

**WEST HENNEPIN PUBLIC SAFETY DEPARTMENT  
BOARD OF COMMISSIONERS  
Wednesday, December 18, 2019  
8:00 a.m.  
West Hennepin PSD Conference Room**

**AGENDA**

1. Call to Order

**Reports**

2. Approval of September 16, 2019, Commission Minutes
3. Review of September, October and November 2019 Activity Reports
4. Review of September, October and November 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

**Old Business**

9. Highway 12 Updates
10. Squad update
11. Investigator and Drug Task Force Positions
12. West Hennepin PSD Uniform Shoulder Patch Discussion
13. Server upgrades and Arbitrator Camera update

**New Business**

14. View Santa December 7, 2019
15. ACH Payroll Bank of Maple Plain
16. 1033 Federal Inspection of MRAP
17. Schedule adjustments for patrol officer recovering from an off-duty injury
18. Employee paid short term disability coverage
19. 2020 Citizens Police Academy
20. Liability Coverage Waiver Form
21. Lexipol Policy Updates
22. 2020 Police Commission Dates
23. Adjourn

# POLICE COMMISSION PACKET

## POLICE COMMISSION MEETING

WEST HENNEPIN PUBLIC SAFETY

Wednesday, December 18, 2019, 8:00 a.m.

West Hennepin's Conference Room

### Year to Date Activity Report

Between January 1 and November 30, 2019, West Hennepin Public Safety (WHPS) handled 6,101 incident complaints. For the month of November; 308 incidents occurred in Independence and 187 incidents were in Maple Plain.

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

See attached September, October and November 2019 Activity Reports/Director's News and Notes for highlighted cases. Director Kroells will highlight a few cases if requested.

### September, October and November 2019 Claims

The September, October and November 2019 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 November 30, 2019, WHPS received \$1,649,582 or 93.32% in income. In reviewing expenses during this same time period, you can see that WHPS has spent \$1,600,132 or 90.52%.

Balances of other accounts are listed for your review: Crime Prevention \$51,496; Reserves \$8,934 Capital Outlay \$118,649; Severance \$68,483; Military Leave PERA \$13,808; Federal Forfeiture \$116,080.

### 2019 YTD Accrued Vacation/Comp/Sick Time

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

### Items of Interest/Community Events

- Officer Jon Howes was recognized for his drug task force work with a Commendation Award at the HCSO 2019 Promotions and Awards Ceremony on November 19, 2019.
- Email regarding Officer Ben Anderson's investigation of a mailbox damage report that led to Wright County Highway Department replacing an Independence resident's mailbox and post.
- Congratulations letter from Delano resident Ann Reese to Director Kroells and Sergeant Denneson for receiving the Department of Public Safety award for their work on the Highway 12 corridor.
- Thank you card from the Maple Plain Legion Auxiliary #514
- Thank you card from the Orono Women's Soccer team for WHPS' show of support and the escort out of town for the State tournament.

- Thank you/Happy Thanksgiving card from Delano resident Ann Reese.
- Thank you card from Charlene Schwartz for assisting her with a lift assist.
- Thank you card from Independence residents Tim and Ellie Flannery and handmade thank you cards from their children
- Thank you card from Maple Plain Mayor Julie Maas-Kusske regarding Congressman Phillips' visit and having received the Challenge Coin from the Office of Traffic Safety.
- Thank you note from Medina Police Department Chief Ed Belland for assisting his department with a missing child incident on October 15, 2019.
- Thank you card from Viridian for suggesting them to Congressman Phillips at a meeting with Congressman Phillips.
- Department Night Shoot was conducted on November 26, 2019
- Chief Kroells was recognized by TZD for his continued efforts to save lives on Highway 12
- December 10 fire at Vinland Center.

### Highway 12 Updates

On November 7, 2019, the City of Maple Plain organized a tour of Highway 12 with Congressman Dean Phillips. Congressman Phillips was supportive of our efforts to improve safety on Highway 12 and understood our funding needs for Highway 12. After the bus tour Congressman Phillips addressed members of the Highway 12 Safety Coalition at our scheduled meeting in Delano.

At the November 7, 2019, Highway 12 Safety Coalition meeting MnDOT and Hennepin County presented an overview of the three choices for intersection improvements at County Road 92. MnDOT and Hennepin County supported option 3A with a bypass (round-about) and city officials and others supported option 4G, a full interchange. MnDOT explained 4G is not within budget and they do not support it for that reason. It was estimated 4G was \$5 million over budget. MnDOT and Hennepin County asked for municipal consent from the City of Independence. Approval was not provided as additional discussion was needed. MnDOT and Hennepin County expressed we are running out of time and would need a response very soon. Item was tabled for future discussion.

MnDOT advised they are in the final stages of installing the electronic message boards, along with road sensors, along Highway 12. Those message boards went live just before our first snow fall on November 27, 2019. Additionally, the centerline delineators were installed in mid-November.

West Hennepin continues to work closely with our MnDOT Public Works Department and had a staff meeting with MnDOT plow drivers to discuss plow plans regarding the centerline delineators prior to the first snowfall. The centerline delineators have been working as intended. I have received positive feedback from citizens about them, however; the Facebook comments have been less than pleasant. On December 5, 2019, MnDOT released a public safety announcement regarding the safety improvements made on Highway 12 since 2014. That video was sent to all staff and members of the Highway 12 Safety Coalition.

MnDOT advised after December 1, 2019, they will begin removing all trees in the road right of way to improve safety. This project can not start until after November 1<sup>st</sup> due to environmental reasons to protect bats.

On December 5, 2019, Mayor Johnson, City Admin Mark Kaltsas and I met with MnDOT Transportation Commissioner Margaret Anderson Kelliher. We discussed the need for option 4G to

move forward and the funding to begin construction. The meeting was positive and we are hopeful that additional funding can be obtained. The City of Independence hosted a workshop on December 12 to discuss options.

### New Squads Updates

Squad #71 is currently being built at Action Radio and is expected to be in service sometime in January. This has taken much longer than expected due to problems obtaining certain parts for the new squad. Our second Chevy Tahoe #72 is scheduled to be built by General Motors at the end of December with a delivery date sometime in early February 2020. Once squad #72 arrives it will be taken to Action Radio for a squad build as well. The cost for the second squad is \$36,925 and it will replace squad #64 or 65, both of which are 2016 Ford Explorers with over 100,000 miles.

Additionally, the patrol officers have requested to redesign the squad graphics for this new squad and future squads for our agency. These graphics will be similar to what we have now minus the white door decals. Further discussion can be had on this design, which a copy of is included in the packets.

### Uniform Shoulder Patch Discussion

After the Police Commission approved the new shoulder patch at our September 19, 2019, meeting West Hennepin purchased 300 patches at a cost of \$1,601. Officers were advised they have a one-year period to begin replacing their old patches. Approximately 30% of our officers have already switched over to the new patches.

On November 26, 2019, I was contacted by the City of Maple Plain regarding the current design of our new shoulder patch. Those concerns will be brought up at the Police Commission meeting by City of Maple Plain. Until this issue can be further discussed I have directed my staff to stop placing the new shoulder patches on their uniforms at the request made by the City of Maple Plain. Officers may still wear the current patch approved by the Police Commission until new direction is obtained by the Police Commission on December 18, 2019.

Further discussion regarding the current patches and direction is needed from the Police Commission. Total cost to replace the patches and reimburse officers on costs already spent to replace the patches would be \$2,300.

### Investigator and Drug Task Force Agent Job Postings

Both positions were posted with a deadline of October 2, 2019. Three years of experience as a police officer was required along with a letter of interest and resume. After the posted deadline only one officer applied for each position. Officer Brozek applied for the West Metro Drug Task Force and Officer Lance Zilles applied for the investigator position. Both officers were subject to oral interviews. They were later awarded the positions they applied for and will start their new positions January 2, 2020.

### New Squad Video Cameras and Server Upgrades

During the month of December 2019, West Hennepin's IT staff from Element Technologies, Brad Johnson, has been very busy installing the new server, NAS storage system, three new Windows 10 computers, Mimecast, KnowB4, and updating all required IT services for our agency. I am very pleased with the work completed and proud to say that as of December 9, 2019, WHPS has switched over to the new server and all seems to be working very well.

During the week of December 3-5, 2019, new cameras were installed at WHPS. Baycom, who provides service for our Arbitrator camera system, installed the new HD cameras in our booking room and soft interview room. The remaining five Arbitrator cameras will be installed in each squad by the end of December, 2019.

These upgrades come at a price. The collection of video data from law enforcement agencies is expected nationally and by our citizens. The Minnesota Bureau of Criminal Apprehension also requires compliance with this secure data. Our agency is fortunate to have federal forfeiture funds that would cover all costs associated with new squad cameras, future body cameras and server upgrades previously laid out for the Police Commission's approval.

#### **[View Santa December 7, 2019](#)**

View Santa was held on Saturday, December 7, 2019. The event was a huge success. It's hard to believe this event has been going on for 39 years. WHPS Reserve Officers will continue to provide this event for our citizens. Over 1,000 pounds of food and \$215 was collected for the local food shelf at Maple Plain Community Church.

#### **[ACH Upgrade for Payroll Bank of Maple Plain](#)**

After many years the Bank of Maple Plain has finally moved forward with upgrading their banking system to include ACH and electronic transfers, including direct deposit for our employees. WHPS was approached by the Bank of Maple Plain as a test agency to move forward with direct deposit and other electronic transactions. This is a service that is long overdue. Our agency is excited to finally have this service available to our agency and employees. WHPS is currently working with the Bank of Maple Plain and forecasting a start date of January 16, 2020.

#### **[Federal 1033 Inspection of MRAP](#)**

On December 2, 2019, a federal inspection of equipment obtained from the 1033 military equipment exchange program was conducted at WHPS. All equipment was accounted for and WHPS passed without any issues. The inspection was conducted by Homeland Security and Emergency Management.

#### **[Schedule Adjustment for Off-Duty Injury](#)**

A WHPS employee required surgery to repair a minor medical problem that arose while off duty. This employee is recovering very well but it is anticipated that it will take the employee several months to return to duty.

#### **[Employee Paid Short Term Disability Insurance](#)**

Over the past few years West Hennepin employees have requested an employee paid short-term disability option similar to the current long-term disability policy offered by West Hennepin. The reason a short-term disability insurance proposal has not been brought forward to the Police Commission is we couldn't find an insurance company to offer such a policy to a police department. Our insurance representative, Bill Singer from AT Group, was able to find a workable policy and 100% participation is required to join. Employees are requesting approval from the Police Commission to purchase employee paid short-term disability insurance. This comes at no cost to either city or West Hennepin. The insurance policy is funded by each employee through payroll deduction. Attached is a copy of the current benefit proposal. Future discussion to follow.

### 2020 Citizen Police Academy

West Hennepin Public Safety will be hosting Citizens Police Academy this spring from February 13 to April 2, 2020. A few participants are already showing interest. I've included a brochure in your Police Commission packets. I recommend anyone who's never attended to register for this informative and fun class.

### Liability Coverage Waiver Form

The Police Commission has always elected to waive the monetary tort on liability coverage. Current law allows a person to only receive \$500,000 per event, even if the claim should be much higher. West Hennepin has waived the monetary tort to not cap its liability in the event a claim is filed. Doing so would save legal costs for a lawsuit over \$500,000. Official action is needed from the Police Commission documenting this action. Commissioner Johnson's signature is required as the Chairperson. I would ask that the Police Commission approve waiving the monetary tort and Commissioner Johnson sign it.

### Updated Policy Manual

As a reminder, WHPS uses the services of Lexipol to provide a comprehensive and updated policy manual. Over the course of each year Lexipol continuously reviews our policy manual and makes the necessary changes to reflect changes in state, federal and tribal laws that would in turn update our policy manual. I review and approve all those additions and changes as the WHPS Director. I made necessary changes and posted the new policy manual on October 7, 2019. I am looking for approval from the Police Commission regarding WHPS' policy manual as of October 7, 2019. The last policy manual update was on February 14, 2019. To assist in understanding the changes in policy I have included a summary of each change in the packet.

### 2020 Police Commission Dates and Times

WHPS Police Commission meetings are quarterly with meeting dates in January, April, July (budget) and September, and one in December if needed. Listed below are the traditional meeting months. The Police Commissioners' meeting dates will be chosen by the Police Commission members at this meeting.

#### 2020 Police Commission Meeting Dates

- January \_\_\_\_\_, 2020
- April \_\_\_\_\_ 2020
- July \_\_\_\_\_, 2020, Budget
- September \_\_\_\_\_, 2020
- December \_\_\_\_\_, 2020 (if needed)

**WEST HENNEPIN PUBLIC SAFETY DEPARTMENT  
BOARD OF COMMISSIONERS  
Monday, September 16, 2019  
7:30 a.m.**

**West Hennepin Public Safety Conference Room**

**MEETING MINUTES**

**1. Call to Order.**

Pursuant to due call and notice thereof, a regular meeting of the West Hennepin Public Safety Board of Commissioners was called to order at 7:30 a.m. by Chairperson Marvin Johnson.

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

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

Absent: None

**Reports**

**2. Approval of August 5, 2019 Commission Minutes**

Motion by DeLong, seconded by Maas-Kusske, to approve the August 5, 2019, meeting minutes. All voted aye. Motion carried.

**3. Review of July and August 2019 Activity Reports**

From January 1 through August 31, 2019, West Hennepin Public Safety (WHPS) handled 4,579 incidents: 1,561 in Maple Plain, 2,688 in Independence.

Criminal Parts 1 and II cases for both cities were highlighted in the packets and a few cases were highlighted in the July and August 2019 Activity Reports/ Director's News and Notes.

**August 2:**

- the Wright County Prosecuting Attorney Office won't charge the suspect of a stolen checks case.
- Counterfeit \$100's were passed in Maple Plain.
- Officer response to a suicide threat resulted in taking the suspect down with a taser.

August 31:

- During a TZD shift Sgt. Rick Denneson was involved in a motorcycle pursuit for a felony DWI. The motorcyclist crashed. A gun was found in his Right front pocket. He survived the crash.

Motion by Betts, seconded by Maas-Kusske, to approve the July and August 2019 Activity Reports. All voted aye. Motion carried.

#### **4. Review of July and August 2019 Claims**

Claims for July and August 2019 were reviewed.

Motion by Maas-Kusske, seconded by DeLong, to approve the July and August 2019 claims, subject to audit. All voted aye. Motion carried.

#### **5. Review of 2019 YTD Budget and Cash Asset Report**

From January 1 through August 31, 2019, West Hennepin received \$1,162,643 (65.77%) in income. Expenses were \$1,101,501 (62.31%).

Balances of other accounts are Crime Prevention \$56,629, Reserves \$8,199, Capital Outlay \$152,085, Severance \$68,483, Military Leave PERA \$13,808 and Forfeiture Fund \$116,080.

Motion by Betts, seconded by Johnson, to approve the 2019 YTD Budget and Cash Asset Reports, subject to audit. All voted aye. Motion carried.

#### **6. Review of 2019 YTD Accrued Vacation/Vacation/Comp/Sick Time**

Year to date Vacation/Comp and Sick Time reports were reviewed for approval. Officer Raskin accrued vacation and sick while he was deployed.

Motion by Maas-Kusske, seconded by DeLong, to approve the 2019 YTD Accrued Vacation/Comp and Sick Time reports. All voted aye. Motion carried.

#### **7. Items of Interest-Community Events**

The following items were reviewed:

- Facebook post and a hero's return for Officer Ben Raskin on July 22, 2019
- Spring newsletter article for both cities on crime prevention tips due to recent burglaries
- News articles on burglaries in metro by Sgt. Denneson
- Calling 911 Facebook post and Chief Kroells' news story on Kare11 and WCCO
- WMDTF search warrant resulting in the seizure of 40 pounds of meth on June 18
- WMDTF search warrants resulting in the seizure 39 pounds of meth on July 17
- WMDTF statistics through June 18, 2019
- Thank you emails to Officer Howes and AA Franklin for assisting family members with the death of an uncle
- Investigator Brozek welcomed his daughter into the world on May 26
- Officer Zilles handled investigations during maternity time for Investigator Brozek
- Big thanks to all staff while Chief Kroells was out on medical leave
- Thank you card for Lynda Franklin regarding a tour she provided of our police department to two young children who asked to see the jail while dad was getting a burn permit



- Officers thanking Ann Reese for many treats left at our police department
- WHPS Officers attended an all-day training class for Regional Response to Mass Casualty Active/Threat training at Wayzata Middle School the week of July 22, 2019
- On July 29 Officer Anderson and WHPS staff provided Orono Discovery Kids a tour of WHPS
- Mound Council Member Paul Larson called WHPS to comment on how professional our police activity reports are shared with the council and community members
- Thank you to Officer Geddes for a crime prevention flyer on a resident's home on June 13

## **8. Additions to the Agenda**

None.

### **Old Business**

#### **9. 2020 Budget Proposal**

Maple Plain said they are in favor of the 2020 budget proposal provided any unspent funds in the 2020 budget be put into the 2021 budget. Mayor Johnson stated that the dedicatoin of any future funds will be discussed at that time in 2020, not at this meeting in 2019. Discussion was had why West Hennepin's budget is more compared to other local, same size police departments.

Motion by Maas-Kusske, seconded by DeLong, to approve the 2020 budget proposal and bring to their city council. All voted aye. Motion carried.

#### **10. Highway 12 Updates**

On August 12, 2019, Kroells was invited to participate in a transportation funding discussion at Bloomington City Hall with Congressman Dean Philips and Angie Craig. Independence Mayor Marvin Johnson also attended. Congressman Dean Philips told Kroells after the meeting that he was going to make traffic safety on Highway 12 his top priority. Maple Plain Mayor Maas-Kusske and Independence City Administrator Kaltsas continue reaching out to Congressman Dean Philips to schedule a meeting for further discussion of Highway12.

August 20, 2019, Kroells and Independence City Administrator Mark Kaltsas held a conference call with metro MnDOT Engineer Michael Barnes and Hennepin County Engineer Carla Stueve. The need for option 4G was discussed but it was estimated to be \$4 million over budget. The Highway 12 Safety Coalition successfully lobbied \$11.3 million from the Minnesota State Legislature in 2017 and an additional \$1 million is available from BNSF if a bridge is built over the railroad tracks but all this funding will be eliminated if the project does not start in 2021.

August 22, 2019, Kroells, Independence Mayor Marvin Johnson and Independence City Administrator Mark Kaltsas met with MnDOT and Hennepin County to review feedback from the July 11<sup>th</sup> open house. Option 4G received positive feedback but MnDOT and Hennepin County said they do not have the funding for that option or option 3. Further

discussion was had but a project design was not recommended because approval wasn't in agreement. Kroells, Johnson and Kaltsas asked for time to speak with elected state and federal officials. They are still waiting for KLJ Engineering to review the budget numbers and get back to them.

September 5, 2019, the Highway 12 Safety Coalition met at Delano City Hall. Highway 12 and County Road 92 intersection improvements the main discussion. KLJ Engineering presented overviews of three intersection options along with the cost benefit analysis. Hennepin County Engineer Nathan Ellingson assisted with these discussions. No project has yet been chosen.

The asphalt overlay project on Highway 12 between Delano and County Road 90 is complete. That whole area is now double yellow lines with rumble strips. MnDOT plans to install centerline delineators later this fall but can't get two bids from contractors so this might not get done until spring 2020. MnDOT approved electronic message boards and that will also be installed later this fall near County Line Road and County Road 83.

Congressman Tom Emmer talked about Highway 12 safety during an interview with WCCO Channel 4 News at the Minnesota State Fair. A copy was forwarded to all city council members.

City of Maple Plain's Hawk Signal does not work. DeLong asked if the Highway 12 Safety Coalition handles the maintenance of it. Kroells said maintenance and repairs are the responsibility of the City. The City is having a difficult time finding replacement parts for it.

#### **11. Second Squad Ordered**

Kroells learned that 2020 Tahoes had to be ordered by the middle of September or the price would increase to 2021 pricing so he placed the order. The second Tahoe won't arrive or be paid for until 2020. The price is \$36,925 and was budgeted for the Capital Outlay Fund. It will replace squad 65, a 2016 Ford Explorer with 98,000 miles, in February 2020

The first Tahoe that Kroells ordered in July arrived at WHPS on September 5<sup>th</sup>. It will be brought up to Action Radio in Maple Grove for equipment to be installed. The setup and installation is expected to take three to four weeks.

#### **12. West Hennepin PSD Uniform Shoulder Patch Discussion**

City of Maple Plain asked that the leaf logo be revised so it matches the one on their city letterhead, a green maple leaf with a black border. Commissioners reviewed side by side comparisons that were provided in their packets. Example #3 shows the correct Maple Plain logo. Kroells asked for the Commission's approval of the new patch so officers can move forward with replacing their current ones. He will allow a one-year grace period for all officers to replace the current WHPS shoulder patch with the new design. The bottom right patch is the one that Maple Plain said is correct.

Motion by Betts, seconded by DeLong, to approve example #3 as WHPS officers' new should patch. All voted aye. Motion carried.

**13. Officer Raskin Returned to Work-Request for Military Pay Per MSS 192.26**

Officer Ben Raskin officially returned to duty with the West Metro Drug Task Force on Tuesday, September 3, 2019. On August 19, 2019, Kroells received a memo from him requesting 15 8-hour days of his military paid time off while he was deployed to Kuwait on federal orders, per MSS 192.26. Kroells has spoken to League of Minnesota Cities, Veterans of Formal Affairs and city attorney John Thames and all said Officer Raskin is entitled to the payment of time earned while he was deployed.

Motion by Maas-Kusske, seconded by DeLong, for Officer Ben Raskin to receive payment for the 15 days military paid time he is entitled to, per MSS 192.26. All voted aye. Motion carried.

**New Business**

**14. Job Postings at WHPS – Investigator and Drug Task Force Agent**

On January 1, 2020, Officer Raskin will have completed three years on the West Metro Drug Task Force and Officer Brozek will have completed three years in Investigations. Both positions will be posted for other officers to move into these positions. Kroells will keep the Commission posted.

**15. Upgrading New Squad Cameras**

West Hennepin has been using a squad camera system called Panasonic Arbitrator since 2010. It's been a great system but the time has come that the hardware and software have to be replaced. This is an expense that has been planned for. The funding is available in the Capital Improvement Plan.

Kroells and Sgt. Rick Denneson met with Baycom regarding a new Panasonic Arbitrator system and have scheduled a second meeting on September 18 to discuss body cameras with the new squad cameras. Squad cameras need to be ordered in the next month but body cameras can be added at any time during the process. The cost to replace seven squad cameras is \$35,066. Kroells said he anticipates a \$3,000 to \$5,000 for the installation in each squad and West Hennepin's facility. The costs associated with body cameras are server upgrades and data storage. The quote received for body cameras was \$15,922. All squad computers have to be upgraded to Windows 10 by January 14, 2020, or they won't work.

Kroells met with Brad Johnson from Element Technologies, West Hennepin's designated IT person. They discussed West Hennepin's for upgrades needed now and in the future and for the addition of body cameras. The quote received from Element Technology was included in the Police Commission packets. The current single service server that installed at West Hennepin in 2008 is out of warranty and will not be supported as of January 14, 2020. A new server must be installed to avoid security risks. The cost for all improvements is \$28,939.

Federal forfeiture funds will cover all costs for the squad cameras, body cameras and server upgrades. The total cost is estimated to be \$82,512.

Motion by DeLong, seconded by Betts, for Kroells to get squad camera bids, authorize him to make a decision and pay with federal forfeiture funds and purchase a server. All voted aye. Motion carried.

**16. Juvenile Justice Delinquency Act Inspection on September 4**

Minnesota Department of Public Safety inspects police department's policies and book room facilities regarding juvenile offenders. West Hennepin was inspected on September 4, 2019, and no issues were found.

**17. Joint Powers Agreement Discussion**

Two version of the Joint Powers Agreement (JPA) between City of Maple Plain and City of Independence for West Hennepin Public Safety were included in the Police Commission packets for review. One was the original one signed in 1995 and an updated one dated in 2009.

Kroells believed both cities were operating off of the 2009 version. In reviewing it, he learned City of Maple Plain would execute the agreement on September 28, 2009, and City of Independence would do the same on October 13, 2009. City of Maple Plain City Council signed it but it was not approved by City of Independence on those respective dates. He asked for direction from the Police Commission on how they would like to proceed with the current and future JPA's. The difference is a one year to two year notice if West Hennepin is to be dissolved. The Police Commission agreed to revisit.

Motion by Johnson, seconded by DeLong, to table this item to the Police Commission's meeting in January, 2020. All voted aye. Motion carried.

**18. Resignation of Reserve Officer Steve Fenner**

Reserve Officer resigned due to time commitments and no longer wanting to become a police officer.

**19. 2019 Police Commission Meeting Dates**

Motion by Betts, seconded by Maas-Kusske, to meet on December 18, 2019, at 8 a.m. All voted aye. Motion carried.

**20. Reserve Officer – Closed Session**

The Commission went into closed session to be advised of a Reserve Officer issue by Kroells.

**21. Adjourn**

Motion by Betts, seconded by Maas-Kusske, to close the closed session and adjourn at 9:30 a.m. All voted aye. Motion carried.



Date: October 2, 2019  
To: Public Safety Commissioners  
City of Independence Council Members  
City of Maple Plain Council Members  
From: Director Gary Kroells *G. Kroells*  
SUBJECT: SEPTEMBER 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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**Monthly Activity Report  
September 2019**

<b>Offense</b>	<b>This Month</b>	<b>Same Month Last Year</b>	<b>This Year To Date</b>	<b>Last Year To Date</b>
<b>City Of Independence</b>				
Criminal	9	9	71	101
Traffic	138	209	1,296	1,447
Part III	4	8	82	65
Part IV	28	25	333	272
Part V	135	116	1,220	1,258
<b>Total City of Independence</b>	<b>314</b>	<b>367</b>	<b>3,002</b>	<b>3,143</b>
<b>City Of Maple Plain</b>				
Criminal	8	4	52	46
Traffic	61	72	590	827
Part III	4	5	44	32
Part IV	13	22	151	190
Part V	88	142	898	1,188
<b>Total City Of Maple Plain</b>	<b>174</b>	<b>245</b>	<b>1,735</b>	<b>2,283</b>
<b>Grand Total Both Cities</b>				
	<b>488</b>	<b>612</b>	<b>4,737</b>	<b>5,426</b>
TZD	12	43	175	138
Agency Assists	13	23	180	261
<b>Total ICR Reports</b>	<b>513</b>	<b>678</b>	<b>5,092</b>	<b>5,825</b>
<b>How Received</b>				
Fax	5	12	69	106
In Person	38	83	262	317
Mail	1	1	8	14
Other	2	2	15	24
Phone	26	25	353	324
Radio	163	154	1,528	1,631
Visual	233	365	2,507	3,044
Email	6	4	63	48
Lobby Walk In	39	32	287	317
<b>Total</b>	<b>513</b>	<b>678</b>	<b>5,092</b>	<b>5,825</b>

September 2019 Criminal Part I & II

City of Independence Grid #'s 3-5

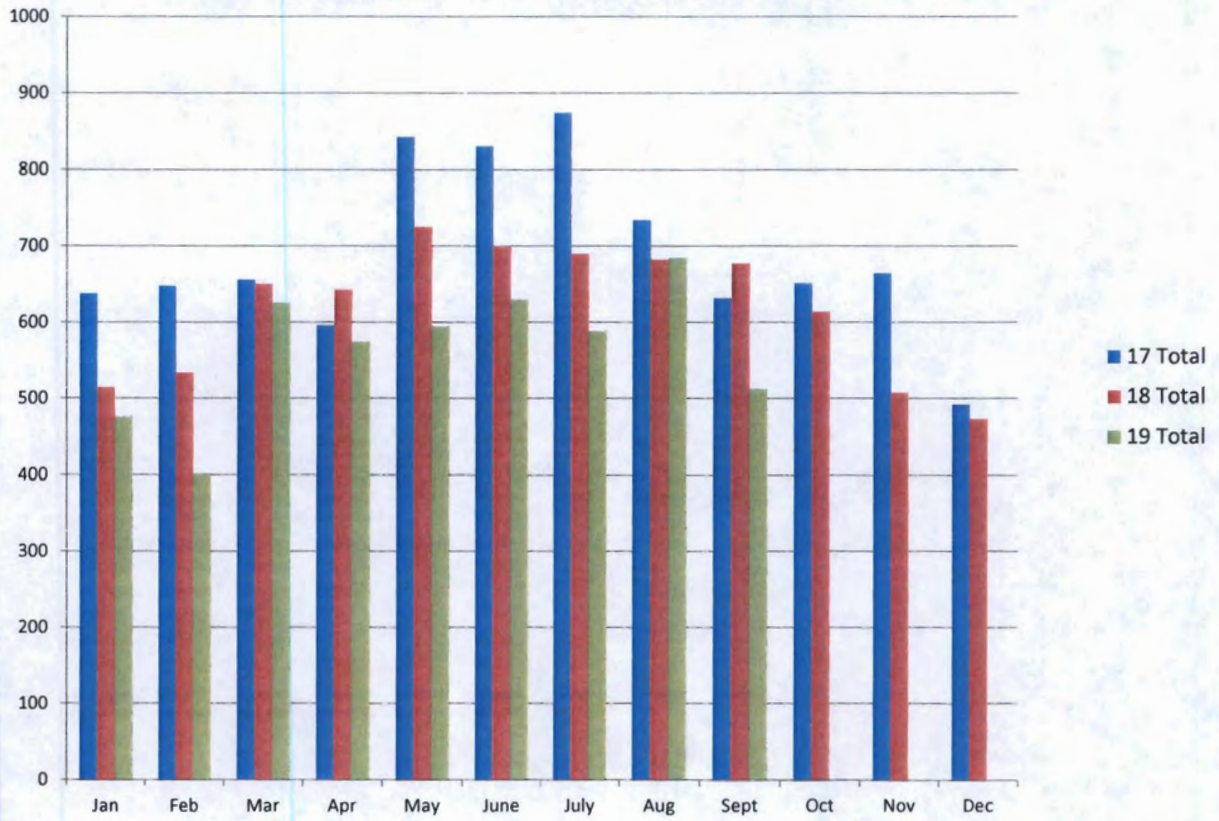
AGN	ICR	Title	Grid #	Reported Date	MOC range
WHPS	19004655	Drugs-Small Amt of Marijuana in M-V / DL-Violate Limited Drivers License Conditions-License not in possession /	9/5/2019	5	DA540
WHPS	19004685	Tobacco-Possession by Minor	9/7/2019	5	M3005
WHPS	19004865	Theft of Tools	9/18/2019	3	TT029
WHPS	19004883	Property Damage - Residence under construction	9/19/2019	3	P3119
WHPS	19004885	Burglary	9/19/2019	3	B0790
WHPS	19004913	3rd Degree Gross Misdemeanor DWI over .08/ 4th Degree Driving Under Influence / Open Bottle	9/21/2019	3	JFW01
WHPS	19004915	3rd Degree Gross Misdemeanor DWI over .08/ 4th Degree Driving Under Influence	9/21/2019	3	JFW01
WHPS	19005078	Drugs-Small Amt of Marijuana in M-V / Driving after Revocation	9/30/2019	5	DC500
WHPS	19005079	Property Damage to mailbox	9/30/2019	5	P3119

September 2019 Criminal Part I & II

City of Maple Plain Grid # 1-2

AGN	ICR	Title	Grid #	Reported Date	MOC range
WHPS	19004599	Scam/Theft	9/2/2019	2	TT011
WHPS	19004600	Property Damage - business	9/2/2019	2	P3119
WHPS	19004659	Property Damage - garage	9/5/2019	1	P3119
WHPS	19004687	Count I: Domestic Assault- Misdemeanor-Intentionally Inflicts / Count II: Domestic Assault- Misdemeanor-Commits Act to Cause Fear of Immediate Bodily Harm or Death / Count II: Domestic Assault- Misdemeanor-Intentionally Inflicts- Attempts to Inflict Bodily Harm on Another	9/7/2019	2	AK352
WHPS	19004694	2nd Degree Gross Misdemeanor DWI over .08 - 2 Priors	9/8/2019	1	JEW01
WHPS	19004996	Crash: 4th Degree Driving Under Influence - Pending Blood Results	9/25/2019	1	JG601
WHPS	19005020	Theft from Business	9/26/2019	2	TW229
WHPS	19005044	Drugs-Small Amt of Marijuana in M-V	9/27/2019	1	DA540

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





# DIRECTOR'S NEWS & NOTES

WEST HENNEPIN PUBLIC SAFETY  
SEPTEMBER 2019 Activity Report

## Year to Date Activity Report

At the end of September 30, 2019 West Hennepin Public Safety (WHPS) handled year-to-date a total of 5,092 incident complaints. For the month of September; 314 incidents occurred in Independence and 174 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:

#### Scam Theft

Sept 2 5400 block Joyce Street, Maple Plain. Victim reported communicating with a male on 'hang out' who stated he was entitled to \$800k in a beneficiary and wanted to help her out. She was scammed out of \$3,600.00 from the unknown male. The case is under investigation.

#### Damage to Property

Sept 2 4900 block Industrial Street, Maple Plain. Business reported the padlock to their gate was super glued again. The padlock had to be cut to gain access to the business. This has happened several times, unknown suspect. The case is under investigation and surveillance cameras are being reviewed to ID the suspect.

#### Suspicious Person

Sept 2 6100 block of Wood Hill Ln, Independence. Reported a female on an ATV/UTV was asking for food shelf donations. Officer located a 15 yoa female from Independence on a UTV. Female stated she was collecting food for the Maple Plain food shelf on her own to do a good deed. She was advised although she was doing a good deed, people are suspicious and she would need a permit from the city. Female was advised to return home. Female's father was called and a message was left advising him of the complaint and an issue with his daughter operating the UTV as she was in violation for operating the UTV.

#### Suspicious Act

Sept 2 9:58 p.m. 5300 block Hwy 12, Maple Plain. Hazard lights were flashing on a vehicle on a closed car sales lot. Vehicle was found secure and no signs of forced entry. It appeared the vehicle lights were activated either by mistake or possibly due to the storm activity. No criminal activity was found.

#### Suspicious Act

Sept 2 9:58 p.m. 5200 block Hwy 12, Maple Plain Officer observed a vehicle pull to the shoulder of the road, then back into the traffic lane, continued on and made a U-turn on Hwy 12 and stop. Driver stated he travels this route often. He scraps metal and often there are items for free along the roadside. He was looking for scrap metal.

#### Vehicle Fire

Sept 5 4000 block Lake Rebecca Rd, Independence. Caller found an abandoned burned vehicle in the roadway. Officers were unable to find a VIN number or plates for the vehicle as it was completely destroyed by a fire. Three Rivers Park Police responded to the scene and took over the investigation as the vehicle is on their property. Unknown when the fire occurred.

#### Internet Scam

Sept 5 3000 block Lake Haughey Rd, Independence. Victim thought her sister-in-law messaged her on FB that she needed to do a fantastic government grant program. Victim followed directions to contact another person via FB who instructed her to send money via Western Union. Victim later found the FB message was not from her sister-in-law; it was a scam and notified police of the internet scam and theft / loss of money. Case is under investigation.

#### Gas Odor

Sept 6 4900 block CR 6, Independence. Property owner struck a natural gas line behind his house while digging a trench for a new sewer line. The property was flagged prior to digging. The gas line was partially pinched and a leak could still be heard. Maple Plain FD and CenterPoint responded to the scene to repair the line.

#### Fall

Sept 7 7100 block CR 11, Independence. Male had fallen on his front steps while moving some plants and shrubs and had a contusion and a small laceration on his forehead. He was transported to the hospital.

#### Domestic Assault

Sept 7 5800 Block Main Street, Maple Plain. Reported of a domestic assault of two females were assaulted by Jacob Richard Andres 45 of Maple Plain. Andres was arrested, transported and booked in Henn Co Jail for Gross Misdemeanor Domestic Assault and Disorderly Conduct.

#### 2<sup>nd</sup> Degree DWI

Sept 8 4:18 p.m. 4800 Hwy 12, Maple Plain. Reported two parties were denied service due to intoxication; they left and were observed leaving in SUV. The SUV was located. Driver Elizabeth Anne Tadych, 33 of Monticello submitted a breath test which resulted in .23 breath alcohol concentration. Tadych was arrested, transported and booked in Henn Co Jail for 2<sup>nd</sup> Degree DWI. Vehicle is pending forfeiture.

#### Trespass Arrest

Sept 8 7:30 p.m. 4500 block Townline Rd, Independence. Homeowner reported a trespasser was in his back yard, next to his house and he detained the male. Henn Co Sheriff's Office assisted and found the 40 year old male; Mario Tito SantaCruz from Minneapolis had a Hennepin County Misdemeanor Warrant for Theft. SantaCruz was arrested, transported and booked in Henn Co Jail for his warrant.

#### Medical

Sept 10 4800 Block Main Street, Maple Plain. A male had passed out and was sweating profusely. He was transported to the hospital by ambulance.

#### Appliance Fire

Sept 11 2100 South Lake Shore Dr., Independence. An appliance company installed a new kitchen stove. They turned it on to test it and had forgotten to remove some packing Styrofoam from inside and it caught fire. Homeowners used fire extinguishers to put the fire out. Maple Plain Fire arrived and ventilated the house.

#### Unwanted Person

Sept 11 2200 South Lake Shore Dr., Independence. Male had been allowed to stay in a bunkhouse while he was completing a work project on the property. The project had been completed and the male showed up unannounced and was asked to leave. The male had been drinking and a friend arrived and gave him a ride to a place to stay.

#### Animal Complaint

Sept 12 5200 Block Bryant Street, Maple Plain. Two raccoons were stuck in a dumpster. A nearby long tree branch was put in the dumpster to allow the two raccoons to exit if they wished to do so. It was noted the weather was cold and rainy and believed the raccoons were warm in the dumpster and able to fill their bellies full.

#### Scam Attempt

Sept 12 3800 block Lake Haughey Rd, Independence. Resident reported she received a phone call and the caller said she was from social security and there was a warrant for her arrest. The resident knew it was scam and stated this to the caller. The caller got upset and stated in the next 30 minutes the police would arrest her. Resident wanted other residents to know the social security scam is still happening and for them to be aware of it. Don't give any information and block the phone number.

#### Misc. Assist

Sept 13 8:15 p.m. Hwy 12 / Nelson Rd, Independence. Officer assisted a female who was walking E/B on Hwy 12. The female was trying to get to Iowa and needed to get to a shelter for the night. She had a few dollars to use a bus. Officer brought her to the transit stop at Hopkins Crossroad and I-394. The bus schedule was checked to ensure there were still buses running into Minneapolis.

#### Taxi No Pay

Sept 14 1500 block Hwy 12, Maple Plain. Taxi driver reported he gave a male who exhibited signs of intoxication a ride from downtown Mpls to 1500 block Budd Avenue. Upon arrival at the address, the male refused to pay, exited the cab and entered the house. The male had left his cell phone in the cab. There was no response to police knocking on the door several times and announcing "POLICE". Officer maintained custody of the cell phone and it was put in evidence at the PD. The male was identified as 28 yoa Trent Theis of Maple Plain. On 9/16/19 Theis paid the Taxi cab the fee and his cell phone was released to him. Taxi driver did not want to press charges if he received payment.

#### Hunting Complaint

Sept 14 Independence Rd / Pagenkopf Rd, Independence. Jogger reported she was scared from a geese hunter's gun shots. She felt they were shooting too close to the road and where they were shooting was unsafe. The hunters were located and found the hunting was not unsafe and a shot would not make it close to the road. Hunting licenses were checked and were valid. The property owner had given permission to hunt on the property.

#### Allergic Reaction

Sept 14 Vinland Center / 3675 block Ihduhapi Trail, Independence. 54 yoa female from Edina has an allergy to coconut and someone in the room had been eating something with coconut. The female was visibly shaking and had administered an Epi pen prior to Officer arrival. Loretto Fire and North Memorial EMS assisted with patient care. The female was transported to the hospital by ambulance.

#### Medical

Sept 14 5200 block Bryantwood Dr, Maple Plain. Male had a significant cut on his foot when he was trying to turn his power chair around and his foot got caught between the foot rest and the wall. Maple Plain Fire and North Memorial EMS administered care. He was transported to the hospital by ambulance per his request.

#### Suspicious Act

Sept 14 5100 block Broadmoor Dr, Independence. Two vehicles were parked on a resident's property and she was unaware of who they belonged to. It was later determined two juveniles parked their vehicles at the wrong address. Resident was ok with the vehicles being left there.

#### Vandalism / Graffiti

Sept 16 18 block Golf Walk, Independence. Sometime overnight unknown person(s) sprayed graffiti in an underground tunnel. Approximate damage \$1,000.00. Case is under investigation.

#### Stop Arm Violation

Sept 18 9000 block Hwy 12, Independence. Reported students were loading on a school bus stopped e/b on Hwy12 when a pickup w/b on Hwy. 12 went through the school bus's stop arm. The case is under investigation.

#### Property Damage/ Vandalism

Sept 18 9000 block Kutz Crossing, Independence Reported spray paint vandalism. The case is under investigation.

#### Theft

Sept 18 2800 block of Lake Sarah Rd, Independence. Homeowner reported theft of tools. Stolen were a Paslode Framing Nailer, DeWalt Sander & Miter Saw, Ryobi drill and other misc. tools. Approximate loss is over \$1,000.00. The case is under investigation

#### Bitcoin Letter Scam

Sept 19 7200 block Turner Rd, Independence. Letter addressed to the recipient states a secret is known about him that is being kept from his wife and everyone else. For the secret to remain a secret, the recipient can pay \$19,500.00 in bitcoin. If not, evidence of the secret will be sent to his wife, family, friends and neighbors. The letter is very explicit on how to pay in bitcoin. Do NOT pay or respond to the request. It is a scam. Several residents have reported they received a bitcoin scam letter. DO NOT PAY or RESPOND TO THE LETTER.

#### Damage to Property

Sept 19 6900 block of Pagenkopf Rd, Independence. Overnight someone had pried the door jams of a house and garage that are under new construction. Approximate damage is \$200.00. The case is under investigation.

Burglary  
Sept 19

1700 block CR 90, Independence. Grounds keeper mowing the lawn found a window in the lower portion of the church broken out. Glass was on the outside of the window and inside the church was a large amount of glass on the floor and a rock. Also discovered a broken window at the museum and inside there was damage to a glass display case. No one was inside either building upon Officer arrival. Hennepin County Crime Lab responded and processed the scene. Damaged happened between Wednesday Sept 18<sup>th</sup> after 8 p.m. to 4 p.m. Thursday Sept 19<sup>th</sup>. Case under investigation.

Traffic Complaint

Sept 20

Hwy12 / CR 90, Independence. Motorist reported earlier in the morning a vehicle w/b on Hwy 12 was going 40/50 mph, then turned n/b on CR 90 still travelling at a very slow speed. Motorist turned in to his work place on CR 90. Later the same male, in the same vehicle stopped at his work place, yelling at the motorist that he was riding him and also threatened to come back and break some windows. Motorist didn't get a license plate. Motorist was encouraged in the future to call 911.

Welfare Check

Sept 20

Hwy 12 / Baker Park Rd, Maple Plain. Reported a male was walking in the middle of Hwy 12 near Baker Park Rd. The male was located walking on the shoulder of Hwy 12. The male stated his girlfriend was mad at him and he didn't think she was picking him up from work so he started walking. While speaking with him, his girlfriend stopped on scene to pick him up. The girlfriend was found to have a suspended license, she was cited and released. They waited in the vehicle until they could figure out a driver.

Damage to Property

Sept 20

2800 block Lake Sarah Rd, Independence. Reported a lock was cut off a shed and a fingerprint was found on the house front entry door handle. Hennepin County Sheriff Crime Lab responded to process the scene. The residence was checked and found all was ok. Unknown who the suspect(s) are.

GM DWI / Open Bottle

Sept 20

9:22 p.m. Hwy 12/ CR 90, Independence. A 911 caller stated a white pickup truck in front of them was weaving back and forth crossing the yellow center line and the white fog line. The caller stayed behind the vehicle and officer stopped the vehicle. Driver David Larry Johnson 51 of Watertown submitted a breath test which resulted in .19 Breath Alcohol Concentration. Johnson was arrested, transported and booked into Hennepin Co Jail for Gross Misdemeanor 3rd Degree DWI and Gross Misdemeanor Open Bottle.

GM DWI

Sept 21

3:35 a.m. CR 92 / Hwy 12, Independence. Dispatched for a vehicle that was in the ditch and the driver was still inside the car. Driver Humberto Delgado-Reyes 32 of Montrose submitted a breath test of .18 breath alcohol concentration. Delgado-Reyes was arrested, transported and booked into Hennepin Co Jail for Gross Misdemeanor 3rd Degree 3<sup>rd</sup> Degree DWI.

#### Welfare Check

Sept. 21 12:43 p.m. 3675 block Ihduhapi Trail, Independence. Reported a male was asking for a ride to Willmar because his mom is going through cancer. The male stated he was a resident at Vinland Center and knew he had to stay, but wanted to go see his mom before she dies of cancer. Officer had contact with family members and found his mother was in the hospital and expected to recover. The male agreed to return to Vinland and Vinland advised he was welcomed back. Officer transported him to Vinland Center.

#### Shooting Complaint-Disturbance

Sept 22 7000 block Pagenkopf Rd, Independence. Someone has been shooting a high number of rounds from early morning until midafternoon every weekend, 3 weeks in a row. Reported it is rapid fire, not hunting and at the time of the call they were not shooting. Caller would call if it started up again.

#### Medical

Sept 22 100 block Kuntz Drive, Independence. Female fell from a horse and was suffering from a head injury. Female was found alert, lying on a couch in the tack room with hip pain. MPFD and North Memorial EMS arrived, took over treatment and transport the female to the hospital.

#### Shots Heard

Sept 22 4900 block CR 19, Independence. Caller reported shots heard, possibly coming from his property. Two males were located in the 100 block McCulley Rd who admitted they had been target shooting. Caller was notified of Officer findings.

#### Suspicious Activity

Sept 23 7200 block Lake Sarah Dr, Independence. A walking stick left in a wood line near a trail on homeowner's property was moved and placed on the trail to trip someone. Also a portable deer stand had been previously moved and the wire fence cut. The case is under investigation.

#### Drone Complaint

Sept 24 7200 block of CR 6, Independence. Caller reported a drone was flown over and hovered over their property. No description was given, unknown who operator was.

#### Abandoned Vehicle

Sept 25 6400 block of Fogelman Rd, Independence. Reported an abandoned trailer on Fogelman Rd. The registered owner was located who was working at property on Co Rd 90 and did not have a place to park the trailer. Shortly after the trailer was moved.

#### Hunting Complaint

Sept 25 3300 block Lake Haughey Rd, Independence. Caller reported someone was illegally hunting on the Robina WMA off of Lake Haughey Road. DNR agent assisted with the male hunter who had a valid hunting license. Hunting is still permitted in the WMA. No illegal activity was found. Caller did not answer her phone when Officer attempted to advise her of his findings.

#### Theft

Sept 26 5100 block Oak Street, Maple Plain. Reported 17 pallets were stolen during the night. Business camera video is being reviewed for suspect information. The case is under investigation.

### Property Damage

Sept 26 Cr 90 / CR 6, Independence. Driver reported he was driving a company vehicle south on County Rd 90 approaching County 6. He was not paying attention to the road and ended up going off the end through a fence. The Driver would not admit to what he was distracted by. The property owner of the damaged fence was notified. Total damages appeared over \$1000.00.

### Solicitor Complaint

Sept 27 5:23 p.m. 5000 block Broadmoor Drive, Independence. Officer located the male of a solicitor complaint who was soliciting for window cleaning. The male was wearing a lanyard displaying a solicitor permit for Prior Lake. He did not realize what city he was in and had not gotten one for the city of Independence. He was advised he needed a solicitor permit and to leave the area or he would be cited. The city was closed at the time of contact.

### Crash

Sept 28 1800 block of Baker Park Rd, Independence. Driver was almost done backing his truck and trailer into a driveway when his front driver panel area was struck by a southbound vehicle. The driver of the s/b vehicle stated he did not see the truck and trailer because of the sun and he also was just not paying attention. S/B driver was cited for Failure to Yield Half of Road when meeting a vehicle.

### Wire arching

Sept 29 1500 block of Budd Ave, Maple Plain. Dispatched to a report of a wire arcing and upon arrival wires were no longer arcing. Two of the three power lines had become disconnected. They were still suspended above the ground and not causing any threat of fire or of injury or property damage. Xcel responded to repair the wires.

### Injured Bald Eagle

Sept 30 Co Rd 11 / Bell Rose, Independence. Caller reported a Bald Eagle was injured. Upon arrival Officer was unable to locate the Eagle. MN DNR agent was notified of the report.

### Scam Attempt

Sept 30 3600 block of Co Line Rd, Independence. Resident rec'd a letter addressed to her in the mail and a check made out to her from an Ontario Canada address from the North West Lottery Inc London England. The check was in the amount of \$2,800.00. The letter stated she was the winner of an international general market survey and her winnings were \$350,000.00. The resident knew it was a scam and she should not cash the check or act further on it. Resident requested a copy of the letter and check to help educate her senior age friends. The case is under investigation.

### Suspicious Act

Sept 30 8:17 p.m. 5100 block of Hwy 12, Maple Plain. Employees requested an escort to their car as they had heard loud knocking sounds on the rear door of the closed business. They were escorted to their cars. The area was checked and did not locate any persons or vehicles.

203 contacts of citations, verbal and written warnings were issued for traffic and equipment violations. 8 citations were written for 'hands free'.



Date: November 5, 2019  
To: Public Safety Commissioners  
City of Independence Council Members  
City of Maple Plain Council Members  
From: Director Gary Kroells *G. Kroells*  
SUBJECT: OCTOBER 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  
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## Monthly Activity Report October 2019

Offense	This Month	Same Month Last Year	This Year To Date	Last Year To Date
<b>City Of Independence</b>				
Criminal	8	7	79	108
Traffic	124	157	1,420	1,604
Part III	5	8	87	73
Part IV	26	39	359	311
Part V	101	150	1,321	1,408
<b>Total City of Independence</b>	<b>264</b>	<b>361</b>	<b>3,266</b>	<b>3,504</b>
<b>City Of Maple Plain</b>				
Criminal	6	7	58	53
Traffic	65	36	655	863
Part III	3	1	47	33
Part IV	21	16	172	206
Part V	106	131	1,004	1,319
<b>Total City Of Maple Plain</b>	<b>201</b>	<b>191</b>	<b>1,936</b>	<b>2,474</b>
<b>Grand Total Both Cities</b>				
	<b>465</b>	<b>552</b>	<b>5,202</b>	<b>5,978</b>
TZD	7	35	182	173
Agency Assists	19	28	199	289
<b>Total ICR Reports</b>	<b>491</b>	<b>615</b>	<b>5,583</b>	<b>6,440</b>
<b>How Received</b>				
Fax	2	11	71	117
In Person	40	75	302	392
Mail	0	2	8	16
Other	1	2	16	26
Phone	25	42	378	366
Radio	171	160	1,699	1,791
Visual	214	257	2,721	3,301
Email	5	5	68	53
Lobby Walk In	33	61	320	378
<b>Total</b>	<b>491</b>	<b>615</b>	<b>5,583</b>	<b>6,440</b>

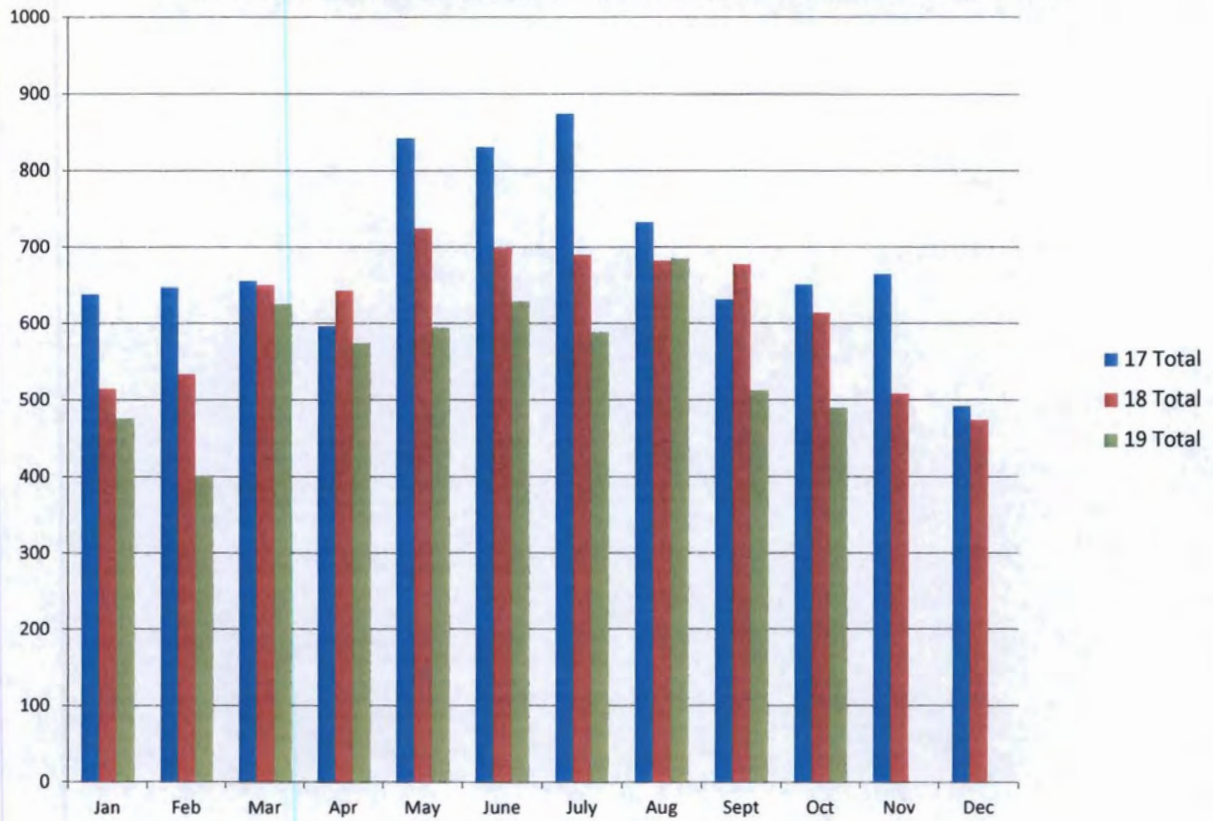
**October 2019 Criminal Part I & II**  
**City of Independence Grid #'s 3-5**

AGN	ICR	Title	Reported Date	Grid #	MOC range
WHPS	19005152	Possession Small Amount Marijuana	10/4/2019	3	DA540
WHPS	19005159	Theft	10/5/2019	3	TJ999
WHPS	19005277	Felony DWI / DACIPS	10/12/2019	5	JDW01
WHPS	19005292	Possession of Drug Paraphernalia / Tobacco - Possession by Minor	10/12/2019	3	M3005
WHPS	19005313	PD Crash/2nd Degree DWI - Refusal/Forfeiture	10/14/2019	3	JER01
WHPS	19005459	Switchblade Possession / Possession of Drug Paraphernalia/ Drivers License - Possession of Fake / Altered DL	10/23/2019	3	W3699
WHPS	19005555	Possession Small Amount Marijuana / Driving after Revocation	10/29/2019	3	DA540
WHPS	19005556	Possession of Drug Paraphernalia	10/30/2019	3	DC500
WHPS	19005576	Tobacco-Possession by Minor	10/31/2019	3	M3005

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

AGN	ICR	Title	Reported Date	Grid #	MOC range
WHPS	19005187	Disorderly Conduct / Theft	10/7/2019	1	N0030
WHPS	19005251	4th Degree DWI	10/10/2019	1	JGW01
WHPS	19005521	Disorderly Conduct	10/26/2019	2	N3030
WHPS	19005528	Court Orders - DANCO Violation	10/27/2019	1	N3390
WHPS	19005555	Possession Small Amount Marijuana	10/29/2019	1	DA540
WHPS	19005570	Theft - Shoplifting	10/30/2019	1	U0280

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



# DIRECTOR'S NEWS & NOTES

WEST HENNEPIN PUBLIC SAFETY  
OCTOBER 2019 Activity Report

## Year to Date Activity Report

At the end of October 31, 2019 West Hennepin Public Safety (WHPS) handled year-to-date a total of 5,583 incident complaints. For the month of October; 264 incidents occurred in Independence and 201 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:

#### Traffic

Oct 2 4700 block Townline Rd, Independence. Stahlke Bus Company reported a bus had loaded students, turned off the 8-ways and a car came from behind the bus and passed in a no passing zone. Case is under investigation.

#### Hit Deer / Property Damage

Oct 3 CR 19 / CR 6, Independence. Motorist reported a deer ran into the side of his vehicle. The deer was not located. Damage to the motorist's vehicle appeared to be over \$1,000.00.

#### Found Pontoon Boat

Oct 3 4600 block S. Lake Sarah Dr, Independence. Reported during the last storm a pontoon boat showed at a resident's dock. The owner was located who was out of town and a neighbor was going to pick up his boat.

#### Recovered Stolen

Oct 4 5000 block Highway 12, Maple Plain. Report received of stolen construction equipment that was recovered by St. Francis PD. Case is under investigation.

#### Traffic-Drugs

Oct 4 CR 90/Meadow Ridge, Independence. A traffic stop was initiated on a vehicle for no headlights or taillights on near dusk. While speaking to the driver and occupants a strong odor of marijuana was detected coming from the vehicle. A search resulted in marijuana and drug contraband being seized. Charges pending further investigation and analysis of the contraband.

#### Theft of Walnuts

Oct 5 70 CR 92, Independence. Theft of 1,000-2,000 prime walnuts that had fallen on the ground were reported stolen. Homeowner will post no trespassing signs and considering electronic monitoring.

#### Domestic

Oct 6 Hwy 12/Valley Rd, Independence. A vehicle was observed driving slowly alongside a female who was walking e/b Hwy 12. The vehicle then drove off, continued e/b on Hwy. 12, until police initiated a traffic stop on it at Hwy 12/CR 90. The driver stated the

female walking on the highway was his girlfriend and she had been a passenger in his car. She became upset with him and had him pull over so she could get out. Contact was made with the female by phone who confirmed what the driver said. She refused assistance and said she'd call someone for a ride.

#### Escort

Oct 6

1400 block Halgren Rd, Maple Plain. An officer escorted a renter to her residence to retrieve personal property after the homeowner accused her of stealing change from his change jar and kicked her out. The renter gathered her things.

#### Welfare Check

Oct 6

8000 block CR 6, Independence. Dispatched to a welfare check of a male sitting in a stalled vehicle. Caller advised she had been a passenger in the vehicle when it broke down. The driver became upset about the vehicle breaking down and began a verbal domestic with her. Caller was concerned about the driver's mental status. Contact was made with the driver who admitted taking several Vicodin in an attempt to kill himself. He was transported to the hospital.

#### Assault

Oct 7

5300 block Hwy 12, Maple Plain. An intoxicated male confronted merchants selling political items, which led to a physical altercation. This same male admitted to stealing 10 political flags from the merchants the day before, which were valued at \$20 each. The male gave the flags back and the merchants agreed to leave the area to avoid further confrontations with the male party. Male party was cited for disorderly conduct and theft.

#### PD Crash

Oct 7

County Line Rd/Elm Ave, Independence. Vehicle 1 was n/b on County Line Rd and stopped to turn west on Elm. Vehicle 2 was also n/b on County Line Rd, hit its brakes and swerved onto the shoulder to avoid colliding with Vehicle 1. Vehicle 2 went into the ditch and tipped over on its side after slightly damaging Vehicle 1. Vehicle 2 was towed from the scene.

#### Unwanted Person/Solicitor

Oct 8

4000 block Hwy 12, Maple Plain. An unwanted solicitor was chased out of a store and down the sidewalk by the store owner whose business had a 'no soliciting' sign posted. The solicitor admitted to the officer that he did not have a solicitor's permit from the city hall. He was cited for soliciting without a permit.

#### Harassing Phone Calls

Oct 8

6000 block Pagenkopf Rd, Independence. A resident received three harassing phone calls, each one within minutes apart from each other. The caller was the same person in all three calls even though caller ID showed a different local phone number each time. On the third call the resident told the caller she'd called the police and then hung up on the caller. No further calls were received.

#### Safety Concern

Oct 9

Hwy 12, Budd Ave, Maple Plain. An officer observed a school bus pass by him with some children hanging out of opened bus windows. The officer later caught up with the driver at the bus garage and spoke to him about the children's' behavior. The driver was unaware that it had happened and spoke with the officer about student safety and a plan to change students' behavior while on the bus.

Misc. Assist

Oct 10 1700 Co Line Rd, Independence. Resident was selling a car on Craig's List and the buyer only wanted to come to her house and she was uncomfortable having a buyer come to her house. She was advised she could use the PD's parking lot or another public area. If the buyer did not want to do that, it was recommended not meeting them.

Unconscious

Oct 10 3675 Ihduhapi Trail, Independence. Officer was dispatched for a patient that was unconscious at Vinland Center. Patient was located lying on the floor. She had teeth pulled today and was given Novocain and all of sudden passed out. North Memorial EMS transported her to the hospital by ambulance.

Welfare Check

Oct 10 5200 Hwy 12, Maple Plain. Caller reported a male in a vehicle in their business lot was slumped over a steering wheel for over an hour. Officer located the driver who had papers sitting in his lap and appeared to be passed out. The driver's side window was open and the officer could hear snoring. The driver was woken up who stated he was between home and work and stopped for a nap. No criminal activity was found. Business was notified of the officer findings.

4<sup>th</sup> Degree DWI

Oct 10 Hwy 12 / Baker Park Rd, Maple Plain. Officer heard loud exhaust, tires spinning and observed the back end of a vehicle swing out as it turned onto Hwy 12. Vehicle was stopped. Officer smelled a strong odor of alcohol while speaking with driver Cameron Jackson Anderson, 21 from Loretto who admitted to drinking. Anderson submitted a breath test which resulted in .08 Breath Alcohol Concentration. Anderson was arrested for 4<sup>th</sup> Degree DWI and released to a responsible person. Two passengers in the vehicle were released.

School Bus Stop Arm Violation

Oct 11 5200 block Manchester Dr, Maple Plain. Caller reported a vehicle passes on the left side of a stopped school bus while the kids are unloading, the red lights are flashing and the stop arm is extended. Caller was unable to get a license plate or driver description. Extra patrol will be made in the area

Felony DWI / DACIPS

Oct 12 Hwy 12 / Hitsman Lane, Independence. Vehicle stopped for speed 70/55 mph zone. Driver Joan Ellen McMillan, 44 from Delano was found to have been drinking. She submitted a breath test which resulted in .09 breath alcohol concentration. McMillan was arrested and booked into Hennepin Co Jail for Felony 1<sup>st</sup> Degree DWI and Driving after Cancelation Inimical to Public Safety. Vehicle is pending forfeiture.

Juvenile

Oct 12 6200 block Pagenkopf Rd, Independence. Reported juveniles were climbing on a lamp post. Officer made contact with the juveniles who stated they did try and climb a lamp post for a short period of time and understood they should not be touching other people's property. No damage to the lamp post and caller was advised of Officers' findings.

## Vandalism

Oct 13

5900 block Pagenkopf Rd, Independence. Mardi gras beads and nails were thrown over property owners' yard, cars and driveway. Their vehicles were egged and lunchmeat smashed on them. Smashed eggs were found inside their mailbox. A sling backpack was found in the woods under a tree containing evidence of the vandalism to the property. Vehicles had approximately \$200.00 in damages. Suspects have been caught and charges pending questioning of the juveniles.

## Unwanted Person

Oct 14

3675 block Ihduhapi Trail, Independence. Vinland Center. A 24 year old male from Wilmar was in the workout room and initiated a confrontation with another male. Staff separated the males and the 24 yoa called 911. Officer arrived to assist and the 24 yoa male was demanding and aggressive. Vinland discharged him and he was given a ride to Delano.

## Property Damage / 2<sup>nd</sup> Degree DWI Refusal

Oct 14

3700 CR 92 N. Independence. Officer was dispatched to a possible three vehicle crash and found Veh #1 was helping remove Veh #2 from the ditch. Driver of Veh #2, Donovan Malcolm Schultz, 24 of Rockford stated he went off the road after catching the shoulder of the road. Schultz showed signs of impairment, had a moderate odor of alcoholic beverage on his breath and performed poorly on the field sobriety tests. Schultz refused to take a breath test. Schultz was arrested, transported and booked into Hennepin County Jail for Gross Misdemeanor 2<sup>nd</sup> Degree DWI Refusal and his vehicle is pending forfeiture.

## Property Damage Crash

Oct 14

8800 Block of Hwy 12, Independence. Driver was pulling a trailer loaded with sand e/b on Hwy 12 when she lost control causing the vehicle and trailer to go across the center line and into the ditch. The trailer was found to be registered for 4500 lbs. and weighed 20,000 lbs. when scaled. Total combination weight was 27,600 lbs. Trailer had inoperable brake lights. Driver was cited for Driving without a Valid Class License, Over Trailer Registration and Brake Lights required.

## Burn Complaint

Oct 17

5200 block Bryantwood Dr, Maple Plain. Reported a fire was in the area, near Bryantwood Apartments. Officer located the property homeowner to the south who was burning brush and had a valid burn permit to burn.

## Scam Attempt

Oct 17

6000 block Pagenkopf Rd, Independence. A voice message was left on residents' cell phone claiming to be the social security office. They explained her social security would be gone because it was involved in criminal activity. Resident knew it was scam as the Social Security Office does not call people.

## Unwanted Persons

Oct 20

3200 block Co Line Rd, Independence. Two persons were sitting in a vehicle parked in a residential driveway. The homeowner asked them to leave the property. They left without incident.

#### Suspicious Act

Oct 20 10:50 p.m. 6400 block Hwy 12, Independence. An officer was on routine patrol and observed a vehicle parked in the driveway of a closed business. He made contact with the 49 year old male driver who was sleeping. The driver said he was taking a quick nap on his way back from Litchfield enroute to St. Louis Park. Nothing criminal found, all ok.

#### Condition / Debris

Oct 22 Maria Rd/Co Line Rd, Independence. Report received of a tree down and blocking the roadway. While enroute the Officer was updated that a vehicle had hit the tree and sustained property damage but no injuries. Upon arrival the striking vehicle was gone. City of Independence Public Works was notified and responded to clear the road.

#### Accident/PI

Oct 23 Copeland Rd/Hwy 12, Independence. A w/b vehicle was stopped on Hwy 12, waiting for e/b traffic to clear so it could turn south on Copeland Road. It was rear-ended by a second w/b vehicle that did not see the stopped vehicle in time. Both drivers had minor injuries but refused to be transported to a hospital. One vehicle was able to be driven away. The other was totaled and had to be towed. Both drivers were cited; one for no Driver's License, the other for Fail to Drive with Due Care.

#### Suspicious Activity

Oct 25 1400 block Halgren Rd, Maple Plain. Officer on routine patrol observed a male walking down the side of the road against traffic twirling two batons, one in each hand. Officer stopped and spoke with the male who stated he is just walking around enjoying the day listening to his music.

#### Agency Assist-Chase/Pursuit

Oct 25 Old Market Rd/Covington, Shorewood. WHPS assisted Deephaven PD in locating a suspect who fled in a motor vehicle, then abandoned the vehicle. The suspect was located by the WHPS Officer and arrested without incident.

#### Suspicious Act

Oct 26 12:18 a.m. 1500 block Howard Ave. Maple Plain. Officer observed a vehicle parked behind a business that was under construction. Officer made contact with workers who were installing floor tiles.

#### Suspicious Act

Oct 26 1:04 a.m. 5050 block Independence Street, Maple Plain. Squad car was sitting behind the Orono School Discovery Center when a vehicle pulled into the parking lot, saw the squad car and turned around to leave. Officer stopped the vehicle and found it was occupied by three 18 year old adult males. All said they were looking for a place to listen to music away from their parents' house. No criminal activity was noted. The driver had an expired DL, was told to drive straight home and not drive again until he renews his license.

#### Damaged Wires

Oct 26 1500 block Baker Park Rd, Maple Plain. The driver of a dump truck accidentally left the rear door of his dump truck up in the air and it caught the overhead phone line and broke it. A nearby business reported no phone or internet. Frontier Communication was contacted and responded to the scene to repair the damage.



## Burglary

Oct 26 6200 block CR 11, Independence. A female reported a burglary at an abandoned residence she owns. She suspects a family member. The owner was out of town, a family friend was called to secure the residence.

## Disorder Conduct

Oct 26 5300 block Hwy 12, Maple Plain. Two parties called to report an assault that had occurred and none of the involved parties were still on scene where it occurred. After speaking to everyone involved, one party was cited for disorderly conduct.

## Burn Violation

Oct 27 2300 block Old Post Rd Independence. A large amount of smoke was coming from a residents brush pile. The homeowner was burning a large pile of wet pine needles and agreed there was a lot of smoke and did not realize it would be this bad. The homeowner extinguished the fire.

## Gas Odor

Oct 29 1500 block Howard Ave. Maple Plain. Police and MP Fire dispatched for a possible gas odor at the apartment building. MP Fire checked the building with a gas meter and the meter did not record any readings. The smell was believed to be some type of food/cooking in the building.

## Dog at large

Oct 29 5900 block of Pagenkopf Rd, Independence. Resident reported two dogs chased several of her chickens, killing one of them. The resident was able to capture both dogs. Officer located the dog owner and she was advised of her dog's actions. A letter was delivered to the dog owner for MN State Statute 347.50 when a dog unprovoked inflicts bites on a human or domestic animal in public or private property the dog is a 'potentially dangerous dog'. A citation was issued for Dog at Large.

## A/A Stolen Vehicle

Oct 29 6000 block CR 11, Independence. Agency assist request to check the area for a vehicle stolen out of Cottonwood County. The area was checked and the vehicle was not located.

## Assist Stalled Vehicle

Oct 30 Townline Rd / CR 11, Independence. Officer observed a truck and trailer pulled to the side of the road with two people loading a stalled vehicle. The squad emergency lights were activated and the Officer provided traffic control until the vehicle was loaded.

## Shoplifting

Oct 30 4900 block Hwy 12, Maple Plain. Business reported a male stole a 1.75 bottle of Svedka Vodka valued at \$20.99 plus tax. The male ran out of the store to Howard Avenue, got into a vehicle and left n/b on Howard to w/b Main Street. Store video is being reviewed for identifying the suspect. Case is under investigation.

194 contacts of citations, verbal and written warnings were issued for traffic and equipment violations.  
3 citations were written for 'hands free'.

4 Social Security scam attempts reported



Date: December 10, 2019  
To: Public Safety Commissioners  
City of Independence Council Members  
City of Maple Plain Council Members  
From: Director Gary Kroells *G. Kroells*  
SUBJECT: NOVEMBER 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](mailto:westhennepin@westhennepin.com)

## Monthly Activity Report November 2019

Offense	This Month	Same Month Last Year	This Year To Date	Last Year To Date
<b>City Of Independence</b>				
Criminal	9	7	88	115
Traffic	148	125	1,568	1,729
Part III	2	8	89	81
Part IV	34	47	393	358
Part V	115	126	1,436	1,534
<b>Total City of Independence</b>	<b>308</b>	<b>313</b>	<b>3,574</b>	<b>3,817</b>
<b>City Of Maple Plain</b>				
Criminal	2	3	60	56
Traffic	75	47	730	910
Part III	0	3	47	36
Part IV	22	22	194	228
Part V	88	91	1,092	1,410
<b>Total City Of Maple Plain</b>	<b>187</b>	<b>166</b>	<b>2,123</b>	<b>2,640</b>
<b>Grand Total Both Cities</b>				
	<b>495</b>	<b>479</b>	<b>5,697</b>	<b>6,457</b>
TZD	0	22	182	195
Agency Assists	23	8	222	297
<b>Total ICR Reports</b>	<b>518</b>	<b>509</b>	<b>6,101</b>	<b>6,949</b>
<b>How Received</b>				
Fax	6	12	77	129
In Person	49	49	351	441
Mail	0	1	8	17
Other	1	1	17	27
Phone	26	36	404	402
Radio	152	174	1,851	1,965
Visual	251	212	2,972	3,513
Email	5	5	73	58
Lobby Walk In	28	19	348	397
<b>Total</b>	<b>518</b>	<b>509</b>	<b>6,101</b>	<b>6,949</b>

November 2019 Criminal Part I & II

City of Independence Grid #'s 3-5

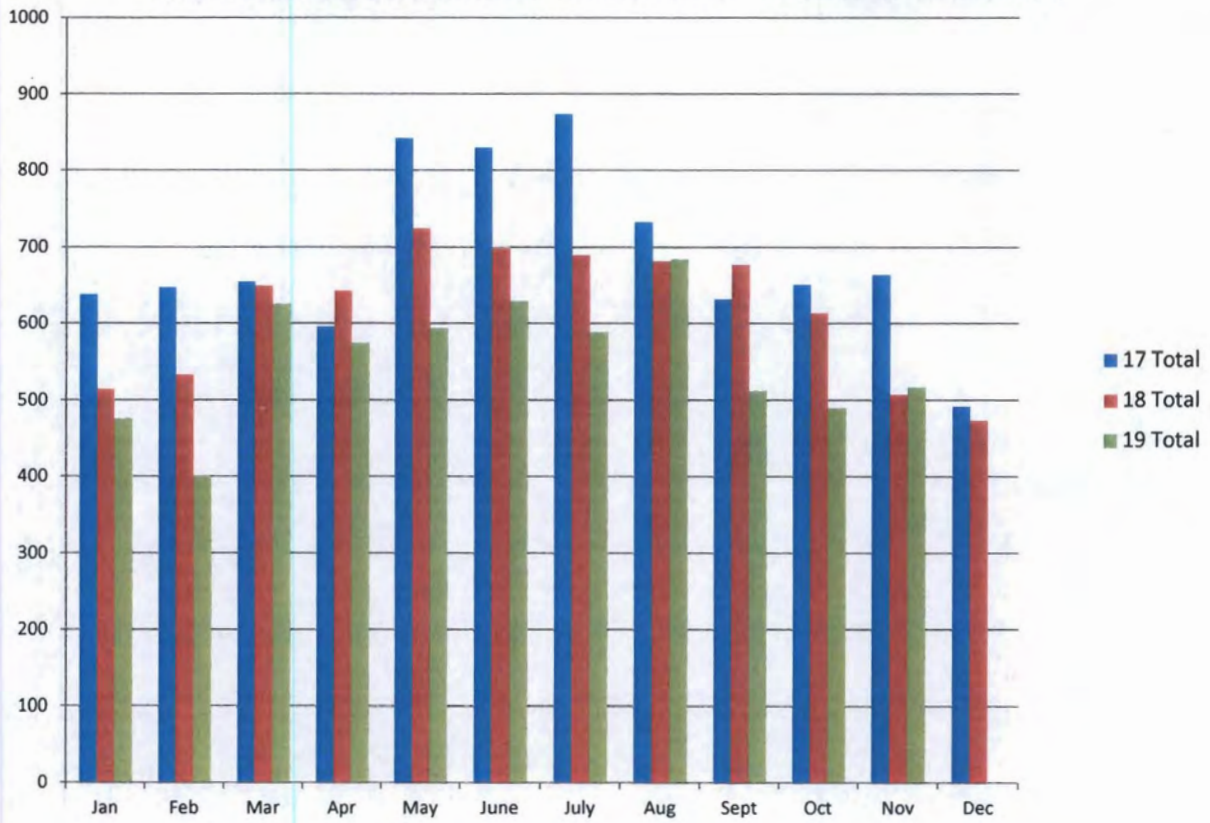
AGN	ICR	Title	Reported Date	Grid #	MOC range
WHPS	19005621	Minor Consumption of Alcohol 7 Citations issued	11/1/2019	4	M3001
WHPS	19005622	Not a Drop-Underage drinking - driving / Minor Consumption of Alcohol	11/2/2019	4	M3001
WHPS	19005763	Drugs-Small Amount Marijuana not in MV / Drugs-Paraphernalia Possession	11/10/2019	3	DC500
WHPS	19005779	Drugs-Small Amount Marijuana not in MV / Drugs-Paraphernalia Possession	11/11/2019	3	DC500
WHPS	19005931	Give Peace Officer False Name of Another / Speeding	11/21/2019	3	X2200
WHPS	19005976	Minor Consumption of Alcohol 6 Citations issued	11/22/2019	3	M4140
WHPS	19006079	3rd Degree Gross Misdemeanor DWI	11/30/2019	5	JFW01
WHPS	19006095	3rd Degree Gross Misdemeanor DWI	11/30/2019	3	JFW01

November 2019 Criminal Part I & II

City of Maple Plain Grid # 1-2

AGN	ICR	Title	Reported Date	Grid #	MOC range
WHPS	19005651	Flee Peace Officer / Drugs - 5th Degree Possess Schedule 1,2,3 / 4th Degree DWI / Obstruct Legal Process -Force /	11/3/2019	1	DH508
WHPS	19005988	Theft of Floe Versa Max 8x10 tilt snowmobileTrailer / Polaris Sportsman 850 ATV / Honda push mower / portavle fish house	11/23/2019	2	TT999

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



# DIRECTOR'S NEWS & NOTES

WEST HENNEPIN PUBLIC SAFETY  
NOVEMBER 2019 Activity Report

## Year to Date Activity Report

At the end of November 30, 2019 West Hennepin Public Safety (WHPS) handled year-to-date a total of 6,101 incident complaints. For the month of November; 308 incidents occurred in Independence and 187 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:

#### Minor Consumption /Underage Party

Nov 1 4400 Eagle Ridge Ct, Independence. Officers responded to a residence where it was reported several juveniles were drinking heavily, fights occurring and vomiting due to intoxication. Upon officer arrival several persons fled into the wooded area. 5 juveniles submitted a Preliminary Breath Test (PBT) and were found they had consumed alcohol and were cited for Minor Consumption. All parents were called; they responded and picked up their juvenile. 18-year old females from Minnetrista and Mound: both submitted a PBT and were found to have consumed alcohol and both were cited for Minor Consumption. They were released to their parents.

#### Minor Consumption / Not a Drop – Drink and Drive

Nov 1 4400 Eagle Ridge Ct, Independence. Vehicle was stopped for failing to signal a turn. Officer contacted the driver who was an 18-year-old male from Mound. A 17-year-old female from Mound was a passenger. Both admitted to consuming alcohol and a positive result was detected on the preliminary breath test. Driver was cited for Minor Consumption and Not a Drop – Underage Drinking - Driving. Juvenile passenger was cited for Minor Consumption and released to her parent.

#### Crash

Nov 4 CR 6 / CR 110, Independence. Veh 1 was e/b CR 6 and came to a stop at the 4-way flashing red light stop intersection. Driver of Veh 2 stated he was looking around, did not see the vehicle stop in front of him and rear ended Veh 1. He was issued a citation for Fail to Drive with Due Care.

#### Identity Theft

Nov 6 7600 Pioneer Creek Drive, Independence. Victim had noticed his credit score had changed, thought it was odd, reviewed his credit report and located a fraudulent charge. On July 4, 2019 someone used his name, social security number and a different address to make a purchase in the amount of \$190.00. Victim reported the fraud to his credit reporting agency, and they would not release any information until he reported it to the police. The Victim was given his police report for his credit agency.

#### Motorist Assist / Warrant

Nov 7 CR 110 / CR 83, Independence. Agency Assisting officer reported a vehicle was stopped at CR 110 and CR 83, Independence, at the 4-way flashing red light stop intersection and the driver was sleeping behind the wheel. 28-year-old male from Princeton stated he was up late last night. No signs of impairment were found. The male had a misdemeanor warrant out of McLeod County for Driving after Cancellation. The bail was collected, and a court date was set, and he was released.

#### Gas Odor

Nov 7 15 Ingerson Rd, Independence. Officer and Maple Plain Fire Dept. were dispatched for a reported gas odor. MPFD found a significant amount of gas registering in the attic of the residence. Officer stood by and assisted in keeping people clear until MPFD advised all was safe. CenterPoint Energy responded to repair the problem.

#### Unwanted Person

Nov 7 11:39 p.m. 5100 block CR 11, Independence. Caller reported a female was outside a residence pounding on the door and screaming. 37-year-old female from Mound saw what she believed was her property and wanted it back. Female then admitted to the Officer the property belonged to her former roommate and she would get it later. Officer saw a glass jar with a green leafy substance in it on the ground and the 33-year-old male driver from Mound stated it belonged to him. The male was cited for Possession of Small Amount of Marijuana. The homeowner wanted both to leave and they did.

#### Suspicious Act

Nov 9 5800 block Hwy 12, Maple Plain. Patrol noted an Old Star Tribune green style box truck with decals that were removed pulled into a business for a few minutes and then left. The truck pulled into another business and as the Officer drove up to the truck, observed a male loading pallet into the rear of the truck. The driver stated he was given permission to take the pallets. The business owner confirmed permission was given.

#### Crash

Nov 10 CR 92 / Hwy 12, Independence. Veh 1 was driving west on Hwy 12 making a left turn to go south on County 92. Veh 2 was going north on County Rd 92, attempted to stop for the stop sign, she could not stop and slid through the intersection striking Veh 1. Driver of Veh 2 had two active warrants out of Hennepin County; one for theft and the other for DWI. Both had cash bail of \$1000. Driver was unable to come up with cash for bail and was arrested on the warrants, transported and booked into to Henn Co Jail.

#### Suspicious Act

Nov 11 6400 block Pagenkopf Rd, Independence. Resident reported a suspicious vehicle that pulled into her driveway and was now sitting on the road in front of the house. Contact with the driver, who stated he works for Frontier Internet Services. He pulled into the wrong driveway and was trying to locate his next account on his iPad.

#### Theft Report / Agency Assist

Nov 12 1600 block of Howard Ave. Maple Plain. 19-year-old female from Maple Plain reported she was swindled out of cash. The female met a male in Minneapolis where he gave her a check with her name on it and had her mobile deposit it into her account. The check was fraudulent. The transaction happened in Minneapolis and the report was forwarded to MPLS PD for investigation.

#### Property Damage Crash

Nov 13 6:58 a.m. Hwy 12 / Halgren Rd, Maple Plain. Driver #2 was n/b on Halgren Rd, said he was not all the way awake and did not realize the stop light was red. He ran the red light and T boned Driver #1. Driver #1's vehicle had minor damage and Driver #2 vehicle had heavy front-end damage and had to be towed. Driver #2 as issued a citation for Semaphore Violation. No injuries.

#### Vehicle Fire

Nov 13 5100 Block Broadmoor Dr, Independence. Officer and Maple Plain Fire responded for a pickup truck by the rear of a residence that was on fire. Large flames were coming from the box of the truck, which is where it appeared to have started. Maple Plain Fire was able to put the fire out. The owner of the truck walked out from inside the house and was in shock that the truck was on fire. Owner had just arrived home a little while ago and didn't understand how the truck caught on fire. The cause of the fire is unknown.

#### Personal Injury Crash

Nov 15 Hwy 12 / Nelson Rd, Independence. Driver of Veh#1 was in the w/b lane of Hwy 12 when the driver stated he fell asleep and rear-ended a truck and trailer Veh#2. Veh #1 driver and passenger had injuries and were transported to the hospital by ambulance. Driver of Veh #2 had minor damage to the steel rear trailer ramps. Veh #1 driver was cited for Failure to Drive with Due Care. North Memorial EMS Ambulance, Delano FD, Hennepin County SO and Medina PD responded to assist with traffic and for patient treatment.

#### Shots Heard

Nov 17 5:34 p.m. 4700 Lake Sarah Dr, Independence. Caller reported hearing shots occurring after hunting hours, near the west end of Lake Sarah, possibly in an area in Greenfield. Officer checked the area and saw no signs of hunting activity. Hennepin County Sheriff's Office checked their area in Greenfield and unable to locate any illegal activity.

#### Personal Injury Crash

Nov 18 Hwy 12/ Lake Haughey Rd, Independence. Vehicle#1 was s/b on Lake Haughey Rd and was going to turn left onto Hwy 12. Veh #1, driver stated she didn't see the w/b Veh#2, thought it was ok to go and pulled into the w/b lane causing the crash. Veh #1 driver was issued a citation for Fail to Yield.

#### Bus Stop Violation

Nov 20 Hwy 12/ CR 92N, Independence. Stahlke Bus Company reported their bus driver activated its yellow/amber lights 700 feet prior to stopping at 7800 Hwy 12. After the bus stopped and the stop arm went out, a vehicle slowed down and passed the bus without stopping. License plate was noted, and charges are pending contact with the registered owner of the vehicle.

#### Road Debris

Nov 20 Hwy 12/ Halgren Rd, Maple Plain. Officer dispatched for crash debris in the road. Officer arrival found in the ditch a piece of plastic from a car, off the road that was not a hazard. No vehicles were in the area.



#### False Name to Police Officer

Nov 21 Townline Rd / Sunset Lane, Independence. On 10/10/19 & 10/13/19 John Donald Pivec, 26 from Spring Park was stopped for traffic violations and it was later found he gave his brother's name and date of birth to the Police Officer. Pivec was arrested and released, charged with Gross Misdemeanor Giving Peace Officer False Name of Another.

#### Road Condition

Nov 22 7:58 a.m. CR 11/ CR 92, Independence. Reported debris in the intersection at CO RD 11 and CO RD 92 consisting of a large amount of screws. Officer arrival on scene, found thousands of used screws in the intersection; possibly fell out of a construction vehicle. A nearby resident brought two brooms to the scene and assisted two officers clean up the screws. Resident was thanked for his help.

#### Loud Party / Minor Consumption

Nov 22 7800 block CR 6, Independence. Resident reported a loud party at her rented house via Airbnb with a guest maximum of 10 people and there were at least 40 people there. Officer contacted the person who rented the house and found underage persons had consumed alcohol. Citations were issued to: 8 adults under 21 all from the City of Monticello. All were cited for Minor Consumption.

#### Theft

Nov 23 1400 block Halgren Rd, Maple Plain. Reported stolen from a garage: Versa 10x10 tilt snowmobile trailer, 2019 Polaris Sportsman ATV, Otter Resort Fish house, Honda push mower with bagger and ratchet straps. Approximate loss \$15,000.00. Possibly stolen on 11/22 after 6 p.m. and before 7:30 a.m. on 11/23/19. Please call WHPS if you observed activity at the residence on those days and hours. The case is under investigation.

#### Suspicious Phone Call

Nov 23 3400 block CR 92, Independence. Resident reported her 8-year-old son answered a phone call on their landline from someone claiming to be a 911 dispatcher. The male caller asked for identity and if parents were home. HCSO dispatch did not have any record of calling their number. Based on the information the call was likely a scam. Officer checked the area and did not see anything suspicious in the area. Resident would call back if anything else came up.

#### Welfare Check

Nov 23 11:23 p.m. 3675 block Ihduhapi Trail, Independence. A male who was not court ordered to Vinland, left the facility and was knocking on doors in Medina asking for a ride to Faribault, MN. The male was located and returned to Vinland. The male was advised to make plans to be picked up at a decent hour and not ring household doorbells in the middle of the night.

#### Hunting Warning

Nov 24 Lake Haughey Rd / Hwy 12, Independence. Motorist had parked his vehicle in the grass within the boundary of the Wildlife Management Area and by the signs posted for no public hunting and no trespassing. The motorist was contacted who admitted crossing the railroad tracks and was warned for trespassing.

Winter Seasonal Parking violation

Nov 27 4:14 a.m. 3700 block Marsh Point Rd, Independence. Two vehicles were parked on the roadway interfering with city snow plowing and in violation of city ordinance parking on city streets. Officer called registered owners twice, no answer, and left a message. Citations were issued for the violation and left on the windshield of the vehicles.

Trespassing

Nov 28 9:57 a.m., 9000 block CR 6, Independence. A property owner reported horseback riders trespassing on his property after he'd previously told them they were not allowed to ride on his property. The riders admitted being on the property and were apologetic. The property owner wants the riders charged with trespassing and for damaging property. Case is under investigation.

Agency Assist-Fatal Crash

Nov 29 8:44 p.m., 1000 block CR 92, Minnetrista. An officer assisted Minnetrista PD with a fatal crash scene. A southbound passenger car struck a deer and ended up in the northbound lane. A northbound pickup truck struck the passenger car broadside on the driver's side. The pickup driver survived but the passenger car driver did not.

DWI/Vehicle in Ditch

Nov 30 1:20 a.m., 9000 block Hwy 12, Independence. Police witnessed a vehicle swerve out of control, almost hitting a patrol car traveling the opposite direction and go into the ditch. The driver was uninjured but found to be intoxicated. The driver 22-year-old driver from Loretto provided a breath sample which resulted in .16 % breath alcohol concentration. Driver was released and will be charged by formal complaint for 3<sup>rd</sup> Degree DWI.

DWI/Vehicle in Ditch

Nov 30 6:31 p.m., 4000 block CR 19, Independence. A caller reported speaking to the driver of a vehicle that had gone into the ditch and the driver appeared to be intoxicated. Police arrived on scene and made contact with the driver. 63-year-old driver from Mound, failed sobriety tests. She was arrested, charged with 3<sup>rd</sup> degree DWI and No Proof of Insurance and released.

243 contacts of citations, verbal and written warnings were issued for traffic and equipment violations. 6 citations were written for 'hands free'.

**West Hennepin Public Safety  
Monthly Claims  
September 2019**

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Deposit	09/03/2019			Deposit	West Hennepin Public Safety	√	-SPLIT-	134,445.26
General Journal	09/03/2019	467		monthly requisition, September 2019	West Hennepin Public Safety	√	1701 Capital Improvement Fund	-2,566.66
Deposit	09/04/2019			Deposit	West Hennepin Reserves	√	503 U- Donations-Reserves	390.00
Check	09/05/2019	33256	City of Independence	office phone bills reimbursement	West Hennepin Public Safety	√	-SPLIT-	-2,014.66
Check	09/05/2019	33257	City of Independence	office cleaning	West Hennepin Public Safety	√	205 Office Rent & Cleaning	-277.50
Check	09/05/2019	33258	City of Independence	2nd qtr 2019 utilities reimbursement	West Hennepin Public Safety	√	207 - Utilities/Gas/Electric	-1,421.48
Check	09/05/2019	33259	CenterPoint Energy	monthly office gas usage	West Hennepin Public Safety	√	207 - Utilities/Gas/Electric	-23.64
Check	09/05/2019	33260	Waconia Ford	squad mtnc	West Hennepin Public Safety	√	-SPLIT-	-505.30
Check	09/05/2019	33261	Chevrolet of Delano	squad mtnc/repairs	West Hennepin Public Safety	√	-SPLIT-	-419.25
Check	09/05/2019	33262	Suburban Tire Wholesale Inc.	4 squad tires	West Hennepin Public Safety	√	303 Auto Maintenance	-584.00
Check	09/05/2019	33263		monthly squad fuel charges	West Hennepin Public Safety	√	304 Fuel and Oil	-2,427.15
Check	09/05/2019	33267	Chevrolet of Delano	new squad car #71	West Hennepin Public Safety	√	402 Capital Improvement Plan	-36,925.00
General Journal	09/05/2019	468		purchase squad 71, 2020 Chev Tahoe, marked	West Hennepin Public Safety	√	1701 Capital Improvement Fund	36,925.00
Check	09/10/2019	33264	Associated Bank	Sept 1-15, 2019 payroll contribution	West Hennepin Public Safety	√	2100 Payroll Liabilities	-2,204.42
Check	09/10/2019	33265	CorTrust Bank	Sept 1-15, 2019 payroll contributions	West Hennepin Public Safety	√	-SPLIT-	-2,255.00
Check	09/10/2019	33266	Wings Financial Credit Union	Sept 1-15, 2019 payroll contributions	West Hennepin Public Safety	√	-SPLIT-	-8,146.45
Paycheck	09/16/2019	33268	Payroll Checks	Sept 1-15, 2019 payroll	West Hennepin Public Safety	√	-SPLIT-	-12,737.19
Check	09/16/2019	HSA	Optum Bank	Employer HSA Contribution	West Hennepin Public Safety	√	104 A HSA	-333.33
Liability Check	09/16/2019	IRS	Internal Revenue Service	Sept. 1-15, 2019 payroll	West Hennepin Public Safety	√	-SPLIT-	-5,609.76
Liability Check	09/16/2019	EJ	John Hancock	Sept. 1-15, 2019 payroll	West Hennepin Public Safety	√	-SPLIT-	-2,975.00
Liability Check	09/16/2019	MN REV	MN Dept of Revenue	Sept. 1-15, 2019 payroll	West Hennepin Public Safety	√	2100 Payroll Liabilities	-1,813.38
Liability Check	09/16/2019	HSA	Optum Bank	Sept. 1-15, 2019 payroll	West Hennepin Public Safety	√	2100 Payroll Liabilities	-553.50
Liability Check	09/16/2019	PERA	PERA	Sept. 1-15, 2019 payroll	West Hennepin Public Safety	√	-SPLIT-	-10,581.18
Paycheck	09/16/2019	33280	Employee	Uniform Allowance	West Hennepin Public Safety	√	-SPLIT-	-481.06
Liability Check	09/16/2019	IRS	Internal Revenue Service	Uniform Allowance	West Hennepin Public Safety	√	-SPLIT-	-14.16
Check	09/17/2019	33281	HealthPartners	medical ins premium	West Hennepin Public Safety	√	104 Health Insurance	-15,935.44
Check	09/17/2019	33282	Language Line Services	spanish interpretor.	West Hennepin Public Safety	√	201 Telephone	-98.40
Check	09/17/2019	33283	Loffler Companies, Inc.	copier lease	West Hennepin Public Safety	√	203 Office/Opr Equip Maintenance	-212.43
Check	09/17/2019	33284	Ohlin Sales Inc.	rifle optics batteries	West Hennepin Public Safety	√	204 Office/Operating Supplies	-94.74
Check	09/17/2019	33285	Unifirst Corporation	office rugs & towels	West Hennepin Public Safety	√	205 Office Rent & Cleaning	-61.32
Check	09/17/2019	33293	Verizon Wireless	cell phone bill	West Hennepin Public Safety	√	201 Telephone	-627.53
Check	09/17/2019	33286	Schwaab, Inc.	notary stamps	West Hennepin Public Safety	√	-SPLIT-	-30.00
Check	09/17/2019	33287	Office of MN IT Services	monthly WAN service	West Hennepin Public Safety	√	302 A2 IT Support & Fees	-47.79
Check	09/17/2019	33288	Element Technologies, LLC	IT service	West Hennepin Public Safety	√	302 A5 Other Billable Svcs	-1,750.00
Check	09/17/2019	33289	Hennepin County Accounts Receivable	radio/MDC fees	West Hennepin Public Safety	√	302 F Radios/MDCs	-1,008.94
Check	09/17/2019	33290	Chevrolet of Delano	squad mtnc	West Hennepin Public Safety	√	303 Auto Maintenance	-77.14
Check	09/17/2019	33291	Burda's Towing	vehicle tow	West Hennepin Public Safety	√	404 Contingency Fund	-158.00
Check	09/17/2019	33292	Streicher's Police Equipment	uniform expense	West Hennepin Public Safety	√	601 D Uniform	-69.99
Check	09/17/2019	1561	ECM Publishers, Inc	Back to School Safety Ad	West Hennepin Crime Prevention	√	301 Printing	-75.00
Check	09/17/2019	33294	Cardmember Service	monthly credit card charges	West Hennepin Public Safety	√	-SPLIT-	-1,826.78
Check	09/19/2019	33295	Spectrum Business Systems	typewriter repair	West Hennepin Public Safety	√	203 Office/Opr Equip Maintenance	-203.77
Check	09/19/2019	33296	Action Fleet, LLC	squad lighting upgrade	West Hennepin Public Safety	√	303 Auto Maintenance	-2,372.05
Check	09/19/2019	33297	MN County Attorneys Assoc.	code books	West Hennepin Public Safety	√	204 Office/Operating Supplies	-67.50
Check	09/19/2019	33298	Associated Bank	Sept. 16-30, 2019 payroll contribution	West Hennepin Public Safety	√	2100 Payroll Liabilities	-2,204.28
Check	09/19/2019	33299	CorTrust	Sept. 16-30, 2019 payroll contribution	West Hennepin Public Safety	√	-SPLIT-	-2,255.00
Check	09/19/2019	33300	Wings Financial Credit Union	Sept. 16-30, 2019 payroll contribution	West Hennepin Public Safety	√	-SPLIT-	-8,146.45
Deposit	09/20/2019			Deposit	West Hennepin Public Safety	√	-SPLIT-	140.00
Deposit	09/20/2019			Deposit	West Hennepin Public Safety	√	-SPLIT-	62.10
Check	09/20/2019	33301	DataWorks Plus LLC	annual support agmt	West Hennepin Public Safety	√	302 A5 Other Billable Svcs	-200.76
Check	09/30/2019	33302	Standard Insurance Company	life ins premium	West Hennepin Public Safety	√	104 Health Insurance	-513.41
Check	09/30/2019	33303	Reliance Standard Life Ins.	life ins premium	West Hennepin Public Safety	√	104 Health Insurance	-472.37
Check	09/30/2019	33304	TASC	COBRA Admin Fee	West Hennepin Public Safety	√	104 Health Insurance	-35.81
Check	09/30/2019	33305	Unifirst Corporation	office rugs, bathroom towels	West Hennepin Public Safety	√	205 Office Rent & Cleaning	-61.32
Check	09/30/2019	33306	Chevrolet of Delano	squad repair/mtnc	West Hennepin Public Safety	√	-SPLIT-	-1,148.71
Deposit	09/30/2019			interest	West Hennepin Public Safety	√	503 F Interest	107.36
Deposit	09/30/2019			interest	West Hennepin Reserves	√	503 F Interest	2.14
Deposit	09/30/2019			interest	West Hennepin Crime Prevention	√	503 F Interest	14.12

AUDITED & APPROVED:

DATE:

West Hennepin Public Safety  
 Monthly Claims  
 October 2019

Type	Date	Num	Name	Memo	Account	Ctr	Split	Amount
Paycheck	10/01/2019	33307	Payroll Checks	Sept. 16-30, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-13,448.04
Liability Check	10/01/2019	IRS	Internal Revenue Service	Sept. 16-30, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-5,784.06
Liability Check	10/01/2019	EJ	John Hancock	Sept. 16-30, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-2,975.00
Liability Check	10/01/2019	MN REV	MN Dept. of Revenue	Sept. 16-30, 2019	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-1,776.38
Liability Check	10/01/2019	HSA	Optum Bank	Sept. 16-30, 2019 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-563.50
Liability Check	10/01/2019	PERA	PERA	Sept. 16-30, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-10,647.57
Deposit	10/01/2019			Deposit	West Hennepin Public Safety	✓	503 O - POST Reimb./State Aid	89,305.48
General Journal	10/02/2019	469		monthly requisition, October 2019	West Hennepin Public Safety	✓	1701 - Capital Improvement Fund	-2,566.66
Deposit	10/03/2019			Deposit	West Hennepin Public Safety	✓	-SPLIT-	129,487.36
Check	10/04/2019	HSA	Optum Bank	HSA Employer Contribution	West Hennepin Public Safety	✓	104 A - HSA	-10,250.00
Paycheck	10/07/2019	33319	Payroll Checks	15 Paid Military Days	West Hennepin Public Safety	✓	-SPLIT-	-2,991.59
Liability Check	10/07/2019	IRS	Internal Revenue Service	15 Paid Military Days	West Hennepin Public Safety	✓	-SPLIT-	-804.02
Liability Check	10/07/2019	MN REV	MN Dept. of Revenue	15 Paid Military Days	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-246.00
Liability Check	10/07/2019	PERA	PERA	15 Paid Military Days	West Hennepin Public Safety	✓	-SPLIT-	-1,266.50
Check	10/10/2019	33320	Associated Bank	Oct 1-15, 2019 payroll contribution	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-2,204.42
Check	10/10/2019	33321	CoTrust Bank	Oct 1-16, 2019 payroll contributions	West Hennepin Public Safety	✓	-SPLIT-	-2,255.00
Check	10/10/2019	33322	Wings Financial Credit Union	Oct 1-16, 2019 payroll contributions	West Hennepin Public Safety	✓	-SPLIT-	-8,146.45
Check	10/10/2019	33323	City of Independence	dental ins premium reimb	West Hennepin Public Safety	✓	104 - Health Insurance	-1,280.60
Check	10/10/2019	33324	Galls, LLC	badges	West Hennepin Public Safety	✓	105 - Uniform Expense	-456.00
Check	10/10/2019	33325	Streicher's Police Equipment	uniform expenses	West Hennepin Public Safety	✓	-SPLIT-	-539.92
Check	10/10/2019	33326	Language Line Services	Spanish interpretation	West Hennepin Public Safety	✓	201 - Telephone	-15.60
Check	10/10/2019	33327	Loffler Companies, Inc.	copier lease	West Hennepin Public Safety	✓	203 - Office/Opr. Equip Maintenance	-168.75
Check	10/10/2019	33328	MN County Attorneys Assoc.	VOID: criminal & traffic code books	West Hennepin Public Safety	✓	204 - Office/Operating Supplies	0.00
Check	10/10/2019	33329	Delano Herald Journal	subscription renewal	West Hennepin Public Safety	✓	206 - Books/Dues/Subscriptions	-47.00
Check	10/10/2019	33330	CenterPoint Energy	monthly office gas	West Hennepin Public Safety	✓	207 - Utilities/Gas/Electric	-23.57
Check	10/10/2019	33331	Baycom, Inc.	3 yr Arbitrator Mtrc	West Hennepin Public Safety	✓	302 A5 - Other Billable Svcs	-1,270.00
Check	10/10/2019	33332	Element Technologies, LLC	monthly IT support	West Hennepin Public Safety	✓	302 A5 - Other Billable Svcs	-1,750.00
Check	10/10/2019	33333	Hennepin County Accounts Receivable	radio/mdc fees	West Hennepin Public Safety	✓	302 F - Radios/MDCs	-1,573.00
Check	10/10/2019	33334	Delano Carquest	squad car expense	West Hennepin Public Safety	✓	303 - Auto Maintenance	-4.62
Check	10/10/2019	33335	Holiday	squad fuel charges	West Hennepin Public Safety	✓	303 - Auto Maintenance	-2,126.03
Check	10/10/2019	33336	Employee	training expense reimbursement	West Hennepin Public Safety	✓	307 B2 - Officer Meals	-33.16
Check	10/10/2019	33337	Lexipol LLC	annual law enf. policy subscription	West Hennepin Public Safety	✓	-SPLIT-	-4,599.00
Check	10/10/2019	1562	Motorola Solutions, Inc.	1 squad radio	West Hennepin Crime Prevention	✓	305 - Squad Setup and Parts	-4,794.00
Check	10/10/2019	33338	Office of MN IT Services	VOID: quarterly CJDN Fees	West Hennepin Public Safety	✓	302 A4 - State IT Connection Fees	0.00
Check	10/14/2019	33339	Office of MN IT Services	monthly WAN usage	West Hennepin Public Safety	✓	302 A2 - IT Support & Fees	-47.79
Check	10/14/2019	33340	Bureau of Crim. Apprehension	quarterly CJDN access fees	West Hennepin Public Safety	✓	302 A4 - State IT Connection Fees	-390.00
Check	10/14/2019	1563	Williams Towing	DWI forfeiture low 19005277	West Hennepin Crime Prevention	✓	607 C - Other	-155.00
Check	10/15/2019	33341	MHSRC/Range	training registration	West Hennepin Public Safety	✓	307 B4 - Officer Schools	-435.00
Check	10/15/2019	1564	Williams Towing	DWI Forf. low, 19005313	West Hennepin Crime Prevention	✓	607 C - Other	-155.00
Check	10/15/2019	1644	Streicher's Police Equipment	Reserve uniform	West Hennepin Reserves	✓	105 - Uniform Expense	-44.98
Paycheck	10/16/2019	33347	Payroll Checks	Oct 1-15, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-13,533.72
Liability Check	10/16/2019	IRS	Internal Revenue Service	Oct 1-16, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-5,709.98
Liability Check	10/16/2019	MN REV	MN Dept. of Revenue	Oct 1-15, 2019 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-1,708.38
Liability Check	10/16/2019	EJ	John Hancock	Oct 1-15, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-2,975.00
Liability Check	10/16/2019	HSA	Optum Bank	Oct 1-15, 2019 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-563.50
Liability Check	10/16/2019	PERA	PERA	Oct 1-16, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-10,798.04
Check	10/21/2019	33354	Cardmember Service	monthly credit card charges	West Hennepin Public Safety	✓	-SPLIT-	-2,966.20
Check	10/23/2019	33355	PLEAA	training registration	West Hennepin Public Safety	✓	-SPLIT-	-80.00
General Journal	10/23/2019	470		purchased sq 65 printer, sq 71 printer & adaptor	West Hennepin Public Safety	✓	1701 - Capital Improvement Fund	741.38
Deposit	10/24/2019			Deposit	West Hennepin Public Safety	✓	-SPLIT-	1,152.96
Check	10/25/2019	33356	Associated Bank	Oct 16-31, 2019 payroll contribution	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-2,204.28
Check	10/25/2019	33357	CoTrust Bank	Oct 16-31, 2019 payroll contributions	West Hennepin Public Safety	✓	-SPLIT-	-2,255.00
Check	10/25/2019	33358	Wings Financial Credit Union	Oct 16-31, 2019 payroll contributions	West Hennepin Public Safety	✓	-SPLIT-	-10,332.96
Check	10/25/2019	33359	City of Independence	dental insurance reimb	West Hennepin Public Safety	✓	104 - Health Insurance	-1,164.90
Check	10/25/2019	33360	HealthPartners	medical insurance premium	West Hennepin Public Safety	✓	104 - Health Insurance	-15,935.44
Check	10/25/2019	33361	Reliance Standard Life Ins	ltd insurance premium	West Hennepin Public Safety	✓	104 - Health Insurance	-431.71
Check	10/25/2019	33362	Standard Insurance Company	life ins premium	West Hennepin Public Safety	✓	104 - Health Insurance	-509.66
Check	10/25/2019	33363	Optum Bank	monthly HSA service fee	West Hennepin Public Safety	✓	104 A - HSA	-76.50
Check	10/25/2019	33364	City of Independence	office phone bill reimb	West Hennepin Public Safety	✓	201 - Telephone	-611.15
Check	10/25/2019	33365	Verizon Wireless	cell phones, aircards	West Hennepin Public Safety	✓	201 - Telephone	-628.17
Check	10/25/2019	33366	Office Depot	office supplies	West Hennepin Public Safety	✓	-SPLIT-	-233.40
Check	10/25/2019	33367	Unifirst Corporation	office rugs & bathroom supplies	West Hennepin Public Safety	✓	205 - Office Rent & Cleaning	-80.87
Check	10/25/2019	33368	City of Independence	shared office cleaning services	West Hennepin Public Safety	✓	-SPLIT-	-865.50
Check	10/25/2019	33369	City of Independence	3rd Qtr 2019 Utilities	West Hennepin Public Safety	✓	207 - Utilities/Gas/Electric	-2,070.98
Check	10/25/2019	33370	Chevrolet of Delano	squad mtrc	West Hennepin Public Safety	✓	303 - Auto Maintenance	-478.18
Check	10/25/2019	33371	West Hennepin Public Safety Petty Cash	replenish petty cash	West Hennepin Public Safety	✓	-SPLIT-	-110.00
Check	10/28/2019	33372	Employee	training expense reimbursement	West Hennepin Public Safety	✓	-SPLIT-	-239.50
Check	10/30/2019	33373	Employee	training expense reimbursement	West Hennepin Public Safety	✓	-SPLIT-	-48.73
Deposit	10/31/2019			Deposit	West Hennepin Public Safety	✓	-SPLIT-	370.00
Deposit	10/31/2019			Deposit	West Hennepin Public Safety	✓	-SPLIT-	770.27
Deposit	10/31/2019			Deposit	West Hennepin Reserves	✓	-SPLIT-	840.00
Deposit	10/31/2019			Interest	West Hennepin Reserves	✓	503 F - Interest	2.19
Deposit	10/31/2019			Interest	West Hennepin Crime Prevention	✓	503 F - Interest	13.96
Deposit	10/31/2019			Interest	West Hennepin Public Safety	✓	503 F - Interest	126.76

DATE: \_\_\_\_\_

AUDITED & APPROVED: \_\_\_\_\_

**West Hennepin Public Safety**  
**Monthly Claims**  
 November 2019

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Nov 19								
Paycheck	11/01/2019	33374	Paychecks	Oct 16-31, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-11,047.87
Liability Check	11/01/2019	IRS	Internal Revenue Service	Oct 16-31, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-5,454.02
Liability Check	11/01/2019	EJ	John Hancock	Oct 16-31, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-2,925.00
Liability Check	11/01/2019	MN REV	MN Dept. of Revenue	Oct 16-31, 2019 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-1,623.38
Liability Check	11/01/2019	HSA	Optum Bank	Oct 16-31, 2019 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-603.50
Liability Check	11/01/2019	PERA	PERA	Oct 16-31, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-10,606.07
Deposit	11/01/2019			Deposit	West Hennepin Public Safety	✓	-SPLIT-	129,487.36
General Journal	11/01/2019	471		monthly requisition, November 2019	West Hennepin Public Safety	✓	1701 - Capital Improvement Fund	-2,566.66
Check	11/08/2019	33390	Language Line Services	Spanish Interpretation	West Hennepin Public Safety	✓	201 - Telephone	-20.40
Check	11/08/2019	33391	Loffler Companies, Inc.	copier lease	West Hennepin Public Safety	✓	203 - Office/Opr Equip Maintenance	-150.25
Check	11/08/2019	33392	CenterPoint Energy	office heat	West Hennepin Public Safety	✓	207 - Utilities/Gas/Electric	-63.38
Check	11/08/2019	33393	Chevrolet of Delano	squad mtnc/repairs	West Hennepin Public Safety	✓	-SPLIT-	-568.20
Check	11/08/2019	33394	Holiday	squad fuel charges	West Hennepin Public Safety	✓	304 - Fuel and Oil	-2,076.59
Check	11/08/2019	33395	Grafix Shoppe	new squad setup	West Hennepin Public Safety	✓	402 - Capital Improvement Plan	-575.00
Check	11/08/2019	33396	Streicher's Police Equipment	police equipment	West Hennepin Public Safety	✓	403 H - Squad Equipment	-44.94
Check	11/08/2019	33397	The DOB's	meeting expense	West Hennepin Public Safety	✓	404 - Contingency Fund	-72.00
Check	11/08/2019	33389	The Emblem Authority	Uniform Expense	West Hennepin Public Safety	✓	105 - Uniform Expense	-1,328.00
Check	11/08/2019	1646	Streicher's Police Equipment	Uniform Expense	West Hennepin Reserves	✓	601 D - Uniform	-9.99
Check	11/08/2019	1647	Winning Edge	Reserve Wall Expense	West Hennepin Reserves	✓	601 C - All Other	-19.50
General Journal	11/08/2019	472		graphics for squad 71 setup	West Hennepin Public Safety	✓	1701 - Capital Improvement Fund	575.00
Check	11/12/2019	33386	Associated Bank	Nov 1-15, 2019 payroll contribution	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-2,204.42
Check	11/12/2019	33387	CorTrust Bank	Nov 1-15, 2019 payroll contributions	West Hennepin Public Safety	✓	-SPLIT-	-2,255.00
Check	11/12/2019	33388	Wings Financial Credit Union	Nov 1-15, 2019 payroll contributions	West Hennepin Public Safety	✓	-SPLIT-	-10,332.98
Check	11/12/2019	1645	The Emblem Authority	Uniform Expense	West Hennepin Reserves	✓	601 D - Uniform	-273.00
Check	11/13/2019	33401	Voided	VOID: printed on in error	West Hennepin Public Safety	✓	404 - Contingency Fund	0.00
Paycheck	11/15/2019	33402	Paychecks	Nov 1-15, 2019 paycheck	West Hennepin Public Safety	✓	-SPLIT-	-12,357.36
Liability Check	11/18/2019	IRS	Internal Revenue Service	Nov 1-15, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-6,164.84
Liability Check	11/18/2019	EJ	John Hancock	Nov 1-15, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-2,925.00
Liability Check	11/18/2019	MN REV	MN Dept. of Revenue	Nov 1-15, 2019 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-1,624.38
Liability Check	11/18/2019	HSA	Optum Bank	Nov 1-15, 2019 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-603.50
Liability Check	11/18/2019	PERA	PERA	Nov 1-15, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-11,317.09
Check	11/22/2019	33414	Associated Bank	Nov 16-30, 2019 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-2,204.28
Check	11/22/2019	33415	CorTrust Bank	Nov 16-30, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-2,255.00
Check	11/22/2019	33416	Wings Financial Credit Union	Nov 16-30, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-10,332.98
Check	11/22/2019	33426	Team Wendy	Uniform expense	West Hennepin Public Safety	✓	403 F - Firearms	-1,008.96
Check	11/22/2019	33417	HealthPartners	VDJD: medical insurance premium	West Hennepin Public Safety	✓	104 - Health Insurance	0.00
Check	11/22/2019	33418	Galls, LLC	officer vest expense	West Hennepin Public Safety	✓	-SPLIT-	-675.91
Check	11/22/2019	33419	Employee	uniform and trng expenses reimb	West Hennepin Public Safety	✓	-SPLIT-	-79.01
Check	11/22/2019	33420	Streicher's Police Equipment	uniform expense	West Hennepin Public Safety	✓	105 - Uniform Expense	-12.00
Check	11/22/2019	33421	City of Independence	office phone bill	West Hennepin Public Safety	✓	201 - Telephone	-41.88
Check	11/22/2019	33422	Verizon Wireless	cell phone bill	West Hennepin Public Safety	✓	201 - Telephone	-627.88
Check	11/22/2019	33423	Cardmember Service	monthly credit card bill	West Hennepin Public Safety	✓	-SPLIT-	-1,816.70
Check	11/22/2019	33424	Unifirst Corporation	office rugs, bathroom towels	West Hennepin Public Safety	✓	-SPLIT-	-141.99
Check	11/22/2019	33425	City of Independence	shared office cleaning	West Hennepin Public Safety	✓	-SPLIT-	-555.00
Check	11/22/2019	33427	Office of MN IT Services	monthly WAN service	West Hennepin Public Safety	✓	302 A2 - IT Support & Fees	-47.79
Check	11/22/2019	33428	Hennepin County Accounts Receivable	radio/MDC fees	West Hennepin Public Safety	✓	302 F - Radios/MDCs	-1,008.94
Check	11/22/2019	33429	Chevrolet of Delano	squad mtnc/repairs	West Hennepin Public Safety	✓	-SPLIT-	-563.81
Check	11/22/2019	33430	Employee	training expense reimb	West Hennepin Public Safety	✓	307 B2 - Officer Meals	-34.53
Check	11/22/2019	33431	Employee	training expense reimb	West Hennepin Public Safety	✓	307 B2 - Officer Meals	-67.28
Check	11/22/2019	33432	Employee	training expense reimb	West Hennepin Public Safety	✓	307 E3 - Support Staff Mileage	-18.56
Check	11/22/2019	33433	Applied Concepts, Inc.	squad radio setup	West Hennepin Public Safety	✓	402 - Capital Improvement Plan	-2,895.00
Check	11/22/2019	33434	Axon Enterprise, Inc.	Taser Cartridges	West Hennepin Public Safety	✓	403 F - Firearms	-937.00
Check	11/22/2019	33435	HealthPartners	medical ins premium	West Hennepin Public Safety	✓	104 - Health Insurance	-23,059.48
General Journal	11/22/2019	473		new Squad 71 radar/antenna setup	West Hennepin Public Safety	✓	1701 - Capital Improvement Fund	2,895.00
Check	11/22/2019	1648	Streicher's Police Equipment	Reserve Uniform expense	West Hennepin Reserves	✓	601 D - Uniform	-39.99
Check	11/25/2019	33436	City of Independence	phone repair/mtnc fee 2019	West Hennepin Public Safety	✓	203 - Office/Opr Equip Maintenance	-915.33
Check	11/25/2019	1649	Total Printing Services	View Santa expense	West Hennepin Reserves	✓	601 A - View Santa	-115.00
Paycheck	11/27/2019	33444	Paychecks	Nov 16-30, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-11,556.00
Check	11/27/2019	33449	Element Technologies, LLC.	monthly IT service	West Hennepin Public Safety	✓	-SPLIT-	-1,875.00
Check	11/27/2019	33450	Triax Patient Services	Narcan	West Hennepin Public Safety	✓	403 H - Squad Equipment	-825.00
Check	11/27/2019	33398	Standard Insurance Company	life ins premiums	West Hennepin Public Safety	✓	104 - Health Insurance	-539.14
Check	11/27/2019	33399	TASC	annual renewal fee	West Hennepin Public Safety	✓	104 A - HSA	-618.48
Check	11/27/2019	33400	City of Independence	dental ins premium	West Hennepin Public Safety	✓	104 - Health Insurance	-992.10
Check	11/27/2019	33451	Reliance Standard Life Ins	monthly life ins premium	West Hennepin Public Safety	✓	104 - Health Insurance	-447.21
Liability Check	11/27/2019	IRS	Internal Revenue Service	Nov 16-30, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-5,943.02
Liability Check	11/27/2019	MN REV	MN Dept. of Revenue	Nov 16-30, 2019 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-1,751.38
Liability Check	11/27/2019	EJ	John Hancock	Nov 16-30, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-2,925.00
Liability Check	11/27/2019	HSA	Optum Bank	Nov 16-30, 2019 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-1,003.50
Liability Check	11/27/2019	PERA	PERA	Nov 16-30, 2019 payroll	West Hennepin Public Safety	✓	-SPLIT-	-11,100.74
Deposit	11/30/2019			Deposit	West Hennepin Public Safety	✓	503 A - Burn Permits	208.00
Deposit	11/30/2019			Deposit	West Hennepin Public Safety	✓	-SPLIT-	1,132.00
Deposit	11/30/2019			Interest	West Hennepin Public Safety	✓	503 F - Interest	124.10
Deposit	11/30/2019			Interest	West Hennepin Reserves	✓	503 F - Interest	2.36
Deposit	11/30/2019			Interest	West Hennepin Crime Prevention	✓	503 F - Interest	13.12

Nov 19

AUDITED &amp; APPROVED:

DATE:

West Hennepin Public Safety

Cash Assets

As of November 30, 2019

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	Nov 30, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
West Hennepin Public Safety	
1700 · Cash designated for Severance	68,483.68
1701 · Capital Improvement Fund	118,648.92
1704 · Military PERA Designation	13,808.79
West Hennepin Public Safety - Other	184,427.13
Total West Hennepin Public Safety	<u>385,368.52</u>
Total Checking/Savings	<u>385,368.52</u>
Total Current Assets	<u>385,368.52</u>
<b>TOTAL ASSETS</b>	<b><u>385,368.52</u></b>
<b>LIABILITIES &amp; EQUITY</b>	0.00

**West Hennepin Public Safety**  
**Budget vs. Actual - WHPS Main Acct.**  
 January through November 2019

	<u>Jan - Nov 19</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
501 · City of Maple Plain	477,302.82	518,397.00	92.07%
502 · City of Independence	1,026,658.82	1,115,052.00	92.07%
503 · Other Income			
503 A · Burn Permits	2,298.50		
503 B · Copies	1,202.50		
503 F · Interest	1,490.17		
503 G · Miscellaneous	50.00		
503 I · Reimbursed OT	14,747.64		
503 K · West Metro Drug Task Force	0.00		
503 L · Department Insurance Rebates	1,293.00		
503 N · Forfeiture			
503 N2 · DWI	5,534.00		
Total 503 N · Forfeiture	5,534.00		
503 O · POST Reimb./State Aid	98,334.57		
503 P · Sale of Squad Cars	6,528.00		
503 V · Expense Reimbursements			
503 V1 · IT Services	4,725.00		
503 V2 · Health Insurance	396.90		
503 V3 · Other	7,958.45		
503 V · Expense Reimbursements - Other	1,061.44		
Total 503 V · Expense Reimbursements	14,141.79		
503 · Other Income - Other	0.00	134,300.00	0.0%
Total 503 · Other Income	145,620.17	134,300.00	108.43%
Total Income	1,649,581.81	1,767,749.00	93.32%
<b>Gross Profit</b>	1,649,581.81	1,767,749.00	93.32%
<b>Expense</b>			
101 · Payroll Expenses			
101 A · Other Overtime	12,456.24	18,000.00	69.2%
101 B · Court Overtime	571.36		
101 C · Reimbursable Overtime	12,748.36		
101 E · Uniform Allowance	1,643.83		
101 · Payroll Expenses - Other	1,021,987.73	1,158,534.00	88.21%
Total 101 · Payroll Expenses	1,049,407.52	1,176,534.00	89.2%
104 · Health Insurance			
104 A · HSA	46,613.31		
104 · Health Insurance - Other	212,054.84	265,060.00	80.0%
Total 104 · Health Insurance	258,668.15	265,060.00	97.59%
105 · Uniform Expense	10,915.24	9,900.00	110.26%
201 · Telephone	14,275.84	18,900.00	75.53%
202 · Postage	502.37	1,300.00	38.64%
203 · Office/Opr Equip Maintenance	3,882.18	8,100.00	47.93%
204 · Office/Operating Supplies	4,233.28	8,450.00	50.1%

**West Hennepin Public Safety**  
**Budget vs. Actual - WHPS Main Acct.**  
 January through November 2019

	<u>Jan - Nov 19</u>	<u>Budget</u>	<u>% of Budget</u>
205 · Office Rent & Cleaning	4,429.29	5,840.00	75.84%
206 · Books/Dues/Subscriptions	1,092.00	1,710.00	63.86%
207 · Utilities/Gas/Electric	9,030.99	12,570.00	71.85%
301 · Printing	30.00	1,620.00	1.85%
302 · Communications			
302 A · Computer Support			
302 A1 · RMS Fees	8,436.70		
302 A2 · IT Support & Fees	17,549.53		
302 A3 · Investigator IT Fees	527.67		
302 A4 · State IT Connection Fees	1,170.00		
302 A5 · Other Billable Svcs	11,356.02		
Total 302 A · Computer Support	<u>39,039.92</u>		
302 F · Radios/MDCs			
302 F1 · Rental/Repair Fees	7,062.58		
302 F · Radios/MDCs - Other	3,590.88		
Total 302 F · Radios/MDCs	<u>10,653.46</u>		
302 · Communications - Other	0.00	50,015.00	0.0%
Total 302 · Communications	<u>49,693.38</u>	<u>50,015.00</u>	<u>99.36%</u>
303 · Auto Maintenance			
303 A · WMDTF Auto Maintenance	1,257.71		
303 · Auto Maintenance - Other	19,448.78	22,600.00	86.06%
Total 303 · Auto Maintenance	<u>20,706.49</u>	<u>22,600.00</u>	<u>91.62%</u>
304 · Fuel and Oil	17,913.84	35,550.00	50.39%
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	<u>65,914.00</u>	<u>69,000.00</u>	<u>95.53%</u>
307 · Schools & Training			
307 A · Chief's Training			
307 A1 · Chief's Lodging	584.55		
307 A2 · Chief's Meals	30.68		
307 A4 · Chief's School	1,779.90		
Total 307 A · Chief's Training	<u>2,395.13</u>		
307 B · Officer Training			
307 B1 · Officer Lodging	1,071.43		
307 B2 · Officer Meals	255.45		
307 B3 · Officer Mileage	313.57		
307 B4 · Officer Schools	15,644.03		
Total 307 B · Officer Training	<u>17,284.48</u>		
307 C · Range Training			
307 C1 · Ammunition	190.00		
307 C3 · Range Meals	0.00		



**West Hennepin Public Safety**  
**Budget vs. Actual - WHPS Main Acct.**  
 January through November 2019

	<u>Jan - Nov 19</u>	<u>Budget</u>	<u>% of Budget</u>
307 C7 · Range Supplies	139.82		
Total 307 C · Range Training	329.82		
307 E · Support Staff Training			
307 E1 · Support Staff Lodging	325.00		
307 E3 · Support Staff Mileage	37.12		
307 E4 · Support Staff Schools	235.00		
Total 307 E · Support Staff Training	597.12		
307 · Schools & Training - Other	0.00	19,200.00	0.0%
Total 307 · Schools & Training	20,606.55	19,200.00	107.33%
308 · Audit	10,275.00	9,800.00	104.85%
401 · Office Equipment	0.00	3,550.00	0.0%
402 · Capital Improvement Plan	41,136.38	30,800.00	133.56%
403 · Equipment			
403 F · Firearms	7,660.12		
403 G · Misc Equipment	2,404.23		
403 H · Squad Equipment	1,068.32		
403 · Equipment - Other	0.00	11,850.00	0.0%
Total 403 · Equipment	11,132.67	11,850.00	93.95%
404 · Contingency Fund	965.34		
601 · Reserve Program			
601 A · View Santa	16.13		
601 B · Training	2,045.00		
601 C · All Other	627.09		
601 D · Uniform	673.33		
601 E · Meetings	110.69		
601 F · Equipment	753.92		
601 · Reserve Program - Other	73.96	4,200.00	1.76%
Total 601 · Reserve Program	4,300.12	4,200.00	102.38%
602 · Comm. Ed	0.00	200.00	0.0%
608 · Citizens Academy	1,005.10	800.00	125.64%
609 · Community Policing	16.11	200.00	8.06%
700 · Transfer Out	0.00		
<b>Total Expense</b>	<u>1,600,131.84</u>	<u>1,767,749.00</u>	<u>90.52%</u>
<b>Net Ordinary Income</b>	<u>49,449.97</u>	<u>0.00</u>	<u>100.0%</u>
<b>Net Income</b>	<u>49,449.97</u>	<u>0.00</u>	<u>100.0%</u>

**West Hennepin Public Safety  
Forfeiture Fund  
January through November 2019**

	<b>Jan - Nov 19</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
501 · City of Maple Plain	0.00
502 · City of Independence	0.00
503 · Other Income	116,102.64
<b>Total Income</b>	116,102.64
<b>Gross Profit</b>	116,102.64
<b>Expense</b>	
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	21.75
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
<b>Total Expense</b>	21.75
<b>Net Ordinary Income</b>	116,080.89
<b>Beginning Balance</b>	0.00
<b>Ending Balance</b>	116,080.89

**West Hennepin Public Safety**  
**Budget vs. Actual - Crime Prevention**  
 January through November 2019

	<b>Jan - Nov 19</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
501 · City of Maple Plain	0.00
502 · City of Independence	0.00
503 · Other Income	3,927.92
<b>Total Income</b>	3,927.92
<b>Gross Profit</b>	3,927.92
<b>Expense</b>	
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	175.00
302 · Communications	0.00
303 · Auto Maintenance	0.00
304 · Fuel and Oil	0.00
305 · Squad Setup and Parts	4,794.00
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
607 · DWI Forfeiture Expense	737.86
608 · Citizens Academy	0.00
609 · Community Policing	0.00
<b>Total Expense</b>	5,706.86
<b>Net Ordinary Income</b>	-1,778.94
 <b>Beginning Balance</b>	 53,275.37
 <b>Ending Balance</b>	 51,496.43

**West Hennepin Public Safety**  
**Budget vs. Actual - Reserves**  
 January through November 2019

	<b>Jan - Nov 19</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
501 · City of Maple Plain	0.00
502 · City of Independence	0.00
503 · Other Income	1,258.24
<b>Total Income</b>	<b>1,258.24</b>
<b>Gross Profit</b>	<b>1,258.24</b>
<b>Expense</b>	
101 · Payroll Expenses	0.00
104 · Health Insurance	0.00
105 · Uniform Expense	44.99
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	472.06
602 · Comm. Ed	0.00
608 · Citizens Academy	0.00
609 · Community Policing	0.00
<b>Total Expense</b>	<b>517.05</b>
<b>Net Ordinary Income</b>	<b>741.19</b>
 <b>Beginning Balance</b>	 <b>8,192.90</b>
 <b>Ending Balance</b>	 <b>8,934.09</b>

**West Hennepin Public Safety  
Capital Outlay Fund Report  
January through November 2019**

	<b>Jan - Nov 19</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
501 · City of Maple Plain	0.00
502 · City of Independence	0.00
503 · Other Income	12,062.00
<i>(sold squad 60- \$5,534.00/squad 61-\$6,528)</i>	
<b>Total Income</b>	12,062.00
<b>Gross Profit</b>	12,062.00
<b>Expense</b>	
402 · Capital Improvement Plan	41,136.38
<i>(purchased squad 71, \$36,925.00)</i>	
<i>(purchased printer for squad 71, \$741.38)</i>	
<i>(graphics for new squad 71 setup)</i>	
<i>radar/antenna setup for new squad 71)</i>	
<b>Total Expense</b>	41,136.38
<b>Net Ordinary Income</b>	-29,074.38
<b>Beginning Balance</b>	119,489.96
<b>J.E., Jan-Aug Requisitions (8 @ 2,566.67 each)</b>	20,533.36
<b>J.E., Sep-Nov Requisition (3 @ @2,566.66)</b>	7,699.98
<b>Ending Balance</b>	118,648.92

**West Hennepin Public Safety**  
**Military PERA Designation Report**  
 January - November 2019

	<b>Jan - Nov 19</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
501 · City of Maple Plain	0.00
502 · City of Independence	0.00
503 · Other Income	0.00
<b>Total Income</b>	0.00
<b>Gross Profit</b>	0.00
<b>Expense</b>	
<b>Total Expense</b>	0.00
<b>Net Ordinary Income</b>	0.00
 <b>Beginning Balance</b>	 4,629.85
<b>WHPS PERA per Paycheck:</b>	
1/16/2019	548.79
2/1/2019	548.79
2/15/2019	548.79
2/28/2019	548.79
3/15/2019	548.79
4/1/2019	548.79
4/16/2019	548.79
5/1/2019	548.79
5/16/2019	548.79
5/31/2019	548.79
6/17/2019	548.79
7/1/2019	548.79
7/16/2019	548.79
8/1/2019	548.79
8/16/2019	548.79
8/30/2019	306.70
	8,538.55
<b>7.5% Interest</b>	640.39
 <b>Ending Balance</b>	 13,808.79

**West Hennepin Public Safety  
Severance Fund Report  
January through November 2019**

	<b>Jan - Nov 19</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
501 · City of Maple Plain	0.00
502 · City of Independence	0.00
503 · Other Income	0.00
<b>Total Income</b>	0.00
<b>Gross Profit</b>	0.00
<b>Expense</b>	
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
<b>Total Expense</b>	0.00
<b>Net Ordinary Income</b>	0.00
 <b>Beginning Balance</b>	 68,483.68
 <b>Ending Balance</b>	 68,483.68

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

November 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	151.46	4.00	155.46	5,780.00
JOSH BROZEK	80	94.00	42.00	136.00	5,056.48
KIM CURTIS	200	225.98	34.50	260.48	8,022.78
RICK DENNESON	200	225.82	49.75	275.57	12,323.49
SHAWN EBELING	80	87.94	24.93	112.87	4,196.51
LYNDA FRANKLIN	200	200.00	9.25	209.25	6,444.90
AARON GEDDES	80	73.45	38.00	111.45	4,093.56
JON HOWES	160	149.65	37.25	186.90	6,948.94
GARY KROELLS	200	184.32		184.32	10,187.37
BEN RASKIN	160	172.97	51.27	224.24	8,337.24
CODY THOMPSON	80	89.18	41.13	130.31	4,809.74
LANCE ZILLES	80	120.00	35.25	155.25	5,772.20
<b>TOTAL</b>		<u><b>1,774.77</b></u>	<u><b>367.33</b></u>	<u><b>2,142.10</b></u>	<u><b>\$ 81,973.21</b></u>
			<i>Maple Plain</i>	<b>31.74%</b>	<b>26,018.30</b>
			<i>Independence</i>	<b>68.26%</b>	<b>55,954.91</b>
					<u><b>81,973.21</b></u>

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



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

November 2019

<u>EMPLOYEE</u>	<u>SICK HRS</u>	<u>TOTAL SICK</u>	<u>1/3 SICK</u>	<u>1/2 SICK</u>
Ben Anderson	868.00	32,272.24		16,136.12
Josh Brozek	149.00	5,539.82	1,844.76	
Kim Curtis	809.50	24,932.60		12,466.30
Rick Denneson	1,048.00	46,866.56		23,433.28
Shawn Ebeling	253.50	9,425.13	3,138.57	
Lynda Franklin	809.75	24,940.30	8,305.12	
Aaron Geddes	189.00	6,941.97	2,311.68	
Jon Howes	857.00	31,863.26	10,610.47	
Gary Kroells	881.00	48,692.87		24,346.44
Ben Raskin	1,040.00	38,667.20	12,876.18	
Cody Thompson	198.50	7,326.64	2,439.77	
Lance Zilles	425.00	15,610.25	5,198.21	
<b>TOTAL</b>	<b><u>7,528.25</u></b>	<b><u>293,078.84</u></b>	<b><u>46,724.75</u></b>	<b><u>76,382.14</u></b>

**Total Sick: 123,106.89**

**Maple Plain 31.74% 39,074.13**  
**Independence 68.26% 84,032.76**

Severance as of November 30, 2019: **\$68,483.68**  
Severance is currently funded at: **55.63%**

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

## Gary Kroells

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**From:** Letrice Y Grant <Letrice.Grant@hennepin.us>  
**Sent:** Monday, November 4, 2019 10:11 AM  
**To:** Jon Howes  
**Cc:** Gary Kroells  
**Subject:** Officer Howes - HCSO would like to recognize you!  
**Attachments:** Ceremony Invite.pdf; Instructions -- Individual Award.doc; Directions to the Northwest Marriott.docx

Congratulations Officer Howes!

We would like to recognize you with the **Commendation Award** at the upcoming Hennepin County Sheriff's Office 2019 Promotions and Award Ceremony.

You are invited to attend the 2019 Promotions and Award Ceremony held in your honor on Tuesday, November 19, 2019 at 6:30 p.m. at the Northwest Marriott (formerly The Northland Inn).

You are invited to bring your family to celebrate this achievement with you. The official invitation is attached to this email. Important instructions are attached as well, along with directions to the venue.

Please take a moment to familiarize yourself with these instructions.

Please call 612-348-5886 or email [danielle.baggett@hennepin.us](mailto:danielle.baggett@hennepin.us) to **confirm your attendance by Tuesday, November 12, 2019.**

Please include the number of guest you will be bringing.  
Director Kroells is welcome to attend as well.

Again, congratulations!

## LeTrice Grant

Hennepin County Sheriff's Office  
D: 612-348-3870  
[HennepinSheriff.org](http://HennepinSheriff.org)



**Disclaimer:** If you are not the intended recipient of this message, please immediately notify the sender of the transmission error and then promptly delete this message from your computer system.



## HENNEPIN COUNTY SHERIFF

*David P. Hutchinson*

CORDIALLY INVITES YOU TO ATTEND THE  
HENNEPIN COUNTY SHERIFF'S OFFICE

*2019*

*Promotions & Award Fall Ceremony*

**TUESDAY, November 19, 2019**  
**6:30 PM**

**Northwest Marriott**  
(Formerly The Northland Inn)  
7025 Northland Drive  
Brooklyn Park, MN 55428

**Please come show your support and honor those recently sworn in,  
promoted to higher rank, or deserving of special recognition.**

**Mandatory RSVP by November 4, 2019 for those being sworn in.**

**Mandatory RSVP by November 12, 2019 for those being  
promoted or recognized with an award.**

**Email:** [Danielle.baggett@hennepin.us](mailto:Danielle.baggett@hennepin.us) or **Call:** 612-348-5886

## Gary Kroells

---

**From:** Lynda Franklin  
**Sent:** Wednesday, October 16, 2019 1:32 PM  
**To:** Gary Kroells; Rick Denneson  
**Cc:** Ben Anderson  
**Subject:** FW: whps 19005079 - Property Damage - Mailbox

Gary and Rick – [REDACTED] a/k/a Kay was in reporting a scam / fraud attempt letter she received. Ben assisted her (19005085).

After reporting the scam she reported her mailbox was damaged, only part of the post was there and the mailbox was gone, no parts found for the mailbox in the snow. Kay received information from several friends (she was out of town when this happened) that there was a crash in front of her residence and police were present. WHPS did not have a report on a crash in the area.

Ben advised Kay he would do some checking to see what he could find. (WHPS 19005079) Ben called WCSO who located their case WP19030238. Ben reviewed it and noted it occurred at Elm and County Line and a vehicle would not have struck her mailbox. Ben advised Kay of his findings.

Kay was very appreciative for Ben's help. Due to his help WC Highway Dept. is replacing her post in the ground and purchasing a new mailbox for her.

I advised Kay that I would also pass on her 'Thank You' to our Chief and Sgt.

*Lynda*

November 19, 2019

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

Dear Gary,

I am writing this letter to congratulate you on receiving the Dept of Public Safety award for your commitment on the Hwy. 12 corridor. It was a much earned award and it represented many hours of persuading (arm wrestling), perseverance, and an attitude of not taking "no" for an answer.

I know Rick and you spent many hours pulling together statistics and relevant information to bring to the group to move the safety ideas forward. Many times I'm sure you had to negotiate within this group to get agreement on some of the measures being in force at this time

As is the case in many groups, both Rick and you were active members inside the meetings as well as outside working with other groups to make things happen. The group may be large as shown in the paper, but sometimes only a few members are truly working on the objectives while others show up to put it on their resumes. You truly exemplify a true leader who cares not only about your jurisdiction but the road travelled by thousands each and every day.

Thank you for caring, your dedication and commitment to saving lives, and all of your time preparing, persuading, and tenacity in getting safety measures in place.

Sincerely,



Ann Reese  
(Person who travels Hwy. 12)

Cc: Rick Denneson

# Thinking of You

Maple Plain Region Aux #11 Aug #514

Dawn Mailys Donna

Marlene Alice Carol

Marianne Bletcher

Tia Boo Mardelle

Thank you for your service

every day !!

We appreciate all you do

for our community

!!

beyond !!

West Hennipen Public safety -  
 Thank you for all of your support this season. A special thank you for the escort out of town for the state tournament. We all appreciate everything you do!

Clare Gagne #00

Halle Foster #10

Made Sabutrov #13

Megan Marzolf #11

Frankie Fragola #17

Clara Cashin

Corinne Field #0

Nora Chouanard #15

Thank you for your support this season!

Anna Tsar #14

Gigi Martin  
 Manager

Kyler #24

OLIVIA ROYD #12

Gabby Hykas #6

Sadie Koltas #22

-2019 OWS

Reiley Prueter #2

Tess Bazir #7

Jillian Cook #21

Ruby Fragola #8

Rylea Dennesson #25

Auray Rodewald #19

Filly #15  
 #14

GRACE STROBEL #4 MOLLY MARTIN Anna Malosino



2019 ORONO WOMEN'S SOCCER



# Happy Thanksgiving



It's a wonderful time  
of rich, golden harvests...  
of happy traditions  
and closeness shared...  
of beautiful memories  
that keep the season's warmth  
ever present in our hearts.

W1115-

Wishing you all  
the very best of Thanksgiving.

Thank you for your  
friendship and service.

I am so grateful to  
know each of you.

I hope your Thanksgiving  
will be full of laughter,  
delicious food, and your  
families.

2. You are very helpful and  
make me feel at ease.

Please enjoy this coffee  
calls with apples and milk -  
it's Dominican and it's a  
real treat. Thank you!

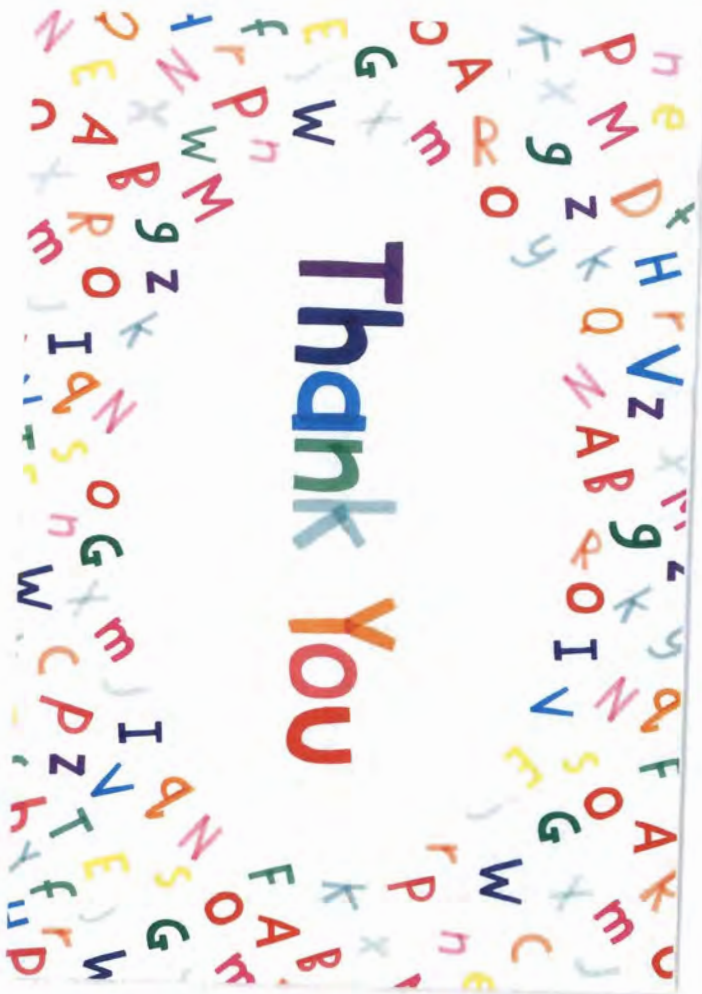
Charlene Schwartz  
440 Kuntz Dr.  
Maple Plain, MN 55359

Dear Laraine of the Department  
Police Dept.

Thank you so much for  
your help getting me off  
the floor in my house.

Thank you for your  
service. I'm sure every  
one is appreciating it.

Charles. L. L. L.



Landon - 7  
Tait - 5  
Kielen - 4  
Brandt - 2  
Macallaghin - baby

Thank you for your hard work  
protecting & serving our  
community!

The Flannerys

Tim, Eilic

Landon, Tait, Kielen, Brandt,  
Macallaghin

GIVE  
OUT  
TICKETS

LATCH  
ROBIE  
KRS



HELP YOU  
FIND YOUR  
MOM

Help  
peck  
theater  
HNT

By Tait  
Flannery  
Age 5

We  Police officers



We're sending you a  
high five to say THANK YOU!

YOU ARE  
THE BEST



**Mayor Julie Maas-Kusske**  
*Your Neighbor, Your Voice*

11/9/19

Dear Gary,

I truly appreciate all you did to make the visit with Congressman Phillips a success. Your help and leadership with all the logistics did not go unnoticed. Thank you!

I also wanted to congratulate you on receiving the Challenge Coin from the Office of Traffic Safety. Keep up the great work!

Kindly  
Julie



FROM THE DESK OF THE CHIEF  
Chief Edgar Belland, Medina Police Department

Gary,

*I would like to personally thank you for your assistance in the October 15<sup>th</sup> missing child incident in our city. Your officers quick and professional response was immensely appreciated. We had the optimal outcome with the child returning home.*

*It is always a pleasure working with you and your department.*

*Sincerely,*

A handwritten signature in dark ink, appearing to read "Ed" followed by a stylized flourish.

THANKS  
*so much*

Gary,

Thank you for suggesting Viridian for the Congressman Phillips visit last week. We appreciate the opportunity to showcase our company and we are continually grateful for our relationship with West Hennepin Public Safety.

Sincerely,  
Viridian









# Your Employee Benefits Proposal

**Prepared for:** West Hennepin Joint Powers

**Presented by:** AT GROUP LLC

**Proposal Prepared on:**

September 5, 2019

Short Term Disability Insurance

**Proposed Effective Date:**

December 1, 2019

Standard Insurance Company





## Short Term Disability Insurance

When it comes to handling Short Term Disability claims, our team of experts is standing by. Our claims examiners have been with us for an average of 6 years, and our nurse case managers boast an average tenure of 8 years (internal company data as of July 31, 2018). With this kind of expertise, we can typically render our initial claim decision in just 3-5 days, because the last thing a claimant needs is a delay.

### Covered Members

A regular Public Safety Division Officer or Administrative Assistant employee of the Employer working 32 or more hours per week.

	Group STD Plan 1	Group STD Plan 2
<b>Benefit Schedule</b>	60%	60%
<b>Insured Predisability Earnings</b>	\$2,333	\$2,333
<b>Maximum Weekly Benefit</b>	\$1,400	\$1,400
<b>Minimum Weekly Benefit</b>	\$15	\$15
<b>Benefit Waiting Period Accident</b>	14 Days	21 Days
<b>Benefit Waiting Period Sickness</b>	14 Days	21 Days
<b>Maximum Benefit Period</b>	90 Days	90 Days
<b>Guarantee Issue</b>	Full Benefit	Full Benefit
<b>Employer Contribution</b>	100%	100%
<b>Minimum Participation</b>	100%	100%
<b>Taxability of Benefits</b>	Taxable	Taxable
<b>Partial/Residual Disability</b>	Included	Included
<b>Temporary Recovery</b>	90 Days	90 Days
<b>Maternity</b>	Covered the same as any other illness	Covered the same as any other illness

### Additional Plan Design Details

- Health Advocate(TM) services included. This service is available to short term disability claimants to assist with managing healthcare benefits for the duration of their claim.
- This is a non-occupational plan providing coverage for disabilities occurring off the job.
- This coverage includes a Reasonable Accommodation Expense Benefit, which reimburses employers for workplace modifications that enable employees to return to or remain at work.
- With the Return To Work Incentive, work earnings will not be deducted until the benefit plus work earnings exceed 100% of Predisability Earnings.
- STD benefits are no longer payable once an insured member begins receiving LTD benefits.

Proposed Effective Date  
December 01, 2019

Prepared for:  
West Hennepin Joint Powers



## Cost

	Group STD Plan 1	Group STD Plan 2
Members	12	12
Volume	\$11,022	\$11,022
Rate: Per \$10 of Benefit	.180	.165
Monthly Premium	\$198	\$182
Rate Guarantee	3 years	3 years

## Optional Features & Services

Group STD Plan 1	Applies To:	Rate Change:	Premium Change:
With W-2 preparation and FICA Tax Service	All Eligible	+.018	+\$20

Group STD Plan 2	Applies To:	Rate Change:	Premium Change:
With W-2 preparation and FICA Tax Service	All Eligible	+.015	+\$17

## Assumptions

- Sick leave will not be used as deductible income unless the STD benefit plus the sick leave exceeds 100% of indexed predisability earnings. Only the excess above 100% will be used as deductible income.
- Rates include electronic documents. Printed certificates are available for an additional cost.

## Conditions

- Rate assumes coverage not currently in force.

## More Information

For additional information on the available features and benefits of Short Term Disability Insurance from The Standard:

Click here for California: <http://www.standard.com/ca-short-term-disability>

Click here for all other states: <http://www.standard.com/group-short-term-disability>

**Proposed Effective Date**  
December 01, 2019

**Prepared for:**  
West Hennepin Joint Powers



## Producer Compensation Disclosure

We recognize the valuable role of insurance advisors, consultants and brokers ("producers") in helping their clients design an employee benefits program, and we support reasonable and fair compensation for these services. Producers may be eligible to receive compensation from The Standard.

The commission quoted in this proposal are noted below. Additionally, fees for administrative, marketing or consulting services may apply. If applicable, fees are noted below.

Normal commission scale ([www.standard.com/financial-professional/insurance-benefits/compensation](http://www.standard.com/financial-professional/insurance-benefits/compensation)) included for STD.

Unless participation is declined by the producer or client, contingent compensation is additional compensation that may also be paid and is dependent on the satisfaction of one or more minimum requirements, such as a specified amount of new premium volume or persistency in connection with the producer's block of business. For information about our customary producer rewards program visit [www.standard.com/financial-professional/insurance-benefits/compensation](http://www.standard.com/financial-professional/insurance-benefits/compensation). Some producers may have a contingent compensation arrangement that differs from our customary program. Please consult with your producer for additional details.

## About This Employee Benefits Proposal

We appreciate the opportunity to provide you with this benefit and cost summary proposal from The Standard. This document outlines certain important features of the group insurance coverages available. This is not a contract or an offer to contract for such coverages. Detailed information about other important features of the coverage proposed is available on request. Just ask your broker/consultant or your representative at The Standard.

A completed application must be submitted before a group can be considered for coverage. Insurance will be effective after the application is accepted by The Standard. If approved, we will issue a contract containing our customary language. It will not duplicate policy language from another carrier. The group contract will contain provisions and defined terms not described in this Employee Benefits Proposal. The group contract will control if there are discrepancies between it and this proposal.

This benefit and cost summary proposal expires on November 25, 2019, unless replaced or withdrawn by The Standard.

The proposed premium rate and plan design for each coverage are based on the underwriting data received by The Standard. Final premium rates and plan provisions will be determined by The Standard on the basis of: applicable state laws, policyholder contributions, confirmation of occupations, the actual composition of the group of persons who will become insured and our current underwriting rules and practices.

## Financial Strength Ratings

For information about our Financial strengths ratings visit [www.standard.com/about](http://www.standard.com/about)

PLACE  
STAMP  
HERE

PLACE  
STAMP  
HERE

# CITIZENS POLICE ACADEMY

The Public Service Partnership

WEST HENNEPIN PUBLIC SAFETY DEPT.  
1918 COUNTY ROAD 90  
MAPLE PLAIN, MN 55359

WEST HENNEPIN PUBLIC SAFETY DEPT.  
1918 COUNTY ROAD 90  
MAPLE PLAIN, MN 55359



February 13 –  
April 2, 2020

West Hennepin Public  
Safety Department

POLICE \* FIRE \* MEDICAL

**WHAT IS IT?**

The Citizens Academy is a FREE 24-hour block of instruction, sponsored by the Crime Fund, designed to give citizens knowledge about how your public safety department operates, our policies, procedures, programs and challenges. In addition, you will be introduced to government officials and staff and learn about the responsibilities of their respective office. Participants in each session will commit to meeting 3 hours, one night a week for 8 weeks. This is a great opportunity to meet your peace officers, fellow citizens, and other members of government to learn why we do what we do. At graduation you will receive a certificate and become a member of the Citizens Academy Alumni.

**WHO MAY ATTEND?**

Citizens who live or work in our communities are encouraged to attend.

**WHY SHOULD I ATTEND?**

We believe an informed citizenry will enhance public safety, make better decisions about how to protect themselves and their business, understand law enforcement strategies to problem-solving and provide leadership to other areas of government.

**WHAT TOPICS ARE COVERED?**

- History of the West Hennepin Public Safety Department
- Demographics of the Department
- Narcotics, Drug Identification
- Traffic Enforcement
- Use of Force/Deadly Force Issues
- Police Department Tour
- Hennepin County Sheriff (Dispatch Headquarters) Tour
- Ride-along with Officers
- Criminal Investigations
- Crime Prevention
- DUI Procedures
- Reserve Unit (Volunteer Support)
- K-9 Demonstration

**HOW CAN I ATTEND?**

Complete, detach and return the attached registration form as soon as possible. There is no registration fee.

Starting February 13, 2020  
for eight weeks  
Thursday nights, 7:00 - 10:00 p.m.

West Hennepin Public Safety  
Conference Room  
1918 County Road 90  
Independence

(763) 479-0500

**CITIZENS POLICE ACADEMY  
REGISTRATION FORM**

Name: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street, City, State, Zip

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Occupation: \_\_\_\_\_ E-Mail: \_\_\_\_\_

I would like to enroll

I would like more information. Please call me.



## LIABILITY COVERAGE – WAIVER FORM

**Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to [pstech@lmc.org](mailto:pstech@lmc.org).**

*The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.*

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.*
- *If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.*
- *If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.*

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

---

LMCIT Member Name: \_\_\_\_\_

*Check one:*

The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.

The member **WAIVES** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: \_\_\_\_\_ December 18, 2019 \_\_\_\_\_

Signature: \_\_\_\_\_ Position: Police Commission Chairperson \_\_\_\_\_



## Minnesota Law Enforcement Manual Updates September 2019

Lexipol legal and public safety experts monitor changing legislation and industry trends and provide you with updated policy content as appropriate.

The information below details the updates now available to your policy manual. We highly recommend you review these updates and process them within Lexipol's Knowledge Management System (KMS).

Lexipol offers [step-by-step instructions](#) and an informational [video](#) for getting updated policy content into your manual. If you subscribe to Lexipol Management Services, your Project Manager will begin processing your updates and contact you soon for final approval.

Please note the following when processing your updates:

- Lexipol has made some adjustments to the Questionnaire used to populate terminology and content in your manual. Therefore, when processing these policy updates, you may receive a prompt to complete the Questionnaire. You should complete the Questionnaire before you process your policy updates, so that your manual will be completely customized for your agency.
- Some updates include the removal of index terms because the index term function has been replaced by the KMS Manual Text Search feature. Accepting the update will accomplish this removal. If your agency has customized affected sections/subsections (indicated by a "Modified" label next to the section/subsection Edit Level label), you will need to delete the index terms manually during the update process, so that customized content is not changed.
- Serial commas have been added in most updated sections/subsections to improve clarity and correspond with current industry best practices for legal writing.
- There may be some sections/subsections that show an update flag but are not reflected in the Release Notes and do not appear to be changed. This is due to internal system corrections that do not affect policy content. You should accept these updates unless you have customized the section/subsection, in which case you may want to reject or edit the update to preserve your customization.

If you have questions about updating your manual, please contact Customer Service at 949.309.3894 or [customersupport@lexipol.com](mailto:customersupport@lexipol.com).

New Daily Training Bulletins (DTBs) are released specifically to target new policies and changes to your manual and can help your staff become well versed in your policies. If you are not yet subscribing to the DTBs, please contact your Customer Success Manager for information on how to get this invaluable tool.

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### Legal Disclaimer

Lexipol strives to provide the most current and legally sound policies possible. These policies and updates, however, do not constitute legal advice. As always, you are urged to carefully review all content and updates for applicability to your agency and check with your agency's legal advisor for appropriate legal review before changing or adopting any policy.

## Policy

## Priority

### Chapter 3 – General Operations

Handcuffing and Restraints

Major

Standards of Conduct (Update linked to dependent policy deletion)

Critical

Registered Predatory Offender

Major

Professional Conduct of Peace Officers (Full Policy Delete)

Critical

### Chapter 4 – Patrol Operations

Civil Commitments

Major

Medical Aid and Response

Major

### Chapter 6 – Investigation Operations

Sexual Assault Investigations

Critical

### Chapter 8 – Support Services

[ComCenter]

Major

### Chapter 9 – Custody

Temporary Custody of Adults

Major

### Chapter 10 – Personnel

Recruitment and Selection

Major

Special Assignments and Promotions (formerly Promotional and Transfer Policy)

Major

Anti-Retaliation

Major

Payroll Records (formerly Payroll Record Procedures)

Major

(Total: 13)

## Chapter 3 – General Operations

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### Handcuffing and Restraints

There may be unusual circumstances where a combative or dangerous pregnant person may need to be restrained in handcuffs behind the back until other restraint options are available.

A training component has been added to this policy to address, among other things, options other than the use of leg irons, waist chains, or handcuffs behind the body for pregnant persons. This has been a litigious area for law enforcement, and we still encourage through policy and training that pregnant persons be restrained in the least restrictive manner that is effective for officer safety. Changes to this policy include:

- **RESTRAINT OF PREGNANT PERSONS** has been modified to allow for unusual circumstances.
- A new section, **TRAINING**, has been added to ensure that officers/deputies receive periodic training on the application of restraints.

Additional changes to this policy include:

- **REQUIRED DOCUMENTATION** has been updated with best practice language regarding documenting incidents.
- Spacing corrections have been made in **USE OF RESTRAINTS, LEG RESTRAINT DEVICES, and GUIDELINES FOR USE OF LEG RESTRAINTS**.

---

### Standards of Conduct (Update linked to dependent policy)

This policy should be updated in conjunction with the recommended deletion of the Professional Conduct of Peace Officers Policy from your manual. Following review of both policies, Lexipol has determined that both brevity and clarity are better served by using one policy for all agency members. This policy will now contain an internal link to the Minnesota POST Professional Conduct of Peace Officers model policy. The remainder of this policy may be used for all other members. Changes to this policy include:

- POST has been renamed **STANDARDS OF CONDUCT FOR PEACE OFFICERS**. The content in this subsection has been updated to indicate that your agency will adopt the Minnesota POST Professional Conduct of Peace Officers model policy for peace officers. You may insert a hyperlink or a model policy attachment where it states, "POST Professional Conduct of Peace Officers model policy.pdf."
- A new subsection, **STANDARDS FOR CIVILIAN/NONSWORN MEMBERS**, has been added to **PURPOSE AND SCOPE** to clarify the intent of the remainder of the policy. The name of this subsection includes a text entity, so it may be different for your agency depending on the answers you provided in the General Information Questionnaire.
- Citation references have been removed from **POLICY** to match the new intent of this policy and the Edit Level has been adjusted accordingly.

Additional changes to this policy include:

- Best-practice content has been added in **EFFICIENCY** for consistency with Lexipol's custody manual.
- 

### Registered Predatory Offender

This policy has been updated because legislative action impacts its content. 2019 MN SF 8 amended provisions related to the predatory offender registration. The update should be accepted and implemented as soon as possible. Changes include:

- **NOTIFICATION TO REGISTRANTS** has been added as a subsection to **REGISTRATION**. Agencies are required to notify an offender of his/her requirement to register if the court did not make the notification and if the individual did not have a corrections agent assigned to him/her. KMS automatically adds all new subsections to the bottom of the section, so as not to alter any agency-specific customization. To move the new subsection to the location Lexipol recommends (above **REGISTRATION PROCESS**), first, accept all updates. Then, while in the edit mode, hold the cursor over **NOTIFICATION TO REGISTRANTS**, right-click for options and select the option "Move." The section titles will appear. Select **REGISTRATION PROCESS** and click "Move" once more. You will be prompted to select "Position Above" or "Position Below." Select "Position Above." KMS will refresh and the new section will be in the correct location and the other sections will be renumbered accordingly. Your agency can also accept all updates without relocating the section, but that is not recommended.
  - A hyperlink has been removed from **MONITORING OF REGISTERED OFFENDERS**.
  - Content has been added in **MANDATORY DISSEMINATION** that directs an agency to inform the individuals notified if there is a status change of an offender as required by Minn. Stat. § 244.052, Subd. 4.
  - **HEALTH CARE FACILITY NOTIFICATION** has been updated to include home care providers.
- 

### Professional Conduct of Peace Officers (Full Policy Deletion)

#### Deleted Policy

This policy should be deleted. You should accept this update in conjunction with accepting Lexipol's recommended update to the Standards of Conduct Policy. Following review of both policies, Lexipol has determined that both brevity and clarity are better served by using one policy for all agency members. The new consolidated Standards of Conduct Policy will now contain an internal link to the Minnesota POST Professional Conduct of Peace Officers model policy.

## Chapter 4 – Patrol Operations

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### Civil Commitments

In *Graham v. Barnette* (2018 WL 6592666), decided December 14, 2018, the U.S. District Court (D. Minn.) held that seizures in the mental health context require probable cause. Changes to this policy include:

- Content has been updated in **AUTHORITY** to specify that probable cause is required.
- 

### Medical Aid and Response

A regular review of this policy has resulted in the following changes:

- Content has been removed from **PURPOSE AND SCOPE** for clarity.
- Capitalization and punctuation corrections have been made in **FIRST RESPONDING MEMBER RESPONSIBILITIES**.
- Language has been added for clarity in **PERSONS REFUSING EMS CARE**.
- **SICK OR INJURED ARRESTEE** has been deleted as a subsection of **PERSONS REFUSING EMS CARE** and added as a new section. KMS automatically adds all new sections to the bottom of the policy so as not to alter any agency-specific customization. To move the new section to the location Lexipol recommends (below **PERSONS REFUSING EMS CARE**), first, accept all updates. Then, while in the edit mode, hold the cursor over **SICK OR INJURED ARRESTEE**, right-click for options, and select the option "Move." The section titles will appear. Select **PERSONS REFUSING EMS CARE** and click "Move" once more. You will be prompted to select "Position Above" or "Position Below." Select "Position Below." KMS will refresh, the new section will be in the correct location, and the other sections will be renumbered accordingly. Your agency can also accept all updates without relocating the section, but that is not recommended.
- Best practice language has been added in **SICK OR INJURED ARRESTEE**.
- Spacing and punctuation corrections have been made in **AIR AMBULANCE**.
- A new section, **ADMINISTRATION OF EPINEPHRINE**, and three new subsections, **EPINEPHRINE USER RESPONSIBILITY**, **EPINEPHRINE REPORTING**, and **EPINEPHRINE TRAINING**, have been added to this policy to address the administration of epinephrine by members. You should only add the section and subsections if you intend on providing training to your members; otherwise the additions should not be included.
- A new section, **FIRST AID TRAINING**, has been added to provide training recommendations.

## Chapter 6 – Investigation Operations

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## Sexual Assault Investigations

This policy has been updated because legislative action impacts its content. These updates should be accepted and implemented as soon as possible. 2019 MN SF 8 created a new statutory provision, Minn. Stat. § 626.8442, that requires law enforcement officers have a written policy addressing how agencies respond to sexual assaults. The bill requires that the agency policy substantially incorporate the main items included in the MN POST model policy. Each agency must certify to POST that the policy is in place and is being enforced. Agencies have until Oct. 1, 2019, to comply with these requirements. Changes to this policy include:

- **PURPOSE AND SCOPE** has been updated. The MN POST Investigations of Sexual Assault model policy should be attached to this section.

The bill also enacted Minn. Stat. § 609.3459, which relates to reports made by sexual assault victims. Agencies must provide the victim with a copy of the written summary of the allegation. If the alleged offense occurred outside the agency's jurisdiction, the agency must also provide the proper law enforcement agency with a copy of the summary as well. Changes to this policy include:

- **COPY OF SUMMARY** has been added as a section. KMS automatically adds all new sections to the bottom of the policy, so as not to alter any agency-specific customization. To move the new section to the location Lexipol recommends (below **PURPOSE AND SCOPE**), first, accept all updates. Then, while in the edit mode, hold the cursor over **COPY OF SUMMARY**, right-click for options, and select the option "Move." The section titles will appear. Select **PURPOSE AND SCOPE** and click "Move" once more. You will be prompted to select "Position Above" or "Position Below." Select "Position Below." KMS will refresh and the new section will be in the correct location and the other sections will be renumbered accordingly. Your agency can also accept all updates without relocating the section, but that is not recommended.
- All other sections and subsections have been deleted with this update.

## Chapter 8 – Support Services

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### [ComCenter]

This policy is being updated because legislative action impacts its content. The update should be accepted and implemented as soon as possible. 2019 MN SF 8 added a new subdivision to Minn. Stat. § 403.03 to require that every public safety answering point maintain a CPR program that either trains call takers in CPR or requires that callers be transferred to a PSAP with call takers who have received CPR training. Changes to this policy include:

- **CPR TRAINING** has been added as a section. KMS automatically adds all new sections to the bottom of the policy, so as not to alter any agency-specific customization, this is the appropriate location for this section.

This program must be in place on or before July 1, 2021.



## Chapter 9 – Custody

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### Temporary Custody of Adults

This policy is being updated because legislative action impacts its content. 2019 MN SF 8 amended Minn. Stat. § 631.412 to create an exception of same sex transports of an individual if the vehicle used has audio and video recording equipment installed that is capable of recording the individual for the entire duration of the transfer. The recordings must be kept for 12 months after the transfer of the individual. The update should be accepted and implemented as soon as possible. Changes to this policy include:

- Content has been added in **RELEASE AND/OR TRANSFER**. The Edit Level has been changed from "Best Practice" to "State."

Unrelated to the legislative update, additional updates include:

- A grammatical correction has been made in **SUICIDE ATTEMPT, DEATH OR SERIOUS INJURY**.

## Chapter 10 – Personnel

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### Recruitment and Selection

A review of this policy has resulted in updates to several sections. Changes to this policy include:

- The **POLICY** section has been modified with additional anti-discrimination content consistent with applicable federal standards, and some grammatical edits have been made for clarity.
- In **SELECTION PROCESS**, the term "computer voice stress analyzer (CVSA)" has been changed to "voice stress analyzer (VSA) to make it more inclusive of different technologies," a punctuation correction has been made, and an index term has been deleted.
- Citation formatting has been corrected in **RECORDS RETENTION**.
- A new section, **PROBATIONARY PERIODS**, has been added at the end of the policy to address probationary periods.

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### Special Assignments and Promotions (formerly Promotional and Transfer Policy)

As part of Lexipol's ongoing quality review system, this policy has been updated, resulting in a full revision. All updates should be accepted to avoid mixing old and new content, which could result in conflicting or confusing policies. Before processing any updates, you should select the PDF "Compare Current to New Lexipol Update" document for a "strike out" version. Changes to this policy include:

- The policy title has been changed from **Promotional and Transfer Policy** to **Special Assignments and Promotions** to better reflect the content.
- Content in **PURPOSE AND SCOPE** has been updated for clarity, and two index terms have been deleted.
- The subsection **GENERAL REQUIREMENTS** has been deleted in its present location. It will be added later in the policy as a new subsection to **SPECIAL ASSIGNMENT POSITIONS**.
- **LICENSED NON-SUPERVISORY SELECTION PROCESS** and its subsection, **DESIRABLE QUALIFICATIONS**, have been deleted in their entirety.
- **SELECTION PROCESS** has been deleted as a section and will be added later in the policy as a subsection to **SPECIAL ASSIGNMENT POSITIONS**. Content has been updated for clarity.
- **SUPERVISOR CERTIFICATE** has been deleted in its entirety.
- **PROMOTIONAL SPECIFICATIONS** has been retitled **PROMOTIONAL REQUIREMENTS** and the language has been updated for clarity.
- A new section, **POLICY**, has been added to provide organizational intent. KMS automatically adds all new sections to the bottom of the policy, however in this instance it is properly placed since all new sections have been added in order of appearance.
- **SPECIAL ASSIGNMENT POSITIONS** has been added as a new section.
- A new subsection, **GENERAL REQUIREMENTS**, has been added to **SPECIAL ASSIGNMENT POSITIONS**.
- A new subsection, **EVALUATION CRITERIA**, has been added as the second new subsection to **SPECIAL ASSIGNMENT POSITIONS**.

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#### **Anti-Retaliation**

A review of this policy as part of ongoing quality maintenance has resulted in the following changes:

- **WHISTLE-BLOWING** has been updated to correctly identify employees, not members, who are protected under state law.

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#### **Payroll Records (formerly Payroll Record Procedures)**

Lexipol has reviewed and completely revised this policy with nationwide best practices and federal requirements. All updates should be accepted to avoid mixing old and new content, which could result in conflicting or confusing policies. If any customization is needed, you may do so during the update process. If you choose to reject any portion of this policy, customization will be necessary. Before processing any updates, you should select the PDF "Compare Current to New Lexipol Update" document for a "strike out" version. Changes to this policy include:

- The policy title has been changed from **Payroll Record Procedures** to **Payroll Records**.
- **PURPOSE AND SCOPE** has been updated with newer best practice language and two index terms have been deleted.
- The two existing subsections, **RESPONSIBILITY FOR COMPLETION OF PAYROLL RECORDS** and **TIME REQUIREMENTS**, have been deleted in their entirety. Further information about this content is explained below.

- A new section, **POLICY**, has been added to provide organizational intent. KMS automatically adds all new sections to the bottom of the policy, so as not to alter any agency-specific customization.
- A new section, **RESPONSIBILITIES**, has been added.
- A new section, **TIME REQUIREMENTS**, has been added.
- A new section, **RECORDS**, has been added to establish federal records retention requirements.



## Minnesota LE Manual Updates October 2019

Lexipol legal and public safety experts monitor changing legislation and industry trends and provide you with updated policy content as appropriate.

The information below details the updates now available to your policy manual. We highly recommend you review these updates and process them within Lexipol's Knowledge Management System (KMS).

Lexipol offers [step-by-step instructions](#) and an informational [video](#) for getting updated policy content into your manual. If you subscribe to Lexipol Management Services, your Project Manager will begin processing your updates and contact you soon for final approval.

Please note the following when processing your updates:

- Lexipol has made some adjustments to the Questionnaire used to populate terminology and content in your manual. Therefore, when processing these policy updates, you may receive a prompt to complete the Questionnaire. You should complete the Questionnaire before you process your policy updates, so that your manual will be completely customized for your agency.
- Most policies are receiving updates to remove index terms because the index term function has been replaced by the KMS Manual Text Search feature. Accepting all the updates will accomplish this removal. If your agency has customized affected sections/subsections (indicated by a "Modified" label next to the section/subsection edit level label), you will need to delete the index terms manually during the update process, so that customized content is not changed.
- Serial commas have been added in most policies to improve clarity and correspond with current industry best practices for legal writing. To learn more about this change, please see [this Lexipol information bulletin](#).
- There may be some sections/subsections that show an update flag but are not reflected in the Release Notes and do not appear to be changed or appear to be the deletion/addition of text entities. This is due to internal system corrections that do not affect policy content. You should accept these updates unless you have customized the section/subsection, in which case you may want to reject or edit the update to preserve your customization.

If you have questions about updating your manual, please contact Customer Service at 949.309.3894 or [customersupport@lexipol.com](mailto:customersupport@lexipol.com).

New Daily Training Bulletins (DTBs) are released specifically to target new policies and changes to your manual and can help your staff become well-versed in your policies. If you are not yet subscribing to the DTBs, please contact Customer Success Manager for information on how to get this invaluable tool.

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### Legal Disclaimer

Lexipol strives to provide the most current and legally sound policies possible. These policies and updates, however, do not constitute legal advice. As always, you are urged to carefully review all content and updates for applicability to your agency and check with your agency's legal advisor for appropriate legal review before changing or adopting any policy.

**Policy****Priority**

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**Chapter 1 – Law Enforcement Role and Authority**

Law Enforcement Authority

Major

**Chapter 3 – General Operations**

Canines

Major

**Chapter 4 – Patrol Operations**

Immigration Violations

Critical

Contacts and Temporary Detentions (Formerly Detentions and Photographing Detainees)

Major

## Chapter 1 – Law Enforcement Role and Authority

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### Law Enforcement Authority

This policy is being updated to clarify content related to the authority of an officer or a deputy to make arrests within and outside the agency's jurisdiction. Changes to this policy include:

- A citation has been corrected in **PEACE OFFICERS POWERS**.
- **ARREST AUTHORITY WITHIN THE JURISDICTION OF THE [AGENCYNAME]** has been modified for clarity, and a grammatical correction has been made.
- Content has been modified in **ARREST AUTHORITY OUTSIDE THE JURISDICTION OF THE [AGENCYNAME]** to include additional provisions of the statute.

## Chapter 3 – General Operations

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### Canines

Canine opioid exposure has become an increasingly critical consideration, especially with the highly toxic substances present in illicit drugs. Agencies should consult with the designated canine veterinarian regarding whether naloxone should be used on canines and the appropriate dosage and method of administration. Changes to this policy include:

- **TRAINING** has been modified to include training on recognition of and treatment for exposure to substances such as opioids. Language has also been updated to require that canine training be conducted on-duty unless otherwise approved.

Changes not related to the opioid update include:

- Grammatical and punctuation corrections have been made in **PURPOSE AND SCOPE, CANINE COORDINATOR, APPREHENSION GUIDELINES, PREPARATION FOR DEPLOYMENT, WARNINGS AND ANNOUNCEMENTS, NON-APPREHENSION GUIDELINES, NARCOTICS DETECTION, BOMB/EXPLOSIVE DETECTION, HANDLER SELECTION, HANDLER RESPONSIBILITIES, CANINE IN PUBLIC AREAS, HANDLER COMPENSATION, CANINE INJURY AND MEDICAL CARE, CONTINUED TRAINING, FAILURE TO SUCCESSFULLY COMPLETE TRAINING, CONTROLLED SUBSTANCE PROCEDURES, and EXPLOSIVE TRAINING AIDS**.
- Language and punctuation have been updated for clarity in **ASSIGNMENT**.
- **REPORTING DEPLOYMENTS, BITES, AND INJURIES** has been updated to generally require documentation of canine deployments, and to update grammar and punctuation for consistency with manual style.
- **NON-APPREHENSION GUIDELINES** has been updated to change the term "immediate" to "imminent" because dangers and threats may be essentially inevitable even if they aren't going to occur "immediately." Grammar and punctuation have also been corrected in the section.
- Repetitive language has been removed from **TRAINING AIDS**.
- The title of the DEA has been corrected in **CONTROLLED SUBSTANCE TRAINING AIDS**. Punctuation has also been updated in the subsection for consistency with manual style.

- Index terms have been removed throughout the policy.

## Chapter 4 – Patrol Operations

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### Immigration Violations

Given the amount of attention on immigration issues and considering litigation against law enforcement agencies, Lexipol has undertaken a thorough review of its immigration policy and is making changes to clarify the policy to protect agencies. Agencies are encouraged to work with their own counsel to ensure this policy meets their needs consistent with any local directives.

- **PURPOSE AND SCOPE** has been updated to clarify that the agency works with immigration officials but does not enforce immigration laws.
- **POLICY** has been updated to add "national origin" to immigration status.
- **VICTIMS AND WITNESSES** has been updated to replace "color" with "ethnicity."
- The title "**ENFORCEMENT**" has been changed to "**DETENTIONS**" further emphasizing that the agency is not enforcing immigration laws.
- Subsections **CIVIL VS. CRIMINAL FEDERAL OFFENSES** and **IMMIGRATION CHECKS** have been removed. Some content from **IMMIGRATION CHECKS** was retained and added with new content to **DETENTIONS**, along with necessary reorganization for clarity.
- **SUPERVISOR RESPONSIBILITIES** has been updated to clarify the scope of the supervisory oversight in these instances.
- **ARREST NOTIFICATION TO IMMIGRATION AND CUSTOMS ENFORCEMENT** has been updated to clarify that these notifications are handled pursuant to jail operating procedures.
- The title "**ICE REQUEST FOR ASSISTANCE**" has been changed to "**FEDERAL REQUESTS FOR ASSISTANCE**," and the content has been modified to reflect consistent references to federal authorities.
- **INFORMATION SHARING** has been modified to provide consistency in referring to federal authorities.
- The title "**IMMIGRATION HOLDS**" has been changed to "**IMMIGRATION DETAINERS**" to better reflect the intent of the section.
- **U VISA AND T VISA NONIMMIGRANT STATUS** has been updated to clarify the responsibilities of officers or deputies, and an unnecessary hyphen has been removed from the section title.
- **TRAINING** has been updated to reflect training needs regarding criminal immigration violations.

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### Contacts and Temporary Detentions

This is a completely revised policy. All updates should be accepted to avoid mixing old and new content, which could result in conflicting or confusing policies. If any customization is needed, you may do so during the update process. If you choose to reject any portion of this policy, customization will be necessary. Before processing any updates, you should select the PDF "Compare Current to New Lexipol Update" document for a "strike out" version. Changes to this policy include:

- The policy title has been changed to reflect updated policy content.
- **PURPOSE AND SCOPE** has been reworded to be more concise.
- **DEFINITIONS** has been deleted as a section and added as a subsection of **PURPOSE AND SCOPE** for consistency throughout the manual. The term "detention" has been changed to "temporary detention," and its definition has been clarified and relocated in the subsection. Also, the definition of "field photographs" has been updated to exclude images captured by body-worn cameras or public safety cameras, and grammatical and clarifying corrections have been made in several definitions.
- **POLICY** has been added to communicate organizational intent. KMS automatically adds all new sections to the bottom of the policy so as not to alter any agency-specific customization. To move the new section to the location Lexipol recommends (below **PURPOSE AND SCOPE**), first, accept all updates. Then, while in the edit mode, hold the cursor over **POLICY**, right-click for options, and select the option "Move." The section titles will appear. Select **PURPOSE AND SCOPE** and click "Move" once more. You will be prompted to select "Position Above" or "Position Below." Select "Position Below." KMS will refresh, the new section will be in the correct location, and the other sections will be renumbered accordingly. Your agency can also accept all updates without relocating the section, but that is not recommended.
- The content in **FIELD INTERVIEWS** has been exchanged with the content in **INITIATING A FIELD INTERVIEW** for improved policy structure. Language has been clarified, and a recommendation related to the period of detention has been changed to a requirement.
- The content in **INITIATING A FIELD INTERVIEW** has been exchanged with the content in **FIELD INTERVIEWS** for improved policy structure, and language has been clarified.
- **DURATION OF DETENTION** has been deleted, and its relevant content has been relocated elsewhere in the policy.
- **WITNESS IDENTIFICATION AND INTERVIEWS** has been deleted as a subsection and added as a section and has been updated to correct grammar. KMS automatically adds all new sections to the bottom of the policy so as not to alter any agency-specific customization. To move the new section to the location Lexipol recommends (below **FIELD PHOTOGRAPHS**), first, accept all updates. Then, while in the edit mode, hold the cursor over **WITNESS IDENTIFICATION AND INTERVIEWS**, right-click for options, and select the option "Move." The section titles will appear. Select **FIELD PHOTOGRAPHS** and click "Move" once more. You will be prompted to select "Position Above" or "Position Below." Select "Position Below." KMS will refresh, the new section will be in the correct location, and the other sections will be renumbered accordingly. Your agency can also accept all updates without relocating the section, but that is not recommended.
- **PAT-DOWN SEARCHES** has been updated to clarify that while a pat-down is for officer safety when there is an articulable suspicion that a suspect may pose a danger to the officer or others, consistent with all search and seizure issues, training and experience are key to guiding an officer's actions and to understanding boundaries and limitations. The section has also been updated to describe the purpose of a pat-down search and to replace gender-related language with generalized guidance.
- **FIELD PHOTOGRAPHS** has been updated to recommend searching available databases before photographing a detainee.



- Grammar has been corrected in **FIELD PHOTOGRAPHS TAKEN WITH CONSENT**.
- **FIELD PHOTOGRAPHS TAKEN WITHOUT CONSENT** has been updated to add a warning against ordering subjects to remove or lift clothing to take a photograph. The edit level has also been changed to "Federal." While there is no specific citation attached to this content, it reflects constitutional rights of the detainee.
- **SUPERVISOR RESPONSIBILITIES** has been deleted as a section and added as a subsection of **FIELD PHOTOGRAPHS**. Language related to the use of field photographs has been added to the subsection, and grammar has been corrected.
- **DISPOSITION OF PHOTOGRAPHS** has been deleted as a section and added as a subsection of **FIELD PHOTOGRAPHS**. Some terms have been changed for greater consistency throughout the manual, grammar has been corrected, and photograph retention guidance has been simplified. KMS automatically adds all new subsections to the bottom of the section so as not to alter any agency-specific customization. To move the new subsection to the location Lexipol recommends (above **SUPERVISOR RESPONSIBILITIES**), first, accept all updates. Then, while in the edit mode, hold the cursor over **DISPOSITION OF PHOTOGRAPHS**, right-click for options, and select the option "Move." The subsection titles will appear. Select **SUPERVISOR RESPONSIBILITIES** and click "Move" once more. You will be prompted to select "Move Above" or "Move Below." Select "Move Above." KMS will refresh, the new subsection will be in the correct location, and the other subsections will be renumbered accordingly. Your agency can also accept all updates without relocating the subsection, but that is not recommended.
- **PURGING THE FIELD PHOTO FILE, PHOTO REVIEW POLICY, and REVIEW PROCESS** have been deleted because their relevant content is covered in other policies. See further justification for these deletions in the Policy Guide Sheet.
- Index terms are being removed because their function has been replaced by the KMS Manual Text Search feature. Accepting all the updates will accomplish this removal.