

**WEST HENNEPIN PUBLIC SAFETY DEPARTMENT
BOARD OF COMMISSIONERS
Tuesday, December 13, 2022
8:00 a.m.
WHPS Conference Room**

AGENDA

1. Call to Order
2. Additions to the Agenda

******Consent Agenda******

All items listed under Consent Agenda are routine by police commissioners and will be acted on by one motion. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the Consent agenda and will be considered separately.

- a) Approval of September 13 and October 26, 2022, Police Commission Minutes
 - b) Review of September, October, and November 2022 Activity Reports
 - c) Review of September, October, November 2022 Claims
 - d) Review of 2022 YTD Budget Report and Cash Asset Report
 - e) Review of 2022 Accrued Vacation/Comp/Sick Time Reports
3. Items of Interest - Community Events

Old Business

4. Employee Update on Leave of Absence
5. Police Officer Hiring/Recruitment Process
5. Highway 12 Updates
7. North Memorial/WHPS/Public Works Building Update
8. Squad #70 Update-Purchase Replacement Vehicle.

New Business:

9. Records Management Discussion
10. 2023 Pay Scale Review
11. Administrative Assistant Job Description Update
12. Liability Coverage Waiver Form
13. Department of Defense 1033 Policy
14. Citizens Police Academy
15. 2023 Police Commission Meetings
16. Adjourn

POLICE COMMISSION PACKET

POLICE COMMISSION MEETING

WEST HENNEPIN PUBLIC SAFETY

Tuesday December 13, 2022, 8:00 a.m.

West Hennepin Conference Room

Approval of September 13 and October 26, 2022, Police Commission Meeting Minutes

Meeting minutes have been included for your review and approval.

September, October and November 2022 Activity Reports

Between January 1 and November 30, 2022, West Hennepin Public Safety (WHPS) handled 4,360 incident complaints: 1,194 in Maple Plain, 2,729 in Independence.

The Criminal Part I and Part II cases for both cities have been highlighted for your review in the attached documents. See attached September, October and November 2022 Activity Reports/Director's News and Notes for highlighted cases. Director Kroells will highlight a few cases if requested.

Approval of September, October and November 2022 Claims

September, October and November 2022 claims are attached for review and approval.

2022 YTD Budget & Cash Asset Report

In reviewing the 2022 Budget vs. Actual reports from January 1 to August 31, 2022, WHPS has received \$1,945,900 or 94.72% in income with expenses of \$1,833,822 or 89.27%. This is a difference of \$111,428.

Balances of other accounts are listed for your review: Crime Prevention \$13,261, Reserves \$4,106, Federal Forfeiture \$31,352; Capital Outlay \$31,981; Severance \$54,505, Military Leave PERA \$23,411.

2022 YTD Accrued Vacation/Comp/Sick Time

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

Items of Interest/Community Events

- Big thank you to all who participated in our 42nd Annual View Santa Program. It was a tremendous success, bringing in over 1,579 pounds of food for the local food shelves and over \$700 dollars in donations.
- Chief Kroells and Sgt. Denneson participated in a Orono Schools tabletop exercise regarding school lockdown on November 16, 2022.
- Thank you email from a Maple Plain citizen regarding Sgt. Howes response to a medical involving her chest pain and illness with COVID-19.
- On October 27, 2022, Hennepin County Attorney's Office formally charged a Maple Plain mother for 2nd degree manslaughter in the death of her six-year-old son due to a fentanyl overdose on May 27, 2022.
- Birth of a baby boy at a home in Independence on November 20, 2022. Great work by Officer Cody Thompson and the Maple Plain Fire Department for their quick response.

- On September 20, 2022, a representative from the Juvenile Justice and Delinquency Prevention Act (JJDP) inspected WHPS' booking facility and records involving status offenders and juveniles. WHPS passed inspection without incident.
- Reserves and Officers attended Maple Plain Fire's Open House on October 8, 2022.
- Chief Kroells attended IACP events October 14-19, 2022.
- Chamber of Commerce Trunk and Treat event attended by WHPS on October 29, 2022.
- October 31, 2022, Officers attended Trunk or Treat at Veterans Memorial Park in Maple Plain.
- October 31, 2022, Ribbon Cutting Ceremony for Hwy 12 and Co Rd 92.
- Sgt. Howes attended a Delano Safe Schools meeting December 8, 2022.

Employee Leave of Absence

On November 15, 2022, WHPS provided our officer an additional 30 day leave of absence to assist him through his recovery. On November 17, 2022, WHPS received notice from Public Employees Retirement Association (PERA) that our officer was approved for a duty disability. The letter explains the process to petition this ruling and outlines the continued medical benefits under Minnesota State Statute 299A.465.

On December 1, 2022, the officer came to WHPS and formally resigned from his position as a police officer. I accepted his resignation effective immediately. He is no longer an employee of WHPS.

WHPS will continue to discuss our options with our legal counsel and seek recommendation from the police commission. Further discussion will be had on this matter.

Police Officer Hiring/Recruitment Process

WHPS continues to search for a full-time police officer. We have received two applications and are in the final round of interviews to make a conditional job offer. I am recommending we continue to keep the job posting open as we anticipate additional job openings in 2023.

Highway 12 Updates

On October 31, 2022, Highway 12 and County Road 92 was officially opened. The ribbon cutting ceremony was well attended and was a huge success. It was truly impressive how many attended this event. I am confident the improvements at County 92 will save lives for many years to come.

The Highway 12 Safety Coalition continues to meet and discuss safety improvements for Highway 12. We continue discussing the next round of safety improvements and work with MnDOT on the final design for Highway 12 from County Road 90 to Delano.

New Storage Facility for North Memorial/WHPS/Public Works

City of Independence's construction of a new facility for North Memorial Ambulance, WHPS storage and Independence Public Works is almost completed. It is anticipated the project will be done by January 1, 2022. We are excited to have North Memorial onsite to provide quicker response times for our citizens. Additionally, staff are looking forward to the additional garage space to properly secure our police vehicles along with a workout room to help with employee wellness. This workout facility will be available to officers, city employees and fire fighters. With this new workout facility WHPS did not budget for workout equipment so we will be looking for donations to help supply equipment for the facility. Further discussion will be had regarding donation efforts and approval by police commission. A tour of the facility can be had after the meeting.

[Records Management System Discussion](#)

WHPS has been using a record management system (RMS) called Law Enforcement Technology Group (LETG) since 2008. We have been extremely satisfied with LETG RMS over the years as it was a small agency platform developed in Minnesota by a police officer. It quickly became the largest RMS in Minnesota. RMS companies quickly took notice of LETG and five years ago the company was sold multiple times to larger more national RMS programs. LETG was originally purchased by Zuercher Technologies. Then it was quickly sold to TriTech and then TriTech merged with CentralSquare Technologies. At the time of these mergers LETG users all across Minnesota were told they had no plans to stop supporting LETG. Earlier this year TriTech/CentralSquare provided notice to LETG agencies they are no longer supporting any upgrades to LETG. We have been extremely happy with this current RMS system, even forming a Lakes Area Management Group over the years and working together with over 13 other police agencies in Hennepin County, including Hennepin County Sheriff's Office. WHPS and Lakes Area Agencies have been working together to review RMS systems. We will need to make a change in the next 12-18 months. An updated and supported RMS is a vital need for our police agency, which in turn is an expensive investment for our capital improvement needs over the next year. I did budget \$58,000 for a new RMS at the end of 2024 but from what I am being told it will be closer to \$100,000. I will continue to provide updates to police commissioners once more is learned.

[Squad #70 Update](#)

As a reminder, on July 18, 2022, WHPS Officer Ebeling was involved a pursuit of a stolen vehicle that crashed on eastbound 394 at Glenwood Avenue in Minneapolis. During the incident a pursuit intervention technique was used on the stolen vehicle, which caused damage to squad #70. The League of MN Cities Insurance totaled out the squad at a value of \$32,450. I accepted the value of the squad and have been looking for a replacement squad. Unfortunately, I have been unable to find one from any manufacturer on any model in the country. I have placed an order for a new Ford Explorer to replace squad #70 but it will be at least nine months before it is manufactured. The lack of available squad cars is extremely concerning.

As I was waiting for our new squad to be built an opportunity came up to purchase a used 2019 Ford Interceptor from South Lake Police Department. This vehicle came fully set up, including all the equipment. Due to the massive shortage of squads and the uncertainty of receiving the squad we ordered, I purchased this used squad from South Lake for \$26,000 dollars. It should be all done and in service by the end of December.

[Review of 2023 Pay Scale](#)

Included is a copy of the 2023 pay scale for review and approval from the police commission.

[Administrative Assistant Job Description Update](#)

Throughout the 2023 budget review discussion was had on updating the administrative assistants' job description to accurately reflect their duties and responsibilities. I have updated the job description for review and approval from the police commission.

[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. WHPS 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 Maas-Kusske's signature is required as the Police Commission Chairperson. I would ask that the Police Commission approve waiving the monetary tort and Commissioner Maas-Kusske sign it.

[Department of Defense 1033 Program](#)

WHPS participates in the Department of Defense 1033 Program. This program provides law enforcement the ability to obtain military equipment for law enforcement purposes. On May 25, 2022, Presidential Executive Order 14074 "Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety" was signed by President Biden. Due to this executive order a specific policy for the 1033 program needed to be included for law enforcement agencies using this program. WHPS Policy #706 was added to meet the requirement of this executive order. Additionally, the executive order requires the governing board for WHPS to publicly declare their intent to utilize the 1033 program. A memo is attached meeting the requirements. WHPS is requesting approval of the intent to participate in the program and WHPS Policy #706.

[2023 Citizens Police Academy](#)

WHPS will be hosting Citizens Police Academy this spring, February 16 - April 6, 2023. 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.

[2023 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.

Suggestion of 2023 Police Commission Meeting Dates:

- January 24, 2023
- April 25, 2023
- July 25, 2023, Budget
- September 26, 2023
- December 19, 2023 (if needed)

**WEST HENNEPIN PUBLIC SAFETY DEPARTMENT
BOARD OF COMMISSIONERS
Tuesday, September 13, 2022
7 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 a.m. by Chairperson Julie Maas-Kusske.

Present in Person: Commissioner Mayor Julie Maas-Kusske, Commissioner Mayor Marvin Johnson, Commissioner Lynn Betts, Alternate Commissioner John Fay, Director Gary Kroells, Recording Secretary Kim Curtis

Others Present: Maple Plain City Administrator Clarissa Hadler, Independence City Administrator Mark Kaltsas, Sergeant Rick Denneson

2. Additions to the Agenda

The Police Commission agreed to move Item 4. 2023 Proposed Budget to the end of the agenda.

There were no items to add to the September 13, 2022, Police Commission meeting agenda. Motion by Betts, seconded by Johnson, to approve the agenda. All voted aye. Motion carried.

*****Consent Agenda*****

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

- a) Approval of August 10, 2022, Police Commission Minutes
- b) Review of July and August 2022 Activity Reports
- c) Review of July and August 2022 Claims
- d) Review of 2022 YTD Budget Report and Cash Asset Report
- e) Review of 2022 Accrued Vacation/Comp/Sick Time Reports

Motion by Johnson, seconded by Betts, to approve consent agenda items a)- d). All voted aye. Motion carried. The July and August 2022 Claims were then signed and turned over to Curtis.

Fay asked how vacation, comp and sick time in consent agenda item e) is accrued and how severance liability is paid out. Director Kroells explained how vacation is accrued based on the number of years worked. Any hours earned over what an employee is allowed to carry over into the next year must be used or the employee loses it. Comp

time is earned when employee works overtime and choosing to earn comp time at time and a half rather than be paid overtime. All employees earn 8 sick hours per month but 960 is the maximum that can be carried over into the next year. One half of sick hours accrued over 960 is put into a post-retirement health savings account at the employee's hourly rate. WHPS has a severance account that is currently funded at 40%.

Motion by Betts, seconded by Fay, to approve the Vacation/Comp/Sick Time Reports. All voted aye. Motion carried.

3. Items of Interest – Community Events

- Big thank you to all block party hosts and Officer Thompson for organizing Night to Unite
- Events in Maple Plain and Independence. It was another successful year with 13 parties
- September 8, 2022, Police vs. Fire Softball game
- September 8, 2022, Discovery Center Vehicle Fair
- Thank you letter for Sgt. Denneson and Officer Cody Thompson for a death investigation
- Thank you letter for WHPS quick response to a seizure on August 14, 2022

Old Business

4. Highway 12 Updates

Highway 12 will open this Thursday, September 15, 2022, to through traffic. When it does, County Road 92 south of Highway 12 will close for crews to continue bridge and realignment construction. This portion of the project should be complete by the late October. County Road 92 north and south will then be open to traffic. WHPS continues to attend weekly construction meetings to keep both cities informed and WHPS' website and social media sites.

The Highway 12 Safety Coalition continues to meet at Delano City Hall. The main topic at the last meeting on September 1, 2022, was the final design for Highway 12 from County Road 90 to Delano. A four-lane highway with a center median barrier is the preferred option but according to MnDOT, it is not funded and they did not include Highway 12 in any federal grants. This led to elected officials and city staff from Maple Plain, Independence and Delano meeting with MnDOT Transportation Commissioner Nancy Daubenberger on August 22, 2022. They discussed the importance of completing Highway 12 and a four-lane vs two lane option design and encouraged MnDOT to make it a priority. All three cities are discussing their options for applying for federal grants and any available programs vs. relying on MnDOT.

5. Flocks Automated License Plate Recognition System

WHPS is moving forward with installation of ALPR in our areas but continues to run into problems. According to MnDOT and Hennepin County, poles placed in their road right of way for the ALPRs need to be certified as 'break a way'. On September 12, 2022, two cameras were installed on light poles near the HAWK signal along Highway 12 and Budd Street in City of Maple Plain.

6. Employee Update on Leave of Absence

WHPS' police officer has been out on a medical leave of absence since April 16, 2022. His 3rd approved leave of absence expired yesterday, September 12, 2022. He contacted Director Kroells and said nothing has changed. The officer was told to complete and return a medical questionnaire before WHPS grants him a fourth unpaid leave of absence. The attorney WHPS hired advised Director Kroells that it's now up to WHPS. A special meeting could be called after Director Kroells speaks with the attorney again on September 22, 2022.

7. Police Officer Hiring/Recruitment Process

WHPS posted a job opening for a full-time police officer. The deadline to receive applications closed Friday, September 9, 2022. Six applications were received. WHPS is in the process of reviewing them and setting up first interviews. If none of the applicants are found to be qualified the hiring process will be reopened. All applicants will be interviewed on September 15, 2022, for 15 minutes each. If any interviews come out good, second interviews will be scheduled with an oral board.

8. North Memorial/WHPS/Public Works Building Update

Construction of the new storage facility is underway for use by North Memorial Ambulance and for WHPS and Independence Public Works storage.

New Business:

9. Squad #70 Update

League of MN Cities valued squad 70 at \$37,950 and decided to total it. It was towed from Autoworks Collision in Rockford to Action Radio in Maple Grove to have police equipment removed before LMC picked it up. WHPS has not received the check from LMC yet but is expecting it any time.

A replacement squad from any manufacturer for any model has been impossible to find. Chevy has cancelled all orders for police Tahoes and the Ford Explorer Director Kroells ordered is at least nine months out from being manufactured. He will keep looking but suggested WHPS consider purchasing a spare vehicle with the money it gets from LMC for squad 70 just to have one available in the event a WHPS squad is involved in a situation like this again.

10. Tattoo Policy Review

Director Kroells advised the Police Commission that it is becoming more acceptable in law enforcement for officers to be allowed to wear beards and not have to cover tattoos. He recommended updating the wording in WHPS' Tattoo Policy 1021.3 to allow tattoos for WHPS employees under the following guidelines:

'At no time while a member is on-duty or representing WHPS in any official capacity, shall the member have any offensive tattoo(s) or body art visible. Examples of offensive tattoos include but are not limited to those that exhibit or advocate discrimination; those that exhibit gang, supremacist, or extremist group affiliation; and those that depict or promote drug use, sexually explicit acts or other obscene and/or unsightly material. The

Director of Public Safety will make the final determination as to what is or is not appropriate. Tattoos on the neck, face, head, or scalp are prohibited'.

Discussion was had on the difficulty of instituting policy based on individual and various tastes or definitions of offensive or obscene and making Director Kroells responsible for making that determination. Fay suggested keeping the current policy. There was no further discussion.

11. 2023 Proposed Budget

The 2023 WHPS Budget Proposal and 11-city survey that were discussed at the August 10, 2022, Police Commission meeting were included in the packets for further discussion. Also included was a memo from Director Kroells defining a proposed longevity incentive. The only change in the budget numbers was for fuel and insurance.

Independence is ready to approve the budget as presented but Maple Plain has an issue with wages, market COLA and longevity and feels it's too much too fast. They agree that previous budget discussion and surveys show a market adjustment would be necessary for officers but not for administrative staff. Maple Plain also questioned who qualifies for longevity pay and if longevity incentives should be changed to 8, 12 and 16 years of service. They will put actual proposal numbers together to present to Independence and Director Kroells.

12. Next PC Meeting November 14, 2022 @ 8 a.m.

The next Police Commission meeting is scheduled for Monday, November 14, 2022, at 8 a.m. in the WHPS Conference Room.

13. Adjourn

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

**WEST HENNEPIN PUBLIC SAFETY DEPARTMENT
BOARD OF COMMISSIONERS
Wednesday, October 26, 2022
2 p.m.
West Hennepin Public Safety Conference Room**

MEETING MINUTES

1. Call to Order.

Pursuant to due call and notice thereof, a special meeting of the West Hennepin Public Safety Board of Commissioners was called to order at 2 p.m. by Chairperson Julie Maas-Kusske.

Present in Person: Commissioner Mayor Julie Maas-Kusske, Commissioner Mayor Marvin Johnson, Commissioner Lynn Betts, Alternate Commissioner John Fay, Director Gary Kroells, Recording Secretary Kim Curtis

Others Present: Maple Plain City Administrator Clarissa Hadler, Independence City Administrator Mark Kaltsas, Independence City Council Member Brad Spenser

2. Additions to the Agenda

There were no items to add to the October 26, 2022, Police Commission meeting agenda. Motion by Betts, seconded by Johnson, to approve the agenda. All voted aye. Motion carried.

2. 2023 Proposed Budget

Director Kroells began working on the 2023 budget proposal in March as several changes to officer and staff salary were likely due to the market adjustment in law enforcement in Minnesota and nationwide. Those 2023 proposed budgets were presented at the July 12, 2022, and August 10, 2022, Police Commission meetings. Kroells reviewed the 2023 WHPS budget proposal provided by City of Maple Plain City Council. Kroells reviewed the City of Maple Plain proposal and presented a modified version of his proposal, which showed a \$17,514 reduction. Kroells' budget proposal shows a 10% for all employees along with a longevity proposal of 3, 5, and 8 percent for officers and sergeants who are at 7, 12, and 17 years of service. Longevity was removed from the directors' and the administrative assistants' positions and their salary was increased as proposed to keep them competitive in the 11-city survey. If WHPS' budget is approved as presented WHPS officers are agreeing to a 3% increase in 2024.

Kroells reviewed the updated 11-city survey and noted many cities have made significant increases in salaries for officers and staff in 2023 to keep them competitive for recruitment and retention. His survey showed a comparison of 2023 and 2024 salaries and benefits in relation to WHPS' proposed budget and Maple Plain's proposed budget. Kroells highlighted some of the increases, noting that Deephaven Police

Department, the smallest agency in the survey and always ranked at the bottom, has been approved for 20% increases in 2023, and 10% in 2024 and 10% in 2025.

Director Kroells adjusted his proposal by eliminating longevity for himself and administrative staff and revising the 4-step longevity plan to a 3-step plan. He feels the 3-step plan will still keep WHPS competitive. WHPS' administrative assistant's job description is best compared to South Lake Minnetonka Police Department's (SLMPD) as they are joint powers agreement (JPA) like WHPS. Fay didn't feel administrative assistants should see the same increases as badged officers and felt Maple Plain's proposal was appropriate. Additional discussion was had regarding job descriptions, job duties and current market in the 11-city survey for administrative assistants. Kroells will bring back an updated job description at an upcoming police commission meeting for further discussion.

Director Kroells updated commissioners on WHPS' recent two hiring processes. The first job posting produced three candidates, all of whom were interviewed but did not yield a qualified candidate. The position was re-opened with a \$2,500 sign-on bonus and only one application was received. Kroells is concerned WHPS is struggling to find a qualified police officer for the department and WHPS will need to step up the recruitment process.

Fay said Maple Plain's proposal puts executive and administrative staff near the 5th or 6th position in 2023, patrol officers in the number two position and will be looked at again in 2024 to determine if next year's survey results exceed the proposed 3% COLA. Kaltsas said WHPS should strive to be higher than 50% of other police departments in the 11-city survey, somewhere between one and four. Faye argued against that position noting that striving to place WHPS' pay and benefits in the 60-90 percentile of surrounding markets does nothing but perpetuate the budget dilemma by continually driving up wages and benefits for all the member cities.

Director Kroells said the police departments in the 11-city survey are union agencies, their budgets are set for multiple year contracts. WHPS has no incentive pay compared to the other agencies that were not compared in the survey. The survey only compared salary and benefits.

Fay presented a modification to the original proposal from Maple Plain. The new proposal maintains the COLA, market adjustments and qualifications but adjusts the longevity schedules to parallel WHPS' timetable and Maple Plain's percentages. Additionally, the proposed 3% COLA for 2024 would be established as a floor with a Spring/Summer 2024 market analysis used to determine if further adjustments are needed. Year 2024 wage packages will adjust to the 50th +/- percentile. Discussion ensued with no clear direction.

At 2:55 p.m. Maas-Kusske called for a recess. She, Fay, Hadler, Kroells and Curtis stepped out of the conference room. They returned at 3:35 p.m. and the meeting resumed.

Motion by Maas-Kusske, seconded by Fay, to approve the salary increase in WHPS' budget proposal for all employees, a longevity plan of 2% at 7 years, 4% at 12 years and 6% at 17 years for patrol officers, no longevity for sergeants and a 3% increase for all WHPS staff in 2024. Johnson asked for clarification of whether or not the sergeants get longevity in 2023. Fay said no. Maas-Kusske and Fay voted aye. Johnson and Betts voted nay. Motion not carried.

Motion by Johnson, seconded by Betts, to approve WHPS' budget proposal as presented today and to move ahead. Johnson, Maas-Kusske and Betts voted aye. Fay voted nay. Motion carried.

3. Adjourn

Motion by Johnson, seconded by Betts, to adjourn. All voted aye. Motion carried. The meeting adjourned at 3:43 p.m.

Date: October 5th, 2022
To: Public Safety Commissioners
City of Independence Council Members
City of Maple Plain Council Members
From: Director Gary Kroells
SUBJECT: SEPTEMBER 2022 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.

Monthly Activity Report

September 2022

Offense	This Month	Same Month Last Year	This Year To Date	Last Year To Date
City Of Independence				
Criminal	9	4	55	71
Traffic	89	149	819	964
Part III	3	6	36	57
Part IV	45	44	292	286
Part V	109	121	1,062	1,102
Total City of Independence	255	324	2,264	2,480
City Of Maple Plain				
Criminal	2	2	39	68
Traffic	28	35	218	297
Part III	1	3	15	25
Part IV	30	28	195	197
Part V	40	48	462	510
Total City Of Maple Plain	101	116	929	1,097
Grand Total Both Cities				
	356	440	3,193	3,577
TZD	19	8	135	54
Agency Assists	33	23	230	109
Total ICR Reports	389	471	3,558	3,740
How Received				
Fax	9	16	61	116
In Person	15	10	127	173
Mail	0	1	9	21
Other	0	4	12	13
Phone	25	30	286	317
Radio	159	166	1,418	1,459
Visual	140	206	1,210	1,383
Email	10	15	178	225
Lobby Walk In	31	23	229	33
Total	389	471	3,530	3,740

September 2022 Part I & II

City of Maple Plain #'s 1 & 2

AGN	ICR	Title	Create Date	Grid #	Committed Date	MOC range	UCR Part
WHPS	22003195	Theft Report – Stolen Vehicle	2022-09-06	01	2022-09-06	VA071	1
WHPS	22003287	Domestic Arrest	2022-09-13	02	2022-09-13	AL552	2

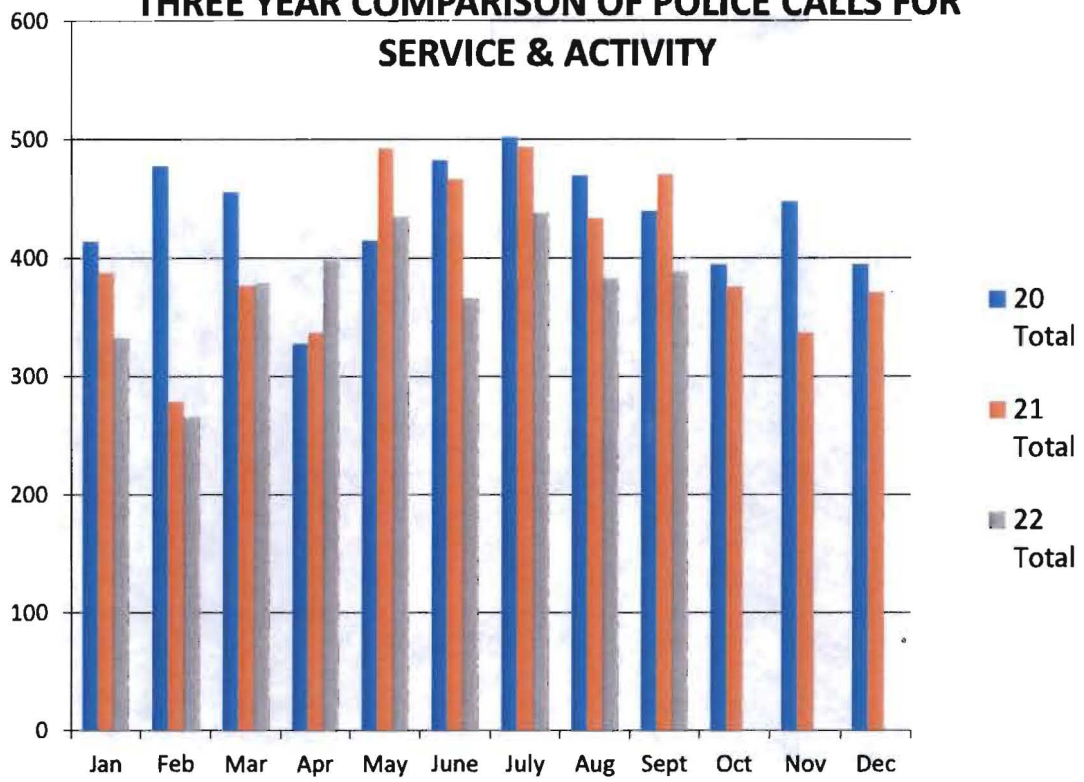
September 2022 Part I & II

City of Independence Grid #'s 3-5

WHPS	22003176	Theft Report	2022-09-05	03	2022-09-05	TR999	1
WHPS	22003256	Traffic/Complain/DWI	2022-09-11	03	2022-09-11	JGW01	2
WHPS	22003281	Narcotics Complaint	2022-09-13	04	2022-09-13	M5506	2
WHPS	22003292	Theft Report	2022-09-14	03	2022-09-14	P3110	2
WHPS	22003310	Forgery Report	2022-09-15	03	2022-09-15	U273C	2
WHPS	22003345	Litter/Dumping	2022-09-19	04	2022-09-19	P3600	2
WHPS	22003358	ID Theft	2022-09-20	03	2022-09-20	U0730	2
WHPS	22003442	Damage Prop/Rpt	2022-09-26	03	2022-09-26	P3110	2

WHPS	22003445	Damage Prop/Rpt	2022-09-26	03	2022-09-26	P3110	2
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THREE YEAR COMPARISON OF POLICE CALLS FOR SERVICE & ACTIVITY



DIRECTOR'S NEWS & NOTES

WEST HENNEPIN PUBLIC SAFETY
September 2022 Activity Report

Year to Date Activity Report

At the end September 30, 2022, West Hennepin Public Safety (WHPS) handled year-to-date a total of 3,558 incident complaints: For the month of September; 255 incidents occurred in the City of Independence and 101 in the City of Maple Plain.

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

Recent Highlighted Cases:

Signal Problem
September 1

5300 block of Highway 12, Maple Plain. Officer observed multiple pilons and traffic barrels that were struck and out of place for the detour around the construction. Officer replaced and restaged the pilons and barrels to correctly follow the detour.

Fire Alarm
September 2

6100 block of Wood Hill Lane, Independence. Officer and MPFD were dispatched to a residential fire alarm. Officer and MPFD arrived and observed a light haze of smoke. It was determined to be a small electrical fire from an air exchange machine. MPFD ensured there was no further fire risk present.

Smoke
September 2

2000 block of Budd Street, Independence. Officer was dispatched to a residence for the smell of a burning candle or plastic in a garage. Officer and MPFD responded and observed some burnt paper and plastic near a work bench. No other fire hazard.

Open Bottle
September 2

200 block of County Road 92, Independence. Officer observed a vehicle driving 50 in a 30 mile per hour zone. Officer discovered the driver's license was revoked and the passenger had an open bottle on the center console. Both parties cited for the violations.

Medical
September 2

4800 block of Gateway Blvd, Maple Plain. Officer was dispatched to a party that fell and was bleeding from the head. Officer arrived on scene with MPFD and North Memorial Paramedics. It appeared the patient had fallen when trying to get out of bed. Patient was transported to the hospital.

Stolen License Plates
September 2

5200 block of Bryantwood Drive, Maple Plain. Officer was dispatched to contact the owner of a vehicle whose license plates were found in someone else's vehicle. Upon arrival, Officer made contact with the owner of the license plates and learned they had been stolen but not yet reported stolen.

Fall
September 3

Intersection of Luce Line Trail and Ingerson Road North, Independence. Officer was dispatched to a party who fell off a bike and went down into the ditch. Officer responded with North Memorial Paramedics and MPFD. The patient was located a mile east on the Luce Line Trail. North Memorial transported the patient to the hospital.

Verbal Domestic
September 4

7300 block of Highway 12, Independence. Officer observed a male walking along Highway 12 in the road closed section. Officer made contact with the male who advised he and his girlfriend got into an argument. He advised he wanted space. The male was transported to Coborns in Delano to wait for his sister to get off work.

Motorist Assist
September 4

6000 block of Highway 12, Independence. Officer was on routine patrol in the area and observed a stalled vehicle. Officer made contact with the driver who advised she ran out of gas and didn't have any money or a phone. Officer provided the driver fuel.

Sign Theft
September 4

2200 block of South Lake Shore Drive, Independence. Officers took reports for signs that were stolen from resident's lawns. No surveillance video or suspect information.

Suspicious Activity

September 4

700 block of Copeland Road, Independence. Officer observed people standing outside of a car at a closed business with frequent damage to property. Officer identified the driver and learned the group was trying to see the aurora lights. Officer saw no harm and cleared.

Pursuit

September 5

Intersection of County Road 92 and County Road 6, Independence. Officer was conducting traffic enforcement in the area and observed a vehicle was driving 55 miles per hour in a posted 30 mile per hour zone. Officer activated emergency lights and sirens to conduct a traffic stop and the vehicle continued to drive and took off at a high rate of speed and ultimately, initiated a pursuit. The vehicle reached speeds over 100 miles per hour in the area of Halgren Road. Officer lost visual of the vehicle and terminated the pursuit. The vehicle appeared to be brand new with chalk markings on the windows and no license plate. Case under investigation.

Overdose

September 5

4400 block of Eagle Ridge Court, Independence. Officer was dispatched to a patient who had been heavily drinking and took valium. Officer arrived on scene with LFD and took the patient's vitals, which appeared to be good. The patient came to and was awake and coherent and refused further medical treatment.

After Hours

September 5

1500 block of Rainbow Avenue, Maple Plain. Officer was on routine patrol in the area and observed a vehicle in the park after hours. Officer made contact with the party who advised she was letting her dogs run around and she would leave.

Welfare Check

September 6

4800 block of Gateway Boulevard, Maple Plain. Officer was dispatched to a welfare check after an elderly woman called dispatch and stated she couldn't get ahold of staff or family members. The elderly woman has a history of health conditions. Officer asked if she wanted to be seen by North Memorial Paramedics. Patient declined further services.

Medical
September 6

4800 block of Gateway Boulevard, Maple Plain. Officer was dispatched to a report of a male with high blood pressure, who was sweating. Officer arrived on scene with MPFD and began tending to the patient. North Memorial Paramedics arrived and transported the patient to the hospital.

Medical
September 7

5200 block of Bryantwood Drive, Maple Plain. Officer responded to a medical where the patient had a seizure, fell and was having back and lung pain. Upon arrival, the patient was having difficulty speaking. Officer and MPFD assessed the patient who was then transported to the hospital by North Memorial Paramedics.

Disturbance
September 7

6100 block of Wood Hill Lane, Independence. Officer was dispatched to individuals outside yelling. Upon arrival, Officer observed one party yelling at another party who was in a vehicle. Parties were separated and Officer determined no crime had occurred.

Medical
September 7

2200 block of County Road 90, Independence. Officer was dispatched to a patient that has not eaten and was weak. Officer observed the patient who appeared intoxicated and blew a .390 BAC. Officer determined the patient could not take care of herself and was put on a health evaluation hold and transported to the hospital.

Animal Complaint
September 7

Intersection of Howard Avenue and Main Street, Maple Plain. Officer was dispatched to a loose dog in the area. Officer attempted to catch the dog, but it kept running away. The dog eventually led Officer back to its home where the animal owner was warned for a dog at large violation.

Disturbance
September 8

1800 block of Newport Street, Maple Plain. Officer was dispatched to a welfare check. The caller called 911 and told dispatch she was looking for a ride to the airport due to being intoxicated from the night prior. Officer advised she would have to call a cab to get to the airport.

Suspicious Activity
September 8

Intersection of County Road 110 and Luce Line Trail, Independence. Officer was dispatched to two parties who entered the back of a van and placed window coverings over the windows. Officer attempted to make contact with the individuals but was unsuccessful.

Crash
September 8

7800 block of County Road 6, Independence. Officer was dispatched to a single vehicle crash involving a motorcycle. Driver stated traffic stopped abruptly in front of him, causing him to brake quickly, then tipping his motorcycle over on its side. Driver refused ambulance.

Medical
September 8

4800 block of Gateway Boulevard, Maple Plain. Officer was dispatched to a male suffering chest pain. MPFD and North Memorial Paramedics arrived and began obtaining vitals. Vital showed the patient was hypertensive. Patient was transported to the hospital.

Crime Prevention
September 9

4800 block of Drake Street, Maple Plain. Officer was on routine patrol in the area and observed an open garage door. Officer approached the garage and observed a vehicle with its window rolled down. Officer left a crime prevention report on the vehicle reminding homeowner to secure their residence at night.

Allergic Reaction
September 9

1000 block of County Road 83, Independence. Officer was dispatched to a report of an allergic reaction to medication, causing her tongue to swell. Patient called into the hospital directly. The patient refused ambulance and decided she would just drive to the hospital herself.

Disturbance
September 9

5200 block of Main Street, Maple Plain. Officer was dispatched to two people arguing. Officer made contact with the individuals and determined it was a verbal argument only and nothing physical occurred. Officer transported both subjects back to their residence.

Shots Heard
September 10

2500 block of Geggen Tine Road, Independence. Officer was dispatched to a report of a shooting complaint. Officer arrived and observed people shooting trap on their property withing 500 feet of an occupied dwelling. Officer issued verbal warning for the violation and advised the group to move to the far side of the property.

Disturbance
September 10

4800 block of Highway 12, Maple Plain. Officer was dispatched to a possible assault. The reporting party told dispatch he was being assaulted. Witnesses stated the reporting party left on foot after being escorted out by the property owner. Officer attempted to locate the reporting party but were unsuccessful.

DWI
September 11

Intersection of County Road 90 and Waldmar Way, Independence. Officer was dispatched to a driving complaint where a vehicle was swerving, had struck road barriers, and nearly drove off the road. Officer caught up to the suspect vehicle and observed the same driving conduct. Officer ultimately arrested the driver, Sharon Eileen Maloney (56) for DWI. Driver was released to a responsible party pending charges.

Domestic Arrest
September 13

5300 block of Highway 12, Maple Plain. Officer was dispatched to check the welfare of a male party walking in the middle of Highway 12. Upon arrival, Officer observed blood running down his face with a laceration above his eye. It was determined the male's girlfriend, Anastasia Marie Bacon (21) threw a television remote at his head, causing his injuries. Officers made contact with the suspect and arrested her for Domestic Assault. She was booked and transported to Hennepin County Adult Detention Center.

Theft
September 14

6300 block of County Road 6, Independence. Officer was dispatched to a theft report. The victim provided clear surveillance video where the suspect can be seen getting out of his vehicle and taking the cashbox where flowers were being sold near the road. Case is under investigation.

Nosie Complaint
September 15

1600 block of Delano Avenue, Maple Plain. Officer was dispatched to a noise complaint. The reporting party stated someone was driving a backhoe and the backup alarm was going off. Officer arrived on scene and the driver apologized for moving it so late at night.

Crime Prevention
September 15

5000 block of Independence Street, Maple Plain. Officer was on routine patrol in the area and found that there was an unlocked and open door to a shed nearby. Officer secured the door and left a crime prevention report in the door.

Shots Heard
September 16

5300 block of Main Street, Maple Plain. Officer was dispatched to shots heard in the area. Reporting party stated he heard two shots. Officer arrived in the area and did not hear or see anything. Officer attempted to call the reporting party but was unable to make contact.

Gas Odor
September 16

300 block of County Road 92, Independence. Officer was dispatched to a gas leak. Homeowner stated they were having siding put up and the workers hit and punctured a hole in their propane tank. Officer arrived and shut off the propane. MPFD checked the home for any readings of explosive gas. None were found.

Medical-Gunshot
September 16

5200 block of Bryantwood Drive, Maple Plain. Officer was dispatched to a patient who was bleeding. Reporting party was uncooperative with dispatch and stated they would transport the patient to the hospital themselves before hanging up. It was later determined the patient suffered an accidental gunshot wound to the hand. Patient was at the hospital getting treated. Case under investigation.

PD Crash
September 17

1900 block of County Road 90, Independence. Officer was dispatched to a property damage crash. It was determined one of the parties involved had a revoked license was not paying attention which caused her to rear-end another vehicle. Driver cited for failure to drive with due care and driving after revocation.

Utility Problem
September 17

1400 block of Halgren Road, Maple Plain. Officer was dispatched to a wire down. Officer arrived and met with the reporting party who advised a large tree took his service line off his house. MPFD arrived and assisted with contacting Xcel.

Welfare Check
September 18

5200 block of Manchester Drive, Maple Plain. Officer was dispatched to check the welfare of an individual who has not shown up for work. Officer made contact with the party at her residence and determined she was sick. Officer advised the party to notify her employer.

Crash
September 19

Intersection of County Road 90 and Main Street, Independence. Officer was dispatched to a rear-end crash in the area. Officer determined there were no injuries. Driver claimed he fell asleep, which caused him to rear-end the other vehicle. Driver was cited for failure to drive with due care.

Subject Stop
September 19

7500 block of County Road 6. Officer was on routine patrol in the area when he observed a female sitting in the grass on the side of the road. The female had two backpacks and stated her ex-husband kicked her out of the car. Officer gave her a ride to a gas station to wait for a ride.

Medical
September 19

4800 block of Gateway Boulevard, Maple Plain. Officer was dispatched to a patient that was bleeding from the head due to a fall. Upon arrival, the bleeding was controlled. North Memorial Paramedics arrived and transported the patient to the hospital.

Crash
September 20

Intersection of Highway 12 and County Road 90, Independence. Officer was dispatched to a semi that had rolled over. Upon arrival, the driver was conscious but had sustained injuries to his head. Neighboring agencies responded to assist with traffic and extracting the driver from the truck. Driver claimed the brakes on the semi locked up which caused the crash. North Memorial Paramedics arrived and transported the driver to the hospital. MPFD and MNDOT shut down eastbound Highway 12 to clear debris and investigate the crash site.

Crash
September 20

Intersection of County Road 90 and W Main Street, Independence. Officer was dispatched to a three-vehicle crash. Upon arrival, it was determined one driver cut in front of another, then backed into a third vehicle after the original crash occurred. All vehicles were towed. Driver cited for failure to yield.

Fall
September 23

4800 block of Gateway Boulevard, Maple Plain. Officer was dispatched to a fall with a possible head injury. Officer arrived on scene with MPFD. When the patient was speaking, he was unable to make complete sentences and was not making sense. Patient was transported to the hospital by North Memorial Paramedics.

Welfare Check
September 23

5200 block of Manchester Drive, Maple Plain. Officer was dispatched to a report of a possible suicidal female. It was determined partners got into an argument and one partner tried to strangle themselves with nylons then left the residence. An alert was put out on the vehicle for the suicidal ideations. A short time later, a different agency located the party and determined everything was fine.

Crash
September 24

Intersection of Highway 12 and County Road 92, Independence. Officer was dispatched to a property damage crash in the area. The driver went into the roundabout at 55 miles per hour. The driver struck the yield sign and the curb before stopping. Driver was cited for failure to drive with due care.

Verbal Domestic
September 24

5200 block of Bryantwood Drive, Maple Plain. Officer was dispatched to a verbal domestic. Reporting party could hear yelling and kids crying. Officer arrived on scene and made contact with a male party. The male stated he was arguing with his wife. The male party left to stay with a friend and both parties were advised to call if they needed anything further.

Gas Odor
September 28

1800 block of Newport Street, Maple Plain. Officer and MPFD were dispatched to a gas odor that was stronger than normal. Upon arrival, Officer observed a large flame burning under the boiler. Officer immediately shut the gas off and extinguished the fire. The building was evacuated, CenterPoint was notified, and a technician was contacted for maintenance.

Stalled Vehicle
September 29

Intersection of Highway 12 and Histman Lane, Independence. Officer was dispatched to a box truck in the ditch. Officer arrived on scene and determined the engine lights were flashing, so the driver pulled over too far and slid down into the ditch. Tow truck arrived on scene and pulled the vehicle out of the ditch.

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

Date: November 4th, 2022
To: Public Safety Commissioners
City of Independence Council Members
City of Maple Plain Council Members
From: Director Gary Kroells
SUBJECT: OCTOBER 2022 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.

Monthly Activity Report

October 2022

Offense	This Month	Same Month Last Year	This Year To Date	Last Year To Date
City Of Independence				
Criminal	4	5	59	76
Traffic	104	90	923	1,054
Part III	4	6	40	63
Part IV	26	27	318	313
Part V	105	106	1,167	1,208
Total City of Independence	243	234	2,507	2,714
City Of Maple Plain				
Criminal	2	5	41	73
Traffic	32	42	250	339
Part III	3	2	18	27
Part IV	21	18	216	215
Part V	69	57	531	567
Total City Of Maple Plain	127	124	1,056	1,221
Grand Total Both Cities	370	358	3,563	3,935
TZD	0	3	135	57
Agency Assists	34	15	264	124
Total ICR Reports	404	376	3,962	4,116
How Received				
Fax	16	1	77	117
In Person	15	16	142	189
Mail	0	1	9	22
Other	0	2	12	15
Phone	20	37	306	354
Radio	159	133	1,577	1,592
Visual	149	149	1,359	1,532
Email	19	21	197	246
Lobby Walk In	26	16	255	49
Total	404	376	3,934	4,116

October 2022 Part I & II

City of Maple Plain #'s 1 & 2

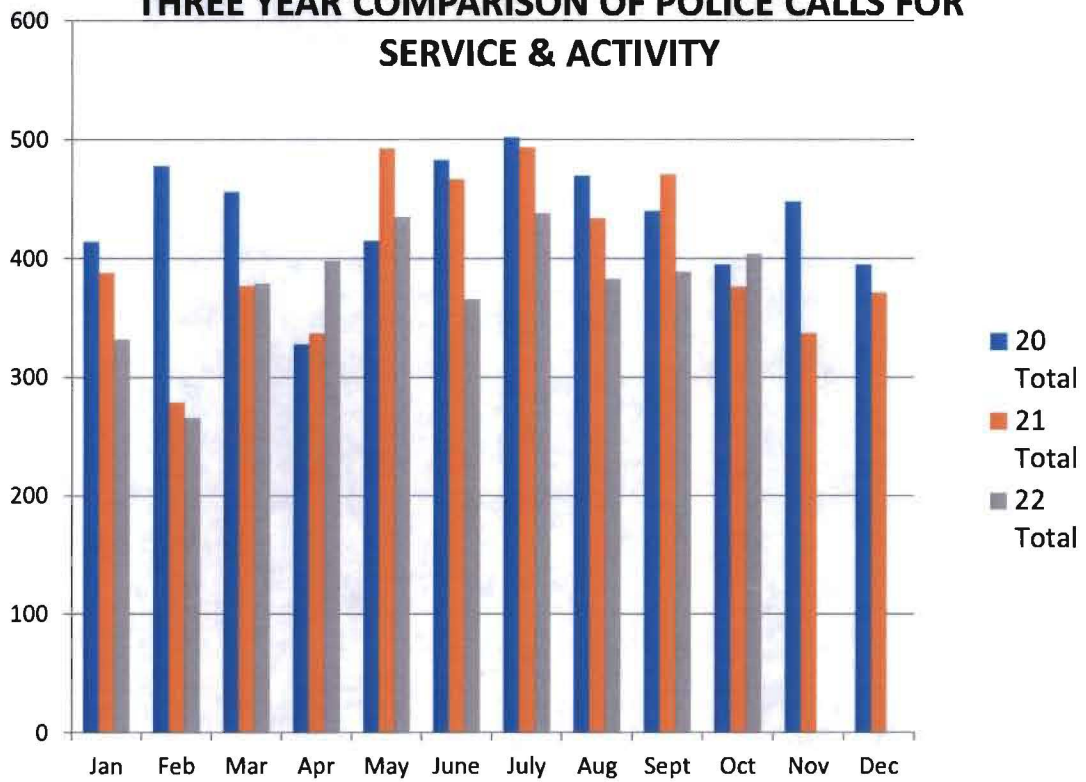
AGN	ICR	Title	Create Date	Grid #	Committed Date	MOC range	UCR Part
WHPS	22003679	Theft/Rpt – ID Theft/CC Fraud	2022-10-17	01	2022-10-17	U155H	2
WHPS	22003631	Dk/Suspected – DWI/Narcs	2022-10-13	02	2022-10-13	DH050	2

October 2022 Part I & II

City of Independence Grid #'s 3-5

WHPS	22003514	PD Crash – Hit and Run GMIS DWI	2022-10-02	03	2022-10-02	J3301	2
WHPS	22003727	Theft/Rpt	2022-10-21	03	2022-10-21	TR999	1
WHPS	22003763	Court Order Violation	2022-10-23	03	2022-10-23	N3390	2
WHPS	22003807	DWI	2022-10-26	03	2022-10-26	JGW01	2

THREE YEAR COMPARISON OF POLICE CALLS FOR SERVICE & ACTIVITY



DIRECTOR'S NEWS & NOTES

WEST HENNEPIN PUBLIC SAFETY
October 2022 Activity Report

Year to Date Activity Report

At the end October 31, 2022, West Hennepin Public Safety (WHPS) handled year-to-date a total of 3,934 incident complaints: for the month of October; 243 incidents occurred in the City of Independence and 127 in the City of Maple Plain.

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

Recent Highlighted Cases:

Medical
October 1

3600 block of Ihduhapi Trail, Independence. Officer was dispatched to a patient with a headache requesting to go to the hospital. Officer arrived on scene with North Memorial Paramedics and was assessed for his symptoms. Paramedics advised Officer could clear the scene.

Arrest
October 2

Intersection of Baker Park Road and Perkinsville Road, Independence. Officer was dispatched to a hit and run property damage crash. Upon arrival, Officer located the suspect vehicle's license plate crumpled up into a tree. Officer ran a computerized check on the license plate and located the driver of the vehicle. Officer noted signs of impairment and placed the driver, Leonel Moises Murillo Galvan (25), under arrest for DWI. A breath test resulted in a .18 alcohol concentration. Officer later transported him to Hennepin County Adult Detention Center.

Medical
October 4

5900 block of Main Street, Maple Plain. Officer was dispatched to a report of an elderly female who was ill and weak. Officer arrived on scene with MPFD and North Memorial Paramedics and determined everyone in their household tested positive for Covid-19. Paramedics cleared MPFD and the Officer and advised they would be transporting the patient to the hospital.

Trespass
October 4

5000 block of Highway 12, Maple Plain. Officer was dispatched to trespass an individual from a local business. The following day, the party was served a trespass notice and advised not to return to the business.

Crash
October 5

Intersection of County Road 90 and Highway 12, Independence. Officer was dispatched to a vehicle that struck a deer and totaled the reporting party's vehicle. Officer arrived and wrote a crash report for the driver. The deer was not found.

Abandoned Vehicle
October 5

1500 block of Howard Avenue, Maple Plain. Officer was dispatched to a possible abandoned vehicle in a parking lot. Officer arrived on scene and made sure the vehicle wasn't stolen. Officer attempted to contact the registered owner but has not heard back. Officer advised the owner of the business will have to request a tow.

Medical
October 5

6600 block of Fogelman Road, Independence. Officer was dispatched to a child that was bleeding from the eye area. Reporting party advised a sibling had thrown a TV remote. Upon arrival, the bleeding was controlled. North Memorial Paramedics arrived on scene to assess the wound. Parents decided to keep an ice pack and pressure on it and not seek further assistance.

Disturbance
October 5

Intersection of County Road 6 and County Road 19, Independence. Officer was dispatched to a disturbance in the area. The reporting party stated there were people yelling and getting rowdy. Officer arrived on scene and observed a large group of people around a bonfire. Officer spoke to a resident who apologized for the noise. Officer advised to quiet down.

Fraud
October 6

4800 block of Drake Street, Maple Plain. Officer took a fraud report regarding an online scam involving Bitcoin. The victim was told to cash a check that was sent to him, then purchase and send Bitcoin in exchange for software and office supplies. Victim is not out any money. Prevention resources were provided to the victim.

Check Burn
October 13

6200 block of Main Street West, Independence. Officer was dispatched to a fire in the area. Upon arrival, Officer observed black smoke coming from the backyard. Officer made contact with the homeowner who was illegally burning. Officer advised the homeowner to get a burn permit, or he would receive a citation. He later applied for a permit.

Medical
October 14

1800 block of Newport Street, Maple Plain. Officer was dispatched to secondhand information of a possible overdose. Upon arrival, Officer forced entry into the residence. North Memorial Paramedics evaluated the patient, who ultimately refused medical treatment.

Medical
October 14

5900 block of Main Street, Maple Plain. Officer was dispatched to an elderly female who was Covid-19 positive and having low blood pressure. Officer arrived with North Memorial Paramedics. Patient was transported to the hospital.

Traffic Complaint
October 14

Intersection of Baker Park Road and Highway 12, Maple Plain. Officer was dispatched to a traffic complaint involving a semi. Reporting party stated the semi started to pass her and there was not enough room to safely pass and almost ran her off the road. Officer checked the area and did not locate the semi.

Medical
October 15

5100 block of Broadmoor Drive, Independence. Officer was dispatched to a patient having shortness of breath. Officer arrived with MPFD and North Memorial Paramedics. It was determined the patient fell after getting lightheaded. Officer was cleared from the scene by paramedics.

Medical
October 16

4800 block of Gateway Boulevard, Maple Plain. Officer was dispatched to a patient having hip pain. Officer arrived on scene and was advised by the patient she could barely walk after falling a few weeks prior. North Memorial Paramedics arrived and transported the patient to the hospital.

Medical
October 16

3900 block of Independence Road, Independence. Officer was dispatched to a patient who was ill and had a fever after surgery. Officer responded with North Memorial Paramedics, who ultimately transported the patient to the hospital.

Crime Prevention
October 17

5200 block of Bryantwood Drive, Maple Plain. Officer observed a running vehicle in a parking lot, unoccupied for an extended period of time. Officer examined the vehicle and noted the keys were in the ignition. Officer called the registered owner of the vehicle who stated she was warming up the vehicle. Officer discussed crime prevention.

Medical
October 17

3600 block of Ihduhapi Trail, Independence. Officer was dispatched to an individual with side pain and having difficulty breathing. Officer arrived on scene with North Memorial Paramedics who began patient assessment. Officer was cleared from the scene.

Fraud
October 17

4900 block of Main Street, Maple Plain. Officer was dispatched to take a call from a victim of credit card fraud/identity theft. Victim explained there were fraudulent charges on her credit card and the bank was refusing to assist her. Case forwarded to investigations for follow-up.

Welfare Check
October 18

1500 block of Rainbow Avenue, Maple Plain. Officer was dispatched to an ongoing issue about a male staying in the park after hours. Officer checked the park after hours and did not see the male. Extra patrol will be conducted

Crash
October 18

4600 block of Lake Sarah Drive, Independence. Officer was dispatched to a personal injury crash involving a car versus an ATV. The vehicle was pulling out of a driveway when the vehicle and ATV collided. The driver of the ATV was later transported to the hospital. Case is pending further investigation.

Crime Prevention
October 19

5800 block of Main Street West, Maple Plain. Officer was doing routine patrol in the area and observed an open garage door early in the morning. Officer left a crime prevention report.

Forgery Report
October 19

600 block of Nelson Road, Independence. Officer was dispatched to an attempted forgery. Victim stated someone remoted into their computer and was blackmailing them for Target gift cards. Officer will be conducting follow-up.

Medical
October 19

4800 block of Gateway Boulevard, Maple Plain. Officer was dispatched to an injury from a fall. Officer and MPFD arrived and provided care to the patient. Once North Memorial Paramedics arrived, they took over care and transported the patient to the hospital.

Medical
October 20

700 block of Copeland Road, Independence. Officer was dispatched to a seizure where the patient was conscious but disoriented and was out on the golf course. Officer arrived with North Memorial Paramedics and DFD. Officer and Delano FD transported the patient on a golf cart out to the road where the ambulance was waiting. Patient was transported to the hospital.

Suspicious Activity
October 21

4800 block of Drake Street, Maple Plain. Officer was dispatched to a suspicious vehicle. Reporting party stated the vehicle had been there all morning and one of its doors was left open. Ultimately, the vehicle belonged to a construction worker. Nothing criminal was found.

Animal Complaint
October 21

5900 block of Providence Curve, Independence. Officer was dispatched to an animal complaint regarding a domesticated duck that suffered a leg injury from a loose dog. The reporting person stated the dog came on to his property and he was able to yell at the dog to get the dog to drop the duck. Officer made contact with the dog owner and advised the dog will have to register as potentially dangerous. The duck is expected to survive.

Suspicious Vehicle
October 22

1800 block of Budd Avenue, Maple Plain. Officer was conducting routine patrol and noticed a vehicle with the dome light on in a closed, business parking lot. Officer made contact with the occupants who advised they were just talking. No signs of criminal activity.

Traffic Complaint
October 22

Highway 12 and County Road 90, Independence. Officer was dispatched to a traffic complaint passed along from a neighboring agency. Officer located a similar car but did not observe poor driving conduct.

Hunting Complaint
October 22

3300 block of Lake Haughey Road, Independence. Officer was dispatched to a hunting complaint in the area. Reporting party stated there were two hunters shooting too close to the road. Officer made contact with the hunters who explained they were shooting blanks to train their dog. Nothing criminal.

Juvenile Problem
October 23

1500 block of Rainbow Avenue, Maple Plain. Officer was dispatched to multiple juveniles going on top of the pavilion at Rainbow Park. Officer arrived on scene and didn't locate the juveniles.

Arrest
October 23

900 block of County Road 19, Independence. Officer was dispatched to a court order violation. Reporting party called stating that there was a court order in effect and the suspect cannot be at the residence. Officer ran routine records check on the suspect and confirmed that there was an Order for Protection (OFP) in place. The suspect, Alan Jeffrey Shrode (30), was placed under arrest and transported to Hennepin County Adult Detention Center for OFP violation.

Scam Attempt
October 24

4800 block of Drake Street, Maple Plain. Officer was dispatched to a report of an attempted phone scam. Reporting party stated they were trying to get financial information. Officer confirmed there was no monetary loss. Informational report completed.

Traffic Complaint
October 24

Intersection of Highway 12 and Baker Park Road, Maple Plain. Officer was dispatched to a vehicle pulling a camper driving out of its lane. Officer was in the area and did not see the described vehicle.

Welfare Check
October 25

3600 block of County Road 90, Independence. Officer was dispatched to a female screaming outside. Officer arrived on scene and spoke to a female outside of the residence. She said they recently lost a family member, and her daughter was very upset about it. Officer did not observe any signs of disturbance and made sure the female did not need any other assistance.

Medical
October 25

4800 block of Gateway Boulevard, Maple Plain. Officer was dispatched to a patient who had fallen and had a large bump on their head. Officer arrived on scene and determined the patient was conscious and had good vitals. North Memorial Paramedics arrived on scene and transported the patient to the hospital.

Arrest
October 26

Intersection of County Road 6 and Copeland Road, Independence. Officer observed a vehicle driving 80 miles per hour in a 55 mile per hour zone. Officer initiated a traffic stop on the vehicle and spoke to the driver who advised he was in a hurry to get home. Officer observed signs of impairment and ultimately arrested Grant William Quinlan (21) for DWI. He was booked and cited for the offenses and released to a sober party.

Utility Check
October 26

Intersection of Pagenkopf Road and County Road 90, Independence. Officer was dispatched to down powerlines in the area. Reporting party accidentally struck the lines with his combine and pulled the wires into the roadway. MPFD arrived to secure the area while Wright Hennepin Electric came to repair the lines.

Medical

October 29

5300 block of Joyce Street, Maple Plain. Officer was dispatched to a child with a high fever, who won't eat. Officer arrived on scene and spoke to the child's mother who explained they had brought the child to the hospital the day prior for neck pain and mild fevers. The child was transported to the hospital.

Suspicious Vehicle

October 29

6200 block of County Road 11, Independence. Officer was dispatched to a suspicious vehicle after a neighbor saw a vehicle drive up to a residence when no one was supposed to be there. Officer arrived on scene and did not locate the vehicle. Officer checked the main house and barn which were secure.

Welfare Check

October 30


5200 block of Manchester Drive, Maple Plain. Officer was dispatched to a welfare check of an individual sitting in a vehicle in a garage. Officer arrived on scene and determined everything was okay. The vehicle was only running for a short time inside of the garage. The individual was not suicidal.

Medical

October 31

400 block of Kuntz Drive, Independence. Officer was dispatched to an individual who had fallen off a horse and was now unconscious. Officer arrived on scene and found the patient laying in the road and still conscious. Officer spoke to a bystander who stated she was driving when the horse got spooked and bucked the patient off. Patient was transported to the hospital by North Memorial Ambulance.

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

Date: December 5th, 2022
To: Public Safety Commissioners
City of Independence Council Members
City of Maple Plain Council Members
From: Director Gary Kroells 
SUBJECT: NOVEMBER 2022 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.

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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.

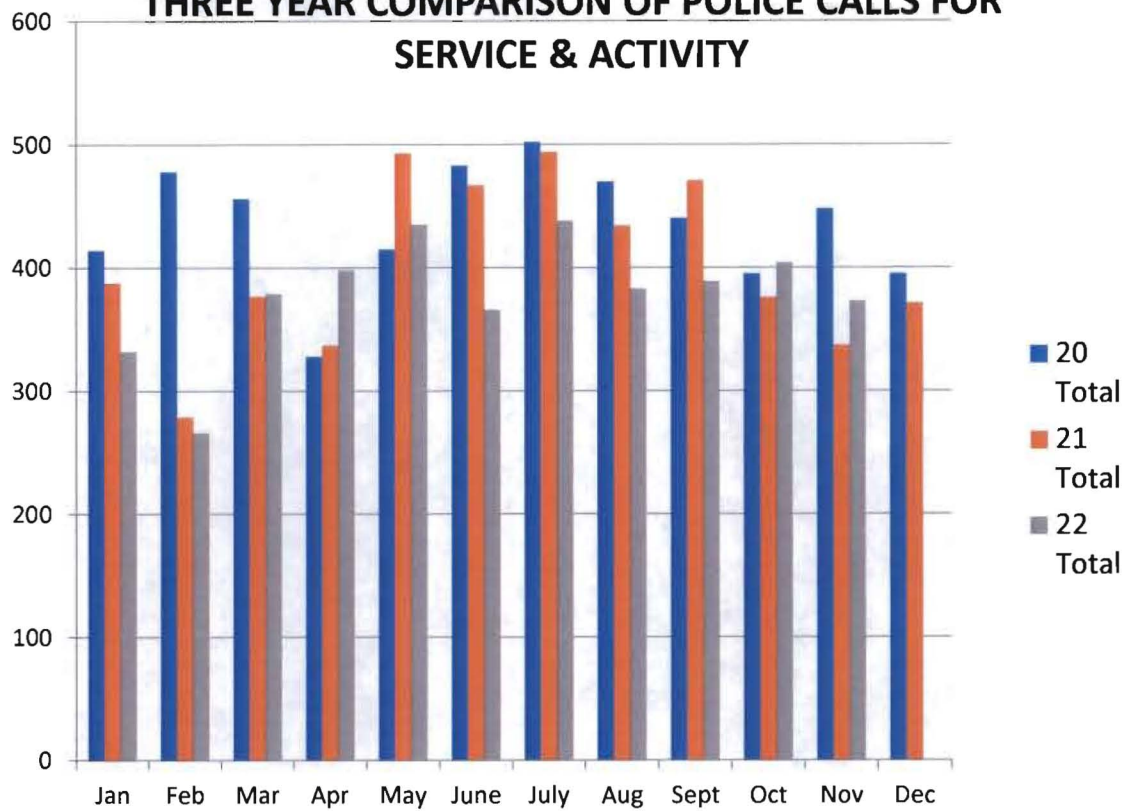
PART V-- Miscellaneous Public: Includes open doors, gun permit applications, suspicious activities, animal complaints, motorist assists, alarm calls, parking complaints, house checks, driving complaints, civil matters, family disputes, department assists.

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.

**Monthly Activity Report
November 2022**

Offense	This Month	Same Month Last Year	This Year To Date	Last Year To Date
City Of Independence				
Criminal	4	4	63	80
Traffic	100	90	1,023	1,144
Part III	5	17	45	80
Part IV	29	33	347	346
Part V	84	78	1,251	1,286
Total City of Independence	222	222	2,729	2,936
City Of Maple Plain				
Criminal	1	5	42	78
Traffic	60	35	310	374
Part III	1	2	19	29
Part IV	26	18	242	233
Part V	50	53	581	621
Total City Of Maple Plain	138	113	1,194	1,335
Grand Total Both Cities	360	335	3,923	4,271
TZD	25	0	160	57
Agency Assists	13	1	277	125
Total ICR Reports	373	336	4,360	4,453
How Received				
Fax	3	0	80	117
In Person	26	19	168	208
Mail	0	1	9	23
Other	1	0	13	15
Phone	18	21	324	375
Radio	128	146	1,705	1,738
Visual	164	118	1,523	1,650
Email	16	17	213	263
Lobby Walk In	17	15	272	64
Total	373	337	4,307	4,453

THREE YEAR COMPARISON OF POLICE CALLS FOR SERVICE & ACTIVITY



November 2022 Part I & II

City of Maple Plain #'s 1 & 2

AGN	ICR	Title	Create Date	Grid #	Committed Date	MOC range	UCR Part
WHPS	22004070	Damage to Property Citation	2022-11-12	01	2022-11-12	P318L	2

November 2022 Part I & II

City of Independence Grid #'s 3-5

WHPS	22004143	DWI	2022-11-19	03	2022-11-19	JF5J1	2
WHPS	22004161	DWI 3 rd Deg	2022-11-21	03	2022-11-21	JFR01	2
WHPS	22004162	Fraud – Gift Card	2022-11-21	03	2022-11-21	U1552	2
WHPS	22004167	Damage Prop/Rpt	2022-11-22	05	2022-11-22	P3190	2

DIRECTOR'S NEWS & NOTES

WEST HENNEPIN PUBLIC SAFETY

November 2022 Activity Report

Year to Date Activity Report

At the end of November, 2022, West Hennepin Public Safety (WHPS) handled year-to-date a total of 4,307 incident complaints: for the month of October; 222 incidents occurred in the City of Independence and 138 in the City of Maple Plain.

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

Recent Highlighted Cases:

Grass Fire
November 1

9200 block of Highway 12, Independence. Officer and DFD responded to a grass fire in the area. Homeowner was burning a 3x3 fire when sparks blew out and caused the leaves around the ring to catch on fire.

Drunk Problem
November 1

4800 block of Drake Street. Officer responded to an individual down and unknown if they were breathing. Officer arrived on scene and observed the subject sitting in the driveway with beer cans around him. Subject refused medical attention but was unable to care for himself. A relative was called and responded to care for him.

Road Debris
November 2

Intersection of Highway 12 and County Road 92, Independence. Officer was dispatched to a sign down near the listed intersection. Officer arrived on scene and observed the sign snapped off at the base. The striking vehicle was not located. MN DOT was notified of the damage.

Crash
November 4

Intersection of County Road 11 and County Road 90, Independence. Officer was dispatched to a property damage crash involving a car versus a deer. There was moderate damage to the vehicle. The deer was still alive on the shoulder. The deer was dispatched by the Officer.

Check Burn
November 5

2200 block of South Lakeshore Road, Independence. Officer was dispatched to the area for a burning complaint. Officer arrived on scene and spoke with the homeowner. He stated he was just made aware of the burn ban and would be putting out the fire.

Assault
November 7

3600 block of Ihduhapi Trail, Independence. Officers were dispatched to an assault that had just occurred in the area. After questioning witnesses, it was determined the victim was assaulted by unknown parties. The victim stated he fell. His injuries were not consistent with a fall. Investigation is on-going.

Crash
November 9

Intersection of Highway 12 and County Road 92, Independence. Officer responded to a single vehicle crash. Driver was eastbound Highway 12 and didn't see the roundabout in time, took out a yield sign and got stuck in the grass and mud on the roundabout. Driver admitted heavy rain and his speed played a part in it. The vehicle sustained minor damage and was towed out. Driver was cited for failure to drive with due care and not having a driver's license.

Hit Dog
November 11

Intersection of Highway 12 and Copeland Road, Independence. Officer was dispatched to a hit dog. Reporting party stopped after an older female dog was hit by a vehicle. The dog suffered a cut on the front paw/leg area. The dog was not wearing a collar and was not microchipped. The reporting party volunteered to take the dog for the night to care for it. Owners have not yet been found.

Crime Prevention
November 12

4800 block of Drake Street, Maple Plain. Officer was on routine patrol in the area and noticed two separate houses with their garage doors open in the middle of the night. Crime prevention report was left at the residences.

Medical
November 12

1400 block of Budd Avenue, Maple Plain. Officer was dispatched to a four-year-old having a seizure called in by the babysitter. Officer arrived on scene it appeared the patient was out of seizure but was not responding to verbal remarks. Patient's father arrived on scene shortly after North Memorial Paramedics. Paramedics took over care and advise MPFD and Officer could clear the scene

Damage to Property
November 12

1500 block of Howard Avenue, Maple Plain. Officer was dispatched to property damage. Reporting party let a friend stay with her for the night. When she left the residence, the suspect was still there and there was no damage. When she returned, she found her television destroyed. The suspect, Mark Dennis Erickson (52) had left. Officer had assistance from other agencies to locate the suspect. Ultimately, he was cited for damage the property.

Juvenile Problem
November 12

2200 block of Heritage Trail, Independence. Officer was dispatched to a suspicious incident in the area. Reporting party observed lights come on in the driveway at the neighbor's house, which is vacant. Officers made contact with the individuals who were all juveniles. They all stated they were exploring the property. Officer checked for damage and vandalism; none was observed. Juveniles were released from the scene.

PD Crash
November 14

Intersection of Highway 12 and County Road 90, Independence. While on routine patrol, Officer observed a car pulled over westbound Highway 12 just after the roundabout with its flashers on. Officer spoke to the driver who advised he was driving home, struck the roundabout and drove over the grassy area. As a result, the tires deflated. AAA was enroute for a tow.

Crash
November 18

6700 block of Pagenkopf Road, Independence. Officer was dispatched to a single vehicle property damage crash. Officer arrived on scene and spoke to the occupants of the vehicle. Driver explained he swerved to miss a deer and over corrected, ending up in the ditch and hit a tree. Passenger confirmed the story. There were no injuries and no citations issued.

Suspicious Activity

November 19

1700 block of Howard Avenue, Maple Plain. Officer was dispatched to a report of suspicious activity. Reporting party observed a vehicle in the driveway and people with flashlights outside. Officer responded and spoke with the individuals with flashlights who advised they were looking for their missing cat. This information was confirmed, and the reporting party was advised.

DWI Arrest

November 19

Intersection of Highway 12 and County Road 92, Independence. Officer observed a vehicle with a taillight out. While following the vehicle, Officer observed the vehicle nearly strike the barrier sticks on the center line. Officer initiated a traffic stop on the vehicle and observed signs of impairment and ultimately arrested the driver for DWI. He was booked and released to a sober party.

Suspicious Activity

November 20

3000 block of Lindgren Lane, Independence. Officer was dispatched to suspicious activity in the area. Reporting party woke up very early in the morning to her car alarm going off. Officer arrived on scene and did not observe anyone or passing vehicles while enroute. Officer checked the snow for shoe prints, not locating any. Officer also noted there was still snowflakes on the door handle indicating the door handles were not tampered with.

Birth of Baby

November 20

6400 block of Olstad Drive, Independence. Officer was dispatched to a birth of a baby. Officer arrived on scene and located the mother and new born baby boy. Baby was alert, showed proper color, and was breathing just fine. Officer used the bulb suction to remove some fluid/mucus from the baby's mouth and nose. Mother requested North Memorial Ambulance to respond and have the baby checked out. Baby boy was delivery at 2140 hours.

DWI Arrest
November 21

200 block of Lyndale Avenue, Independence. Officer was dispatched to a suspicious male soliciting sexual acts in a nearby parking lot. Upon arrival, Officer made contact with the subject who displayed signs of impairment. The preliminary breath test read 0.22. Ultimately, Timothy Woodward Zeigler (61) was arrested for DWI. He was transported to WHPS where he refused to submit to a DMT breath test. He was released to a sober party. Case was forwarded to investigations for charging.

Damage to Property
November 22

Intersection of County Road 50 and Roy Road, Independence. Officer was dispatched to a damage to property report. Reporting party stated while driving in the area, someone threw an egg, hitting her car. The reporting party later found the egg caused paint damage to the hood. No suspect description.

Medical
November 22

5600 block of Main Street, Maple Plain. Officer was dispatched to a patient bleeding from an incision site. The patient recently had a C-section and has been bleeding heavily. The patient was lightheaded, nauseous, and had vomited. Upon arrival, vitals had been obtained, showing low blood pressure and a repaid, and weak pulse. North Memorial Paramedics arrived on scene and took over care. Patient was transported to the hospital.

Suspicious Activity
November 22

6000 block of Pagenkopf Road, Independence. Officer was dispatched to a suspicious vehicle in the reporting party's driveway. Reporting party advised she arrived home and there was a vehicle at the end of her driveway facing out. Reporting party blocked the vehicle in while inquiring with the driver. The driver stated he works for UPS and was delivering a package. It was determined the driver works for UPS doing contract work, which is why he was not driving a UPS truck.

Traffic Complaint

November 26

Intersection of Highway 12 and Main Street East, Maple Plain. Officer was dispatched to a traffic complaint. Officer located the vehicle and made contact with the driver. Driver stated he was tired. Officer had driver perform Standardized Field Sobriety Tests. Officer did not believe the driver was under the influence. A driver evaluation form was filled out and sent to Driver and Vehicle Services.

Medical

November 27

4800 block of Gateway Boulevard, Maple Plain. Officer was dispatched to a patient that fell and was bleeding from their head. Officer arrived on scene and found the patient laying on the floor with a cut and a large bump on the back of her head. Officer wrapped her injury with a pad and gauze roll. North Memorial Paramedics arrived on scene and transported the patient to the hospital.

Abandoned Vehicle

November 28

500 block of County Road 90, Independence. Officer was dispatched to a camper that had been abandoned in a parking lot. Officer arrived on scene and contacted the registered owner, who advised he was out of state for a family emergency. Officer advised to have the camper moved once he returns.

Suspicious Vehicle

November 29

Intersection of Townline Road and Sunset Lane, Independence. Officer was dispatched to a van that was stalled in the middle of the road with its windows down, airbags deployed and no occupant. Officer arrived on scene and the vehicle was no longer in the area.

Medical

November 30

5300 block of Highway 12, Maple Plain. Officer was dispatched to a medical where there was a patient with uncontrolled bleeding. Officer arrived and made contact with the patient who was holding several towels over his three-inch-long wound. MPFD arrived on scene and got the bleeding under control. Patient advised he was trimming plastic at his work and the knife slipped while trimming. North Memorial Paramedics arrived and transported the patient to the hospital.

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

West Hennepin Public Safety
Monthly Claims
 September 2022

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Liability Check	09/01/2022	B-MP	Bank of Maple Plain - Paychecks	Aug 16-31, 2022 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-28,072.24
Liability Check	09/01/2022	IRS	Internal Revenue Service	Aug 16-31, 2022 payroll	West Hennepin Public Safety	√	-SPLIT-	-5,721.74
Liability Check	09/01/2022	EJ	John Hancock	Aug 16-31, 2022 payroll	West Hennepin Public Safety	√	-SPLIT-	-1,250.00
Liability Check	09/01/2022	MN REV	MN Dept. of Revenue	Aug 16-31, 2022 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-1,935.00
Liability Check	09/01/2022	HSA	Optum Bank	Aug 16-31, 2022 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-724.00
Liability Check	09/01/2022	PERA	PERA	Aug 16-31, 2022 payroll	West Hennepin Public Safety	√	-SPLIT-	-11,902.17
Liability Check	09/01/2022	FSA	TASC	Aug 16-31, 2022 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-64.84
Check	09/01/2022	34689	Mid-County Coop	contracted down payment	West Hennepin Public Safety	√	304 - Fuel and Oil	-7,000.00
Deposit	09/07/2022			Deposit	West Hennepin Public Safety	√	-SPLIT-	152,316.04
General Journal	09/07/2022	616		monthly requisition, Sept. 2022	West Hennepin Public Safety	√	1701 - Capital Improvement Fund	-2,916.00
Check	09/09/2022	HSA	Optum	employer HSA contribution	West Hennepin Public Safety	√	104 C - Employer HSA Contributions	-333.32
Check	09/12/2022	34670	Lofler - Leasing	copier lease	West Hennepin Public Safety	√	203 - Office/Opr Equip Maintenance	-207.85
Check	09/12/2022	34671	CenterPoint Energy	office gas usage	West Hennepin Public Safety	√	207 - Utilities/Gas/Electric	-67.57
Check	09/12/2022	34672	Thomson Reuters - West	investigative website access	West Hennepin Public Safety	√	302 A3 - Investigative IT Fees	-110.25
Check	09/12/2022	34673	Element Technologies, LLC	IT support	West Hennepin Public Safety	√	-SPLIT-	-5,512.50
Check	09/12/2022	34674	Hennepin County Accounts Receivable	radio/MDC fees	West Hennepin Public Safety	√	302 F - Radios, MDCs	-1,163.79
Check	09/12/2022	34675	Davis Chevrolet of Delano	squad mtnc	West Hennepin Public Safety	√	-SPLIT-	-231.82
Check	09/12/2022	34676	Delano Carquest	squad mtnc/cleaning supplies	West Hennepin Public Safety	√	-SPLIT-	-77.99
Check	09/12/2022	34677	Suburban Tire Wholesale Inc.	squad tires	West Hennepin Public Safety	√	303 - Auto Maintenance	-561.68
Check	09/12/2022	34678	Mid-County Coop	fuel tank fills	West Hennepin Public Safety	√	-SPLIT-	-1,833.41
Check	09/12/2022	34679	Madden Galanter Hansen	attorney fees	West Hennepin Public Safety	√	404 - Contingency Fund	-228.00
Check	09/12/2022	34680	Cardmember Service	monthly credit card charges	West Hennepin Public Safety	√	-SPLIT-	-1,889.42
Check	09/12/2022	1590	ECM Publishers, Inc.	Back to School ad	West Hennepin Public Safety	√	301 - Printing	-75.00
Check	09/12/2022	1590	ECM Publishers, Inc.	newspaper safety ad	West Hennepin Crime Prevention	√	301 - Printing	-75.00
Check	09/13/2022	34681	Galls, LLC	uniform expense	West Hennepin Public Safety	√	105 - Uniform Expense	-36.00
Liability Check	09/16/2022	B-MP	Bank of Maple Plain - Paychecks	direct deposits	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-28,330.03
Liability Check	09/16/2022	IRS	Internal Revenue Service	Sept. 1-15, 2022 payroll	West Hennepin Public Safety	√	-SPLIT-	-5,469.36
Liability Check	09/16/2022	1593	MN Dept. of Revenue	Sept. 1-15, 2022 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-1,865.00
Liability Check	09/16/2022	FSA	TASC	Sept. 1-15, 2022 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-64.84
Liability Check	09/16/2022	EJ	John Hancock	Sept. 1-15, 2022 payroll	West Hennepin Public Safety	√	-SPLIT-	-1,250.00
Liability Check	09/16/2022	HSA	Optum Bank	Sept. 1-15, 2022 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-724.00
Liability Check	09/16/2022	PERA	PERA	Sept. 1-15, 2022 payroll	West Hennepin Public Safety	√	-SPLIT-	-11,551.83
Check	09/16/2022	B-MP	Bank of Maple Plain	direct deposit batch item fee	West Hennepin Public Safety	√	101 H - Payroll ACH Fees	-1.10
Check	09/16/2022	B-MP	Bank of Maple Plain	direct deposit batch orig fees	West Hennepin Public Safety	√	101 H - Payroll ACH Fees	-5.90
Check	09/16/2022	B-MP	Bank of Maple Plain	direct deposit service fee	West Hennepin Public Safety	√	101 H - Payroll ACH Fees	-9.95
Deposit	09/22/2022			Deposit	West Hennepin Public Safety	√	-SPLIT-	8,460.78
Deposit	09/22/2022			Deposit	West Hennepin Crime Prevention	√	404 - Contingency Fund	231.18
Check	09/26/2022	1591	Kelly's Towing, LLC	tow fee	West Hennepin Crime Prevention	√	404 - Contingency Fund	-231.18
Check	09/26/2022	34682	HealthPartners Group	medical ins premium	West Hennepin Public Safety	√	-SPLIT-	-20,514.08
Check	09/26/2022	34683	TASC	COBRA admin fee	West Hennepin Public Safety	√	104 D - Benefits Administration Fees	-36.63
Check	09/26/2022	34684	City of Independence	dental ins premium	West Hennepin Public Safety	√	104 E - Dental Insurance	-1,218.85
Check	09/26/2022	34686	Streicher's Police Equipment	uniform expense	West Hennepin Public Safety	√	105 - Uniform Expense	-164.99
Check	09/26/2022	34687	Employee	uniform expense	West Hennepin Public Safety	√	105 - Uniform Expense	-104.03
Check	09/26/2022	34688	Verizon Wireless	cell phones, wireless aircards	West Hennepin Public Safety	√	201 - Telephone	-1,156.11
Check	09/26/2022	34689	Axon Enterprises, Inc.	taser supplies	West Hennepin Public Safety	√	204 - Office/Operating Supplies	-905.43
Check	09/26/2022	34691	Office of MNIT Services	monthly WAN service	West Hennepin Public Safety	√	302 A2a - IT Support & Fees	-49.30
Check	09/26/2022	34692	Action Fleet, LLC	squad decommission	West Hennepin Public Safety	√	303 - Auto Maintenance	-635.00
Check	09/26/2022	34693	Davis Chevrolet of Delano	squad mtnc	West Hennepin Public Safety	√	-SPLIT-	-530.04
Check	09/26/2022	34694	Mid-County Coop	fuel tank fill	West Hennepin Public Safety	√	-SPLIT-	-1,834.50
Check	09/26/2022	34696	City of Monticello	animal control charges	West Hennepin Public Safety	√	404 - Contingency Fund	-180.00
Check	09/26/2022	34697	Win the Day Everyday	fitness center consulting service	West Hennepin Public Safety	√	404 - Contingency Fund	-200.00
Check	09/26/2022	34895	Peterson Counseling & Consulting	consulting service	West Hennepin Public Safety	√	307 F - Wellness Program	-125.00
Check	09/26/2022	34685	Reliance Standard Life Ins.	long term disability ins premium	West Hennepin Public Safety	√	104 H - Long Term Disability	-483.61
Check	09/26/2022	34690	City of Independence	expenses reimb	West Hennepin Public Safety	√	-SPLIT-	-2,054.19
Check	09/26/2022	34698	Voided	VOID: voided	West Hennepin Public Safety	√	404 - Contingency Fund	0.00
Check	09/27/2022	34699	On-Site Medical Services Inc.	hearing/FIT testing	West Hennepin Public Safety	√	-SPLIT-	-910.00
Check	09/28/2022	34700	Total Printing Services	business cards	West Hennepin Public Safety	√	301 - Printing	-85.00
Check	09/28/2022	34701	Employee	training expenses	West Hennepin Public Safety	√	-SPLIT-	-203.01
Liability Check	09/30/2022	B-MP	Bank of Maple Plain - Paychecks	Sept. 16-30, 2022 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-28,796.98
Liability Check	09/30/2022	IRS	Internal Revenue Service	Sept. 16-30, 2022 payroll	West Hennepin Public Safety	√	-SPLIT-	-5,589.72
Liability Check	09/30/2022	MN REV	MN Dept. of Revenue	Sept. 16-30, 2022 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-1,907.00
Liability Check	09/30/2022	EJ	John Hancock	Sept. 16-30, 2022	West Hennepin Public Safety	√	-SPLIT-	-1,250.00
Liability Check	09/30/2022	HSA	Optum Bank	Sept. 16-30, 2022 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-734.00
Liability Check	09/30/2022	PERA	PERA	Sept. 16-30, 2022 payroll	West Hennepin Public Safety	√	-SPLIT-	-11,762.27
Liability Check	09/30/2022	FSA	TASC	Sept. 16-30, 2022 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-64.84
Deposit	09/30/2022			Deposit	West Hennepin Public Safety	√	-SPLIT-	11.75
Deposit	09/30/2022			Deposit	West Hennepin Public Safety	√	-SPLIT-	120.00
Deposit	09/30/2022			Interest	West Hennepin Crime Prevention	√	503 F - Interest	1.35
Deposit	09/30/2022			Interest	West Hennepin Reserves	√	503 F - Interest	0.71
Deposit	09/30/2022			Deposit	West Hennepin Public Safety	√	503 O1 - State Aid to LE	85,974.38
Deposit	09/30/2022			Interest	West Hennepin Public Safety	√	503 F - Interest	67.13

AUDITED & APPROVED: _____

DATE: _____

West Hennepin Public Safety
Monthly Claims
 October 2022

Type	Date	Num	Name	Memo	Account	Cir	Split	Amount
Deposit	10/03/2022			Deposit	West Hennepin Public Safety	√	503 V3 - Other	608.96
Deposit	10/03/2022			Deposit	West Hennepin Public Safety	√	-SPLIT-	67,315.92
General Journal	10/03/2022	617		monthly requisition, October 2022	West Hennepin Public Safety	√	1701 - Capital Improvement Fund	-2,916.00
Check	10/05/2022	34702	Employee	uniform expense	West Hennepin Public Safety	√	105 - Uniform Expense	-78.93
Check	10/11/2022	34703	Streichler's Police Equipment	uniform expense	West Hennepin Public Safety	√	-SPLIT-	-297.94
Check	10/11/2022	34705	Loffler - Leasing	copier lease	West Hennepin Public Safety	√	203 - Office/Opr Equip Maintenance	-196.02
Check	10/11/2022	34704	DataWorks Plus LLC	annual mtrnc agrmt	West Hennepin Public Safety	√	203 - Office/Opr Equip Maintenance	-200.78
Check	10/11/2022	34707	Pilgrim Dry Cleaners	drycleaning expense	West Hennepin Public Safety	√	204 - Office/Operating Supplies	-23.43
Check	10/11/2022	34706	CenterPoint Energy	office gas usage	West Hennepin Public Safety	√	207 - Utilities/Gas/Electric	-69.10
Check	10/11/2022	34709	Thomson Reuters - West	website access	West Hennepin Public Safety	√	302 A3 - Investigative IT Fees	-110.25
Check	10/11/2022	34710	Bureau of Crim. Apprehension	annual CJDN Access Fees	West Hennepin Public Safety	√	302 A4 - State IT Connection Fees	-1,560.00
Check	10/11/2022	34711	Element Technologies, LLC	IT support, computer upgrades	West Hennepin Public Safety	√	-SPLIT-	-16,453.39
Check	10/11/2022	34712	Davis Chevrolet of Delano	squad maintenance	West Hennepin Public Safety	√	-SPLIT-	-204.10
Check	10/11/2022	34713	Mid-County Coop	fuel tank fill	West Hennepin Public Safety	√	304 - Fuel and Oil	-682.43
Check	10/11/2022	34714	Lexipol LLC	LE policy manual & daily trng bulletins access	West Hennepin Public Safety	√	-SPLIT-	-5,238.46
Check	10/11/2022	34715	North Memorial	training registration fees	West Hennepin Public Safety	√	-SPLIT-	-240.00
Check	10/11/2022	34705	Employee	uniform expense	West Hennepin Public Safety	√	105 - Uniform Expense	-1,699.80
Check	10/11/2022	34716	Hennepin County Accounts Receivable	radio/MDC's	West Hennepin Public Safety	√	302 F - Radios, MDC's	-1,163.79
Check	10/11/2022	34717	Cardmember Service	monthly credit card charges	West Hennepin Public Safety	√	-SPLIT-	-364.84
General Journal	10/11/2022	618		2 new computer work stations	1701 - Capital Improvement Fund	√	West Hennepin Public Safety	-10,976.39
Check	10/12/2022	HSA	Optum Bank	HSA contributions	West Hennepin Public Safety	√	104 C - Employer HSA Contributions	-7,000.00
Deposit	10/14/2022			Deposit	West Hennepin Public Safety	√	503 V3 - Other	726.00
Liability Check	10/17/2022	IRS	Internal Revenue Service	Oct. 1-15, 2022 payroll	West Hennepin Public Safety	√	-SPLIT-	-5,713.22
Liability Check	10/17/2022	MN REV	MN Dept. of Revenue	Oct. 1-15, 2022 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-1,908.00
Liability Check	10/17/2022	B-MP	Bank of Maple Plain - Paychecks	Oct. 1-15, 2022 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-30,327.07
Liability Check	10/17/2022	EJ	John Hancock	Oct. 1-15, 2022 payroll	West Hennepin Public Safety	√	-SPLIT-	-1,250.00
Liability Check	10/17/2022	HSA	Optum Bank	Oct. 1-15, 2022 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-734.00
Liability Check	10/17/2022	PERA	PERA	Oct. 1-15, 2022 payroll	West Hennepin Public Safety	√	-SPLIT-	-12,308.71
Liability Check	10/17/2022	FSA	TASC	Oct. 1-15, 2022 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-64.64
Check	10/17/2022	B-MP	Bank of Maple Plain	direct deposit batch item fee	West Hennepin Public Safety	√	101 H - Payroll ACH Fees	-1.10
Check	10/17/2022	B-MP	Bank of Maple Plain	direct deposit batch orig fees	West Hennepin Public Safety	√	101 H - Payroll ACH Fees	-5.90
Check	10/17/2022	B-MP	Bank of Maple Plain	direct deposit service fee	West Hennepin Public Safety	√	101 H - Payroll ACH Fees	-9.95
Check	10/25/2022	34716	HealthPartners Group	medical ins premium	West Hennepin Public Safety	√	-SPLIT-	-20,102.29
Check	10/25/2022	34719	Optum	HSA maintenance fees	West Hennepin Public Safety	√	104 D - Benefits Administration Fees	-85.00
Check	10/25/2022	34720	City of Independence	dental ins premium	West Hennepin Public Safety	√	104 E - Dental Insurance	-1,173.91
Check	10/25/2022	34721	Reliance Standard Life Ins	ltd ins premiums	West Hennepin Public Safety	√	104 H - Long Term Disability	-463.61
Check	10/25/2022	34722	Verizon Wireless	cell phones and aircards	West Hennepin Public Safety	√	201 - Telephone	-746.36
Check	10/25/2022	34723	Office of MNIT Services	monthly WAN service	West Hennepin Public Safety	√	302 A2a - IT Support & Fees	-49.30
Check	10/25/2022	34724	Driver and Vehicle Services	vehicle tabs renewal	West Hennepin Public Safety	√	303 - Auto Maintenance	-14.25
Check	10/25/2022	34725	Mid-County Coop	fuel tank refill	West Hennepin Public Safety	√	-SPLIT-	-1,565.06
Check	10/25/2022	34726	Madden Galanter Hansen	attorney fee	West Hennepin Public Safety	√	404 - Contingency Fund	-280.00
Check	10/26/2022	34727	Employee	expense reimb	West Hennepin Public Safety	√	609 - Community Policing	-130.04
Check	10/26/2022	34728	Employee	training expense reimb	West Hennepin Public Safety	√	-SPLIT-	-314.98
Check	10/26/2022	34729	Employee	uniform equipment reimb	West Hennepin Public Safety	√	105 - Uniform Expense	-609.96
Check	10/27/2022	34730	City of Independence	shared expenses reimb	West Hennepin Public Safety	√	-SPLIT-	-1,099.78
Check	10/31/2022	34731	Peterson Counseling & Consulting	counseling service	West Hennepin Public Safety	√	307 F - Wellness Program	-455.00
Check	10/31/2022	34732	Williams Towing	squad tire repair	West Hennepin Public Safety	√	303 - Auto Maintenance	-125.00
Check	10/31/2022	34733	Coborn's Car Wash	squad mtrnc expense	West Hennepin Public Safety	√	303 - Auto Maintenance	-296.00
Check	10/31/2022	34734	Davis Chevrolet of Delano	squad repair	West Hennepin Public Safety	√	303 - Auto Maintenance	-21.98
Deposit	10/31/2022			Deposit	West Hennepin Public Safety	√	-SPLIT-	240.00
Check	10/31/2022	34735	Streichler's Police Equipment	uniform expenses	West Hennepin Public Safety	√	-SPLIT-	-108.97
Check	10/31/2022	34736	Mid-County Coop	fuel tank fill	West Hennepin Public Safety	√	304 - Fuel and Oil	-924.17
Deposit	10/31/2022			Deposit	West Hennepin Public Safety	√	-SPLIT-	3,035.38
Deposit	10/31/2022			Interest	West Hennepin Public Safety	√	503 F - Interest	84.03
Deposit	10/31/2022			Interest	West Hennepin Crime Prevention	√	503 F - Interest	1.21
Deposit	10/31/2022			Interest	West Hennepin Reserves	√	503 F - Interest	0.65

AUDITED & APPROVED: _____

DATE: _____

West Hennepin Public Safety
 Monthly Claims
 November 2022

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Deposit	11/01/2022			Deposit	West Hennepin Crime Prevention	√	503 G - Miscellaneous	3,114.00
Liability Check	11/01/2022	B-MP	Bank of Maple Plain - Paychecks	Oct. 18-31, 2022 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-27,827.98
Liability Check	11/01/2022	IRS	Internal Revenue Service	Oct. 18-31, 2022 payroll	West Hennepin Public Safety	√	-SPLIT-	-5,375.32
Liability Check	11/01/2022	MN REV	MN Dept. of Revenue	Oct. 18-31, 2022 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-1,822.00
Liability Check	11/01/2022	EJ	John Hancock	Oct. 18-31, 2022 payroll	West Hennepin Public Safety	√	-SPLIT-	-1,250.00
Liability Check	11/01/2022	HSA	Optum Bank	Oct. 18-31, 2022 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-734.00
Liability Check	11/01/2022	PERA	PERA	Oct. 18-31, 2022 payroll	West Hennepin Public Safety	√	-SPLIT-	-11,300.62
Liability Check	11/01/2022	FSA	TASC	oct. 18-31, 2022 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-84.84
Deposit	11/01/2022			Deposit	West Hennepin Public Safety	√	-SPLIT-	158,316.04
General Journal	11/01/2022	819		monthly requisition, November 2022	West Hennepin Public Safety	√	1701 - Capital Improvement Fund	-2,916.00
Check	11/15/2022	34737	Employee	uniform expense reimb	West Hennepin Public Safety	√	105 - Uniform Expense	-103.07
Check	11/15/2022	34738	Language Line Services	language interpreter	West Hennepin Public Safety	√	201 - Telephone	-25.20
Check	11/15/2022	34739	Loffler - Leasing	copier lease	West Hennepin Public Safety	√	203 - Office/Oper Equip Maintenance	-186.77
Check	11/15/2022	34740	Sirchie Acquisition Company LLC	evidence supplies	West Hennepin Public Safety	√	204 - Office/Operating Supplies	-105.72
Check	11/15/2022	34741	Cardmember Service	monthly credit card charges	West Hennepin Public Safety	√	-SPLIT-	-2,190.63
Check	11/15/2022	34742	CenterPoint Energy	office gas usage	West Hennepin Public Safety	√	207 - Utilities/Gas/Electric	-341.62
Check	11/15/2022	34743	Element Technologies, LLC	IT support services	West Hennepin Public Safety	√	-SPLIT-	-5,461.50
Check	11/15/2022	34744	Thomson Reuters - West	investigative website access	West Hennepin Public Safety	√	302 A3 - Investigative IT Fees	-110.25
Check	11/15/2022	34745	Hennepin County Accounts Receivable	radio & MDC fees	West Hennepin Public Safety	√	302 F - Radios, MDCs	-1,163.79
Check	11/15/2022	34746	Davis Chevrolet of Delano	VOID: squad mtrc/repairs	West Hennepin Public Safety	√	-SPLIT-	0.00
Check	11/15/2022	34747	Delano Coquest	mic squad mtrc supplies	West Hennepin Public Safety	√	303 - Auto Maintenance	-19.95
Check	11/15/2022	34748	Mid-County Coop	fuel tank refill	West Hennepin Public Safety	√	-SPLIT-	-1,287.28
Check	11/15/2022	34749	City of Corcoran	training expense	West Hennepin Public Safety	√	307 A3 - Chief's Mileage	-62.40
Check	11/15/2022	34750	Madden Galanter Hansen	legal fees	West Hennepin Public Safety	√	404 - Contingency Fund	-2,207.85
Liability Check	11/16/2022	B-MP	Bank of Maple Plain - Paychecks	Nov 1-15, 2022 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-26,013.59
Liability Check	11/16/2022	IRS	Internal Revenue Service	Nov 1-15, 2022 payroll	West Hennepin Public Safety	√	-SPLIT-	-5,449.36
Liability Check	11/16/2022	MN REV	MN Dept. of Revenue	Nov 1-15, 2022 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-1,842.00
Liability Check	11/16/2022	FSA	TASC	Nov 1-15, 2022 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-84.84
Liability Check	11/16/2022	EJ	John Hancock	Nov 1-15, 2022 payroll	West Hennepin Public Safety	√	-SPLIT-	-1,250.00
Liability Check	11/16/2022	HSA	Optum Bank	Nov 1-15, 2022 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-734.00
Liability Check	11/16/2022	PERA	PERA	Nov 1-15, 2022 payroll	West Hennepin Public Safety	√	-SPLIT-	-11,392.65
Check	11/16/2022	34751	Davis Chevrolet of Delano	squad mtrc/repairs	West Hennepin Public Safety	√	-SPLIT-	-250.17
Check	11/16/2022	B-MP	Bank of Maple Plain	direct deposit batch item fee	West Hennepin Public Safety	√	101 H - Payroll ACH Fees	-1.10
Check	11/16/2022	B-MP	Bank of Maple Plain	direct deposit batch orig fees	West Hennepin Public Safety	√	101 H - Payroll ACH Fees	-5.90
Check	11/16/2022	B-MP	Bank of Maple Plain	direct deposit service fee	West Hennepin Public Safety	√	101 H - Payroll ACH Fees	-9.95
Deposit	11/16/2022			Deposit	West Hennepin Public Safety	√	503 V3 - Other	6,012.00
Check	11/17/2022	34752	HealthPartners Group	medical ins premium	West Hennepin Public Safety	√	-SPLIT-	-19,762.90
Check	11/17/2022	34753	City of Independence	dental ins premium	West Hennepin Public Safety	√	104 E - Dental Insurance	-1,173.91
Check	11/17/2022	34754	Office of MNIT Services	monthly WAN invoice	West Hennepin Public Safety	√	302 A2a - IT Support & Fees	-49.30
Check	11/17/2022	34755	TASC	FSA admin fee	West Hennepin Public Safety	√	104 D - Benefits Administration Fees	-762.52
Check	11/17/2022	34756	GPS International Technologies Inc.	annual investigative tool fee	West Hennepin Public Safety	√	302 A3 - Investigative IT Fees	-240.00
Deposit	11/17/2022			Deposit	West Hennepin Public Safety	√	503 V3 - Other	5,482.73
Liability Check	11/30/2022	B-MP	Bank of Maple Plain - Paychecks	November 30, 2022 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-28,327.58
Liability Check	11/30/2022	IRS	Internal Revenue Service		West Hennepin Public Safety	√	-SPLIT-	-5,495.00
Liability Check	11/30/2022	EJ	John Hancock	Nov 16-30, 2022 payroll	West Hennepin Public Safety	√	-SPLIT-	-1,250.00
Liability Check	11/30/2022	MN REV	MN Dept. of Revenue	Nov 16-30, 2022 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-1,867.00
Liability Check	11/30/2022	FSA	Optum Bank	Nov 16-30, 2022 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-734.00
Liability Check	11/30/2022	PERA	PERA	VOID: Nov 16-30, 2022 payroll	West Hennepin Public Safety	√	-SPLIT-	0.00
Liability Check	11/30/2022	FSA	TASC	Nov 16-30, 2022 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-84.84
Check	11/30/2022	34757	Standard Insurance Company	life and std ins premium	West Hennepin Public Safety	√	-SPLIT-	-427.14
Check	11/30/2022	34758	Reliance Standard Life ins.	ltd ins premium	West Hennepin Public Safety	√	104 H - Long Term Disability	-558.43
Check	11/30/2022	34759	Verizon Wireless	cell phones & squad aircards	West Hennepin Public Safety	√	201 - Telephone	-746.38
Check	11/30/2022	34760	Sirchie Acquisition Company LLC	evidence supplies	West Hennepin Public Safety	√	204 - Office/Operating Supplies	-23.10
Check	11/30/2022	34761	City of Independence	shared expenses reimb	West Hennepin Public Safety	√	-SPLIT-	-1,027.04
Check	11/30/2022	34762	CenterPoint Energy	office gas usage	West Hennepin Public Safety	√	207 - Utilities/Gas/Electric	-879.40
Check	11/30/2022	34763	Davis Chevrolet of Delano	squad repair/mtrc	West Hennepin Public Safety	√	-SPLIT-	-2,023.59
Check	11/30/2022	34764	Mid-County Coop	fuel tank fill	West Hennepin Public Safety	√	304 - Fuel and Oil	-506.99
Check	11/30/2022	34765	Brownells, Inc.	range supplies	West Hennepin Public Safety	√	307 C7 - Range Supplies	-344.40
Check	11/30/2022	34766	Peterson Counseling & Consulting	consulting services	West Hennepin Public Safety	√	307 F - Wellness Program	-245.00
Check	11/30/2022	34767	Employee	expenses reimb	West Hennepin Public Safety	√	-SPLIT-	-496.46
Check	11/30/2022	34768	Employee	View Santa exp reimb	West Hennepin Public Safety	√	601 A - View Santa	-27.90
Check	11/30/2022	1675	Employee	View Santa exp reimb	West Hennepin Reserves	√	601 A - View Santa	-1,310.54
Deposit	11/30/2022			Deposit	West Hennepin Public Safety	√	-SPLIT-	100.00
Check	11/30/2022	34769	Voided	VOID: void	West Hennepin Public Safety	√	404 - Contingency Fund	0.00
Check	11/30/2022	34770	West Hennepin Public Safety Petty Cash	office petty cash	West Hennepin Public Safety	√	-SPLIT-	-200.00
Deposit	11/30/2022			Deposit	West Hennepin Public Safety	√	-SPLIT-	33,496.91
Check	11/30/2022	34771	MN Sheriffs' Association	training registration	West Hennepin Public Safety	√	307 E4 - Support Staff Schools	-60.00
Deposit	11/30/2022			Interest	West Hennepin Crime Prevention	√	503 F - Interest	2.56
Liability Check	11/30/2022	PERA	PERA	Nov. 16-30, 2022 payroll	West Hennepin Public Safety	√	-SPLIT-	-11,541.36
Deposit	11/30/2022			Interest	West Hennepin Public Safety	√	503 F - Interest	104.87

AUDITED & APPROVED: _____

DATE: _____

West Hennepin Public Safety
Cash Assets
As of November 30, 2022

	<u>Nov 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
West Hennepin Public Safety	
1700 · Cash designated for Severance	54,505.71
1701 · Capital Improvement Fund	31,981.73
1704 · Military PERA Designation	23,411.43
West Hennepin Public Safety - Other	<u>379,564.40</u>
Total West Hennepin Public Safety	<u>489,463.27</u>
Total Checking/Savings	<u>489,463.27</u>
Total Current Assets	<u>489,463.27</u>
TOTAL ASSETS	<u><u>489,463.27</u></u>
LIABILITIES & EQUITY	0.00

**West Hennepin Public Safety
Budget vs. Actual - WHPS Main Acct.
January through November 2022**

	<u>Jan - Nov 22</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
501 · City of Maple Plain	565,369.70	616,894.00	91.65%
502 · City of Independence	1,204,807.38	1,314,399.00	91.65%
503 · Other Income			
503 A · Burn Permits	3,115.00	1,500.00	207.67%
503 B · Copies	1,422.27	500.00	284.45%
503 F · Interest	379.86		
503 G · Miscellaneous	0.00	1,000.00	0.0%
503 I · Reimbursed OT	7,507.06	7,000.00	107.24%
503 O · POST Reimb./State Aid			
503 O1 · State Aid to LE	85,974.38	94,000.00	91.46%
503 O2 · POST Reimb	9,133.35	9,000.00	101.48%
Total 503 O · POST Reimb./State Aid	95,107.73	103,000.00	92.34%
503 P · Sale of Squad Cars	7,340.00	7,000.00	104.86%
503 S · Officer Disability Ins. Reimb.	0.00	3,000.00	0.0%
503 V · Expense Reimbursements			
503 V2 · Health Insurance	8,375.16		
503 V3 · Other	52,676.49		
Total 503 V · Expense Reimbursements	61,051.65		
Total 503 · Other Income	175,923.57	123,000.00	143.03%
Total Income	1,945,900.65	2,054,293.00	94.72%
Gross Profit	1,945,900.65	2,054,293.00	94.72%
Expense			
101 · Payroll Expenses			
Overtime	0.00	18,000.00	0.0%
101 A · Other Overtime	29,703.87		
101 B · Court Overtime	463.73		
101 C · Reimbursable Overtime	8,897.39		
101 D · Severance Pay	6,699.65		
101 G · Court On-Call	329.76		
101 H · Payroll ACH Fees	185.05		
101 I · Holiday Pay	3,601.87		
101 J · Hourly Salary	6,975.84		
101 M · Investigator Incentive	2,200.00		
101 N · Social Security	7,191.87	9,090.00	79.12%
101 O · Medicare	13,433.71	16,617.00	80.84%
101 T · MFF OT	0.00		
101 · Payroll Expenses - Other	888,619.26	1,135,251.00	78.28%
Total 101 · Payroll Expenses	968,302.00	1,178,958.00	82.13%
103 · PERA			
103 A · WHPS PERA - Police	146,225.14		
103 B · WHPS PERA - Support Staff	8,579.83		
103 · PERA - Other	0.00	187,886.00	0.0%
Total 103 · PERA	154,804.97	187,886.00	82.39%

**West Hennepin Public Safety
Budget vs. Actual - WHPS Main Acct.
January through November 2022**

	<u>Jan - Nov 22</u>	<u>Budget</u>	<u>% of Budget</u>
104 · Health Insurance			
104 A · Disability Medical Insurance	29,349.99	34,132.00	85.99%
104 B · Medical Insurance	212,191.86		
104 C · Employer HSA Contributions	48,416.65		
104 D · Benefits Administration Fees	1,668.06		
104 E · Dental Insurance	14,316.95		
104 F · Life Insurance	3,399.99		
104 G · Short Term Disability	2,038.87		
104 H · Long Term Disability	5,883.96		
104 I · Post-Retirement HCSP	13,910.56		
104 · Health Insurance - Other	-10,212.96	293,317.00	-3.48%
Total 104 · Health Insurance	<u>320,963.93</u>	<u>327,449.00</u>	<u>98.02%</u>
105 · Uniform Expense	11,840.09	9,900.00	119.6%
201 · Telephone	9,193.50	17,500.00	52.53%
202 · Postage	853.90	1,400.00	60.99%
203 · Office/Opr Equip Maintenance	4,345.17	8,600.00	50.53%
204 · Office/Operating Supplies	9,066.34	8,900.00	101.87%
205 · Office Rent & Cleaning	3,992.30	6,400.00	62.38%
206 · Books/Dues/Subscriptions	3,364.90	2,150.00	156.51%
207 · Utilities/Gas/Electric	13,250.53	16,450.00	80.55%
301 · Printing	632.56	1,850.00	34.19%
302 · Communications			
302 A · Computer Support			
302 A1 · RMS Fees	9,850.95		
302 A2 · IT Contracted Services/hdwr/sft	18,657.00		
302 A2a · IT Support & Fees	2,879.50		
302 A2b · Computer Software	893.96		
302 A2c · Computer Hardware	7,365.82		
302 A2d · Web Hosting/Email Spam Filterin	1,604.76		
302 A3 · Investigative IT Fees	1,452.75		
302 A4 · State IT Connection Fees	1,950.00		
302 A5 · Other Billable Services	11,846.05		
Total 302 A · Computer Support	<u>56,500.79</u>		
302 F · Radios, MDCs	12,764.31		
302 · Communications - Other	16.12	55,450.00	0.03%
Total 302 · Communications	<u>69,281.22</u>	<u>55,450.00</u>	<u>124.94%</u>
303 · Auto Maintenance	21,149.20	18,000.00	117.5%
304 · Fuel and Oil	41,294.18	35,500.00	116.32%
306 · Insurance			
306 A · Municipal Prop/Liab, Vehicle	35,572.00		
306 B · Worker's Comp	48,534.00		
306 · Insurance - Other	0.00	89,600.00	0.0%
Total 306 · Insurance	<u>84,106.00</u>	<u>89,600.00</u>	<u>93.87%</u>
307 · Schools & Training			
307 A · Chief's Training			
307 A1 · Chief's Lodging	272.22		
307 A2 · Chief's Meals	85.37		
307 A3 · Chief's Mileage	834.21		
307 A4 · Chief's School	3,078.90		
Total 307 A · Chief's Training	<u>4,270.70</u>		

West Hennepin Public Safety
Budget vs. Actual - WHPS Main Acct.
 January through November 2022

	<u>Jan - Nov 22</u>	<u>Budget</u>	<u>% of Budget</u>
307 B · Officer Training			
307 B1 · Officer Lodging	408.33		
307 B2 · Officer Meals	11.00		
307 B4 · Officer Schools	11,888.46		
Total 307 B · Officer Training	<u>12,307.79</u>		
307 C · Range Training			
307 C7 · Range Supplies	344.40		
Total 307 C · Range Training	<u>344.40</u>		
307 E · Support Staff Training			
307 E1 · Support Staff Lodging	576.37		
307 E2 · Support Staff Meals	15.20		
307 E3 · Support Staff Mileage	67.98		
307 E4 · Support Staff Schools	1,260.00		
307 E · Support Staff Training - Other	1,010.00		
Total 307 E · Support Staff Training	<u>2,929.55</u>		
307 F · Wellness Program	2,365.00		
307 · Schools & Training - Other	0.00	24,700.00	0.0%
Total 307 · Schools & Training	<u>22,217.44</u>	<u>24,700.00</u>	<u>89.95%</u>
308 · Audit	11,225.00	10,900.00	102.96%
4001 · Reconciliation Discrepancies	-0.02		
401 · Office Equipment	6,025.61	5,000.00	120.51%
402 · Capital Improvement Plan	55,811.56	35,000.00	159.46%
403 · Equipment			
403 F · Firearms	6,428.81		
403 G · Misc Equipment	2,198.24		
403 I · Civil Unrest/Less-Lethal Suppli	918.80		
403 · Equipment - Other	111.00	9,800.00	1.13%
Total 403 · Equipment	<u>9,656.85</u>	<u>9,800.00</u>	<u>98.54%</u>
404 · Contingency Fund	9,801.79		
601 · Reserve Program			
601 A · View Santa	669.85		
601 B · Training	630.00		
601 D · Uniform	36.00		
601 E · Meetings	164.15		
601 · Reserve Program - Other	0.00	1,500.00	0.0%
Total 601 · Reserve Program	<u>1,500.00</u>	<u>1,500.00</u>	<u>100.0%</u>
608 · Citizens Academy	1,013.08	1,000.00	101.31%
609 · Community Policing	130.04	400.00	32.51%
Total Expense	<u>1,833,822.14</u>	<u>2,054,293.00</u>	<u>89.27%</u>
Net Ordinary Income	112,078.51	0.00	100.0%
Other Income/Expense			
Other Expense			
4000 · Closing Bal Expense	650.00		
Total Other Expense	<u>650.00</u>		
Net Other Income	<u>-650.00</u>	<u>0.00</u>	<u>100.0%</u>
Net Income	<u>111,428.51</u>	<u>0.00</u>	<u>100.0%</u>

West Hennepin Public Safety
Budget vs. Actual - Crime Prevention
January - November 2022

	Jan - Nov '22
Ordinary Income/Expense	
Income	
501 · City of Maple Plain	0.00
502 · City of Independence	0.00
503 · Other Income	7,152.01
Total Income	7,152.01
Gross Profit	7,152.01
Expense	
101 · Payroll Expenses	0.00
103 · PERA	0.00
104 · Health Insurance	0.00
105 · Uniform Expense	0.00
201 · Telephone	0.00
202 · Postage	0.00
203 · Office/Opr Equip Maintenance	0.00
204 · Office/Operating Supplies	443.95
205 · Office Rent & Cleaning	0.00
206 · Books/Dues/Subscriptions	0.00
207 · Utilities/Gas/Electric	0.00
301 · Printing	75.00
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	893.00
404 · Contingency Fund	375.46
601 · Reserve Program	0.00
602 · Comm. Ed	0.00
607 · DWI Forfeiture Expense	0.00
608 · Citizens Academy	0.00
609 · Community Policing	0.00
Total Expense	1,787.41
Beginning Balance	7,897.38
Ending Balance	13,261.98

**West Hennepin Public Safety
Budget vs. Actual - Reserves
January - November 2022**

	Jan - Nov '22
Ordinary Income/Expense	
Income	
501 · City of Maple Plain	0.00
502 · City of Independence	0.00
503 · Other Income	4.20
Total Income	4.20
Gross Profit	4.20
Expense	
101 · Payroll Expenses	0.00
103 · PERA	0.00
104 · Health Insurance	0.00
105 · Uniform Expense	0.00
201 · Telephone	0.00
202 · Postage	0.00
203 · Office/Opr Equip Maintenance	0.00
204 · Office/Operating Supplies	0.00
205 · Office Rent & Cleaning	0.00
206 · Books/Dues/Subscriptions	0.00
207 · Utilities/Gas/Electric	0.00
301 · Printing	0.00
302 · Communications	0.00
303 · Auto Maintenance	0.00
304 · Fuel and Oil	0.00
306 · Insurance	0.00
307 · Schools & Training	0.00
308 · Audit	0.00
401 · Office Equipment	0.00
402 · Capital Improvement Plan	0.00
403 · Equipment	0.00
601 · Reserve Program	1,332.05
602 · Comm. Ed	0.00
608 · Citizens Academy	0.00
609 · Community Policing	0.00
Total Expense	1,332.05
Beginning Balance	5,434.35
Ending Balance	4,106.50

**West Hennepin Public Safety
Forfeiture Fund
January - November 2022**

	Jan - Nov '22
Ordinary Income/Expense	
Income	
501 · City of Maple Plain	0.00
502 · City of Independence	0.00
503 · Other Income	0.00
Total Income	0.00
Gross Profit	0.00
Expense	
101 · Payroll Expenses	0.00
103 · PERA	0.00
104 · Health Insurance	0.00
105 · Uniform Expense	0.00
201 · Telephone	0.00
202 · Postage	0.00
203 · Office/Opr Equip Maintenance	0.00
204 · Office/Operating Supplies	0.00
205 · Office Rent & Cleaning	0.00
206 · Books/Dues/Subscriptions	0.00
207 · Utilities/Gas/Electric	0.00
301 · Printing	0.00
302 · Communications	0.00
303 · Auto Maintenance	0.00
304 · Fuel and Oil	0.00
306 · Insurance	0.00
307 · Schools & Training	0.00
308 · Audit	0.00
401 · Office Equipment	0.00
402 · Capital Improvement Plan	0.00
403 · Equipment	0.00
601 · Reserve Program	0.00
608 · Citizens Academy	0.00
Total Expense	0.00
Net Ordinary Income	0.00
 Beginning Balance	 31,352.97
 Ending Balance	 31,352.97

**West Hennepin Public Safety
Capital Outlay Fund Report
January - November 2022**

	Jan - Nov '22
Ordinary Income/Expense	
Income	
501 · City of Maple Plain	0.00
502 · City of Independence	0.00
503 · Other Income	0.00
	0.00
Total Income	0.00
Gross Profit	0.00
Expense	
402 · Capital Improvement Plan	58,009.80
<i>Purchased squad 75, '19 Jeep Grand Cherokee</i>	36,629.63
<i>Squad 66 decommission</i>	420.00
<i>Squad 75 build</i>	7,882.54
<i>Tactical Segreti-Fighting Shield</i>	2,198.24
<i>2 new computer work stations</i>	10,879.39
	58,009.80
Total Expense	58,009.80
Net Ordinary Income	-58,009.80
Beginning Balance	57,907.53
J.E., Jan Requisition, 1 @ \$2,924	2,924.00
J.E. Feb - Nov Requisition, 10 @ \$2,916.00	29,160.00
	31,981.73
Ending Balance	31,981.73

**West Hennepin Public Safety
Military PERA Designation Report
January - November 2022**

	<u>Jan - Nov '22</u>
Beginning Balance	22,728.57
WHPS PERA per Paycheck:	
1/16/2022	632.28
8% Interest	<u>50.58</u>
Subtotal	<u>682.86</u>
Ending Balance	<u>23,411.43</u>

**West Hennepin Public Safety
Severance Fund Report
January - November 2022**

	Jan - Nov '22
Ordinary Income/Expense	
Income	
501 · City of Maple Plain	0.00
502 · City of Independence	0.00
503 · Other Income	0.00
Total Income	0.00
Gross Profit	0.00
Expense	
101 · Payroll Expenses	13,910.56
1/31/22 101 · Payroll Expenses - CORRECTION	-13,910.56
1/31/22 101 · Payroll Expenses	7,109.57
Total Expense	7,109.57
Net Ordinary Income	-7,109.57
 Beginning Balance	 61,615.28
 Ending Balance	 54,505.71

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

November 2022

<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	191.46	32.50	223.96	9,231.63
KAYLEN BOEDDEKER	80	2.64	32.00	34.64	914.50
JOSH BROZEK	120	104.00	91.00	195.00	8,037.90
KIM CURTIS	200	223.98	14.50	238.48	8,103.55
RICK DENNISON	200	213.32	38.25	251.57	12,472.84
SHAWN EBELING	120	107.50	12.93	120.43	4,964.12
JON HOWES	200	161.30	17.75	179.05	7,380.44
GARY KROELLS	200	227.32		227.32	13,861.97
BEN RASKIN	200	184.21	84.00	268.21	11,055.62
CODY THOMPSON	120	115.08	46.38	161.46	6,655.38
LANCE ZILLES	120	110.00	76.00	186.00	7,666.92
TOTAL		<u>1,640.81</u>	<u>445.31</u>	<u>2,086.12</u>	<u>\$ 90,344.87</u>
			<i>Maple Plain</i>	32.29%	29,172.36
			<i>Independence</i>	67.71%	<u>61,172.51</u>
					90,344.87

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

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

November 2022

<u>EMPLOYEE</u>	<u>SICK HRS</u>	<u>TOTAL SICK</u>	<u>1/3 SICK</u>	<u>1/2 SICK</u>
Ben Anderson	765.00	31,533.30		15,766.65
Kaylen Boeddeker	20.00	528.00	175.82	
Josh Brozek	282.00	11,624.04	3,870.81	
Kim Curtis	740.00	25,145.20		12,572.60
Rick Denneson	1,048.00	51,959.84		25,979.92
Shawn Ebeling	371.50	15,313.23	5,099.31	
Jon Howes	1,044.00	43,033.68	14,330.22	
Gary Kroells	1,048.00	63,907.04		31,953.52
Ben Raskin	1,048.00	43,198.56	14,385.12	
Cody Thompson	402.00	16,570.44	5,517.96	
Lance Zilles	637.50	26,277.75	8,750.49	
TOTAL	7,406.00	329,091.08	52,129.72	86,272.69

Total Sick: 138,402.41

Maple Plain 32.29% 44,690.14
Independence 67.71% 93,712.27

Severance as of November 1, 2022: \$54,505.71
Severance as of November 30, 2022: \$54,505.71

Severance is currently funded at: 39.38%

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

Gary Kroells

From: Connie [REDACTED]
Sent: Thursday, November 3, 2022 10:07 AM
To: Gary Kroells
Subject: Officer Howes

Hi, just wanted to drop a note to say that Officer Howes so awesome yesterday during my medical emergency. He saw me at my worst and was able to calm me down. He was very thorough on checking vitals and getting my meds for the paramedics. He is a huge asset for the WHPS team. I'm very grateful for your entire team.

Thank you!

Connie Francis

--

Connie [REDACTED]

1034.10 ADMINISTRATIVE ASSISTANT

The West Hennepin Public Safety Office Administrator performs difficult professional, clerical, financial and administrative work managing the administrative and support functions of the department. This position provides direct support for police administration and staff, handles sensitive department documents, provides human relation and finance services for the department, including but not limited to accounts payable, accounts receivable, financial reports, employee benefits and payroll, dispatch services and records management, training records, annual insurance renewals and an grant application for the police officer federal vest reimbursement program.

Administrative Assistant handles window walk in services, telephone coverage, MOC coding reports in the records management system and writing and submitting the weekly media release. The main responsibility of this position is to the planning and control of all departmental finances and record systems in order to maintain a coordinated and efficient office and records system. Work is performed independently with guidance from the police chief. Performs other duties as apparent or assigned.

1034.11 SCOPE OF IMPACT

The West Hennepin Public Safety Office Administrator Assistant impacts the effectiveness of the department and performs assigned duties without minimal work direction on daily tasks.

1034.12 ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide office support for the department:
 - Receiving visitors and answering telephone calls; referring callers to proper persons and/or provide requested information and records in accordance with state and local laws and policies; take complaints from the public, preparing written reports or referring complaints to the officer on duty and dispatching calls for officers received on the non-emergency line;
 - Prepare and type correspondence, labels, reports, memos, letters, ordinances;
 - Proofread and edit a variety of documents for the police chief, sergeant, investigator and officers, including general correspondence, reports, memorandums, minutes and statements;
 - Maintain a supply of department forms and office materials;
 - Research, select and recommend purchases of office equipment;
 - Maintain department rosters of employees and volunteer reserve officers;
 - Assist in the preparation and submission of evidence for criminal complaints to the city or county attorney or Minnesota Attorney General's office for processing criminal complaints;
 - Notarize department documents as needed;
 - Create and maintain squad files and expenses, including reporting squad damage claims to League of MN Cities (LMC), create and maintain claim files until claim is completed and closed;
 - Answer inquiries and provide records and information in accordance with data privacy laws and departmental policy;

- Provide support for police related permits and applications;
- Issue burn permits;
- Collect and document fees for burn permits, police report copies, administrative citations and fingerprinting of subjects outside of the department's jurisdiction;
- Process cash and vehicle forfeiture funds;
- Process background checks for handgun applications, permits and licenses for the police chief's approval and signature;
- Process and submit school notification forms for delinquent students;
- Plan and control the filing and maintenance of all departmental records;
- Enter incidents, review supplements and enter MOC codes in the records management system for CJRS state reporting;
- Comply with BCA annual audit standard for reporting information and errors as a Terminal Agency Coordinator (TAC);
- Submit criminal cases to NIBRS when applicable and manage compliance with NIBRS monthly;
- Maintain departmental historical and media records;
- Submit weekly media reports to local media outlets regarding current police calls;
- Provide accurate statistics for the monthly activity report, Vinland Center quarterly report, Highway 12 crash statistics, etc.;
- Manually send citations through e-Charging;
- Use Supplemental Report System (SRS) to submit vehicle pursuits, no knock warrants, and use of force reports to the BCA;
- Process per-diem requests from Hennepin County Jail when received;
- Monitor and purge department files and records in accordance with applicable legal regulations and local retention schedules;
- Maintain squad and body camera video recording records; exports required squad and body camera videos and other requested evidence for case files and data retention, redact body camera video when requested;
- When requested by City or County Attorney, process discovery requests of evidence for criminal court cases;
- Maintain all training records;
- Request suspense fingerprint files from arrestees when applicable, schedule all fingerprint appointments, take fingerprints from civilians and arrestees;
- Evidence Room Technician- Entering and processing articles into evidence when received, maintain organization and carefully manage drugs, weapons, and other articles in the evidence room, follow a strict purging schedule for all evidence, and schedule property releases when requested;
- Support community programs and volunteer reserve program;
- Maintain records and order necessary materials for Citizens Police Academy;
- Maintain department roster for employees, including volunteer reserve officers;
- Attend and record meeting minutes of the police commission and department meetings;
- eFile search warrants for department cases and the department's officer assigned to the West Metro Drug Task Force (WMDTF);
- Process expungement orders and seal records following a Judge's order;

- Maintain and utilize Criminal Justice Terminal Operator certification to data enter stolen/recovered property, missing persons, etc., into the MINCIS/NCIC system;
- Manage monthly CJIS Validation records for stolen property, inquiring with the property owner and advising the MN BCA about current property status;
- Help manage WHPS' website with up-to-date information for convenience of the public;
- Provides human services support;
 - Perform all payroll and payment services, including completion of and filing quarterly federal, state, and unemployment payroll tax reports;
 - Submit employee benefit withholdings to the appropriate benefit company;
 - Track and update employee step increases and salary adjustments;
 - Create and ensure the accuracy of and submit annual employee W-2's to appropriate state and federal organizations and distribute W-2's to employees;
 - Handle all employees' health benefits, HSA contributions, and short and long-term disability contracts and ensure employee withholdings are correctly invoiced and categorized as pre- and post-tax;
 - Perform new employee orientation, explain benefits and assist in completing enrollment forms;
 - Complete and submit online the annual Creditable Coverage Disclosure form;
 - Prepare all employee insurance benefits enrollments, changes and terminations and work directly with the insurance broker throughout the year and during open enrollment, ensuring all forms are completed correctly;
 - Create and maintain annual employee timesheets;
 - Create, distribute, collect and review annual employee benefit forms during open enrollment before forwarding change forms to the insurance benefits broker;
 - Create and submit an annual Employee Salary Census to the insurance benefits broker;
 - Report Worker's Comp claims for reports of injuries on duty and maintain files;
 - Complete all OSHA forms related to Worker's Comp claims and maintain post OSHA Form 300A in a public place as required by U.S. Department of Labor;
 - Provide the department's W-9 and ST3 tax exempt certificate to vendors as requested;
 - Maintain all aspects of the Federal Forfeiture Program (FFP) Program;
 - Attend training and refresher trainings as needed.
- Responsible for finance administration;
 - Handle all accounts payable and receivable and monthly financial reports;
 - Prepare and records monthly deposits for multiple bank accounts;
 - Reconcile multiple bank checking accounts and office petty cash;

- Prepare and assist the accountants with the department's annual financial audit;
 - Prepare and submit required financial documents for the annual workers compensation audit;
 - Assist the police chief with the preparation of the department's annual budget;
 - Computes the annual fringe benefits rate for the Safe and Sober Program.
- Prepare and submit the following reports and forms annually;
 - POST Board Training Reimbursement application;
 - PERA Exclusion Report;
 - PERA Annual Leave Report;
 - PERA Police and Fire Certification Report
 - Minnesota Department of Revenue's Certification of Peace Officers PA-1 form for police state aid reimbursement;
 - Minnesota Department of Public Safety Disability Insurance Benefit Claim form for reimbursement;
 - grant application to the Federal Bulletproof Vest Partnership (BVP) program, and when officers receive a new vest, submit a request for reimbursement from the BVP and State of Minnesota;
 - Equitable Sharing Agreement & Certification (ESAC) form;
 - Minnesota Department of Employee Relations (DOER)'s Pay Equity Implementation Report;
 - Non-Discrimination Assessment;
 - LMC's annual property/casualty insurance renewal for the department;
 - LMC's annual property/casualty insurance renewal for and the Lakes Area ERU Team;
 - LMC's annual Worker's Compensation insurance renewal for the department;
 - Law Enforcement Labor Services Insurance Benefit Report;
 - System Award Management (SAM) Renewal;
 - Bureau of Criminal Apprehension's Law Enforcement Employee Count.
 - Performs additional duties and activities as assigned.

Minimum Qualifications:

- Candidates for this position must have high school diploma or GED.
- Associate degree in business, accounting, public administration or related field,
- Three years of relevant experience in an office support role similar to a public safety department.
- Equal or equivalent combined education and experience.
- Must possess a valid driver's license.

Desired Qualifications:

- Experience in a public safety office setting.
- Be highly motivated in police services and customer service skills.

- Finance skills that include accounts payable/receivable and payroll experiences for over three years.
- Skills in radio communications and dispatching.
- BCA training in criminal history and hot files.
- Police records management system provider experience of data entry and activity reports.
- Customer service skills in person and phone.

Knowledge, Skills and Abilities Required for Successful Job Performance:

- Knowledge of data privacy laws and ability to maintain highest confidentiality when dealing with sensitive or private information.
- Knowledge of the functions and responsibilities of West Hennepin Public Safety, staff, and key community members;
- Knowledge of computer systems, police record management system and quick books or other financial systems;
- Knowledge of financial and human resource matters as it applies to governmental operations.
- Knowledge of and ability to operate standard office software sufficient to manipulate data, draft reports and maintain records;
- Customer service skills including demonstrated ability to build positive relationships with employees and managers;
- Ability to analyze and resolve problems;
- Possess strong organizational and time management skills, with the ability to handle multiple interruptions and adjustment of priorities throughout the day without compromising accuracy or efficiency with a high level of attention o detail combined with the ability to maintain a high level of confidentiality regarding sensitive information and compliance with data practice law.
- Ability to maintain CJIS certification;
- The ability to work independently and to prioritize work requests;
- Verbal and high-level written communication skills sufficient to effectively present information and respond to questions from a wide variety of audiences, and reading comprehension skills sufficient to read, understand and interpret complex and varied work-related materials;
- Ability to work with neighboring public safety agencies and outside professional organizations to continue to learn and bring efficiencies within our organization.
- Ability to communicate effectively, both orally and in writing, and to deal courteously and tactfully with the public, co-workers and external agencies and departments and has considerable knowledge of English vocabulary, spelling, grammar, sentence structure, punctuation and arithmetic.

Physical Demands and Working Conditions:

Physical effort is light, with lifting or carrying up to 25 pounds intermittently in an office setting. Report preparation and word processing will at times require extended use of a keyboard. Work interruptions are frequent. May be the first person to whom a complaint is delivered by a citizen and may involve dealing with and calming individuals who are

emotionally charged over an issue Hearing and vocal communication is required for expressing or exchanging ideas and conveying detailed or important instructions to others accurately, loudly or quickly.

Working Conditions:

Work is performed in a normal office environment..

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

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

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



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 psstech@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:
West Hennepin Public Safety

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: November 14, 2022

Signature: _____ Position: Police Commission Chairperson

November 15, 2022



SUBJECT: Notification to Civilian Governing Body and Local Community

On May 25, 2022, Presidential Executive Order (EO) 14074 “Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety” was signed.

In accordance with EO 14074 (Section 12), State, Tribal, local, and Territorial Law Enforcement agencies (LEAs) must:

- 1) Notify their Civilian Governing Body (CGB) (*i.e.*, City Council, County Government or other local governing body) of its intent to request property from Federal sources (to include Federal funds or grants).
- 2) Notify the Local Community of its request for property transfers, purchases from Federal funds, agencies or subcontractors (including existing transfer contracts or grants).

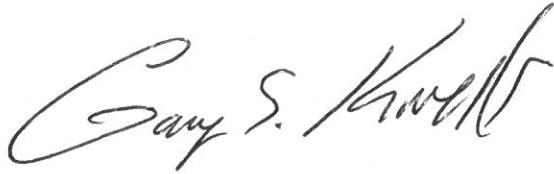
The West Hennepin Public Safety Department may request the below controlled property items from the Law Enforcement Support Office (LESO), or other Federal source:

Controlled Property Description
ALL TERRAIN VEHICLE (ATV); AMMUNITION CONTAINER; AMPLIFIER; ANALYZER, HAZARDOUS MATERIAL IDENTIFICATION; ANTENNA; ARMORED VEHICLE;
BALLISTIC BLANKET; BARRIER, VEHICLE ARRESTING, PORTABLE; BINOCULAR; BLANKETS; BREATHING APPARATUS; CAMERA SYSTEM; COMPASS; COMPUTER
SYSTEM; CONTAINER, AMMUNITION; CONVERSION KIT, RIFLE; COVERALLS; DECONTAMINATION DEVICES; DECONTAMINATION SYSTEM; DETECTOR, GAS
DRIVER VISION ENHANCED; EXPLOSIVE ORDINANCE DISPOSAL ROBOT; FACEMASK; FLASHLIGHT; FORWARD LOOKING INFRARED IMAGING SYSTEM; GENERATOR
GLOBAL POSITIONING SATELLITE (GPS); HEAVY EQUIPMENT/VEHICLES; INSULATION BLANKET; LANDING SEARCHLIGHT; LIFE PRESERVER, VEST; MAGNIFIER
MARKER, IDENTIFICATION; MARKSMANSHIP TRAINER; MEDICAL/FIRST AID SUPPLIES; MISC SMALL ARMS PARTS; MISC COMMUNICATION EQUIPMENT
MULTIMEDIA PROJECTION SET; NAVIGATION SET, SATELLITE SIGNALS; NIGHT VISION DEVICE; NIGHT VISION GOGGLE; NON-ARMORED HMMWV
OFFICE EQUIPMENT; OFFICE SUPPLIES; PORTABLE RADIO; PREFAB & PORTABLE BUILDINGS; PROTECTIVE EYEWEAR; PUBLIC ADDRESS SET; RADIOS
RANGE FINDER, LASER; RANGE FINDER-TARGET DESIGNATOR, LASER; RED DOT SCOPE; RIFLE SCOPE; SEARCHLIGHT; SHIELD, BALLISTIC; SHIPPING CONTAINER
SIGHT, BORE, OPTICAL; SIGHT, HOLOGRAPHIC; SIGHT, INFINITY; SIGHT, REFLEX; SMALL ARMS STORAGE RACKS; SPOTTING INSTRUMENT, OPTICAL
TARGET, TRAINING, MOBILE; TELESCOPE; TENTS/PORTABLE SHELTERS; THERMAL CAMERA AND ACCESSORIES; TRAINING AID/SIMULATORS AND DEVICES
TRANSLATION DEVICE; TRUCK/CARGO AND TANKER; VEHICLE REPAIR PARTS/COMPONENTS; WARM WEATHER CLOTHING/SHOES/BOOTS; SMALL ARMS AND PARTS

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

November 15, 2022
Page 2
(Continued)

Pursuant to EO 14074 (Section 12), this memo fulfills the requirement to notify the Civilian Governing Body (CGB) and Local Community of my agency's intent to request the controlled property items identified in the list above.

A handwritten signature in black ink, reading "Gary S. Kroells". The signature is written in a cursive style with a large, sweeping initial "G".

Gary Kroells
Director of Public Safety
West Hennepin Public Safety



**DEFENSE LOGISTICS AGENCY
DISPOSITION SERVICES
74 WASHINGTON AVENUE NORTH
BATTLE CREEK, MICHIGAN 49037-3092**

APPROVED
By Deborah Smith at 7:39 am, Aug 25, 2022

GPL

August 15, 2022

**MEMORANDUM FOR LAW ENFORCEMENT SUPPORT OFFICE (LESO) PROGRAM
PARTICIPATING LAW ENFORCEMENT AGENCY (LEA)**

SUBJECT: Addendum to LESO Program State Plan of Operation (SPO)

This addendum amends the existing State Plan of Operation (dated February 2021) between the State and Law Enforcement Agency (LEA) and is herein referred to as the SPO Addendum. The SPO Addendum implements requirements found within Presidential Executive Order (EO) 14074 (Section 12), signed on May 25, 2022. In accordance with current SPO-Paragraph 17, notice is being provided of a unilateral change to the SPO. Unless an LEA takes immediate action to terminate the current SPO, the modifications or amendments will become binding.

1) ROLES AND RESPONSIBILITIES The State Shall:

- a) Ensure each LESO Program participating Law Enforcement Agency (LEA) has signed the LESO-approved SPO Addendum no later than January 1, 2023. The SPO Addendum will be signed by the Chief Law Enforcement Official (CLEO) (or assigned designee) and the current State Coordinator (SC) (or authorized State Point of Contact [SPOC]).
- b) Provide LESO with a comprehensive list of LEAs who do not sign the SPO Addendum by January 1, 2023. LESO will restrict the LEA to ensure LEA may not request or receive “controlled” property as defined within this addendum.

2) MODIFICATION TO DEFINITION OF “CONTROLLED” PROPERTY This SPO Addendum adds the below items to the “controlled” property definitions currently found in the 2021 SPO. These items are added pursuant to EO 14074 which reestablishes EO 13688. In 2017, the Law Enforcement Equipment Working Group (established by EO 13688), further added, deleted and refined the definitions of “controlled” items in their annual equipment list review. Provisions within the 2021 MOA applicable to “controlled” property apply to the items listed below (regardless of DEMIL and/or DEMIL Integrity Code). Title and ownership of the “controlled” property listed below remains with the DoD in perpetuity and will not be relinquished to the LEA (regardless of DEMIL and/or Integrity Code). The LESO retains final authority to determine what items qualify as “controlled” property. The below items listed in Section 1.2 of Law Enforcement Equipment Working Group (LEEWG) Recommendations (as modified in 2017), will be managed and issued as controlled property unless other restrictions or conditions are noted:

- a) *Manned Aircraft, Fixed Wing*: Powered aircraft with a crew aboard, such as airplanes, that use a fixed wing for lift. (Note: These items were previously listed as controlled in LESO Program. Any aircraft without commercial application are prohibited).
- b) *Manned Aircraft Rotary Wing*: Powered aircraft with a crew aboard, such as helicopters, that use a rotary wing for lift. (Note: These items were previously listed as controlled in LESO Program. Any aircraft without commercial application are prohibited).

c) *Unmanned Aerial Vehicles*: A remotely piloted powered aircraft without a crew onboard. (Note: These items are not currently issued in the LESO Program).

d) *Armored Vehicles, Wheeled*: Any wheeled vehicle either purpose-built or modified to provide ballistic protection to its occupants, such as a Mine-Resistant Ambush Protected (MRAP) vehicle or an Armored Personnel Carrier (APC). These vehicles are sometimes used by law enforcement personnel involved in dangerous operating conditions, including active shooter or similar high-threat situations. These vehicles often have weapon-firing ports. (Note: These vehicles were previously considered controlled due to DEMIL code and are now prohibited unless certification requirements in Section 3 are met).

e) *Tactical Vehicles, Wheeled*: A vehicle purpose-built to operate on- and off- road in support of military operations, such as a High Mobility Multi-purpose Wheeled Vehicle (HMMWV), 2.5-ton truck, 5-ton truck, or a vehicle with a breaching or entry apparatus attached. These vehicles are sometimes used by law enforcement in rough terrain or inclement weather for search and rescue operations, as well as other law enforcement functions. This excludes commercially available vehicles not tactical in nature, such as pick-up trucks or SUVs. (Note 1: This is LEEWG modified definition from 2017. Note 2: All tactical vehicles will now be considered controlled, and title will not pass. Note 3: Armored vehicles in this category will be considered prohibited unless certification requirements in Section 3 are met).

f) *Command and Control Vehicles*: Any wheeled vehicle either purpose-built or modified to facilitate the operational control and direction of public safety units responding to an incident. Command and control vehicles provide a variety of capabilities to incident Commander, including, but not limited to, the provision for enhanced communications and other situational awareness capabilities. Command and Control Vehicles are similar to a recreational vehicle and can accommodate multiple people at multiple workstations in the command center. This category does not include SUVs and is not intended for other types of vehicles that could serve as a command-and-control center. (Note 1: This is the LEEWG modified definition from 2017. Note 2: Armored vehicles in this category will be considered prohibited unless certification requirements in Section 3 are met).

g) *Specialized Firearms and Ammunition Under .50-Caliber (excludes firearms and ammunition designed for regularly assigned duties) and less lethal launchers*: Weapons and corresponding ammunition for specialized operations or assignment. This includes launchers specifically designed and built to launch less lethal projectiles. This excludes weapons such as service issued handguns, rifles or shotguns that are issued or approved by the agency to be used by all sworn officers/deputies during the course of regularly assigned duties. (Note 1: This is the LEEWG modified definition from 2017. Note 2: The LESO Program only issues weapons under .50 caliber that are designed for regularly assigned duties).

h) *Explosives and Pyrotechnics*: Includes “flash bangs” as well as explosive breaching tools often used by special operations units. (Note: These items were previously prohibited in the LESO Program and are now specifically prohibited in EO 14074).

i) *Breaching Apparatus*: Tools designed to provide rapid entry into a building or through a secured doorway. These tools may be mechanical in nature (a battering ram connected to a vehicle or a propellant), ballistic (slugs), or explosive. This category does not include dual purpose tools such as a sledgehammer or bolt cutter. (Note: This is the LEEWG modified definition from 2017).

j) *Riot/Crowd Control Batons*: Non-expandable of greater length (more than 24 inches) than service-issued types and are intended to protect its wielder during crowd control situations by providing distance from assailants. This category includes all batons with advanced features such as tear gas discharge, electronic or “stun” capabilities. (Note: This is the LEEWG modified definition from 2017).

k) *Riot Helmets*: Helmets designed to protect the wearer's face and head from injury during melees from projectiles including rocks, bricks, liquids, etc. Riot helmets include a visor which protects the face. (Note 1: The LEEWG removed these items from the controlled list in 2017. Note 2: LESO does not issue Kevlar helmets based on DoD policy).

l) *Riot/Crowd Control Shields*: Shields intended to protect wielders from their head to their knees in crowd control situations. Most are designed for the protection of the user from projectiles including rocks, bricks, and liquids. Some afford limited ballistic protection as well. (Note: This is the LEEWG modified definition from 2017).

3) PROHIBITED ITEMS THAT MAY BE ISSUED FOR LIMITED PURPOSES EO 14074 lists the below items as "prohibited" for issue under the LESO Program; however identifies specific authorized uses for these "prohibited" items if requested, utilized and annually certified as being used only in authorized manners. When utilized in an authorized manner (as indicated in the below example descriptions), the items are categorized as "controlled" property.

a) *Long Range Acoustic Devices (LRAD) that do not have commercial application*- LRADs are capable of directing sound over great distances at extreme volume in more geographical precision than an ordinary speaker. Certain LRAD capabilities which are aimed at dispersing individuals or groups as a kinetic use-of-force shall not be used. Examples of LRAD capabilities that shall not be used include (but are not limited to) attention commanding alert tones, powerful warning tones and/or deterrent tones.

i) *Authorized uses*- LRADs may only be utilized as a public address system for commercial purposes. Any other use is not authorized.

ii) *Annual Certification Requirements*- During the LESO Program annual inventory, LEAs with LRADs must certify that the LRAD is utilized exclusively as a public address system for commercial purposes. An LEAs signature on the SPO Addendum agreeing to these new terms will serve as initial certification.

iii) LEAs that do not have a current SPO Addendum on file by January 1, 2023 or who fail to annually certify the LRAD is being used in an authorized manner must return LRAD(s) to DLA Disposition Services.

b) *Vehicles that do not have commercial application*- This includes all tracked and armored vehicles, such as a Mine-Resistant Ambush Protected (MRAP), Armored Personnel Carrier (APC), or Armored HMMWV. (Note: This category excludes vehicles with commercial application, such as pick-up trucks, non-armored HMMWVs, 2.5-ton trucks, 5-ton trucks, or SUVs. The LESO Program identifies/defines vehicles with "commercial application" as items with a DEMIL Code of "A" or DEMIL "Q" (with an Integrity Code of 6) that may be sold to the general public under DoD sales programs).

i) *Authorized uses*- EO 14074 allows limited transfer of vehicles that do not have commercial application if the LEA certifies that the vehicle will be used exclusively for disaster-related emergencies; active shooter scenarios; hostage or other search and rescue operations; or anti-terrorism preparedness, protection, prevention, response, recovery, or relief. Any other use of these vehicles is not authorized.

ii) *Annual Certification Requirements*- During the LESO Program annual inventory, LEAs with these vehicles must certify that the vehicle(s) is utilized exclusively for disaster-related emergencies; active shooter scenarios; hostage or other search and rescue operations; or anti-terrorism preparedness, protection, prevention, response, recovery, or relief. An LEAs signature on the SPO Addendum agreeing to these new terms will serve as initial certification.

iii) LEAs that do not have a current SPO Addendum on file by January 1, 2023 or who fail to annually certify that the vehicle(s) use is exclusively for disaster-related emergencies; active shooter scenarios; hostage or other search and rescue operations; or anti-terrorism preparedness, protection, prevention, response, recovery, or relief must return vehicle(s) to DLA Disposition Services.

4) ACQUIRING (OR RETAINING) CONTROLLED PROPERTY The State shall:

a) Review, verify and only submit to LESO for approval, requests for controlled property by LEAs who have current SPO and SPO Addendum on file with the state.

b) Ensure LEAs return controlled property to DLA Disposition Services if the Department of Justice (DOJ) determines or a Federal, State, Tribal, local, or territorial court enters a final judgment finding that the LEA has engaged in a pattern or practice of civil rights violations.

c) Ensure that prior to requesting/acquiring any controlled property, the LEAs:

i) Provide written or electronic notification to the local community of its intent to request controlled property. The notification must be translated into appropriate languages to inform individuals with limited English proficiency. The LESO Program would *recommend* that LEAs provide a notice of intent to request controlled property to the local community on or before January 1, 2023 and at the beginning of each fiscal year (October 1st) thereafter. This notification should include a comprehensive list of any controlled property that may be requested throughout the year. If this notice of intent does not include a specific controlled property item, such item may not be requested in the LESO Program until 30-days after an updated notice is published.

ii) Provide written or electronic notification to the city council or appropriate local Civilian Governing Body (CGB) of its intent to request controlled property and allow “reasonable opportunity to review” (normally 30-days). The LESO Program would *recommend* that LEAs provide a notice of intent to the CGB on or before January 1, 2023 and at the beginning of each fiscal year (October 1st) thereafter. This notification should include a comprehensive list of any controlled property that may be requested throughout the year. If this notice of intent does not include a specific controlled property item, such item may not be requested in the LESO Program until 30-days after an updated notice is published. Requests for controlled property must comport with all applicable approval requirements of the CGB.

(1) The above requirement includes elected Sheriff’s who also shall notify their CGB or city or county government within their jurisdiction.

(2) In cases of disagreement between requesting LEAs and CGB, the Governor appointed LESO Program State Coordinator (SC) will obtain an advisory opinion from the States Attorney General’s Office on whether CGBs are authorized by state law to deny the request.

iii) *Campus LEAs operating in Institutions of Higher Education (IHE)*- LEAs operating in IHEs otherwise referred to as “Campus Police” or “Campus LEAs” must also adhere to the requirements identified below:

(1) Obtain the IHE Board of Governors (or an equivalent body) *explicit approval* for the acquisition of controlled property. Such approval must be evidenced in the Campus LEAs request submitted to the LESO Program. Silence or inaction by the Campus LEAs Board of Governors does not constitute evidence of approval, and the “reasonable opportunity to review” (normally 30-days) standard does not apply to Campus LEA applications.

(2) Certify that their policies and training include specific provisions on using controlled property in a way that does not chill speech, is not disruptive to the educational environment, and does not foster a hostile climate among students.

(3) Campus LEAs who receive controlled vehicles are required to remove the militaristic appearance (i.e., painting the vehicle a different color).

5) REGIONAL SHARING AGREEMENTS LESO Program participants who are part of a regional sharing agreement must also adhere to the following requirements. LEAs shall:

a) Provide information regarding the size of the region, including the number and size of the LEA with access to the requested controlled property and the estimated population served.

b) Ensure any controlled property providing support in a regional sharing agreement is utilized in accordance with the LESO Program SPO and this SPO Addendum.

c) Ensure that only LESO Program participants within the regional sharing agreement utilize the controlled property. Agencies/activities who are not LESO Program participants may not utilize or direct the use of controlled property obtained via the LESO Program.

d) Obtain SC/SPOC approval to temporarily conditionally loan property to another LESO Program participant within the regional sharing agreement (if mission requires). If the SC/SPOC approves the temporary conditional loan, it shall be done using an acceptable Equipment Custody Receipt (ECR). At the end of the temporary conditional loan, the item (s) shall be returned to the original LEA for accountability. All requests for conditional loans will be based on bona fide law enforcement requirements.

i) The LESO Program participant with controlled property on their inventory must certify that the other LESO Program participant in the regional sharing agreement requesting the property under a conditional loan:

(1) Has adopted requisite protocols (in Section 6 below) or will adopt those protocols before their personnel use the controlled property,

(2) Have provided requisite training (in Section 7 below) or will provide that training before their personnel use the controlled property, and

(3) Will adhere to the information collection and retention requirements (in Section 8 below).

ii) The LEA conditionally loaning the controlled property will remain accountable to the LESO Program to ensure the above provisions are met.

6) POLICIES/PROCEDURES LEAs must establish policies/procedures that are consistent with the standards listed below, in order to request or maintain controlled property. LEAs must:

a) Adopt and comply with general policing standards.

i) *Community Policing-* LEA policies/procedures should reflect the concept that trust and mutual respect between police and the communities they serve are critical to public safety. Community policing fosters relationships between law enforcement and the local community which promotes public confidence in LEAs therefore increasing LEA ability to investigate crimes and keep the peace.

ii) *Constitutional Policing*- LEA policies/procedures must emphasize that all police work should be carried out in a manner consistent with the requirements of the U.S. Constitution and federal law. Policies/procedures must include First, Fourth, and Fourteenth Amendment principles in law enforcement activity, as well as compliance with Federal and State civil rights laws. LEA certified law enforcement officers receive training on the rights embodied by such Constitutional Amendments and how these amendments inform policing policies/procedures.

iii) *Community Input and Impact*- LEA policies/procedures must identify mechanisms that LEAs will use to engage the communities they serve to inform them and seek their input about LEAs actions, role in, and relationships with the community. LEAs should make particular efforts to seek the input of communities where controlled property is likely to be used so as to mitigate the effect that such use may have on public confidence in the police. This could be achieved through the LEAs regular interactions with the public through community forums, town halls, or meetings with the Chief, or community outreach divisions.

b) Adopt and comply with controlled property standards.

i) *Appropriate Use of Controlled Property*- LEA policies/procedures must define appropriate use of controlled property; officers who are authorized to use controlled property must be trained on these policies/procedures. LEAs should examine scenarios in which controlled property will likely be deployed, the decision-making processes that will determine whether controlled property is used, and the potential that both use and misuse of controlled property could create fear and distrust in the community. Policies/procedures should consider whether measures can be taken to mitigate that effect (i.e., keep armored vehicles at a staging area until needed) and any alternatives to the use of such property and tactics to minimize negative effects on the community, while preserving officer safety.

ii) *Supervision of Use*- LEA policies/procedures must specify appropriate supervision of personnel operating or utilizing controlled property. Supervision must be tailored to the type of controlled property being used and the nature of the engagement or operation during which the property will be used. Policies/procedures must describe when a supervisor of appropriate authority is required to be present and actively overseeing the property being used.

iii) *Effectiveness Evaluation*- LEA policies/procedures must articulate that the LEA will regularly monitor and evaluate the effectiveness and value of controlled property to determine whether continued deployment and use is warranted on operational, tactical, and technical grounds. LEAs should routinely review after-action reports and analyze any data on, for example, how often controlled property is used or whether controlled property is used more frequently in certain law enforcement operations or in particular locations or neighborhoods.

iv) *Auditing and Accountability*- LEA must establish policies/procedures that are designed to prevent misuse, unauthorized use and/or loss of controlled property. LEA will hold personnel accountable to agree and comply with State, local, Tribal and Federal controlled property use policies/procedures.

v) *Transparency and Notice*- LEA policies/procedures must articulate that LEA will engage the community regarding controlled property, policies/procedures governing its use, and review of "significant incidents" (as defined in Section 8), with the understanding that there are reasonable limitations on disclosures of certain information and law enforcement sensitive operations and procedures.

c) Must adopt and comply with record-keeping requirements for controlled property.

i) Upon LESO request, LEAs must provide a copy of the general policing standards and specific controlled property standards that were adopted, to include any related policies/procedures.

ii) *Record-Keeping Requirement*- LEAs must retain comprehensive training records, either in the personnel file of the officer who was trained or by the LEAs training division or equivalent entity, for a period of at least three (3) years, and must provide a copy of these records, upon LESO request.

7) TRAINING LEAs that request or have acquired controlled property via the LESO Program must establish written policies/procedures for controlled property use, and all personnel who are authorized to use the controlled property will be trained on these policies/procedures. LEAs must:

a) Provide annual training on general policing standards to personnel who may use the controlled property.

b) Provide annual training on property standards to personnel who may use the controlled property.

c) Provide controlled property operational and technical training to personnel and ensure personnel are proficient prior to using controlled property.

d) Provide scenario-based training to personnel that combines constitutional and community policing principles with controlled property specific training. LEA personnel authorizing or directing the use of controlled property should have enhanced scenario-based training to examine, deliberate, and review the circumstances in which controlled property should or should not be used.

8) DOCUMENTATION REQUIRED FOR "SIGNIFICANT INCIDENTS" LEAs must collect and retain the information (described below) when any law enforcement activity involves a "Significant Incident" which requires (or results in) the use of controlled property on the LEAs inventory. A "Significant Incident" is defined as any law enforcement operation or action that involves: 1) a violent encounter among civilians or between civilians and the police, 2) a use-of-force that causes death or serious bodily injury, 3) a demonstration or other public exercise of First Amendment rights, or 4) an event that draws, or could be reasonably expected to draw, a large number of attendees or participants, such as those where advanced planning is needed. LEAs must:

a) Collect and retain documentation for controlled property used in a "Significant Incident" for a minimum of three (3) years after the incident has occurred. The LEA must provide documentation to LESO upon request.

i) Documentation should also be made available to the community the LEA serves in accordance with applicable policies/procedures with exemptions made concerning the disclosure of any sensitive information.

b) No new report or format is required for "Significant Incident" reports so long as information is easily accessible and organized. The required information may already exist in a police report, operations plan, officer daily log, incident report, after-action report or described in a use-of-force report. If required information (annotated below) is contained in a pre-existing reports, the LEA must simply ensure that the report includes information that controlled property was used. Required information is listed below:

i) Name and quantity of controlled property used, including relevant details such as make/model/serial number of controlled property used.

- ii) Description of the LEA action/operation involving the controlled property.
- iii) Identification of LEA personnel who used and directed the use of the controlled property.
- iv) Identify or describe civilians who were the subject or target of LEA action/operation. For large crowds or multiple persons, the LEA must provide general description of the civilians (i.e., a crowd of approximately 250 people).
- v) Result of the action/operation in which controlled property was used (i.e., arrests, citations, injuries or fatalities, use-of-force, victim extraction, or property damage).

9) ANNUAL CERTIFICATIONS By signing the SPO Addendum, the LEA agrees to the below certification statements. In addition, the LEA must annually certify compliance with the below certification statements during the Annual LESO Program Inventory. LEAs must:

- a) Certify they have authorization from their CGB to participate in the LESO Program.
- b) Certify they have provided their CGB and local community a comprehensive list of controlled property that may be requested through the LESO Program.
 - i) Notification may be made electronically or in writing and must be translated into appropriate languages to inform individuals with limited English proficiency. It is recommended this notification be done on an annual basis.
 - ii) If controlled property is not identified in the comprehensive list provided to the CGB and local community, an updated notification to CGB and local community must be made. The CGB and local community will be afforded 30-days to review what additional items are being requested.
- c) Certify the request for controlled property comports/complies with all applicable approval requirements of the CGB.
- d) Certify they have adopted and comply with controlled property standards (i.e., appropriate use, supervision of use, effectiveness evaluation, auditing/accountability of use, transparency/notice of use, and record-keeping requirements).
- e) Certify they have provided annual training to personnel on the maintenance, sustainment, and appropriate use of controlled property, including respect for the rights of citizens under the Constitution of the United States and de-escalation of force.
- f) (*LEAs with LRADs*) Certify that the LRAD is utilized exclusively as a public address system for commercial purposes.
- g) Certify that controlled property vehicle(s) are utilized exclusively for disaster-related emergencies; active shooter scenarios; hostage or other search and rescue operations; or anti-terrorism preparedness, protection, prevention, response, recovery, or relief.
- h) Certify that controlled property requiring a license (or other authorization), is only utilized by personnel who hold license (or other authorization) to operate such property.
- i) Certify that controlled property will be returned to DLA Disposition Services when no longer needed.
- j) Certify that they are abiding by the current LESO Program SPO and SPO Addendum, and maintain a signed copy of these documents on file.

k) Certify the Application for Participation on-file with LESO Program is current and accurately reflects the number of officers in the agency when fully staffed. (Note: If Application for Participation is not accurate, LEA must provide an updated Application for Participation to State Coordinators Office).

l) Certify they are compliant with LESO Program allocation limits. (Note: Property allocation limits are based on the number of officers at an LEA when fully staffed).

m) Certify that they agree to return the controlled property if the Department of Justice (DOJ) determines or a Federal, State, Tribal, local, or territorial court enters a final judgment finding that the LEA has engaged in a pattern or practice of civil rights violations.

n) *Campus LEAs (as described in Section 4)* must also certify that their policies and training include specific provisions on using controlled property in a way that does not chill speech, is not disruptive to the educational environment, and does not foster a hostile climate among students.

o) *Program participants who are part of a regional sharing agreement (as described in Section 5)*, must also certify that the other LESO Program participant in the regional sharing agreement requesting the property under a conditional loan: 1) Have adopted requisite protocols in (as described in Section 6) or will adopt those protocols before their personnel use the controlled property, 2) Have provided requisite training (as described in Section 7) or will provide that training before their personnel use the controlled property, and 3) Will adhere to the information collection and retention requirements (as described in Section 8).

10) SAVINGS CLAUSE/INTERPRETATION Nothing in this SPO Addendum shall be construed to impair or otherwise affect the requirements under the existing SPO between the State and LEA (dated February 2021), unless expressly amended herein. To the extent there is a disagreement concerning the interpretation of this SPO Addendum or the extent this SPO Addendum affects requirements under the existing SPO, the disagreement shall be resolved at the exclusive discretion of the LESO Program.

11) AGREEMENTS OF PARTIES By signing this SPO Addendum, the State and LEA acknowledges and accepts these changes. The SPO Addendum must be signed by LEAs no later than January 1, 2023 to remain eligible for LESO Program participation. The changes contained in this SPO Addendum are acknowledged and accepted by the following:

Governor-appointed State Coordinator State of Minnesota

Title (Print): State Coordinator

Name (Print): Jacob Beauregard

Signature (Sign):  Date MM/DD/YYYY: 08/24/2022

Law Enforcement Agency Name: West Hennepin FSD

Chief Law Enforcement Official (CLEO) Title (Print): Director

Name (Print): Gary Kroells

Signature (Sign):  Date MM/DD/YYYY: 11-28-22

Policy Title DOD LESO (1033 Program)

706.1 DOD LESO

Agency Content

West Hennepin Public Safety Department participates in the DOD LESO program that is administered and overseen by the state of Minnesota. The MN Department of Public safety, Division of Homeland security and Emergency Management provides the oversight and management for all Law Enforcement agencies within the state.

The West Hennepin Public Safety Department will work with the MN state LESO coordinator to acquire, transfer, and inventory all LESO property assigned to the department.

706.2 ADMINISTRATOR

Agency Content

The Director of Public Safety will assign a Main Point of Contact or administrator of the program for the department.

The administrator will be the main point of contact for Minnesota state HSEM personnel and DOD personnel. The administrator will also oversee all annual inventories and audits conducted. The administrator will also ensure that the State Plan of Operation is completed, and the department is certified annually. The administrator will be in charge keeping all paperwork and records associated with the program.

The administrator will be tasked with looking for excess property that can be of use to the department. The administrator will approve all property transfers found through the Director of Public Safety for final approval for the police department. The administrator will forward all paperwork including 1348s from the transfers to the public safety department.

706.3 PROPERTY

Agency Content

All transferred property will be inventoried and used by the West Hennepin Public Safety department personnel for official duties only.

The transferred property will not be loaned to other groups or entities that are not authorized to participate in the program. If temporally loaned to an authorized participant in the program, an Equipment Custody Receipt will be documented.

Property can be permanently transferred only if approved by LESO through the state coordinator.

All received controlled property will be kept secured. All other property will be documented as to who has control of it and its use. Demil A and Q6 property will be become the property of West Hennepin Public Safety Department after one year and no longer be included on the LESO annual inventories.

West Hennepin Public Safety

West Hennepin PSD Policy Manual

Policy Title DOD LESO (1033 Program)

All personnel issued property from the LESO program will be trained on its use and maintenance. The use of the property will be authorized and evaluated by a supervisor.

CITIZENS POLICE ACADEMY

The Public Service Partnership



February 16th -
April 6th, 2023

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 16, 2023
for eight weeks

Concluding April 6, 2023

Thursday nights, 7:00 - 10:00 p.m.

West Hennepin Public Safety
Conference Room
1918 County Road 90
Independence
(763) 479-0500

