the Hennepin County 911 Dispatch Center where participants are able to speak with on-duty dispatchers and listen to actual incoming 911 calls. In another session, we use a video simulator that allows the students the opportunity to make use of force—deadly force decisions in a split second—just as they happen on the street in real life. One night includes participants role-playing as officers in mock traffic stops. They have the opportunity to see what it is like to walk up to a car that has been stopped for a traffic violation. In a later week, they “testify in court” before a Hennepin County judge.



Minnetonka K-9 Handler Joe Mace demonstrating a bite apprehension with

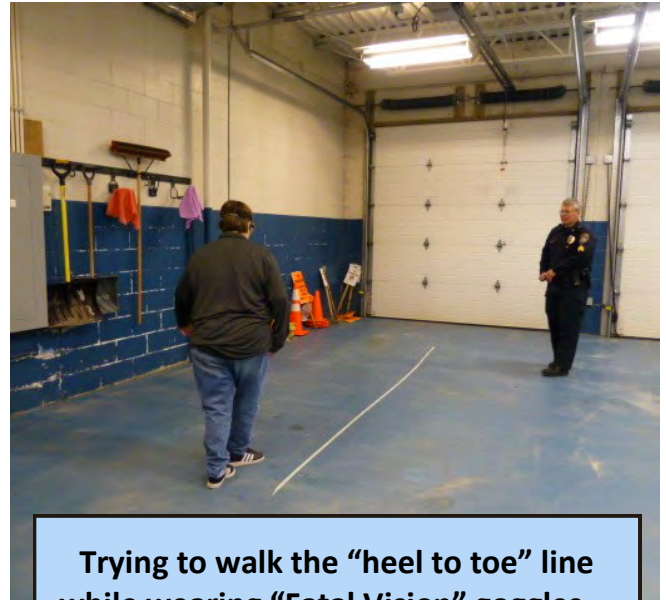


WEST HENNEPIN PUBLIC SAFETY

COMMUNITY PROGRAMS—CITIZENS POLICE ACADEMY

There is some classroom time but we try to include a lot of “hands-on” experience, letting the participants get a feel for what it is like to do the job of a police officer.

The course has evolved over the past 19 years. One extra night was added, increasing the course from seven sessions to eight and some classes were changed to make them more interactive. The final evening of the academy concludes with a graduation ceremony where each participant is issued a CPA shirt and a framed certificate. Alumni from previous classes are invited back to share their experiences from their academy classes.



Trying to walk the “heel to toe” line while wearing “Fatal Vision” goggles—goggles that simulate being intoxicated.

The West Hennepin Citizens Police Academy is held annually in late winter.

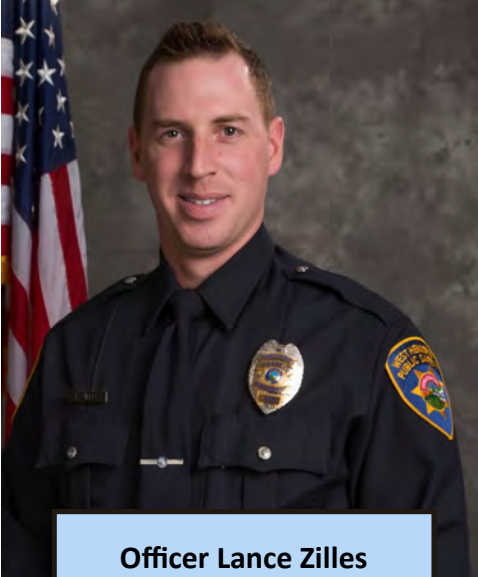


Citizens Police Academy
2018 Graduating Class



WEST HENNEPIN PUBLIC SAFETY

COMMUNITY PROGRAMS—NIGHT TO UNITE



Officer Lance Zilles
Crime Prevention Officer

On August 7, West Hennepin Public Safety (WHPS) organized a Night to Unite event. WHPS has been involved in the Night to Unite celebration for 13 years, since 2006. Most of the police officers and several reserve officers, along with Maple Plain firefighters, participated in the event. There were eight hosts in the City of Independence with the parties being held at private residences. The City of Maple Plain organized a “Party in the Park” for their residents to come together and mingle. West Hennepin and Maple Plain Fire had the privilege of attending each of these parties and enjoying the great food and conversation provided by the residents of Independence and Maple Plain.

2018 Night to Unite
Officer Zilles showing some of the equipment used by officers
to young attendees in the City of Independence.





WEST HENNEPIN PUBLIC SAFETY

GUNS VS. HOSES SOFTBALL GAME



2018 Guns vs. Hoses softball game participants.

West Hennepin Public Safety and the Maple Plain Fire Department participated in the 2nd Annual Guns vs. Hoses softball game. West Hennepin Public Safety walked away with a victory for the second year in a row with a final score of 9-4. The City of Maple Plain arranged for an ice cream truck to be at the softball field during the game and provided free ice cream to the spectators. Members of the Maple Plain City Council announced the game play-by-play.

This year's softball game was about more than just the competition. Food and money donations were also collected for the local food shelf. West Hennepin Public Safety and Maple Plain Fire look forward to the 2019 softball game and will be practicing hard in the offseason.





WEST HENNEPIN PUBLIC SAFETY

ORONO HIGH SCHOOL FORENSICS FIELD TRIP



**Officer Ben Anderson
Forensics Field Trip
Instructor**

For several years now, West Hennepin Public Safety (WHPS) has partnered with the Orono Police Department (OPD) and the Orono High School (OHS) to bring a sense of awareness and education about law enforcement to many students of OHS during a day of hands-on learning.

The students who participate are enrolled in the OHS Forensic Science curriculum. Almost every OHS student chooses this class elective and the police departments enjoy sharing this day with the students.

WHPS and OPD officers, along with the Hennepin County Medical Examiner's Office, present sessions on different areas of law enforcement. The topics include Crime Scene Examination, Traffic Stops, K-9 or Narcotics, SWAT Equipment Demonstrations and Use of Force. The classes have an added level of connection and excitement for the students as they not only listen to lectures but actually participate and try to fill the role of a police officer, with real role players and hands-on action. Students also have the opportunity to meet their local officers and ask any questions they may have about what we do or why we do it.

There are no other programs like it in the State of Minnesota and it is an incredible example of partnership between police departments, schools and the community which builds and fosters trust and awareness.





WEST HENNEPIN PUBLIC SAFETY

ORONO HIGH SCHOOL FORENSICS FIELD TRIP



WHPS Officer Aaron Geddes working with a student on her traffic stop approach.

OPD Officer Susan Schultz demonstrating Field Sobriety Tests.



WHPS Sgt. Rick Denneson instructing students on use of force and what they may experience as a law enforcement officer.

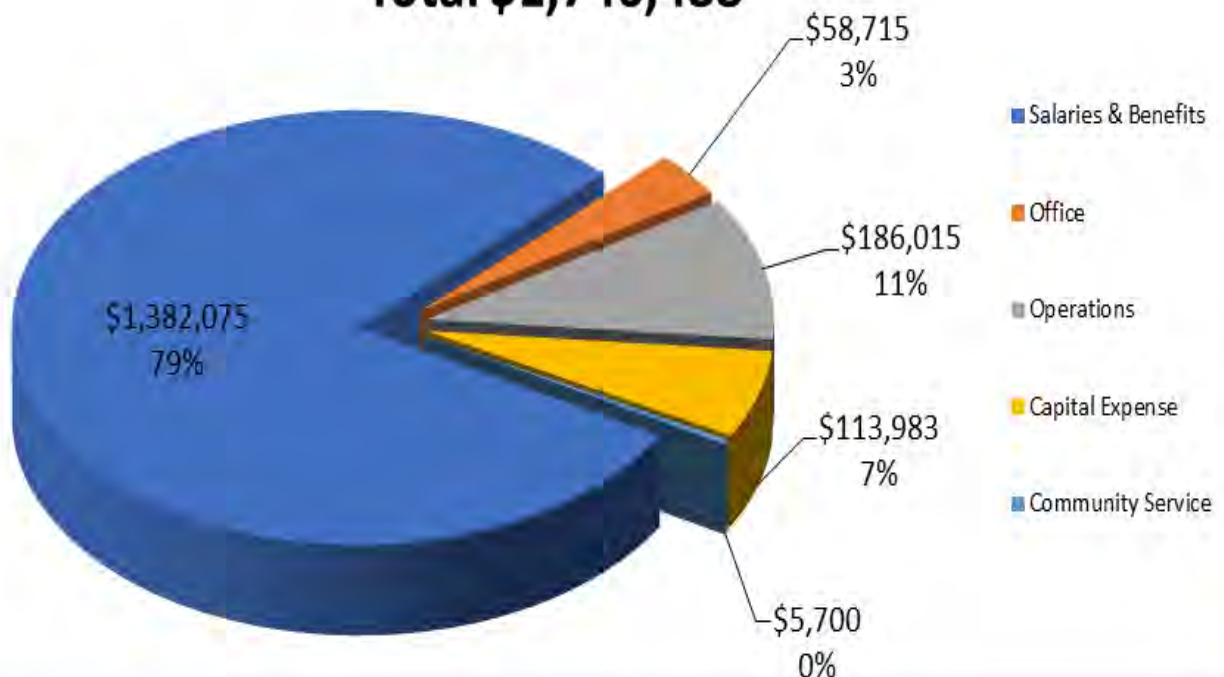


WEST HENNEPIN PUBLIC SAFETY

FINANCIAL SUMMARY: 2018 BUDGET

2018 Annual Budget \$1,746,488

2018 Budget Total \$1,746,488



As indicated above, 79% of the West Hennepin Public Safety Department budget is dedicated to the salaries and benefits for the ten full-time licensed police officers and the two full-time administrative assistants. The remaining funds are allocated to office supplies, police department operating costs, capital expenses and community service programs.



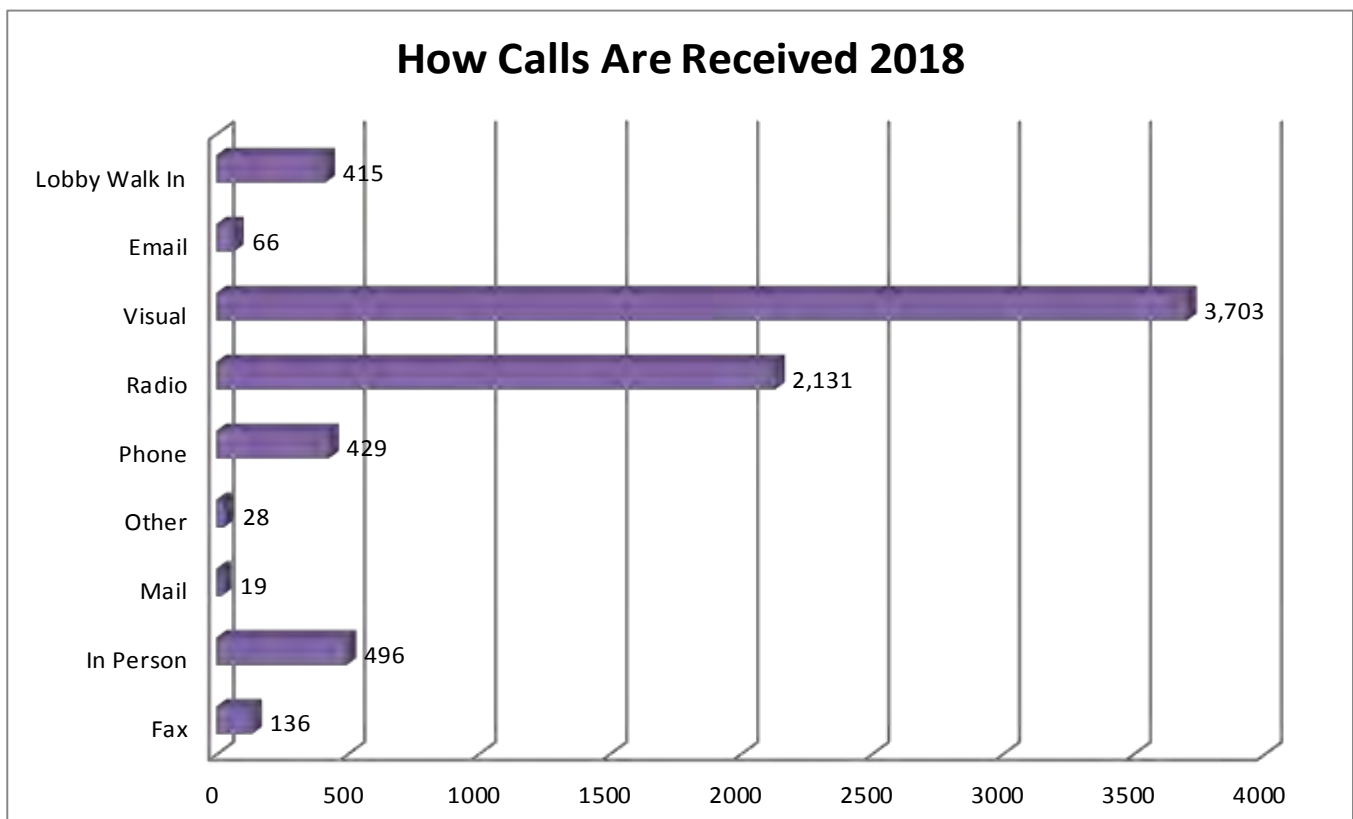
WEST HENNEPIN PUBLIC SAFETY

2018 ACTIVITY REPORT

In 2018, the West Hennepin Public Safety Department handled 7,423 incident complaint reports for Independence and Maple Plain, with 3,997 incidents occurring in Independence, 2,913 occurring in Maple Plain and 513 “Toward Zero Deaths” initiative contacts and agency assists.

Incident complaint reports include:

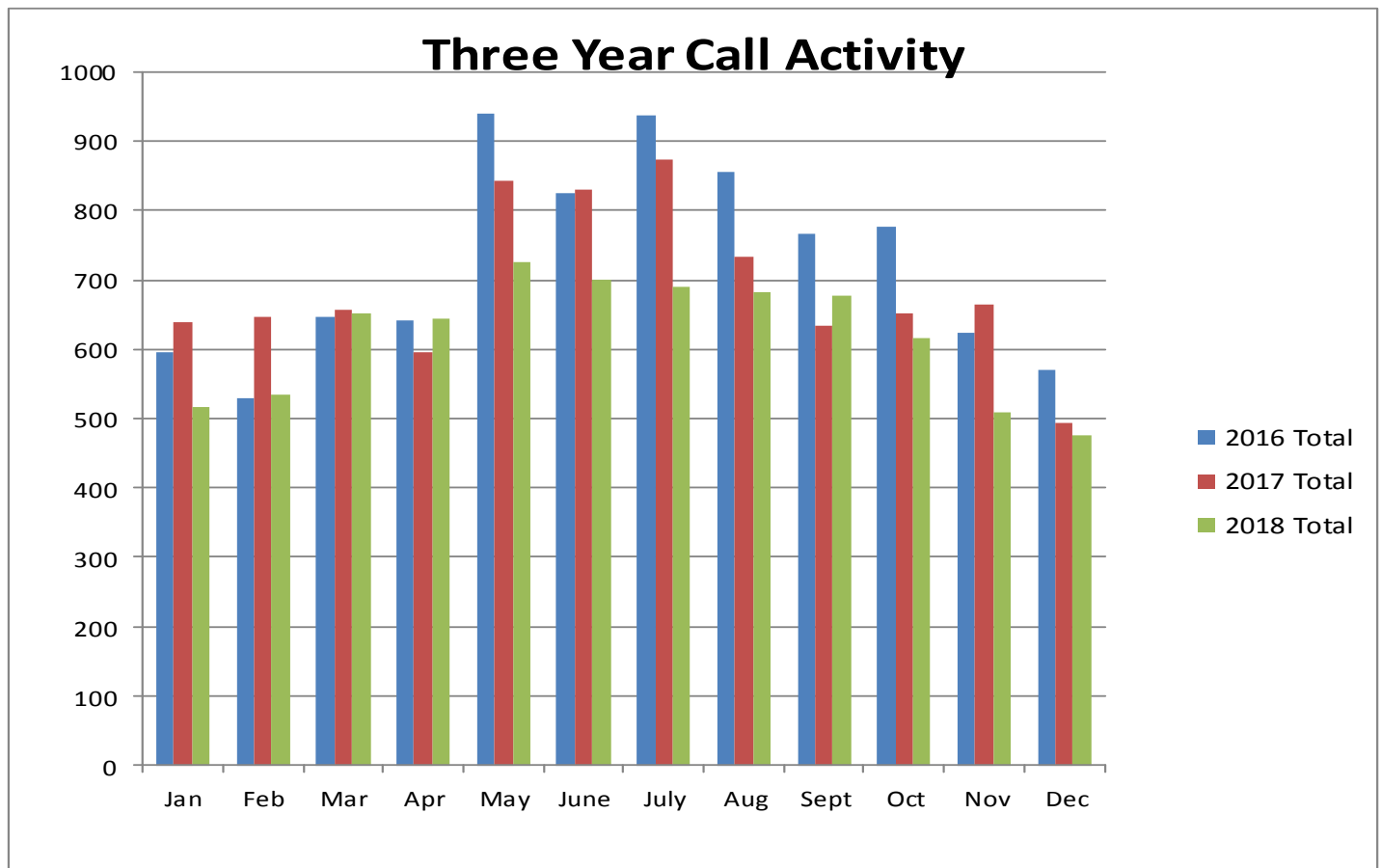
- **3,086 Traffic Stops and Traffic-related offenses**
- **189 Criminal Investigations**
- **200 Property Damage Crashes**
- **50 DWI Arrests**
- **23 Personal Injury Crashes**
- **1 Fatality Crash**





WEST HENNEPIN PUBLIC SAFETY

2016-2018 Call Activity Report



West Hennepin Public Safety Department call activity per month for the past three years, 2016-2018



WEST HENNEPIN PUBLIC SAFETY

ACTIVITY REPORT: Comparing 2017 versus 2018

Offense	2017	2018
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City Of Independence

Criminal	123	120
Traffic	1,911	1,792
Part III	94	82
Part IV	318	372
Part V	1,786	1,631

Total City of Independence	4,232	3,997
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City Of Maple Plain

Criminal	65	61
Traffic	1,175	1,028
Part III	68	50
Part IV	203	267
Part V	1,578	1,507

Total City Of Maple Plain	3,089	2,913
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Grand Total Both Cities	7,321	6,910
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TZD	292	204
Other ICRS	653	309
Total ICR Reports	8,266	7,423

Mileage	145,473	145,314
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How Received

Fax	136	136
In Person	338	496
Mail	19	19
Other	48	28
Phone	367	429
Radio	2,203	2,131
Visual	4,614	3,703
Email	68	66
Lobby Walk In	473	415
Total	8,266	7,423



WEST HENNEPIN PUBLIC SAFETY

FAREWELLS –RESERVE OFFICER LEONARD, RESERVE OFFICER STRAND



**Chief Gary Kroells and
Reserve Officer Jeff Strand**



**Reserve Coordinator Ben Anderson
and Reserve Officer Chris Leonard**



**Officer Chris Leonard being sworn in
at the Buffalo Police Department**

West Hennepin Public Safety (WHPS) had two reserve officers leave us this year. Reserve Officer Jeff Strand retired after six and a half years of dedicated service with WHPS. He began serving with us after retiring from General Mills and assisted with many events and work details over the years.

After two years of dedicated service to WHPS, Reserve Officer Chris Leonard resigned to begin his career with the Buffalo Police Department as a police officer. WHPS is very proud of all of the people who have “graduated” from our Reserve Officer Program to become sworn police officers. We wish Officer Leonard the very best in his career!

Thank you both for your dedicated service.

FOR RELEASE ON
April 5, 2019
WHPS Press Release

Contact: Director Gary Kroells
West Hennepin Public Safety Department
(763) 479-0500

West Hennepin Public Safety's



2019 Citizens Academy Graduation

Front Row: Emma Melton, Katharina Thompson, Betty Chandler, Jane Stein, Tammy Melton, Margaret Genereux. (Not pictured is Frank Beck.)

Back Row: Sgt. Rick Denneson, Arnold Simpson, Mike Melton, Tonia Klinkner, Michael Francis, Brian Glover, Tanner Kroells, Chief Gary Kroells, Officer Jon Howes.

The 2019 Citizens Academy concluded their last night of classes with a graduation ceremony at the West Hennepin Public Safety Department on April 4th.

The last night concluded the 8 week course that was attended by 13 participants. With the graduation of last night's class, this program has had over 189 participants since its inception in 1999!

The participants learned about traffic enforcement, use of force, narcotics and investigations, court proceedings and prosecution, watch a demonstration by a Police K-9 and several other topics.

The Citizens Academy is held annually in February and runs every Thursday night for 8 weeks. If you would like information, contact our office at 763-479-0500 or email Sgt. Rick Denneson at rdenneson@westhennepin.com. The West Hennepin Public Safety Department would like to thank the 2019 graduating class for their participation in the program.

Job Summary:

The Director of Public Safety is the Chief Law Enforcement Officer and Director of Emergency Management. The Director is primarily responsible for the implementation of policies, records management systems, and programs necessary for the collection of data, police communications, coordination of mutual aid agreements, apprehension of criminals, delivery of all law enforcement and emergency management services and serves as an advisor to fire departments commissions contracted by the each city served by the Joint Powers Agreement (JPA) for West Hennepin Public Safety Department. The Director of Public Safety will advise the West Hennepin Police Commission on matters of police personnel and human resources, coordinate the annual police budget, including payroll, and handle health benefits for all employees.

Scope of Impact:

The Director of Public Safety supervises all police employees and monitors department performance. The Director also serves as Emergency Management Director for cities served by the Joint Powers Agreement (JPA) for West Hennepin Public Safety Department.

Essential Duties and Responsibilities:

- Plans, organizes, directs, and reviews all operations of the West Hennepin Public Safety Department.
 - Plans methods and procedures to meet operating needs, review and approve recommendations for staff organization and assignments, and for reviewing procedures and records;
 - Ensures sufficient operation of the department through the development and execution of policies and programs necessary for the prevention of crime and protection of lives and property;
 - Develops program objectives that will guide the future development of the department in terms of anticipated needs;
 - Meets with citizens concerning complaints, activities of the department and other matters of public interest important in the development of good public relation;
 - Serves as principal spokesperson for the police department in front of media and the public.
- Recruits and provides supervision for all police employees and volunteers.
 - Administers the hiring and/or promotion process subject to approvals by the Police Commission.;
 - Ensures that all sworn officer candidates meet all Minnesota Board of Peace Officers Standards and Training requirements;
 - Arranges for a psychological review for candidates and, as needed, facilitates a Professional Interview Board, police commission interviews, written test, physical exams, and a background investigation;

DIRECTOR OF PUBLIC SAFETY

- Assists in the formulation and implementation of labor agreements between police commission and employee organizations;
- Issues special orders to subordinate officers;
- Reviews operating performance records and reports to determine officers' effectiveness and efficiency;
- Reviews recommendations on personnel problems and takes disciplinary action;
- Directs and reviews the preparation of training programs for police officers.
- Administers the department budget planning, review and cost control program.
 - Directs preparation of a budget designed to efficiently meet service levels and working closely with the City Administrator(s) prepares recommendations for Police Commission Approval;
 - Monitors and controls overtime;
 - Prepares and direct the preparation of periodic or special reports on department activities and operations.
- As Emergency Management Director, prepares emergency plans that meet all State and Federal requirements.
 - Completes the certified Emergency Management certificate program;
 - Provides proactive and required training for staff, Council, and citizens consistent with the Emergency Plan;
 - Manages the outdoor warning system and budgets for emergency preparedness programs and equipment and implements Emergency Plans when appropriate.
 - In the event of an emergency, executes the Emergency Operations Plan in order to protect the life and safety of residents.
 - Coordinates disaster recovery and reunification efforts.
- Communicates, confers, and works with official representatives of other criminal justice agencies throughout the county, state, and nation.
 - Participates in local, county, state, and national organizations representing the department and keeping abreast of law enforcement and emergency management requirements;
 - Attends meetings, training, and conferences relative to job responsibilities;
 - Takes a leadership role promoting collaborative law enforcement and emergency management partnerships, services and community involvement.
- Coordinates contracted fire departments.
 - Coordinates activities between the police department and fire departments.
 - Attends Fire Commission meetings to assist in future planning needs between police and fire agencies.
- Attends City Council and other meetings as needed.
 - Represents the West Hennepin Public Safety in front of the public, news media and government agencies in a manner that conveys a positive image of city government and that fosters cooperation and support;
 - Being respectful for individual ideas and interests, the Director is sensitive to diverse audiences in communication regarding city business;
 - Follows all legal communications requirements including those relating to public access to information and open meetings and counsels others regarding appropriate procedure and content;

- Listens to various individuals and groups, including citizens and other units or agencies of government and brings that information into the formulation of positions and directions;
 - Provides well-defined information to the local media and fosters cooperative professional relationships with members of the media in order to facilitate accuracy of information regarding matters of importance and interest;
 - Builds working relationships with elected and appointed officials at the federal, state, county and regional level in order to be in a position to advocate for the best interest of the West Hennepin Public Safety and the City(s) they serve under the JPA;
 - Seeks cooperation from others in the form of actions, grants or other desired outcomes by framing requests in a concise and favorable manner.
- Under authority granted by the West Hennepin Police Commission directs hiring of qualified staff and administration salary and health care benefits negotiations.
 - Takes a leadership role in development of employees, employment policy, and collective bargaining,
 - Manages performance of staff directly and through subordinate supervisors;
 - Signs-off on timesheets, verify use of time off and monitors banking and use of compensatory time off.

Minimum Qualifications:

The job requires a bachelor's degree in police science, criminal justice, public administration, or a related field and 8 years of progressively responsible work experience, including three years as a supervisor, or equivalent. The FBI National Academy, Southern Police Institute or Northwestern Staff and Command may substitute for half of supervisory experience. The job requires the licensure by the Minnesota Board of Peace Officers Standards and Training. A valid driver's license and good driving history is required.

Desired Qualifications:

A master's degree in related a field, experience as chief law enforcement officer, completion of professional leadership program such as FBI National Academy, Southern Police Institute or Northwestern Staff and Command are preferred. Completion of the Minnesota Chiefs of Police Leadership Academy or CLEO and Command Academy is also desired. Experience with, and a strong commitment to, community policing and problem solving, are preferred.

Knowledge, Skills and Abilities Required for Successful Job Performance:

- Comprehensive knowledge of modern police methods, management, administration, and demonstrated ability to apply the same;
- Comprehensive knowledge of scientific methods of crime detection and criminal identification;
- Comprehensive knowledge of federal, state, and local laws and ordinances, which are enforced by the department;
- Comprehensive knowledge of types of uses of firearms, communications, and automotive equipment used in modern police work;

DIRECTOR OF PUBLIC SAFETY

- Knowledge of functions of federal, state, and local jurisdictions and authorities as they relate to police work;
- Ability to plan, initiate and carry out long-range programs and department administration, employee training, law enforcement;
- Ability to plan, evaluate, and direct the work of subordinates, performing varied operations connected with police activities;
- Ability to establish and maintain cooperative working relationships with other city officials, state and federal authorities, and the public;
- Ability to react calmly and quickly in an emergency and to make correct decisions in such cases;
- Ability to prepare and present effective oral and written reports relating to the activities of the police department;
- Ability to define problems, collect data, establish facts, and draw valid conclusions;
- Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form;
- Strong interpersonal and good customer service skills.
- Knowledge of and ability to operate standard office software sufficient to manipulate data, draft reports and maintain records;
- The ability to work independently and to prioritize work requests;
- Verbal and high-level written communication skills sufficient to effectively present information and respond to questions from a wide variety of audiences, and reading comprehension skills sufficient to read, understand and interpret complex and varied work-related materials;
- Knowledge of data privacy laws and ability to maintain highest confidentiality when dealing with sensitive or private information.

Physical and Mental Requirements:

The Director of Public Safety is responsible for diverse matters, many of which have deadlines and require significant attention to detail. Approximately 25% of the time, work is performed at the highest level of detail and pressure of deadlines. The position frequently requires intense mental acuity and some decisions carry mortal consequences. Work interruptions are frequent. While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects, use tools or controls, talk and hear. The employee moves about regularly from office to field. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, crawl, climb, or twist. The employee must occasionally lift and/or move over 75 pounds, such as during emergency rescue.

Working Conditions:

Field duties expose the job to conditions experienced in police work including occasion physical exertion and physical labor. The essential functions of this job can have a wide range of factors from extreme hot to extreme cold, wet or humidity. There is exposure to sudden danger or hazards associated with driving, traffic enforcement, rescues, domestic disputes, mentally ill individuals, or criminal law enforcement. Caution must be used with exposure to blood borne illnesses. Protective gear can at times be uncomfortable to wear. Incumbent must be able to work on an emergency basis and work unusual hours if required, either by direction or necessity.

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Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The West Hennepin Police Commission retains the discretion to add duties or change the duties of this position at any time.

SERGEANT

The Sergeant is responsible for the maintenance of order, enforcement of the laws, and the protection of life and property; assists in the investigation of criminal offenses, accidents or other police related problems.

Scope of Impact:

This is a designated supervisory position responsible for advanced levels of investigative and technical law enforcement work, as well as serving as a second in command to the Director of Public Safety and West Hennepin Police Commission. At times work is performed while other management is not on duty.

Essential Duties and Responsibilities:

- Provides leadership to department officers and support staff.
 - Directs and leads subordinates in enforcing laws and ordinances;
 - Assumes command of the department in absence of the Director;
 - Effectively utilizes available resources by assigning personnel and monitoring their work to ensure proper performance of police functions; assigns work activities and projects; monitors work flow; coordinates department work schedules for officers in order to ensure coverage;
 - Participates in employee development and any discipline process; assists the Director with performance reviews; reviews and evaluates work products, methods and procedures;
 - Coordinates equipment and technology maintenance and purchases; assists with estimates and bids;
 - Interprets policies and procedures for application;
 - Meets with staff to identify and resolve problems;
 - Assigns and evaluates specialty duties;
 - Coordinates and supervises field training;
 - Participates in department budget development;
 - Researches, develops, and manages department grant applications;
 - Maintains and participates in the development of department policies;
 - Assists in the planning, training, and implementation of the City's Emergency Operations Plan;
 - Works closely with police support staff to provide guidance, training and any other assistance that may assist them in the performance of their duties.
- Engages community members in identifying and resolving neighborhood problems through community-oriented governance techniques.

SERGEANT

- Actively builds and maintains positive relationships throughout the community;
 - Analyzes crime trends;
 - Utilizes inclusive problem-solving strategies;
 - Facilitates communication with all areas of local government to address residents' quality of life concerns;
 - Firmly, tactfully, and courteously handles situations with respect for the rights of others;
 - Consults with local businesses and individuals to provide best practices for crime reduction and crime prevention through environmental design;
 - Participates in crime prevention, community policing, and neighborhood watch activities;
 - Manages and participates in public education programs as assigned.
- Patrols City streets, parks, commercial, and residential areas to preserve peace and enforce the law through traffic control and the prevention, detection, and investigation of criminal conduct.
 - Works rotating shifts;
 - Works within constitutional, statutory, case law, and policy boundaries;
 - Maintains appropriate licenses and certifications such as Minnesota P.O.S.T. Board, Minnesota Driver's License, medical certifications, etc. as necessary to perform the duties of the position;
 - Determines whether probable cause exists for stopping drivers or entering and/or searching property;
 - Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, alarms, abuse of drugs, etc., and takes appropriate law enforcement action;
 - Requests checks on car registrations, warrants, firearms, and issues tickets, citation or tags for illegal violations;
 - Takes written and oral statements from victims and witnesses;
 - Apprehends, transports, and temporarily holds violent and non-violent prisoners and suspects;
 - Interrogates suspects and takes sworn statements, formal confessions or depositions;
 - Preserves and collects evidence as needed;
 - Provides life-saving first aid measures;
 - Testifies at court trials, hearings or grand juries;
 - Develops, composes, and presents detailed written investigative reports to the appropriate authorities;
 - Faces dire situations and is prepared to use deadly force when justified;
 - Accurately fires and maintains departmental handgun and rifle as needed;
 - Prepares for and responds to severe weather incidents;
 - Maintains roadway safety by assisting stranded motorists, removing hazards, and notifying responsible authorities of repair needs;
 - Monitors crime areas, makes business checks or vacation checks of private dwellings;
 - Effectively and professionally communicates with members of the public and City staff;
 - Expertly operates a variety of motor vehicles;
 - Cleans, maintains, and fuels department vehicles;
 - Appropriately utilizes a variety of electronic communication devices including portable radios, computers, and cellular telephones;
 - Manages public safety functions at community events;
 - Exercises sound judgment;
 - Conducts field training;

SERGEANT

- Completes departmental operation and maintenance duties as assigned.
- Responds to inquiries from the public on the phone or in person such as complaints, law interpretation, or referrals to the proper agency.
 - Provides literature and resources to the public as requested;
 - When unable to directly resolve the issue, facilitates an appropriate answer or direction;
 - Recognizes opportunities to counsel, provide guidance and service to the public as a means of developing community understanding and cooperation in matters related to public safety and law enforcement.

Performs other duties and activities as apparent or assigned.

Minimum Qualifications:

The job requires a two-year associate degree and eight or more years of police officer experience. The job requires the ability to be licensed under the MN P.O.S.T. selections standards. A valid driver's license is required. Candidates must pass a background check and appropriate physical and mental screening. Candidates must maintain job related licenses, certifications, and memberships. Completion of the Minnesota Chiefs of Police Leadership Academy or CLEO and Command Academy, along with substantial coursework in Emergency Management is required. The incumbent must attend training and seminars as well as continuing education, such as completion of the Emergency Management Certification, Minnesota CLEO & Command Academy, and the Minnesota BCA Management Series.

Desired Qualifications:

Additional desired qualifications include First Responder or higher medical training; knowledge of police computer technology; bachelor's degree in criminal justice or police science.

Knowledge, Skills and Abilities Required for Successful Job Performance:

- Verbal and high-level written communication skills sufficient to effectively present information and respond to questions from a wide variety of audiences, and reading comprehension skills sufficient to read, understand, and interpret complex and varied work-related materials;
- Acceptable math skills including: the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; the ability to compute rate, ratio, and percent; the ability to measure distances; the ability to perform mathematical formulas involving decimals and fractions for alcohol testing and accident reconstruction;
- Acceptable reasoning ability including: the ability to define problems, collect data, establish facts, and draw valid conclusions; the ability to interpret an extensive variety of technical instructions in mathematical diagram form and deal with several abstract and concrete variables; the ability to quickly process information and make decisions;
- Ability to analyze and resolve problems where precedent may not always exist; must be able to use extremely good judgment quickly and utilize all knowledge of police policies and procedures, civil rights laws, State and Federal mandates, court decisions and all training received;
- Strong interpersonal and communication skills in dealing with difficult situations and people; ability to work cooperatively with all city departments;

SERGEANT

- Maintains skilled proficiency in the use of firearms;
- Maintains skilled proficiency in emergency medical response;
- Ability to quickly learn, understand, interpret and apply City ordinances, state statutes, and federal laws.
- Knowledge of the legal process, chain of custody, methods of handling evidence and techniques for interrogation of witnesses and suspects;
- Knowledge of the functions and responsibilities of City Departments;
- Ability to de-escalate emotional responses or extreme behaviors;
- Ability to perform in a professional and courteous manner when responding to requests from the public and other staff members;
- Ability to maintain a positive attitude toward work, the public, and coworkers;
- Knowledge of and ability to operate standard office software sufficient to manipulate data, draft reports and maintain records;
- Ability to work effectively as a member of a team;
- Ability to work independently and without direct supervision;
- Ability to prioritize work requests;
- Ability to work and to remain in control of a variety of stressful situations;
- Knowledge of data privacy laws and ability to maintain highest confidentiality when dealing with sensitive or private information.
- Consistent attendance during regularly scheduled work hours and outside regularly scheduled hours as needed.

Physical and Mental Requirements:

Physical effort varies from low to very high with intermittent and indeterminate periods of rest. The position requires the ability to perform rescue work, arrests, and emergency response where handling or dragging a person is required in all weather conditions. This position will require smelling, feeling, sitting, standing, twisting, turning, walking, repetitive movements, bending, crouching, kneeling, squatting, reaching overhead, grasping, lifting and carrying of heavy objects, pulling, sustained holding, climbing, foot chases, grappling, and manipulating objects requiring manual dexterity.

Report preparation and word processing will at times require extended use of a computer monitor and keyboard. Work interruptions are frequent. The position requires the ability to skillfully operate police emergency vehicles, police ATVs, radar, Mobile Digital Computer, digital recording equipment, emergency first aid equipment, extrication equipment, alco-sensors, computers and related software, and a variety of police duty weapons and restraints.

SERGEANT

Working Conditions:

Work is divided between field patrol and an office environment. Patrol work can involve extreme weather conditions. While performing the duties of this position employees may be exposed to extreme heat and cold, wet and/or humid conditions, moving mechanical parts, vibrations, high or precarious places, fumes, airborne particles, and toxic or caustic chemicals.

Dealing with domestic disturbances and emergency response can present a significant danger of injury. Exposure to trauma and criminal activity can present very disagreeable conditions and will occur on an intermittent basis. Incumbent must be able to work extended hours on an emergency basis and work unusual hours if required, either by direction or necessity. As an exempt employee, the incumbent must be available outside of regularly scheduled hours unless previous arrangements have been made.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

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Employee: _____

Date: _____

POLICE OFFICER

The Police Officer is responsible for the maintenance of order, enforcement of the laws, and the protection of life and property. The Police Officer investigates criminal offenses, accidents, and other police related problems.

Scope of Impact:

The position is responsible for criminal investigations, traffic enforcement, technical law enforcement work, and special duties as assigned. The position will manage public safety services at community events and supervise Reserve Officers and Volunteers as needed. Work is performed under direction of the Director of Public Safety and Police Sergeant. At times work is performed while management is not on duty.

Essential Duties and Responsibilities:

- Engages community members in identifying and resolving neighborhood problems through community-oriented governance techniques.
 - Actively builds and maintains positive relationships throughout the community;
 - Analyzes crime trends;
 - Utilizes inclusive problem-solving strategies;
 - Facilitates communication with all areas of local government to address residents' quality of life concerns;
 - Firmly, tactfully, and courteously handles situations with respect for the rights of others;
 - Consults with local businesses and individuals to provide best practices for crime reduction and crime prevention through environmental design;
 - Participates in crime prevention, community policing, and neighborhood watch activities;
 - Manages and participates in public education programs as assigned.
- Patrols City streets, parks, commercial, and residential areas to preserve peace and enforce the law through traffic control and the prevention, detection, and investigation of criminal conduct.
 - Works rotating shifts;
 - Works within constitutional, statutory, case law, and policy boundaries;
 - Maintains appropriate licenses and certifications such as Minnesota P.O.S.T. Board, Minnesota Driver's License, medical certifications, etc. as necessary to perform the duties of the position;
 - Determines whether probable cause exists for stopping drivers or entering and/or searching property;

POLICE OFFICER

- Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, alarms, abuse of drugs, etc., and takes appropriate law enforcement action;
 - Requests checks on car registrations, warrants, firearms, and issues tickets, citation or tags for illegal violations;
 - Takes written and oral statements from victims and witnesses;
 - Apprehends, transports, and temporarily holds violent and non-violent prisoners and suspects;
 - Interrogates suspects and takes sworn statements, formal confessions or depositions;
 - Preserves and collects evidence as needed;
 - Provides life-saving first aid measures;
 - Testifies at court trials, hearings or grand juries;
 - Develops, composes, and presents detailed written investigative reports to the appropriate authorities;
 - Faces dire situations and is prepared to use deadly force when justified;
 - Accurately fires and maintains departmental handgun and rifle as needed;
 - Prepares for and responds to severe weather incidents;
 - Maintains roadway safety by assisting stranded motorists, removing hazards, and notifying responsible authorities of repair needs;
 - Monitors crime areas, makes business checks or vacation checks of private dwellings;
 - Effectively and professionally communicates with members of the public and City staff;
 - Expertly operates a variety of motor vehicles;
 - Cleans, maintains, and fuels department vehicles;
 - Appropriately utilizes a variety of electronic communication devices including portable radios, computers, and cellular telephones;
 - Manages public safety functions at community events;
 - Exercises sound judgment;
 - Conducts field training;
 - Completes departmental operation and maintenance duties as assigned.
- Responds to inquiries from the public on the phone or in person such as complaints, law interpretation, or referrals to the proper agency.
 - Provides literature and resources to the public as requested;
 - When unable to directly resolve the issue, facilitates an appropriate answer or direction;
 - Recognizes opportunities to counsel, provide guidance and service to the public as a means of developing community understanding and cooperation in matters related to public safety and law enforcement.
 - Performs other duties and activities as apparent or assigned.

Minimum Qualifications:

The minimum educational requirement for the position is a two-year associate degree in law enforcement, criminal justice, or a related field. The job requires the ability to be licensed under the MN P.O.S.T. selections standards. A valid driver's license is required. Candidates must pass a background check and appropriate physical and psychological screening. Employees must continuously maintain job related licenses, certifications, and memberships. Employees must maintain physical conditioning commensurate with the performance of all job duties.

Desired Qualifications:

A bachelor's or advanced degree in any field is preferred.

Knowledge, Skills and Abilities Required for Successful Job Performance:

- Verbal and high-level written communication skills sufficient to effectively present information and respond to questions from a wide variety of audiences, and reading comprehension skills sufficient to read, understand, and interpret complex and varied work-related materials;
- Acceptable math skills including: the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; the ability to compute rate, ratio, and percent; the ability to measure distances; the ability to perform mathematical formulas involving decimals and fractions for alcohol testing and accident reconstruction;
- Acceptable reasoning ability including: the ability to define problems, collect data, establish facts, and draw valid conclusions; the ability to interpret an extensive variety of technical instructions in mathematical diagram form and deal with several abstract and concrete variables; the ability to quickly process information and make decisions;
- Ability to analyze and resolve problems where precedent may not always exist; must be able to use extremely good judgment quickly and utilize all knowledge of police policies and procedures, civil rights laws, State and Federal mandates, court decisions and all training received;
- Strong interpersonal and communication skills in dealing with difficult situations and people; ability to work cooperatively with all city departments;
- Maintains skilled proficiency in the use of firearms;
- Maintains skilled proficiency in emergency medical response;
- Ability to quickly learn, understand, interpret and apply City ordinances, state statutes, and federal laws.
- Knowledge of the legal process, chain of custody, methods of handling evidence and techniques for interrogation of witnesses and suspects;
- Knowledge of the functions and responsibilities of City Departments;
- Ability to de-escalate emotional responses or extreme behaviors;
- Ability to perform in a professional and courteous manner when responding to requests from the public and other staff members;
- Ability to maintain a positive attitude toward work, the public, and coworkers;
- Knowledge of and ability to operate standard office software sufficient to manipulate data, draft reports and maintain records;
- Ability to work effectively as a member of a team;
- Ability to work independently and without direct supervision;
- Ability to prioritize work requests;
- Ability to work and to remain in control of a variety of stressful situations;
- Knowledge of data privacy laws and ability to maintain highest confidentiality when dealing with sensitive or private information.
- Consistent attendance during regularly scheduled work hours and outside regularly scheduled hours as needed.

POLICE OFFICER

Physical and Mental Requirements:

Physical effort varies from low to very high with intermittent and indeterminate periods of rest. The position requires the ability to perform rescue work, arrests, and emergency response where handling or dragging a person is required in all weather conditions. This position will require smelling, feeling, sitting, standing, twisting, turning, walking, repetitive movements, bending, crouching, kneeling, squatting, reaching overhead, grasping, lifting and carrying of heavy objects, pulling, sustained holding, climbing, foot chases, grappling, and manipulating objects requiring manual dexterity.

Report preparation and word processing will at times require extended use of a computer monitor and keyboard. Work interruptions are frequent. The position requires the ability to skillfully operate police emergency vehicles, police ATVs, radar, Mobile Digital Computer, digital recording equipment, emergency first aid equipment, extrication equipment, alco-sensors, computers and related software, and a variety of police duty weapons and restraints.

Working Conditions:

Work is divided between field patrol and an office environment. Patrol work can involve extreme weather conditions. While performing the duties of this position employees may be exposed to extreme heat and cold, wet and/or humid conditions, moving mechanical parts, vibrations, high or precarious places, fumes, airborne particles, and toxic or caustic chemicals.

Dealing with domestic disturbances and emergency response can present a significant danger of injury. Exposure to trauma and criminal activity can present very disagreeable conditions and will occur on an intermittent basis. Incumbent must be able to work extended hours on an emergency basis and work unusual hours if required, either by direction or necessity.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

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Employee: _____

Date: _____

PUBLIC SAFETY ADMINISTRATIVE ASSISTANT

Job Summary:

The West Hennepin Public Safety Administrative Assistant provides administrative support for the department, including account payable, finance, payroll, dispatch services, records management, front window walk in services, and telephone coverage. The main responsibility of the job is for the planning and control of all departmental finances and record systems in order to maintain a coordinated and efficient office and records system.

Scope of Impact:

The Public Safety Administrative Assistant impacts the effectiveness of the department and is expected to perform assigned duties without a need for significant work direction on daily tasks.

Essential Duties and Responsibilities:

- Provides office support for the department.
 - Receives visitors and answers telephone calls; refer callers to proper persons and/or provides requested information and records in accordance with state and local laws and policies; may take complaints from public and prepare written reports or refer complaints to the officer on duty, and dispatches calls for officers coming from non-emergency line;
 - Prepares and types correspondence, labels, reports, memos, letters ordinances, etc.;
 - prepares, types, edits and proofreads a variety of documents; including general correspondence, reports, memorandums, minutes, statements, and etc.;
 - Maintains a supply of department forms and office materials;
 - Researches, selects and recommends purchases of office equipment;
 - Maintains department rosters and the court calendar;
 - Assists in the preparing of reports for criminal complaint; may monitor echarging reports that are assigned to the department; notarizes complaints and submit to court for processing; reviews, add supplemental reports and submits DWI cases to the Hennepin County Attorney's office and to MN DVS for processing;
 - Creates police activity reports;
 - Maintain WHPS phone system by recording messages, maintains Auto-Attendant menus, maintains/creates global toolbars, and configures users' personal options.
- Provides support for police related permits and applications.
 - Issues and maintain records of all burn permits and administrative citations in accordance with applicable ordinances and state laws; receives and records fees for issued burn permits and administrative citations;
 - Processes cash and vehicle forfeiture funds;
 - Reconciles deposits into department revenue accounts and reconciles petty cash;
 - Calculates the city's share of administrative citations
 - Processes BCA and FBI fingerprint cards;
 - Processes handgun permits, applications and licenses;
 - Performs criminal histories for criminal complaints, gun permits and other lawful requests;
 - Performs all payroll and payment services
 - Handles all finances accounts payable and receivable
 - Handles all employee's health benefits, HSA payments, and long-term disability contracts

PUBLIC SAFETY ADMINISTRATIVE ASSISTANT

- Plan and control the filing and maintenance of all departmental records.
 - Maintain Records Management System. Enter incidents, review supplements, maintain master name index and addresses, enter MOC codes for CJRS state reporting, maintain case management/incident statuses, etc.;
 - Enters and retrieves records from state terminal;
 - Maintains disposition records;
 - Answers inquiries and provide records and information in accordance with data privacy laws and departmental policy;
 - Maintain departmental historical and media records;
 - Monitors and purges department files and records in accordance with applicable legal regulations and local retention schedules;
 - Maintains Squad Video Recording records; exports required squad video tapes for case files and data retention.
 - Enters and documents all training records for police officers, reserves, and staff.
- Supports Community Programs and Volunteer Reserve Program
 - Maintain records for Citizens Police Academy, Night to Unite, and Bike Rodeo
 - Maintains department roster and training for Volunteer Reserve Officers
- Performs other duties and activities as assigned.

Minimum Qualifications:

Candidates for this position must have high school diploma or equivalent and two or more years of experience in an office support role similar to public safety department.

Desired Qualifications:

Additional desired qualifications include experience in a public safety office setting who is highly motivated in police services and customer service skills. Finance skills with accounts payable along with payroll experiences for over three years. Skills in radio communications and dispatching, BCA training in criminal history and hot files, Police RMS provider experiences of data entry and activity reports, and customer service skills in person and phone.

Knowledge, Skills and Abilities Required for Successful Job Performance:

- Knowledge of data privacy laws and ability to maintain highest confidentiality when dealing with sensitive or private information;
- Knowledge of the functions and responsibilities of West Hennepin Public Safety, staff, and key community members;
- Knowledge of computer systems, police rms systems, and quick books or other financial systems;
- Knowledge of and ability to operate standard office software sufficient to manipulate data, draft reports and maintain records;
- Customer service skills including demonstrated ability to build positive relationships with employees and managers;
- Ability to analyze and resolve problems;
- Ability to maintain CJIS certification;

PUBLIC SAFETY ADMINISTRATIVE ASSISTANT

- The ability to work independently and to prioritize work requests;
- Verbal and high-level written communication skills sufficient to effectively present information and respond to questions from a wide variety of audiences, and reading comprehension skills sufficient to read, understand and interpret complex and varied work-related materials;
- Ability to work with neighboring public safety agencies and outside professional organizations to continue to learn and bring efficiencies within our organization;

Physical and Mental Requirements:

Physical effort is light, with lifting or carrying up to 25 pounds intermittently. Report preparation and word processing will at times require extended use of a keyboard. Work interruptions are frequent.

Working Conditions:

Work is performed in a normal office environment. May be the first person to whom a complaint is delivered by a citizen and may involve dealing with and calming individuals who are emotionally charged over an issue.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

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WEST HENNEPIN
PUBLIC SAFETY

