

City of Maple Plain & City of Independence Location: Independence Council Chambers
December 13, 2023, 7:00 A.M.

The Maple Plain City Council and the Independence City Council will be gathering in a joint meeting at the Independence Council Chambers to discuss the Fire Department Joint Powers Agreement and its future.

Immediately following the Joint Council, the Maple Fire Commission will hold a Special Meeting at the Independence Council Chambers.

Immediately following the Maple Plain Fire Commission meeting, West Hennepin Public Safety Department will hold a West Hennepin Police Commission meeting at West Hennepin Conference Room located at Independence City Hall.

AGENDA

1. Call to Order
2. Additions to the Agenda
3. ****Consent Agenda ****
All items listed under Consent Agenda are routine by police commissioners and will be acted upon by one motion. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the Consent agenda and will be considered separately.
 - a) Approval of September 12, 2023, Police Commission Minutes
 - b) Review of September, October, November 2023 Activity Reports
 - c) Review of September, October, and November 2023 Claims
 - d) Review of 2023 YTD Budget Report and Cash Asset Reports
 - e) Review of 2023 Accrued Vacation/Comp/Sick Time Reports
4. Items of Interest - Community Events

Old Business

5. Employee Duty Disability Update
6. Police Officer Hiring/Part-time Hiring Update
7. Records Management/Data Migration Update
8. 911 Embedded Social Worker
9. 2023 Public Safety Aid
10. West Metro Drug Task Force

New Business:

11. 2024 CSO Promotion and Recruitment Process
12. Body Worn Camera Audit Process
13. BCA CJIS Security Audit Completed
14. BCA Audits Completed
15. Personnel Policy Discussion and Review, Lexipol Policy Update

16. West Hennepin Challenge Coin Design Process
17. 2023 View Santa
18. 2024 Citizens Police Academy
19. Hennepin County Emergency Management Mitigation Plan for Maple Plain and Independence
20. Liability Coverage Waiver Form
21. ODMAP Participation
22. 2024 PC Meeting dates: All meetings held at WHPS conference room at 8:00 a.m.
 - Suggested dates for 2024: January 23, April 23, July 23 (Budget), September 10, December 17 (if needed)
23. Adjourn

POLICE COMMISSION PACKET

POLICE COMMISSION MEETING

WEST HENNEPIN PUBLIC SAFETY

Tuesday, December 13, 2023

West Hennepin Conference Room

Immediately following the Maple Plain Fire Commission meeting

Approval of September 12, 2023, Police Commission Meeting Minutes

Meeting minutes have been included for your review and approval.

September, October, November 2023 Activity Reports

Between January 1 and November 30, 2023, WHPS handled 4,101 incident complaints: 1,199 in Maple Plain, 2,527 in Independence.

The Criminal Part I and Part II cases for both cities have been highlighted for your review in the enclosed July and August 2023 Activity Reports/Director's News and Notes. Director Kroells will highlight a few cases if requested.

Approval September, October, November 2023 Claims

September, October, and November 2023 claims are attached for review and approval.

2023 YTD Budget & Cash Asset Reports

In reviewing the 2023 Budget vs. Actual reports from January 1 to November 30, 2023, WHPS has received \$2,164,296 or 95.53% in income with expenses of \$2,134,866 or 94.23%. This is a difference of \$29,429.

Balances of other accounts are: Crime Prevention \$7,661, Federal Forfeiture \$143,694, Reserves \$4,101, Capital Outlay \$28,275, Military Leave PERA \$23,411 and Severance \$74,244.

2023 YTD Accrued Vacation/Comp/Sick Time

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

Items of Interest/Community Events

- Minor changes made to Highway 12 and County Road 92 roundabout
- Officer Ebeling 'thank you' card from a DWI suspect he arrested one year ago
- WHCC donation to WHPS for 3rd safest city in Minnesota
- Chief Kroells attended IACP October 13-18
- Changes in CAD regarding fire department starting to minor medicals
- Mocha Mixer attended at Haven Homes on November 7
- Working with Haven Homes on phone system to identify rooms on 911 calls
- November 29, WHPS hosted training for over 50 first responders on how to respond to automatic driving vehicles. This course was sponsored by Office of Traffic Safety and TZD

- December 4-8, Sgt. Howes attended Minnesota Chiefs of Police Leadership Academy at Camp Ripley
- December 1 WHPS hosted a Towards Zero Death DWI saturation event
- October 13 Alcohol and Tobacco Compliance Checks were completed by WHPS with zero failures in either city
- 'Thank you' email to Officer Ebeling for his work giving a family in need a ride home
- Welcome new Reserve Officer Isabella Kron
- December 7 Toys for Tots Drop off at KARE 11
- Lake Minnetonka SWAT Team was used twice to perform a high-risk search warrant for the West Metro Drug Task Force. One warrant was served in St. Bonifacius on November 7 and the second warrant was served in Minnetrista on November 28. Both were handled without and incident
- November 30 Chief Kroells and Sgt. Denneson attended a Lakes Area Emergency Management Tabletop exercise at Mound Fire Department on a tornado going through the area

Employee Duty Disability Update

An agreement has been reached with our former employee regarding his duty disability. That agreement has WHPS providing the officer medical benefits until age 65 starting December 1, 2023. The former employee and his attorney have yet to sign the agreement, so we are waiting for that to occur. As stated at our last meeting, the 2023 legislative session did provide funding for cities to assist in 100% of reimbursement of duty disability funding for continued medical benefits. These costs will be reimbursed from the State of Minnesota.

Additionally, the League of Minnesota Cities Worker's Compensation attorney has also settled on an agreement with this former employee.

WHPS is satisfied with both pending cases and the terms.

Police Officer Hiring Process

WHPS has been short one full-time police officer since July 1, 2023. We have had three candidates apply for the full-time position since our last meeting. None of those three candidates passed the initial rounds of interviews, so the position is still open. As you are aware, the job market for full-time police officers is very competitive and the applicant selection is very low. WHPS will continue to keep looking for our next officer.

WHPS will continue to keep our hiring process open until all full-time positions are filled. As a reminder, one of our full-time officers will be retiring in the spring of 2024. If we do not fill these open police officer positions, we will be down two full time officers. I have some ideas on how to proceed but that will be discussed in new business 2024 CSO promotion and recruitment.

Even though we have had an extremely hard time finding a full-time police officer, our part-time officer positions are going extremely well. We have three applicants for the part-time officers moving forward and all three are currently being backgrounded for the positions. Once they pass the background check, they will move forward with a psychological evaluation and physical agility test. I am hopeful all three officers can get started with field training sometime in the first week of January 2024. As a reminder, our part-time officers are currently licensed police officers already working at different agencies.

Records Management System (RMS) Discussion

Finally, the Joint Powers Agreement (JPA) with the Data Server Sharing agreement and GTEL Professional Services Contracts have all been signed by our 12 partner agencies in the Lake Minnetonka Area Consortium (LMAC). As a reminder, this JPA covering the data storage service agreement is for the migration of data from CentralSquare to our own shared server at South Lake Minnetonka Police Department. This will allow all 12 law enforcement agencies in the LMAC to manage our public data now and in the future. At our last police commission meeting, we approved the JPA and GTEL and MEI service contracts.

We are now in the process of building a server room and working out data transfer agreements with CentralSquare to migrate our data to the South Lake Minnetonka Police Department. Needless to say, this is a work in-progress, but I am confident we have the correct people in position to make this happen.

911 Embedded Social Worker Pilot Project

WHPS held a department meeting for all staff on October 11, 2023, where all officers were trained on the use of the 911 Embedded Social Worker Program by Hennepin County Behavioral Health. After this meeting, our program is live and operational. I am excited to have such a program to help our officers and community members dealing with mental health concerns.

2023 Public Safety Aid Proposal

As discussed at our last police commission meeting, both cities should receive their Public Safety Aid funding after December 26, 2023. Once this funding is received, I would ask both cities to review the amount of funding received from the State of Minnesota. We will have a final discussion on the amount of funding provided to WHPS at our January 2024 Police Commission meeting.

This is a one-time public safety aid and will be provided to cities with police departments to assist with retention and recruitment. In review of the funding aid, I noted City of Maple Plain will receive roughly \$89,752 and City of Independence will receive \$166,070.

West Metro Drug Task Force

I am excited to inform our police commissioners that our recently combined drug task forces were awarded a Violent Crime Enforcement Team (VCET) grant for \$384,000 over the next two years. This funding was necessary to keep our agency involved in a drug task force for many years and will help our agency combat illegal narcotics use and sales in our communities.

2024 CSO Position and Recruitment Process

As WHPS and other police agencies have struggled to fill open full time police officer positions, our agency began to research other recruitment ideas or grant options to fill the patrol ranks at WHPS. WHPS has reviewed two Minnesota Department of Public Safety Grants aimed at recruitment of non-traditional candidates into a law enforcement career. The grant options are Pathways to Policing and a new grant for 2024, Intensive Comprehensive Peace Officer Education and Training. I have attached a handout to help review both programs as we discuss our ability to apply for this grant. I am requesting WHPS apply for these grants as they become available in December 2023.

As we wait for these grant opportunities to become available, I want to discuss promoting one of our reserve officers to a part-time Community Service Officer in March 2024. This reserve officer is in the

final stages of completing his law enforcement degree and would be available to hire as a patrol officer in August 2024. This reserve officer is committed to working at WHPS and our agency does not want to lose out on a great candidate because a job opening might not be available at WHPS at the exact time he graduates from college. Further discussion will be had with the police commissioners regarding the part-time CSO position, college tuition reimbursement, and 2024-2025 officer positions.

Body Worn Camera Audit

Minnesota law requires law enforcement agencies that use body-worn cameras to conduct biennial independent audits of the data to determine whether the data is appropriately classified, how the data is used, whether the data is destroyed as required by law, and to verify compliance under the law. Each law enforcement agency using body-worn cameras must forward a report of the audit to the governing body within the jurisdiction and to the Legislative Commission on Data Practices and Personal Data Privacy.

WHPS went live with our body-worn cameras on March 1, 2022, so we are coming up on our first audit review. I have researched different companies who perform these audits and I recommend WHPS hire Lynn Lembcke Consulting to complete the audit before March 1, 2024. Cost of the audit is between \$1,000 and \$1,500, depending on the number of users.

BCA CJIS Security Audit

In November 2023, the Minnesota Bureau of Criminal Apprehension (BCA) conducted an audit of WHPS regarding CJIS Security Audit. This audit was completed by Chief Kroells and Element Technologies regarding the security of our network and data. WHPS has obtained compliance at this time with one outstanding item that needs to be completed in the next six months. That item is a requirement for a weekly check by WHPS to review log in information on a weekly basis. This is not possible to be completed by a person, so WHPS is working with Element to purchase Artic Wolf software that tracks these logs in audits.

BCA Completed Audit

In October 2023, the Minnesota BCA conducted an audit of WHPS' records regarding NCIC Hot File Entries, NCIC Administrative Standards Audit, and NCIC Criminal History Checks. These audits were successfully completed by WHPS, and we were found to be in compliance with the BCA on November 13, 2023. The next audit cycle will be completed in three years.

Personnel Policy Discussion and Review, Lexipol Policy Updates

It is that time of year, WHPS updates our policy manual and requests approval from the police commission on these changes. Minor changes have been updated on the following policies and an overview of those changes was included for: 203 Training, 208 Handgun Purchase and Transfer Permit, 209 Permit to Carry a Pistol, 306 Officer-Involved Shootings and Death, 308 Vehicle Pursuits, 312 Temporary Custody of Juveniles, 317 Public Alerts, 318 Victim and Witness Assistance, 320 Standards of Conduct, 421 Portable Audio/Video Recorders, 427 Medical Aid and Response, 430 First Amendment Assemblies, 433 Medical Cannabis, 501 Traffic Collisions, 503 Impaired Driving, 609 Scrap Metal Theft Investigations, 705 Personal Protective Equipment, 801 Evidence Room, 803 Records Maintenance and Release, 806 CJIS Security, 1000 Recruitment and Selection, 1009 Personnel Complaints, 1016 Lactation Break Policy.

Further discussion will be had on 1021 Personal Appearance Standards, 1029 Personnel Employment Policies, and 1033 Employee Wellness.

Policy #1021 Personal Appearance Standards

At the September 13, 2022 police commission meeting, I made a request to remove the language in our policy manual that prevents an officer or staff from displaying a tattoo while working at WHPS. The request to allow our officers to display tattoos was turned down at that time. I am bringing it back for discussion as a police commissioner would like to adjust this policy. I have included an overview of the new policy language.

I am requesting our police commission consider a change in policy allowing 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.'

If approved by the police commission, I will make a change to our policy as indicated.

1029 Personnel Employment Policies

Changes in policy 1029 have to do with part-time employees receiving medical benefits. With WHPS' hiring part-time police officers, I removed section 1029.6.1 (A) that indicates part-time employees receiving medical benefits. Changes were made in this policy that only full-time employees receive medical benefits. If approved by police commissioners, I will make this change.

Additional discussion will be reviewed regarding 1029.4 Severance Pay. Currently, our policy does not allow an employee of 20 years or more to place unused comp or vacation time into a Health Care Saving Plan (HCSP) administered by Minnesota State Retirement System (MSRS). This time must be paid out to the employee for time worked. A request has been made by employees with over 20 years of service to allow WHPS employees to place all unused comp and vacation time into the HCSP administered by MSRS.

1033 Employee Wellness

Two sections were added to this policy to reflect our Employee Assistance Program and our On-Duty Physical Fitness Program. See attached.

West Hennepin Challenge Coin Design Process

For several years, WHPS officers and staff have expressed a desire to have a challenge coin representing the department. A challenge coin has many meanings, but it is a symbol of hard work and dedication to your agency or a symbol of a thank you to citizens or staff. Attached is the design of our first ever challenge coin. I welcome your feedback and review.

[2023 View Santa](#)

View Santa was held on Saturday, December 2, 2023. The event was a huge success. It's hard to believe this event has been going on for 43 years. Over 1,300 pounds of food and \$700 was collected and donated to WeCan in Mound, which is the local food shelf serving our communities.

[2024 Citizens Police Academy](#)

WHPS will be hosting Citizens Police Academy this spring, February 15 - April 6, 2024. A few participants have already signed up for the program. I've included a brochure in your police commission packets.

[Hennepin County Emergency Management Mitigation Plans](#)

As your emergency management director, I was asked by Hennepin County Emergency Management to identify the County's major hazards, assess the vulnerability, and to reduce risk by using a variety of data and best practice measures to implement mitigation projects for the City of Maple Plain. I have completed this assessment in the past for the City of Maple Plain and it was most recently done in 2015.

This request is to review the mitigation plan for the City of Maple Plain. The purpose of this plan is to identify goals, recommended actions, and initiatives for each jurisdiction within this county. In addition, the goal is to reduce and/prevent injury and damage from hazardous events. The intent is to provide unified guidance for ensuring coordination of recovery-related hazard mitigation efforts following a major emergency/disaster. The goal of the mitigation plan is to implement an on-going comprehensive countywide hazard mitigation strategy which is intended to reduce the impact of lost life and property due to effects of natural disasters.

The review and update of your plan has been provided to Hennepin County Emergency Management and both city administrators. It does not require action by the city council at this time, but I wanted you aware of it as Hennepin County Emergency Management and eventually, Hennepin County Commissioners will ask for approval of the mitigation plan once it is completed in late spring 2024.

[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 Johnson's signature is required as the Police Commission Chairperson. I would ask that the police commission approve waiving the monetary tort and Commissioner Johnson sign it.

[ODMAP Participation](#)

On November 14, 2023, Chief Kroells attended a workshop at the Hennepin County Communication Center to learn more information on the ODMAP program in Hennepin County. ODMAP stands for Overdose Detection Mapping Application Program. This program enables a user to collect data on overdoses in real time to help mobilize a cohesive response to overdoses within our respective communities and Hennepin County. WHPS has agreed to participate in this program. See attached documents.

2024 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.

- January 23, April 23, July 23 (Budget), September 10, December 17, 2024 (if needed)

**WEST HENNEPIN PUBLIC SAFETY DEPARTMENT
BOARD OF COMMISSIONERS
Tuesday, September 12, 2023
9 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 9 a.m. by Chairperson Marvin Johnson.

Present: Commissioner Mayor Julie Maas-Kusske, Commissioner Mayor Marvin Johnson, Commissioner Lynn Betts, Commissioner Andrew Burak, Director Gary Kroells, Recording Secretary Kim Curtis

Others Present: Independence City Administrator Mark Kaltsas

2. Additions to the Agenda

None.

3. Consent Agenda

- a) Approval of April 25, 2023, Police Commission Minutes
- b) Review of April, May, and June 2023 Activity Reports
- c) Review of April, May, and June 2023 Claims
- d) Review of 2023 YTD Budget Report and Cash Asset Report
- e) Review of 2023 Accrued Vacation/Comp/Sick Time Reports

Motion by Maas-Kusske, seconded by Betts, to approve consent agenda items a through e. All voted aye. Motion carried. The July and August 2023 claims were signed and given to Recording Secretary Curtis.

4. Items of Interest – Community Events

- August 1, Night to Unite Block Parties were well attended by citizens and WHPS staff
- Squad finally repaired due to pursuit from April 28, 2023
- September 5 new City Administrator for Maple Plain welcomed to the city
- September 7, Police vs. Fire Softball game
- September 7, vehicle fair attended by WHPS at Orono Discovery Center
- Flock Cameras ALPR back and operational
- MnDOT discussion on Hwy 12 and County Road 92 roundabout

Old Business

5. 2024 Budget Proposal

The personnel narrative of the 2024 budget proposal that was presented at the July 25, 2023, Police Commission meeting was updated to explain why it shows an approximate 5% increase when the employees were provided a 3% salary increase. An updated proposal was included in the packets.

Motion by Maas-Kusske, seconded by Betts, to approve the updated 2024 budget proposal and bring it to the respective city councils. All voted aye. Motion carried.

6. Employee Duty Disability Update

Director Kroells and Sgt. Rick Denneson will attend the duty disability hearing on September 19, 2023. A pretrial hearing on November 13, 2023, for the worker compensation hearing is being handled by League of Minnesota Cities (LMC).

7. Police Officer Hiring/Recruitment Process

A qualified candidate was interviewed on August 17 and 24 and given a conditional offer of employment. This candidate is currently in the background phase. If he passes the background and psychological and physical fitness exams, Director Kroells will make a final offer of employment. This candidate would be expected to start employment in early October.

Director Kroells said he'd like to keep the hiring process open pending the retirement of one of WHPS' officers. He asked for approval to explore possibly hiring two or three part-time officers to fill the gaps in overtime. Discussion was also had regarding WHPS offering a \$5,000 hiring bonus.

Motion by Burak, seconded by Betts, for WHPS to offer a \$5,000 hiring process plus hire part-time officers. All voted aye. Motion carried.

8. Records Management/Data Migration JPA

At the July 25, 2023, Police Commission meeting, the JPA and GTEL and MEI service contracts were approved. Since then, two city attorneys requested minor changes to these documents. The proposed estimated cost for initial data migration also increased to \$9,500 with a 3-year annual maintenance contract of \$7,200 per year. Director Kroells requested the Police Commission's approval of the updated JPA covering the Data Server Sharing Agreement and GTEL and MEI Professional Services Contracts.

Motion by Johnson, seconded by Maas-Kusske, to approve the JPA with the final changes. All voted aye. Motion carried.

9. 911 Embedded Social Worker Pilot Project JPA

WHPS, Hennepin County Behavioral Health and Hennepin County Commissioners have signed the contract. Training is almost complete. The program is expected to go live in approximately 30 days.

10. 2023 Public Safety Aid

WHPS is requesting approval for the one-time public safety aid funding to be provided directly to WHPS. This funding assists cities with police departments to recruit and retain police officers. City of Maple Plain will receive approximately \$89,752 and City of Independence will receive approximately \$166,070. Based on the current budget formula for both cities, WHPS is requesting \$58,740 from Maple Plain and \$117,909 from Independence to be dedicated to WHPS under the 2023 Public Safety Aid. Both cities will receive the funds on December 26, 2023. The commissioners agreed to discuss this item again at a later time.

11. West Metro Drug Task Force

A joint meeting was held by all police chiefs participating in the West Metro Drug Task Force (WMDTF) and the Southwest Hennepin Drug Task Force (SHDTF) on August 17, 2023. All agreed to join into one task force under a Violent Crime Enforcement Team (VCET). Hennepin County will apply for the VCET. A possible office location is in Eden Prairie. The name will be WMDTF VCET.

New Business

12. School Resource Officer Law Change


Many police departments are pulling their school resource officers from the schools due to a recent change in law that restricts their ability to use force on a student. This does not affect WHPS since there are no schools in WHPS' jurisdiction and WHPS is not contracted by a school district to provide the services of a school resource officer. Included in the packets were letters to the MN Department of Education and Governor Walz requesting clarification on the recent law changes and how it limits the amount of force a school resource officer can use on a student.

13. PC Meeting Dates: All meetings held at WHPS Conference Room at 8 a.m.

The next police commission meeting is scheduled to be held on December 19, 2023, at 8 a.m. in WHPS' conference room.

14. Adjourn

Motion by Maas-Kusske, seconded by Burak, to adjourn. All voted aye. Motion carried. The meeting was adjourned at 9:50 a.m.

Date: October 6th, 2023
To: Public Safety Commissioners
City of Independence Council Members
City of Maple Plain Council Members
From: Director Gary Kroells 
SUBJECT: SEPTEMBER 2023 ACTIVITY REPORT



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

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

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

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

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

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

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

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

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

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

Monthly Activity Report
September 2023

Offense	This Month	Same Month Last Year	This Year To Date	Last Year To Date
City Of Independence				
Criminal	6	9	34	55
Traffic	136	89	815	819
Part III	19	3	36	36
Part IV	33	45	243	292
Part V	120	109	874	1,062
Total City of Independence	314	255	2,002	2,264
City Of Maple Plain				
Criminal	8	2	33	39
Traffic	95	28	336	218
Part III	10	1	22	15
Part IV	28	30	212	195
Part V	50	40	350	462
Total City Of Maple Plain	191	101	953	929
Grand Total Both Cities	505	356	2,955	3,193
TZD	94	19	301	135
Agency Assists	22	33	197	230
Total ICR Reports	527	408	3,453	3,558
How Received				
Fax	5	9	67	61
In Person	14	15	94	127
Mail	0	0	3	9
Other	1	0	9	12
Phone	33	25	208	286
Radio	165	159	1,174	1,418
Visual	255	140	1,398	1,210
Email	17	10	131	178
Lobby Walk In	37	31	202	229
Total	527	389	3,286	3,530

September 2023 Part I & II

City of Maple Plain #'s 1 & 2

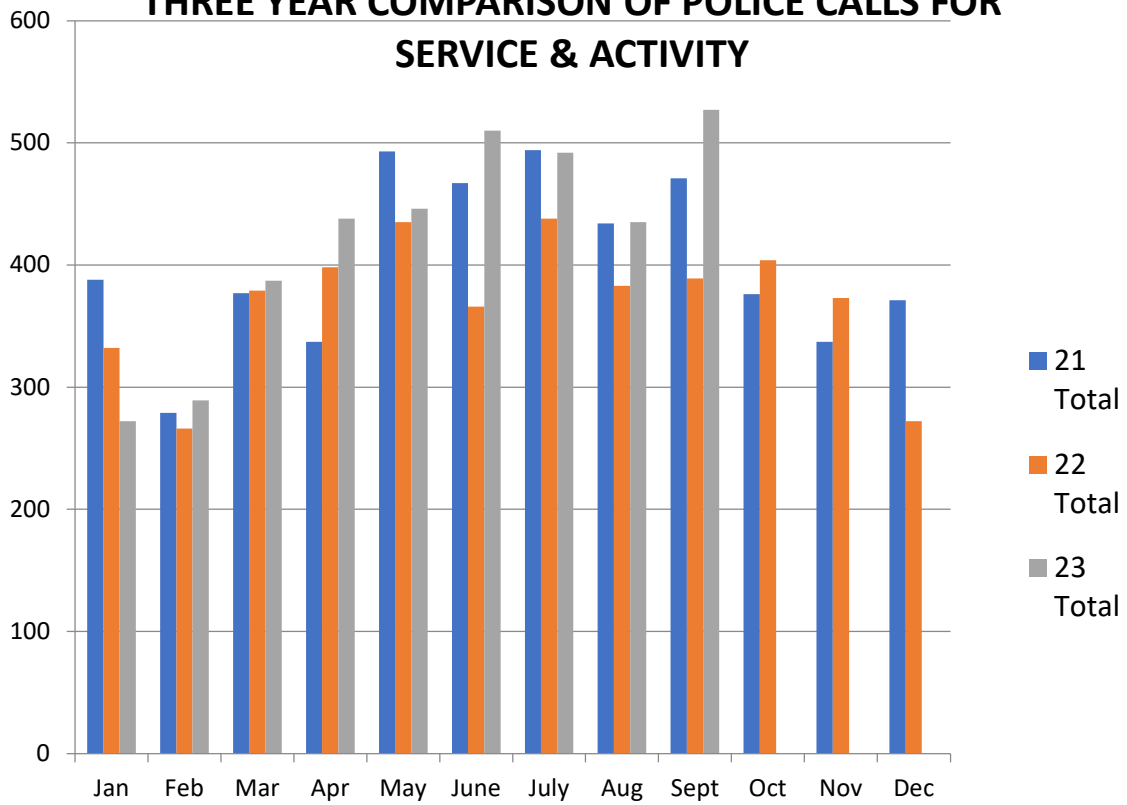
AGN	ICR	Title	Create Date	Grid #	Committed Date	MOC range	UCR Part
WHPS	23003403	Burglary	09-08-2023	01	09-08-2023	B3065	1
WHPS	23003475	Domestic Assault Arrest	09-12-2023	01	09-12-2023	AL350	2
WHPS	23003694	Domestic/Rpt	09-23-2023	01	09-23-2023	AL350	2
WHPS	23003476	Stolen Veh/Theft from Autos – Main Case	09-13-2023	02	09-13-2023	V0071	1
WHPS	23003484	Theft from MV	09-13-2023	02	09-13-2023	U351D	1
WHPS	23003556	4 th Degree DWI/GM No Insurance	09-15-2023	02	09-15-2023	JGW01	2

September 2023 Part I & II

City of Independence Grid #'s 3-5

AGN	ICR	Title	Create Date	Grid #	Committed Date	MOC range	UCR Part
WHPS	23003439	DWI 4 th Degree	09-09-2023	03	09-09-2023	JGW01	2
WHPS	23003477	Theft From MV	09-13-2023	03	09-13-2023	U351D	1
WHPS	23003478	Theft From MV	09-13-2023	03	09-13-2023	TB009	1
WHPS	23003481	Theft From MV	09-13-2023	03	09-13-2023	U351D	1
WHPS	23003557	Crash/Pi – Susp DWI	09-15-2023	03	09-15-2023	JF5B1	2
WHPS	23003389	Fraud	09-07-2023	04	09-07-2023	U1552	2

THREE YEAR COMPARISON OF POLICE CALLS FOR SERVICE & ACTIVITY



DIRECTOR'S NEWS & NOTES

WEST HENNEPIN PUBLIC SAFETY
September 2023 Activity Report

Year to Date Activity Report

At the end of September 2023, West Hennepin Public Safety (WHPS) handled year-to-date a total of 3,286 incident complaints. For the month of September; 314 incidents occurred in the City of Independence and 191 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.

Crash

September 1

Intersection of Drake Street and Baker Park Road, Maple Plain. Officer was dispatched to a motorcycle versus deer crash. Officer arrived on scene and spoke to the driver who advised he struck the third deer that was in a group of three. Driver advised he was feeling sore but declined medical services. The deer was dispatched after an officer found it still alive at the scene.

Juvenile Problem

September 1

5700 block of Drake Drive, Independence. Officer was dispatched to an 11-year-old throwing stuff and hit his mother with a tomato. Reporting party advised her son ran out the back door of the residence and disappeared but was able to find his location via a phone application. Officer was able to locate the child and return him home. Report party explained the child has numerous disorders and is working on getting him help. Officers advised to call back if further assistance is needed.

Trespass

September 2

4800 block of Highway 12, Maple Plain. Officer was dispatched to a local establishment where a patron was argumentative and refusing to leave. Officers arrived on scene and spoke to the reporting party who advised the subject was asking other patrons for methamphetamine and marijuana. The subject was denied these requests and began calling people names and became belligerent. Ultimately, the subject was trespassed and was forced to grab his belongings and leave. Subject was warned if he returns, he would be arrested.

Citation

September 5

Intersection of Highway 12 and Baker Park Road, Maple Plain. Officer was on routine patrol in the area and observed a vehicle driving a high rate of speed. Radar indicated 74 MPH in a 45 MPH zone. Vehicle passed by the officer and radar then indicated 91 MPH in a 55 MPH zone. Officer caught up to the vehicle and initiated a traffic stop. Driver had no good reason for his speed. Officer detected the odor of marijuana and observed a small baggie in plain view. The bag of marijuana was not packaged properly and was in possession of a juvenile. Driver was cited for the offenses.

Suspicious Vehicle

September 6

400 block of Kuntz Drive, Independence. Officer was dispatched to suspicious vehicle. Reporting party stated they have never seen the vehicle before, and it was driving very slow down the street. Officer arrived in the area and located the vehicle. Officer made contact with the driver who advised they were driving around while waiting for their realtor to view a house for sale in the area. Nothing criminal.

Fraud

September 7

5000 block of Sunset Lane, Independence. Officer was dispatched to take a fraud report. Report party stated a few weeks ago, the credit card company froze her account due to fraudulent activity. She stated someone out of the country purchased about \$10,000 worth of merchandise from various websites on her credit card. Report party advised the credit card company has an active investigation but has not been refunded the money yet. She stated one of the items that was fraudulently purchased arrived at her address. Case forwarded to investigations.

Burglary

September 8

4800 block of Highway 12, Maple Plain. Officer was dispatched to a burglary that occurred overnight. Reporting party advised two individuals in ski masks broke into the establishment during the early morning hours and appeared take the pull tabs. Reporting party stated nothing was taken but a glass door was shattered, and the phone line was cut. Case forwarded to investigations.

Missing Person
September 8

9300 block of Kuntz Xing, Independence. Officer was dispatched to a missing person report. Reporting party is the son to an elderly female who has Alzheimer's. The elderly female was not seen or heard from in about 24 hours. Credit card statement was checked and was used in the area. Officer issued an alert for the female's vehicle and was entered as a missing person. Eventually, the female was located in another county and was brought home safely.

DWI Arrest
September 9

Intersection of County Road 90 and Quass Cut-Off, Independence. Officer received information about a driver with a revoked driver's license. Officer was in the area and located the vehicle. Officer initiated a traffic stop and spoke to the driver who was showing signs of impairment. Ultimately, Michael Bradley Brant (32) was arrested and booked for 4th Degree DWI, Driving After Revocation, and No Insurance. He was released to a responsible party.

Assault
September 10

3600 block of Ihduhaip Trail, Independence. Officer was dispatched to a possible assault. Officer responded and spoke to the parties that were involved who explained one individual was watching TV and making derogatory comments to the other individual, who then got up and punched the other. Both parties were calm and neither wanted to press charges.

Harassment
September 11

5700 block of Three Oaks Avenue, Maple Plain. Officer was dispatched to take a harassment report. Report party advised he dated a female for nine months and then broke things off. He stated she began harassing and stalking him by calling from unknown numbers and making fake social media accounts. Officer contacted the suspect who stated she hasn't been contacting him and was upset about the encounter. Officer advised to stop contacting him or he would file a restraining order.

Property Damage
September 12

4100 block of Woodhill Drive, Independence. Officer was dispatched to take a property damage report. Reporting party explained there's a screen on the first floor looks like someone pulled it out in attempt to gain entry to the home. Officer arrived on scene and confirmed the screen had damage to it and it was forced out of the window. After assessing the damage, the only way the damage would have occurred is from the inside. Report party advised they heard their dog barking at something and thought they dog was the one who pushed the screen out of the window.

Arrest
September 12

1500 block of Howard Avenue, Maple Plain. Officer was dispatched to a domestic assault where the victim had been hit in the head with a frying pan and was bleeding. Officer met with the victim would had blood dripping down their face. Officer observed the pot with a broke off handle on the ground. Victim was checked out by North Memorial Paramedics. The suspect, Aleisha Michelle Bonet (50) was arrested for Domestic Assault and transported to Hennepin County Jail without incident.

Theft from Auto
September 13

Overnight, the officer on-duty took multiple theft from auto reports. A group of approximately four individuals went around to local neighborhoods and found multiple vehicle doors were unlocked. They then went through each vehicle and stole multiple items, including thousands of dollars and passports. While the officer was taking these reports, it was reported a vehicle had been stolen off Rainbow Avenue in Maple Plain. The vehicle was recovered unoccupied a short time later a few blocks away from where it was stolen. The vehicle was left unlocked with the keys inside. The investigation is on-going and is currently being investigated by West Hennepin Public Safety and multiple surrounding agencies.

Arrest
September 13

6100 block of Highway 12, Independence. Officer was on routine patrol and located a vehicle with expired registration and a driver with a revoked driver's license status. Officer initiated a traffic stop and spoke to the driver who advised she did not have insurance. Driver, Ty'Janae Monique Walker (22) was arrested for gross misdemeanor no insurance, which would be her second offense. Officer booked and released her pending formal charges.

Traffic Complaint
September 14

Intersection of Highway 12 and County Road 92, Independence. Officer was dispatched to a traffic complaint regarding a vehicle swerving, driving in the oncoming lane, and fluctuating speeds. Officer located the vehicle and spoke to the driver. The driver stated he didn't have a license and admitted to weaving due to the road and a fear of hitting dear. Officer issued the proper citations and advised the driver to park the vehicle and get a valid driver.

Welfare Check
September 15

1700 block of Baker Park Road, Maple Plain. Officer was dispatched to a welfare check regarding an elderly male who appeared lost, confused, and unsteady on their feet. Officer contacted the male who didn't know where he was going and had been trying to get to Coon Rapids. Officer had North Memorial Paramedics respond to the scene to evaluate the male. He was cleared by paramedics and is believed to have early stages of dementia. Officer did not believe he would find his way home, so the male's daughter was able to respond and take him and his vehicle home.

Arrest
September 15

Intersection of Highway 12 and Halgren Road, Maple Plain. Officer received information about a driver with a revoked license. Officer confirmed the driver was revoked and initiated a traffic stop. Driver stated she had insurance but when the officer called the insurance company it was learned the policy had been inactive since 2015. The driver was showing signs of impairment, which she denied. Driver was arrested for no insurance and suspected narcotics DWI. A search warrant was obtained for a blood draw. Pending toxicology results.

Arrest
September 15

Intersection of Highway 12 and County Road 92, Independence. Officer was dispatched to a crash with injuries in the area involving a motorcyclist. Officer arrived on scene and observed the driver of the motorcycle with injuries to their arm and leg. After assessing the scene, officer determined the motorcycle drove over the roundabout before crashing. Driver smelled like alcohol and admitted to drinking. Preliminary test showed BAC of .117. Search warrant was issued a blood draw was performed. Pending toxicology results.

Arrest

September 16

Intersection of Highway 12 and County Road 90, Independence. Officer received information regarding a driver with a cancelled – inimical to public safety driving status. Officer located the vehicle and initiated a traffic stop. Driver confirmed his driving status was DAC-IPS from a previous felony DWI arrest. Driver, Samson Dean Weinzetl (32) was arrest for driving after cancellation – inimical to public safety, which is a gross misdemeanor. He was booked and released from WHPS. Pending formal complaint.

Medical

September 16

5500 block of Lake Sarah Heights Drive, Independence. Officer was dispatched to a head injury. Reporting party stated his wife was drinking and fell. Officers arrived on scene and found the patient and lots of blood. The patient advised she was fine and didn't have any pain. West Suburban Fire arrived and took over assessment. A large cut was found on the back of her head. Patient refused medical treatment after North Memorial Paramedics arrived. Reporting party was advised to call if they needed any further assistance.

Suspicious Activity

September 17

5900 block of Main Street, Maple Plain. Officer was dispatched to suspicious activity where the homeowner was notified that there was motion in their garage when no one was supposed to be home. There were lights on and movement inside of the house. Due to the circumstances, assistance was requested from other agencies and a K-9 arrived on scene. Commands were given to the individuals inside of the house who were all found to be juveniles. They advised they were given permission to be there by the homeowner's juvenile son. All parents were contacted. Homeowners did not seek charges.

Traffic Complaint

September 17

4800 block of Townline Road, Independence. Officer was dispatched to a traffic complaint where a vehicle was driving 90-MPH. Officer arrived in the area and stilled smelt burnt rubber. Officer spoke to the reporting party who witnessed the car driving at a high rate of speed and then suddenly braked to the point where the tires were smoking. Officer located the vehicle and spoke to the driver who stated they didn't see their turn, so they had to brake hard. Officer could still smell their hot brakes. Driver was issued a citation for careless driving.

Damage to Property
September 18

2000 block of South Lakeshore Drive, Independence. Officer was dispatched to a report of slashed tires. Officer spoke to the reporting party who advised she kicked her son out of the house the night prior and woke up to her car tires slashed. It was found the tires were not damaged, they had just been deflated. Reporting party wanted nothing further done.

Missing Person
September 19

2600 block of County Road 90, Independence. Officer was dispatched to a missing elderly female with dementia. Officer arrived on scene and located the female in an outbuilding on their property. She was upset and confused but denied medical attention.

Arrest
September 20

300 block of County Road 92, Independence. Officer was on routine patrol and observed a vehicle driving a high rate of speed. Radar indicated 52-mph in a 30-mph zone. Officer stopped the vehicle, and the driver didn't realize he was speeding. Upon running checks, driver's license status came back cancelled inimical to public safety. Driver was aware of his license status. Officer arrested Michael Ray Dunning (70) and transported him to the police department to be booked for DAC-IPS. Pending formal complaint.

Crash
September 21

Intersection of County Road 6 and Kuntz Drive, Independence. Officer was dispatched to a two-vehicle property damage crash. Officer arrived on scene and determined it was a rear-end collision. Both drivers denied medical attention. It was found the first vehicle was waiting for a break in traffic to turn off County Road 6, when she was struck from behind. The second driver was cited for failure to drive with due care.

Suspicious Activity
September 22

5500 block of Highway 12, Maple Plain. Officer was on routine patrol in the area and observed a vehicle with front end damage in the back corner of the MNDOT parking lot. Officer approached the vehicle and observed a male sleeping in the driver's seat. The driver was woken up and advised he was on his way home from work and pulled over to take a quick nap. Officer inquired about the damage to his vehicle which the driver stated was from last winter. Driver didn't show signs of impairment and didn't suspect criminal activity was afoot.

Suspicious Activity

September 22

5600 block of County Road 11, Independence. Officer was on routine patrol in the area and observed two vehicles parked in a closed business after hours. Officer observed a male exit one vehicle and made contact. The male stated he was there talking with a female friend. Both parties were identified. Neither party appeared to be in distress. Both parties were advised to leave the parking lot.

Arrest

September 23

1600 block of Budd Avenue, Maple Plain. Officer was dispatched to a physical domestic. Officer arrived on scene and spoke to the victim, who advised her boyfriend grabbed her out of bed leaving marks on her arms. Officer observed visible bruising and redness to her arm in the shape of fingers. The victim explained her boyfriend was upset and accused her of cheating. He left the residence prior to police arrival. Eventually, the suspect, Shawn Michael Schlosser (40) turned himself in and was arrested for domestic assault. He was transported to Hennepin County Jail without incident.

Damage to Property

September 26

8300 block of Pioneer Creek Road, Independence. Officer was dispatched to take a damage to property report. Reporting party advised she was hunting last weekend and her ex-boyfriend was loading his shotgun when it accidentally went off blowing a hole in the floorboards of her vehicle. It was determined to be an accident. Reporting party was advised to refer the damage to her insurance company.

Civil Issue

September 28

4900 block of Main Street East, Maple Plain. Officer was dispatched to an on-going civil issue between parents for child custody. Both parents were taking the child from each other and wanting to report it as a crime. They were both advised to take care of the custody issue through the court system or mediation.

Medical

September 29

3600 block Ihduhapi Trail, Independence. Officer was dispatched to an allergic reaction where the patient was stung by a bee, tongue was swollen and itchy, and an EpiPen was administered with no effects. The patient was conscious and breathing but breathing was getting increasingly harder. Officer arrived on scene and rendered care. The patient's oxygen levels were low. North Memorial Paramedics arrived on scene and transported the patient to the hospital.

Disturbance


September 29

5300 block of Highway 12, Maple Plain. Officer was dispatched to a disturbance where a male party was drunk and being obnoxious. Officer arrived on scene and could hear the male yelling and saying profanities. Officer spoke with him and advised it was time to call it a night. The parties involved understood.

Disturbance

September 30

6400 block of Hillstrom Road, Independence. Officer heard multiple loud bangs that sounded like gunfire nearby. A short time later, officer observed numerous large aerial fireworks in the sky. Officer approached the driveway and located five males standing in the driveway with more fireworks that they intended to light off. Officer seized the remaining fireworks and cited two individuals who took blame for purchasing and lighting them off. They were both cited for the violation.

Date: November 8th, 2023
To: Public Safety Commissioners
City of Independence Council Members
City of Maple Plain Council Members
From: Director Gary Kroells 
SUBJECT: OCTOBER 2023 ACTIVITY REPORT



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

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

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

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

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

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

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

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

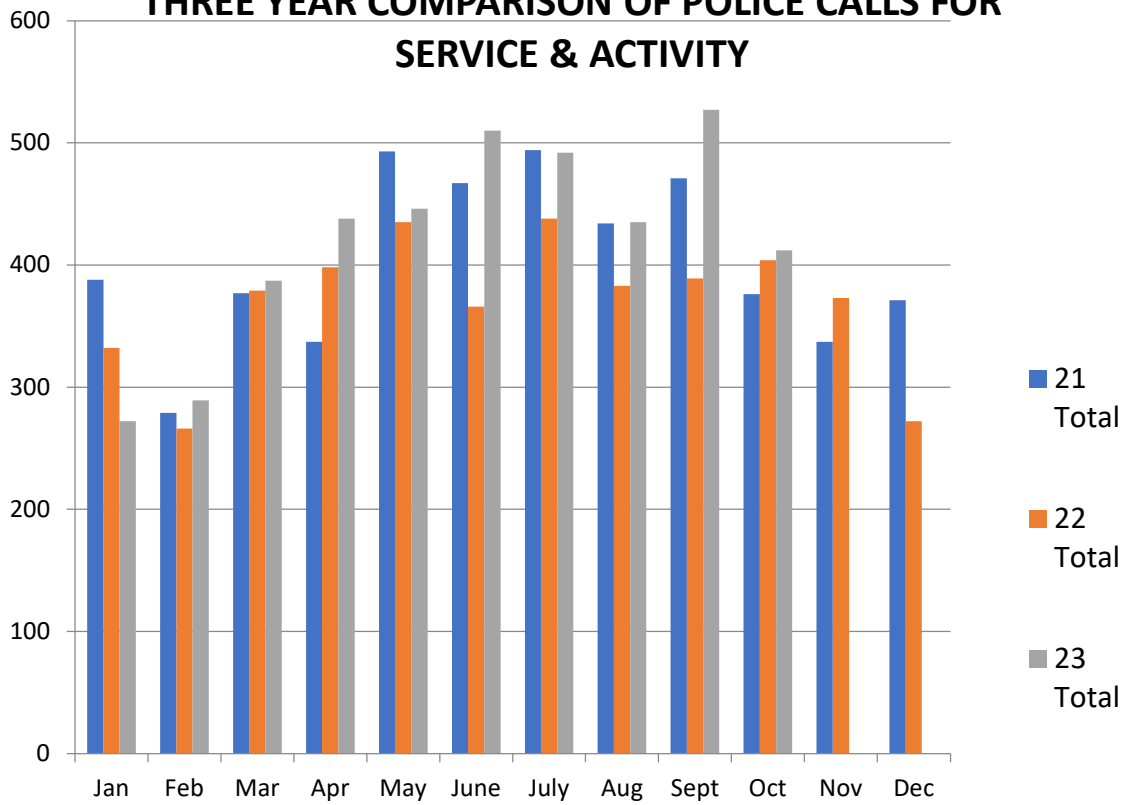
PART V-- Miscellaneous Public: Includes open doors, gun permit applications, suspicious activities, animal complaints, motorist assists, alarm calls, parking complaints, house checks, driving complaints, civil matters, family disputes, department assists.

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

**Monthly Activity Report
October 2023**

Offense	This Month	Same Month Last Year	This Year To Date	Last Year To Date
City Of Independence				
Criminal	3	4	37	59
Traffic	91	104	906	923
Part III	6	4	42	40
Part IV	38	26	281	318
Part V	134	105	1,008	1,167
Total City of Independence	272	243	2,274	2,507
City Of Maple Plain				
Criminal	1	2	34	41
Traffic	28	32	364	250
Part III	5	3	27	18
Part IV	22	21	234	216
Part V	61	69	411	531
Total City Of Maple Plain	117	127	1,070	1,056
Grand Total Both Cities	389	370	3,344	3,563
TZD	0	0	301	135
Agency Assists	23	34	220	264
Total ICR Reports	412	404	3,564	3,962
How Received				
Fax	11	16	78	77
In Person	21	15	115	142
Mail	0	0	3	9
Other	0	0	9	12
Phone	32	20	240	306
Radio	170	159	1,344	1,577
Visual	128	149	1,526	1,359
Email	19	19	150	197
Lobby Walk In	31	26	233	255
Total	412	404	3,698	3,934

THREE YEAR COMPARISON OF POLICE CALLS FOR SERVICE & ACTIVITY



October 2023 Part I & II

City of Maple Plain #'s 1 & 2

AGN	ICR	Title	Create Date	Grid #	Committed Date	MOC range	UCR Part
WHPS	23003924	2 nd Deg DWI/5 th Deg Drugs	10-09-2023	01	10-09-2023	DH600	2

October 2023 Part I & II

City of Independence Grid #'s 3-5

AGN	ICR	Title	Create Date	Grid #	Committed Date	MOC range	UCR Part
WHPS	23003945	Theft/Rpt – Threats	10-10-2023	04	10-10-2023	U106C	2
WHPS	23004022	Threat	10-15-2023	04	10-15-2023	A9B00	2
WHPS	23004053	Accident/Pi – Felony DWi	10-17-2023	03	10-17-2023	JD5K1	2

DIRECTOR'S NEWS & NOTES

WEST HENNEPIN PUBLIC SAFETY

October 2023 Activity Report

Year to Date Activity Report

At the end of October 2023, West Hennepin Public Safety (WHPS) handled year-to-date a total of 3,698 incident complaints. For the month of October; 272 incidents occurred in the City of Independence and 117 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.

Damage to Property

October 1

4800 block of Main Street, Maple Plain. Officer was dispatched to a property damage report where a side window to their home was broken. Officer arrived on scene and observed no signs of theft or forced entry. The window had a hole through it and no foreign object was located on the floor where the damage was done. There are gravel driveways nearby and it is possible a rock was kicked up into their window by a lawnmower.

Arrest

October 1

1500 block of Howard Avenue, Maple Plain. Officer was dispatched to a disturbance and an unwanted person. Officer spoke to the reporting party who advised a male she met on Facebook was dropped off at her residence. Reporting party stated she heard something in the living room and found the male urinating on one of her boxes in the corner. She also stated he appeared intoxicated and was huffing aerosol cans. The male left on foot but was quickly located a few blocks away. Male was obviously intoxicated and arrested for the active warrant for dangerous weapons. He was transported to Hennepin County Jail.

Property Damage

October 2

Intersection of Main Street and Budd Avenue, Maple Plain. Officer was dispatched to a hit and run crash that occurred the day prior. Reporting party advised she was parked at a nearby business when she came out and noticed someone must have backed into her vehicle. The rear bumper was damaged and white paint transfer was observed. There were no cameras in the area and no witnesses came forward. Reporting party was advised to call in the moment, so we could check the area for suspect vehicles.

Fire

October 2

1400 block of Nelson Road, Independence. Officer was dispatched to a report of electrical burning smell inside a residence. All occupants were already evacuated from the home. Officer arrived on scene with Delano Fire Department and found an open fuse on the main panel, which was more than likely the cause of the smell. No fire or heat signatures were found. Homeowners were advised to have an electrician checking things out.

Suspicious Activity

October 4

3600 block of Independence Road, Independence. Officer was dispatched to a possible burglary in progress. Reporting party fell asleep on the couch and found the front door was wide open and then heard footsteps. Officers arrived on scene and searched the residence. The home was secure, there were no signs of forced entry, and nothing had appeared to be tampered with. There were very strong occasional winds occurring throughout the night, which is the suspected cause of the door being open.

Found Property

October 5

1500 block of Parkview Road, Maple Plain. Officer was dispatched to a report of found drug paraphernalia. Officer arrived on scene and found a marijuana bowl in the reporting party's yard. She had no idea who the pipe would belong to or where it came from. Officer took possession of the pipe and destroyed it.

Traffic Complaint

October 6

500 block of County Road 110, Independence. Officer was dispatched to a report of an older vehicle doing donuts in a nearby parking lot. Reporting party advised it usually happens at night, but they did it during the day today. Reporting party was able to get the license plate. Follow-up will be conducted with the registered owner of the vehicle and extra patrol will be conducted.

Traffic Complaint
October 8

Intersection of Highway 12 and Baker Park Road, Maple Plain. Officer was dispatched to a traffic complaint where a vehicle was passing on the right. Officer located the suspect vehicle and initiated a traffic stop. Officer spoke to the driver who admitted to nearly colliding with another vehicle when the two-lane merged into one lane. Driver was very apologetic, lives out of state, and was driving a rental car. Driver advised he wasn't familiar with the area and was released with a warning for driving conduct.

Arrest
October 9

Intersection of Highway 12 and Oak Street, Maple Plain. Officer was dispatched to a personal injuring crash. Caller reported the driving was unresponsive, possibly not breathing, and trapped by the dash. Officers arrived on scene and reached into the window to check for a pulse and the driver woke up frantically and pulled himself up. Driver exited the vehicle and a small piece of tinfoil with a pill was found on the driver's seat. Driver refused to answer most questions that were being asked. Driver displayed signs of impairment and provided unsatisfactory field sobriety tests. A search warrant for a blood draw was executed. Driver was arrested for 2nd degree DWI and 5th degree-controlled substance pending toxicology. He was brought to Hennepin County Jail without incident.

Theft
October 11

5300 block of Sunset Lane, Independence. Officer was dispatched to a possible theft report. Officer spoke to the reporting party who advised months ago they moved to another state. While moving, they hired a company to transport their belongings. When their items arrived at their new home, items were missing including about \$10,000 worth of jewelry. The moving company advised there were three other households on that truck and the items were misplaced. Officer advised it didn't appear criminal in nature and to continue working with insurance and the moving company.

Traffic Complaint
October 12

500 block of County Road 110 N, Independence. Officer was dispatched to an ongoing issue of erratic driving in a nearby church parking lot. Reporting party advised three vehicles were seen leaving the parking lot. Officer arrived on scene and observed the front tire impressions in the dirt. Extra patrol requested in the area.

Assist
October 14

1500 block of Howard Avenue, Maple Plain. Officer was dispatched to a homeless individual calling for help. Officer spoke to the individual who advised she was homeless, hasn't eaten, and was staying in a public community room. She advised she met a man online, they arrived at his residence, and he told her to wait a minute. She waited and he never came back and was stuck at his residence. She wasn't sure his name or any further information. Officer drove her to a homeless shelter for the night.

Welfare Check
October 15

Intersection of County Road 90 and County Road 6, Independence. Officer was dispatched to a welfare check of a male stepping into traffic. Officer arrived on scene and found a male walking on the side of the road. He advised he had run out of gas and was trying to get home and requested a ride. Officer confirmed his car was parked roadside. Officer dropped him off at his home to get gasoline.

Medical
October 16

1800 block of Budd Avenue, Maple Plain. Officer was dispatched to a patient who thought she was having a blood sugar issue. Patient's father advised she didn't take her insulin, refuses to check her blood sugar, and wasn't feeling well. Officer met with the patient and found she had good oxygen level but had a fast heart rate. Officer advised her to slow down her breathing which calmed her down. Her blood sugar was at 262. MPFD and North Memorial Paramedics assisted the patient.

Traffic Complaint
October 17

Intersection of County Road 6 and County Road 83, Independence. Officer was dispatched to a driving complaint where a vehicle was driving extremely fast and passing illegally. Officer located the suspect vehicle and followed the vehicle. Officer observed the vehicle passing another vehicle in a no passing zone and was driving approximately 10-mph over the speed limit. Officer eventually caught up to and stopped the vehicle and spoke to the driver who advised she was in a hurry to get home and let her dogs out. Officer found her insurance was also cancelled the day prior due to lack of payment. Officer cited her for the offenses and told her to park her car and get insurance.

Arrest
October 17

5100 block of County Road 19, Independence. Officer was dispatched to a crash detected via OnStar notification. Officer arrived and was able to get the driver out of the vehicle. It appeared the vehicle left the road the wrong way, struck a driveway culvert, and was laying on its side. Driver was bleeding from the mouth and was showing signs of impairment. Preliminary breath test showed 0.198. Ultimately, the driver was arrested for DWI. A search warrant for blood was signed by a judge and executed at the hospital. Due to multiple prior DWI convictions, the driver was charged with Felony DWI.

Gas Odor
October 19

5100 block of Highway 12, Maple Plain. Officer was dispatched to a smell of gas coming from the hot water heater. Officer arrived on scene and was directed to the hot water heater. Reporting party advised there was a wash bay near the heater. It was apparent the water put out the pilot and the gas was still on. Officer turned off the gas and attempted to relight the pilot but was unsuccessful due to the wetness. MPFD arrived on scene and determined there were no dangerous levels of gas in the area.

Medical
October 19

5300 block of Clayton Drive, Maple Plain. Officer was dispatched to a patient having back pain. Officer arrived on scene and found the patient working in the garage. Patient advised he took some medications prior to arrival to help loosen up his back muscles. Patient declined medical treatment and advised he would go to the doctor the next day.

Welfare Check
October 20

5800 block of Robert Road, Independence. Officer was dispatched to a welfare check. Father of subject wanted Officers to check on his son who was home alone, sick, and not answering phone calls. Officer contacted the individual at the house and was advised to contact his parents and they were worried about him.

Shooting Complaint
October 20

6300 block of County Road 6, Independence. Officer was dispatched to two men shooting in a field behind his house. Reporting party advised he rents the property, and the owner lets people hunt. Reporting party thinks they're too close to the house and believed it's unsafe. Officer contacted the owner of the property who advised he did give permission for people to target shoot behind the home.

Medical
October 22

3600 block of Ihduhapi Trail, Independence. Officer was dispatched to a male who fell and became unconscious. Officer arrived on scene with West Suburban Fire. Upon arrival, patient was found lying on the floor and was said to have fallen multiple times. Patient had overwhelming odor of alcohol on breath. North Memorial Paramedics arrived on scene and transported the patient to the hospital.

Medical
October 23

2800 block of Becker Road, Independence. Officer was dispatched to an elderly male feeling dizzy and faint, which has been going on for multiple days. Officer arrived on scene and spoke to family members who advised the patient was recently diagnosed with rapidly spreading cancer. Family decided to transport the patient to the hospital.

Suspicious Activity
October 26

7800 block of Pioneer Creek Road, Independence. Officer was dispatched to a suspicious vehicle. Reporting party advised it was a very unusual spot to park. It was suggested the individual may be hunting in the area. Reporting party said it was unlikely due to the number of horses in the area. Officer attempted to contact the reporting party via phone but was unsuccessful. Officer arrived on scene and looked in the back of the vehicle and observed a bow and arrow case.

Crash
October 27

2100 block of Budd Street, Independence. Officer was dispatched to a crash where a van struck a tree called in by the property owner. Officer arrived on scene and found a transit van in the front yard of a residence resting against the tree. Driver advised he was making a package delivery and attempted to back out and turn around in the driveway when he slid down the grade of the yard. Tow truck pulled the van out of the ditch.

Medical
October 28

8000 block of County Road 6, Independence. Officer was dispatched to a patient who was experiencing chest pain. The patient had a history of heart problems. Officer arrived on scene with MPFD who provided care. Medication was given to the patient. North Memorial Paramedics arrived on scene and hooked the patient up to their EKG machine. The EKG machine confirmed the patient was having a heart attack. Paramedics transported the patient to the hospital.

West Hennepin Public Safety
Monthly Claims
 September 2023

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Liability Check	09/01/2023	B-MP	Bank of Maple Plain - Paychecks	Aug 16-31, 2023 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-33,804.92
Liability Check	09/01/2023	IRS	Internal Revenue Service	August 16-31, 2023 payroll	West Hennepin Public Safety	√	-SPLIT-	-7,298.48
Liability Check	09/01/2023	EJ	John Hancock	August 16-31, 2023 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-1,050.00
Liability Check	09/01/2023	MN REV	MN Dept. of Revenue	August 16-31, 2023 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-2,335.00
Liability Check	09/01/2023	HSA	Optum Bank	August 16-31, 2023 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-1,280.00
Liability Check	09/01/2023	PERA	PERA	August 16-31, 2023 payroll	West Hennepin Public Safety	√	-SPLIT-	-14,038.27
Liability Check	09/01/2023	FSA	TASC	August 16-31, 2023 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-40.00
Deposit	09/05/2023			Deposit	West Hennepin Public Safety	√	-SPLIT-	172,284.38
General Journal	09/05/2023	665		monthly requisition, September 2023	West Hennepin Public Safety	√	1701 - Capital Improvement Fund	-2,592.39
Paycheck	09/06/2023	35113	Employee	Uniform Allowance	West Hennepin Public Safety	√	-SPLIT-	-849.57
Liability Check	09/06/2023	IRS	Internal Revenue Service	uniform allowance	West Hennepin Public Safety	√	-SPLIT-	-25.00
Check	09/11/2023	35114	HealthPartners Inc	medical ins premiums	West Hennepin Public Safety	√	104 B - Medical Insurance	-14,957.17
Check	09/11/2023	35115	Language Line Services	translation services	West Hennepin Public Safety	√	201 - Telephone	-18.00
Check	09/11/2023	35116	Loffler - Leasing	copier lease	West Hennepin Public Safety	√	203 - Office/Opr Equip Maintenance	-240.04
Check	09/11/2023	35117	Delano True Value	office equipment supplies	West Hennepin Public Safety	√	204 - Office/Operating Supplies	-56.85
Check	09/11/2023	35118	CenterPoint Energy	office gas usage	West Hennepin Public Safety	√	207 - Utilities/Gas/Electric	-71.45
Check	09/11/2023	35119	City of Independence	utility expense reimb	West Hennepin Public Safety	√	207 - Utilities/Gas/Electric	-862.01
Check	09/11/2023	35120	Element Technologies, LLC	computer support & hardware expenses	West Hennepin Public Safety	√	-SPLIT-	-6,058.58
Check	09/11/2023	35121	Thomson Reuters - West	monthly online software subscription	West Hennepin Public Safety	√	302 A3 - Investigative IT Fees	-117.97
Check	09/11/2023	35122	Mid-County Coop	fuel tank fills	West Hennepin Public Safety	√	-SPLIT-	-1,959.08
Check	09/11/2023	35123	Employee	trng expense reimb	West Hennepin Public Safety	√	307 A3 - Chief's Mileage	-717.80
Check	09/11/2023	35124	Peterson Counseling & Consulting	monthly retainer	West Hennepin Public Safety	√	307 - Schools & Training	-255.00
Check	09/11/2023	1598	ECM Publishers, Inc.	annual newspaper ad	West Hennepin Crime Prevention	√	301 - Printing	-80.00
Check	09/12/2023	35125	Employee	expense reimbursement	West Hennepin Public Safety	√	105 - Uniform Expense	-221.46
Check	09/12/2023	35126	Elan Financial Services	monthly credit card charges	West Hennepin Public Safety	√	-SPLIT-	-1,426.55
Check	09/12/2023	35127	Hennepin County Accounts Receivable	radios/MDC lease	West Hennepin Public Safety	√	-SPLIT-	-1,417.69
Check	09/12/2023	35128	Axon Enterprise, Inc.	training registration	West Hennepin Public Safety	√	307 B4 - Officer Schools	-495.00
Check	09/12/2023	35129	Streicher's Police Equipment	practice ammo	West Hennepin Public Safety	√	403 F - Firearms	-3,375.36
Check	09/12/2023	35130	Madden Galanter Hansen	attorney fees	West Hennepin Public Safety	√	404 - Contingency Fund	-44.00
Deposit	09/14/2023			Deposit	West Hennepin Crime Prevention	√	503 G - Miscellaneous	500.00
Liability Check	09/15/2023	B-MP	Bank of Maple Plain - Paychecks	Sept. 1-15, 2023 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-32,816.01
Liability Check	09/15/2023	IRS	Internal Revenue Service	Sept. 1-15, 2023 payroll	West Hennepin Public Safety	√	-SPLIT-	-7,399.38
Liability Check	09/15/2023	EJ	John Hancock	Sept. 1-15, 2023 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-1,050.00
Liability Check	09/15/2023	MN REV	MN Dept. of Revenue	Sept. 1-15, 2023 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-2,294.00
Liability Check	09/15/2023	HSA	Optum Bank	Sept. 1-15, 2023 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-1,280.00
Liability Check	09/15/2023	PERA	PERA	Sept. 1-15, 2023 payroll	West Hennepin Public Safety	√	-SPLIT-	-13,732.61
Liability Check	09/15/2023	FSA	TASC	Sept. 1-15, 2023 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-40.00
Check	09/18/2023	B-MP	Bank of Maple Plain	direct deposit batch item fee	West Hennepin Public Safety	√	101 H - Payroll ACH Fees	-1.65
Check	09/18/2023	B-MP	Bank of Maple Plain	direct deposit batch orig fees	West Hennepin Public Safety	√	101 H - Payroll ACH Fees	-8.85
Check	09/18/2023	B-MP	Bank of Maple Plain	direct deposit service fee	West Hennepin Public Safety	√	101 H - Payroll ACH Fees	-9.95
Deposit	09/19/2023			Deposit	West Hennepin Public Safety	√	503 O2 - POST Reimb	10,101.98
Check	09/20/2023	35131	Employee	expense reimb	West Hennepin Public Safety	√	105 - Uniform Expense	-332.54
Check	09/20/2023	35132	Employee	expenses reimbursement	West Hennepin Public Safety	√	-SPLIT-	-65.61
Liability Check	09/29/2023	B-MP	Bank of Maple Plain - Paychecks	Sept. 16-30, 2023 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-34,258.67
Liability Check	09/29/2023	IRS	Internal Revenue Service		West Hennepin Public Safety	√	-SPLIT-	-7,595.46
Liability Check	09/29/2023	MN REV	MN Dept. of Revenue	Sept. 16-30, 2023 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-2,389.00
Liability Check	09/29/2023	FSA	TASC	Sept. 16-30, 2023 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-40.00
Liability Check	09/29/2023	PERA	John Hancock	Sept. 16-30, 2023 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-1,050.00
Liability Check	09/29/2023	HSA	Optum Bank	Sept. 16-30, 2023 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-1,280.00
Liability Check	09/29/2023	PERA	PERA	Sept. 16-30, 2023 payroll	West Hennepin Public Safety	√	-SPLIT-	-14,303.09
Deposit	09/29/2023			Deposit	West Hennepin Public Safety	√	-SPLIT-	168.00
Deposit	09/29/2023			Deposit	West Hennepin Public Safety	√	-SPLIT-	350.00
Deposit	09/29/2023			Deposit	West Hennepin Public Safety	√	503 O1 - State Aid to LE	107,079.32
Check	09/29/2023	35133	TASC	COBRA Administration	West Hennepin Public Safety	√	104 D - Benefits Administration Fees	-39.18
Check	09/29/2023	35134	City of Independence	dental ins premiums	West Hennepin Public Safety	√	-SPLIT-	-1,947.72
Check	09/29/2023	35135	Streicher's Police Equipment	uniform expenses	West Hennepin Public Safety	√	-SPLIT-	-690.88
Check	09/29/2023	35136	Verizon Wireless	cell phones, wireless aircards	West Hennepin Public Safety	√	201 - Telephone	-746.38
Check	09/29/2023	35137	Discover Restitution	RR2023-08-31-020, subpoena evidence	West Hennepin Public Safety	√	301 - Printing	-22.00
Check	09/29/2023	35138	Office of MNIT Services	monthly WAN services	West Hennepin Public Safety	√	302 A2 - IT Contracted Services/hdwr/sft	-52.88
Check	09/29/2023	35139	Davis Chevrolet of Delano	squad mtnc	West Hennepin Public Safety	√	303 - Auto Maintenance	-620.18
Check	09/29/2023	35140	Action Fleet, LLC	squad repair	West Hennepin Public Safety	√	303 - Auto Maintenance	-358.99
Check	09/29/2023	35141	Coborn's Car Wash	squad car washes	West Hennepin Public Safety	√	303 - Auto Maintenance	-652.00
Check	09/29/2023	35142	Mid-County Coop	fuel tank fills	West Hennepin Public Safety	√	-SPLIT-	-1,514.54
Check	09/29/2023	35143	Employee	expense reimbursement	West Hennepin Public Safety	√	304 - Fuel and Oil	-154.64
Check	09/29/2023	35144	Peterson Counseling & Consulting	monthly retainer fee	West Hennepin Public Safety	√	307 F - Wellness Program	-125.00
Check	09/29/2023	35145	Standard Insurance Company	life & std ins premiums	West Hennepin Public Safety	√	-SPLIT-	-518.93
Check	09/29/2023	35146	Reliance Standard Life Ins.	ltd ins premiums	West Hennepin Public Safety	√	104 H - Long Term Disability	-614.32
Deposit	09/30/2023			Interest	West Hennepin Reserves	√	503 F - Interest	1.38
Deposit	09/30/2023			Interest	West Hennepin Crime Prevention	√	503 F - Interest	2.07
Deposit	09/30/2023			Interest	West Hennepin Public Safety	√	503 F - Interest	184.41

AUDITED & APPROVED:

DATE: _____

West Hennepin Public Safety
Monthly Claims
 October 2023

Type	Date	Num	Name	Memo	Account	Cir	Split	Amount
Oct 23								
Deposit	10/02/2023			Deposit	West Hennepin Public Safety	✓	-SPLIT-	82,543.38
General Journal	10/02/2023	666		monthly requisition, October, 2023	West Hennepin Public Safety	✓	1701 - Capital Improvement Fund	-2,592.39
Check	10/02/2023	HSA	Optum Bank	Employer HSA Contributions	West Hennepin Public Safety	✓	104 C - Employer HSA Contributions	-3,750.00
Deposit	10/02/2023			Deposit	West Hennepin Crime Prevention	✓	503 G - Miscellaneous	500.00
Check	10/10/2023	35147	HealthPartners Inc	medical ins premium	West Hennepin Public Safety	✓	104 B - Medical Insurance	-14,957.17
Check	10/10/2023	35148	West Hennepin Public Safety Petty Cash	replenish office petty cash	West Hennepin Public Safety	✓	-SPLIT-	-200.00
Check	10/10/2023	35149	DataWorks Plus LLC	annual equipment mtnc fee	West Hennepin Public Safety	✓	203 - Office/Opr Equip Maintenance	-275.94
Check	10/10/2023	35150	Delano Carquest	misc garage supplies	West Hennepin Public Safety	✓	204 - Office/Operating Supplies	-71.52
Check	10/10/2023	35151	City of Independence	shared utility bill	West Hennepin Public Safety	✓	207 - Utilities/Gas/Electric	-826.53
Check	10/10/2023	35152	CenterPoint Energy	office gas usage	West Hennepin Public Safety	✓	207 - Utilities/Gas/Electric	-70.67
Check	10/10/2023	35153	Element Technologies, LLC	monthly contracted IT service	West Hennepin Public Safety	✓	302 A2 - IT Contracted Services/hdwr/sft	-2,436.50
Check	10/10/2023	35154	Thomson Reuters - West	monthly website access	West Hennepin Public Safety	✓	302 A3 - Investigative IT Fees	-117.97
Check	10/10/2023	35155	North Memorial	training expenses	West Hennepin Public Safety	✓	-SPLIT-	-280.00
Check	10/10/2023	35156	Melanie Koenen	officer wellness visit	West Hennepin Public Safety	✓	307 F - Wellness Program	-120.00
Check	10/10/2023	35157	Madden Galanter Hansen	attorney fees	West Hennepin Public Safety	✓	404 - Contingency Fund	-725.00
Check	10/10/2023	1599	Williams Towing	DWI vehicle tow	West Hennepin Crime Prevention	✓	404 - Contingency Fund	-280.00
Check	10/10/2023	35158	Pilgrim Dry Cleaners	drycleaning expense	West Hennepin Public Safety	✓	601 A - View Santa	-21.71
Check	10/10/2023	35159	Bureau of Crim. Apprehension	CJDN fees	West Hennepin Public Safety	✓	-SPLIT-	-1,560.00
Check	10/10/2023	35160	Loffler - Leasing	copier lease	West Hennepin Public Safety	✓	203 - Office/Opr Equip Maintenance	-182.97
Check	10/10/2023	35161	Hennepin County Accounts Receivable	radio & MDC fees	West Hennepin Public Safety	✓	302 F - Radios, MDCs	-1,252.40
Check	10/11/2023	35162	Lexipol LLC	LE policy manual & daily trng bulletins access	West Hennepin Public Safety	✓	-SPLIT-	-5,657.54
Deposit	10/12/2023			Deposit	West Hennepin Reserves	✓	503 U - Donations-Reserves	30.00
Check	10/12/2023	35163	Elan Financial Services	monthly credit card charges	West Hennepin Public Safety	✓	-SPLIT-	-2,556.02
Liability Check	10/16/2023	B-MP	Bank of Maple Plain - Paychecks	Oct. 1-15, 2023 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-33,744.14
Liability Check	10/16/2023	IRS	Internal Revenue Service	Oct. 1-15, 2023 payroll	West Hennepin Public Safety	✓	-SPLIT-	-7,396.78
Liability Check	10/16/2023	EJ	John Hancock	Oct. 1-15, 2023 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-1,050.00
Liability Check	10/16/2023	MN REV	MN Dept. of Revenue	Oct. 1-15, 2023 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-2,339.00
Liability Check	10/16/2023	B-MP	Optum Bank	Oct. 1-15, 2023 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-1,280.00
Liability Check	10/16/2023	PERA	PERA	Oct. 1-15, 2023 payroll	West Hennepin Public Safety	✓	-SPLIT-	-14,052.05
Liability Check	10/16/2023	EJ	TASC	Oct. 1-15, 2023 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-40.00
Deposit	10/16/2023			Deposit	West Hennepin Crime Prevention	✓	503 G - Miscellaneous	280.00
Check	10/16/2023	B-MP	Bank of Maple Plain	direct deposit batch item fee	West Hennepin Public Safety	✓	101 H - Payroll ACH Fees	-0.55
Check	10/16/2023	B-MP	Bank of Maple Plain	direct deposit batch orig fees	West Hennepin Public Safety	✓	101 H - Payroll ACH Fees	-2.95
Check	10/16/2023	B-MP	Bank of Maple Plain	direct deposit service fee	West Hennepin Public Safety	✓	101 H - Payroll ACH Fees	-9.95
Check	10/19/2023	35164	DVS Renewal	registration renewal	West Hennepin Public Safety	✓	303 - Auto Maintenance	-15.25
Deposit	10/25/2023			Deposit	West Hennepin Crime Prevention	✓	-SPLIT-	1,820.00
Check	10/25/2023	35165	TASC	annual membership fee	West Hennepin Public Safety	✓	104 D - Benefits Administration Fees	-762.52
Check	10/25/2023	35166	Optum	Orly HSA mtnc fee	West Hennepin Public Safety	✓	104 D - Benefits Administration Fees	-80.75
Check	10/25/2023	35167	City of Independence	dental ins premiums	West Hennepin Public Safety	✓	104 E - Dental Insurance	-1,014.72
Check	10/25/2023	35168	Standard Insurance Company	life & std ins premiums	West Hennepin Public Safety	✓	-SPLIT-	-514.43
Check	10/25/2023	35169	Verizon Wireless	cell phones, wireless aircards	West Hennepin Public Safety	✓	201 - Telephone	-746.86
Check	10/25/2023	35170	Office of MNIT Services	monthly WAN service	West Hennepin Public Safety	✓	302 A2 - IT Contracted Services/hdwr/sft	-52.88
Check	10/25/2023	35171	Williams Towing	squad tow	West Hennepin Public Safety	✓	303 - Auto Maintenance	-157.00
Check	10/25/2023	35172	Davis Chevrolet of Delano	squad mtnc/repairs	West Hennepin Public Safety	✓	-SPLIT-	-1,240.01
Check	10/25/2023	35173	Action Fleet, LLC	squad repair	West Hennepin Public Safety	✓	303 - Auto Maintenance	-869.00
Check	10/25/2023	35174	Mid-County Coop	fuel tank fills	West Hennepin Public Safety	✓	-SPLIT-	-2,680.79
Check	10/25/2023	35175	On-Site Medical Services Inc.	Audio/FIT testing	West Hennepin Public Safety	✓	307 B4 - Officer Schools	-80.00
Check	10/25/2023	35176	Autoworks Collision Center, Inc.	squad 74 repairs	West Hennepin Public Safety	✓	-SPLIT-	-10,953.75
General Journal	10/25/2023	667	Vendor	for 2024 annual TASC membership fee	104 D - Benefits Administration Fees	✓	1550 - Prepaid Expense	-786.52
Check	10/26/2023	35177	Filippin Bills	car washes	West Hennepin Public Safety	✓	303 - Auto Maintenance	-200.00
Deposit	10/26/2023			Deposit	West Hennepin Public Safety	✓	503 V3 - Other	639.47
Check	10/27/2023	35178	Autoworks Collision Center, Inc.	squad 72 repairs	West Hennepin Public Safety	✓	-SPLIT-	-8,486.02
Check	10/27/2023	35179	Autoworks Collision Center, Inc.	squad 72 repairs	West Hennepin Public Safety	✓	-SPLIT-	-4,280.07
Check	10/30/2023	35180	Transport Graphics	squad 72 repair	West Hennepin Public Safety	✓	-SPLIT-	-734.00
Check	10/31/2023	35181	Peterson Counseling & Consulting	consulting & retainer fees	West Hennepin Public Safety	✓	307 F - Wellness Program	-290.00
Check	10/31/2023	35182	Reliance Standard Life Ins.	ltd ins premiums	West Hennepin Public Safety	✓	104 H - Long Term Disability	-614.32
Deposit	10/31/2023			Deposit	West Hennepin Public Safety	✓	-SPLIT-	360.00
Deposit	10/31/2023			Deposit	West Hennepin Public Safety	✓	-SPLIT-	13.50
Deposit	10/31/2023			Interest	West Hennepin Crime Prevention	✓	503 F - Interest	2.33
Deposit	10/31/2023			Interest	West Hennepin Reserves	✓	503 F - Interest	1.34
Deposit	10/31/2023			Interest	West Hennepin Public Safety	✓	503 F - Interest	195.69

AUDITED & APPROVED: _____

DATE: _____

**West Hennepin Public Safety
Monthly Claims
November 2023**

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Nov 23								
Liability Check	11/01/2023	B-MP	Bank of Maple Plain - Paychecks	Oct 16-31, 2023 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-31,516.37
Liability Check	11/01/2023	IRS	Internal Revenue Service	Oct. 16-31, 2023 payroll	West Hennepin Public Safety	✓	-SPLIT-	-6,845.44
Liability Check	11/01/2023	DD231101-14	MN Dept. of Revenue	Oct. 16-31, 2023 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-2,139.00
Liability Check	11/01/2023	EJ	John Hancock	Oct. 16-31, 2023 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-1,050.00
Liability Check	11/01/2023	HSA	Optum Bank	oct. 16-31, 2023 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-1,280.00
Liability Check	11/01/2023	PERA	PERA	Oct. 16-31, 2023 payroll	West Hennepin Public Safety	✓	-SPLIT-	-13,071.74
Liability Check	11/01/2023	FSA	TASC	Oct. 16-31, 2023 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-40.00
Deposit	11/06/2023			Deposit	West Hennepin Public Safety	✓	503 V3 - Other	883.51
Deposit	11/09/2023			Deposit	West Hennepin Public Safety	✓	-SPLIT-	172,628.38
General Journal	11/09/2023	668		monthly requisition, November 2023	West Hennepin Public Safety	✓	1701 - Capital Improvement Fund	-2,592.39
Check	11/09/2023	35183	HealthPartners Inc	medical ins premiums	West Hennepin Public Safety	✓	104 B - Medical Insurance	-16,241.19
Check	11/09/2023	35185	Loffler - Leasing	copier lease	West Hennepin Public Safety	✓	203 - Office/Opr Equip Maintenance	-177.80
Check	11/09/2023	35186	CenterPoint Energy	office gas usage	West Hennepin Public Safety	✓	207 - Utilities/Gas/Electric	-166.45
Check	11/09/2023	35187	City of Independence	shared utility expense reimbursement	West Hennepin Public Safety	✓	207 - Utilities/Gas/Electric	-662.91
Check	11/09/2023	35188	Element Technologies, LLC	monthly IT service	West Hennepin Public Safety	✓	-SPLIT-	-2,849.00
Check	11/09/2023	35189	Thomson Reuters - West	investigative tool	West Hennepin Public Safety	✓	302 A3 - Investigative IT Fees	-119.56
Check	11/09/2023	35190	Hennepin County Accounts Receivable	radio/mdc fees	West Hennepin Public Safety	✓	302 F - Radios, MDCs	-1,252.40
Check	11/09/2023	35191	Delano Carquest	misc. squad mtrc supplies	West Hennepin Public Safety	✓	303 - Auto Maintenance	-32.83
Check	11/09/2023	35192	Suburban Tire Wholesale Inc.	squad tires	West Hennepin Public Safety	✓	-SPLIT-	-904.52
Check	11/09/2023	35193	Mid-County Coop	fuel tank rent & refill	West Hennepin Public Safety	✓	-SPLIT-	-1,158.23
Check	11/09/2023	35196	MN Chiefs of Police Assoc.	training registration	West Hennepin Public Safety	✓	307 B4 - Officer Schools	-65.00
Check	11/09/2023	35197	Action Fleet, LLC	thermal cameras installation	West Hennepin Public Safety	✓	-SPLIT-	-9,352.75
Check	11/09/2023	35198	Madden Galanter Hansen	legal fees	West Hennepin Public Safety	✓	404 - Contingency Fund	-2,247.75
Check	11/09/2023	35199	Steve Neururer	pre-employment background check	West Hennepin Public Safety	✓	404 - Contingency Fund	-1,440.00
Check	11/09/2023	35201	Elan Financial Services	monthly credit card charges	West Hennepin Public Safety	✓	-SPLIT-	-3,818.29
General Journal	11/09/2023	669		thermal camera install, squad 71	West Hennepin Public Safety	✓	-SPLIT-	2,988.75
General Journal	11/09/2023	670		firearms trailer build	West Hennepin Public Safety	✓	1701 - Capital Improvement Fund	865.40
Deposit	11/14/2023			Deposit	West Hennepin Public Safety	✓	-SPLIT-	13,000.09
Liability Check	11/16/2023	B-MP	Bank of Maple Plain - Paychecks	Nov. 1-15, 2023 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-32,135.84
Liability Check	11/16/2023	IRS	Internal Revenue Service	Nov. 1-15, 2023 payroll	West Hennepin Public Safety	✓	-SPLIT-	-6,961.94
Liability Check	11/16/2023	FSA	TASC	Nov. 1-15, 2023 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-40.00
Liability Check	11/16/2023	MN REV	MN Dept. of Revenue	Nov. 1-15, 2023 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-2,192.00
Liability Check	11/16/2023	HSA	Optum Bank	Nov. 1-15, 2023 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-1,280.00
Liability Check	11/16/2023	EJ	John Hancock	Nov. 1-15, 2023 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-1,050.00
Check	11/16/2023	35204	City of Independence	dental ins premiums	West Hennepin Public Safety	✓	104 E - Dental Insurance	-1,168.40
Check	11/16/2023	35205	Office of MNIT Services	monthly WAN service	West Hennepin Public Safety	✓	302 A2 - IT Contracted Services/hdwr/sft	-52.88
Check	11/16/2023	35206	Davis Chevrolet of Delano	squad mtrc/repair	West Hennepin Public Safety	✓	303 - Auto Maintenance	-899.23
Check	11/16/2023	35207	Mid-County Coop	fuel tank fill	West Hennepin Public Safety	✓	304 - Fuel and Oil	-662.15
Check	11/16/2023	35208	Galls, LLC	uniform expense	West Hennepin Public Safety	✓	601 D - Uniform	-99.00
Check	11/16/2023	35209	Streicher's Police Equipment	uniform expenses	West Hennepin Public Safety	✓	-SPLIT-	-501.93
Deposit	11/16/2023			Deposit	West Hennepin Public Safety	✓	503 I - Reimbursed OT	13,087.02
Liability Check	11/16/2023	PERA	PERA	956800	West Hennepin Public Safety	✓	-SPLIT-	-13,331.70
Check	11/16/2023	B-MP	Bank of Maple Plain	direct deposit batch item fee	West Hennepin Public Safety	✓	101 H - Payroll ACH Fees	-1.10
Check	11/16/2023	B-MP	Bank of Maple Plain	direct deposit batch orig fees	West Hennepin Public Safety	✓	101 H - Payroll ACH Fees	-5.90
Check	11/16/2023	B-MP	Bank of Maple Plain	direct deposi service fee	West Hennepin Public Safety	✓	101 H - Payroll ACH Fees	-9.95
Check	11/28/2023	1601	Radarsign, LLC	equipment maintenance	West Hennepin Crime Prevention	✓	203 - Office/Opr Equip Maintenance	-800.00
Check	11/28/2023	35210	Standard Insurance Company	life & std ins premiums	West Hennepin Public Safety	✓	-SPLIT-	-601.42
Check	11/28/2023	35211	Reliance Standard Life Ins.	ltd ins premiums	West Hennepin Public Safety	✓	104 H - Long Term Disability	-673.54
Check	11/28/2023	35212	Verizon Wireless	cell phones, squad wireless aircards	West Hennepin Public Safety	✓	201 - Telephone	-746.86
Check	11/28/2023	35213	Davis Chevrolet of Delano	squad mtrc/repairs	West Hennepin Public Safety	✓	-SPLIT-	-315.38
Check	11/28/2023	35214	Mid-County Coop	fuel tank fills	West Hennepin Public Safety	✓	-SPLIT-	-1,519.90
Check	11/28/2023	35215	Action Fleet, LLC	squad equipment install	West Hennepin Public Safety	✓	402 - Capital Improvement Plan	-3,875.33
Check	11/28/2023	35216	Total Printing Services	View Santa candy bags	West Hennepin Public Safety	✓	601 A - View Santa	-110.00
General Journal	11/28/2023	671		squad 77, thermal camera install	West Hennepin Public Safety	✓	1701 - Capital Improvement Fund	3,875.33
Liability Check	11/30/2023	B-MP	Bank of Maple Plain - Paychecks	Nov 16-30, 2023 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-31,538.10
Liability Check	11/30/2023	IRS	Internal Revenue Service	Nov. 16-30, 2023 payroll	West Hennepin Public Safety	✓	-SPLIT-	-6,841.10
Liability Check	11/30/2023	EJ	John Hancock	Nov. 16-30, 2023 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-1,050.00
Liability Check	11/30/2023	MN REV	MN Dept. of Revenue	Nov. 16-30, 2023 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-2,141.00
Liability Check	11/30/2023	HSA	Optum Bank	Nov. 16-30, 2023 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-1,280.00
Liability Check	11/30/2023	PERA	PERA	Nov. 16-30, 2023 payroll	West Hennepin Public Safety	✓	-SPLIT-	-13,078.45
Liability Check	11/30/2023	FSA	TASC	Nov. 16-30, 2023 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-40.00
Check	11/30/2023	35219	Peterson Counseling & Consulting	consulting & retainer fees	West Hennepin Public Safety	✓	307 F - Wellness Program	-420.00
Deposit	11/30/2023			Deposit	West Hennepin Public Safety	✓	-SPLIT-	205.00
Deposit	11/30/2023			Deposit	West Hennepin Public Safety	✓	-SPLIT-	481.25
Deposit	11/30/2023			Interest	West Hennepin Crime Prevention	✓	503 F - Interest	2.82
Deposit	11/30/2023			Interest	West Hennepin Reserves	✓	503 F - Interest	1.35
Deposit	11/30/2023			Interest	West Hennepin Public Safety	✓	503 F - Interest	181.08

Nov 23

AUDITED & APPROVED:

DATE:

West Hennepin Public Safety

Cash Assets

As of November 30, 2023

	<u>Nov 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
West Hennepin Public Safety	
1700 · Cash designated for Severance	74,244.02
1701 · Capital Improvement Fund	28,275.23
1704 · Military PERA Designation	23,411.43
West Hennepin Public Safety - Other	<u>358,951.28</u>
Total West Hennepin Public Safety	<u>484,881.96</u>
Total Checking/Savings	<u>484,881.96</u>
Total Current Assets	<u>484,881.96</u>
TOTAL ASSETS	<u><u>484,881.96</u></u>
LIABILITIES & EQUITY	0.00

West Hennepin Public Safety
Budget vs. Actual - WHPS Main Acct.
 January through November 2023

	<u>Jan - Nov 23</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
501 · City of Maple Plain	612,899.80	668,171.00	91.73%
502 · City of Independence	1,362,970.06	1,479,622.00	92.12%
503 · Other Income			
503 A · Burn Permits	3,180.00	1,500.00	212.0%
503 B · Copies	1,061.50	700.00	151.64%
503 F · Interest	1,820.23		
503 G · Miscellaneous	0.00	1,200.00	0.0%
503 I · Reimbursed OT	28,249.88	6,500.00	434.61%
503 O · POST Reimb./State Aid			
503 O1 · State Aid to LE	107,079.32	90,000.00	118.98%
503 O2 · POST Reimb	10,101.98	9,000.00	112.24%
Total 503 O · POST Reimb./State Aid	<u>117,181.30</u>	<u>99,000.00</u>	<u>118.37%</u>
503 P · Sale of Squad Cars	8,595.00	8,000.00	107.44%
503 S · Officer Disability Ins. Reimb.	0.00	900.00	0.0%
503 V · Expense Reimbursements			
503 V2 · Health Insurance	2,374.18		
503 V3 · Other	32,705.11		
Total 503 V · Expense Reimbursements	<u>35,079.29</u>		
503 · Other Income - Other	-6,740.76		
Total 503 · Other Income	<u>188,426.44</u>	<u>117,800.00</u>	<u>159.96%</u>
Total Income	<u>2,164,296.30</u>	<u>2,265,593.00</u>	<u>95.53%</u>
Gross Profit	2,164,296.30	2,265,593.00	95.53%
Expense			
101 · Payroll Expenses			
Overtime	0.00	17,000.00	0.0%
101 A · Other Overtime	28,237.55		
101 B · Court Overtime	153.36		
101 C · Reimburseable Overtime	20,470.85		
101 D · Severance Pay	11,980.89		
101 E · Uniform Allowance	862.07		
101 G · Court On-Call	200.18		
101 H · Payroll ACH Fees	169.95		
101 I · Holiday Pay	6,885.44		
101 J · Hourly Salary	2,075.52		
101 M · Investigator Incentive	2,200.00		
101 N · Social Security	8,260.85	8,870.00	93.13%
101 O · Medicare	15,919.61	17,798.00	89.45%
101 · Payroll Expenses - Other	1,052,809.02	1,259,593.00	83.58%
Total 101 · Payroll Expenses	<u>1,150,225.29</u>	<u>1,303,261.00</u>	<u>88.26%</u>
103 · PERA			
103 A · WHPS PERA - Police	173,032.34		
103 B · WHPS PERA - Support Staff	10,244.60		
103 · PERA - Other	0.00	202,667.00	0.0%
Total 103 · PERA	<u>183,276.94</u>	<u>202,667.00</u>	<u>90.43%</u>

West Hennepin Public Safety
Budget vs. Actual - WHPS Main Acct.
 January through November 2023

	<u>Jan - Nov 23</u>	<u>Budget</u>	<u>% of Budget</u>
104 - Health Insurance			
104 A - Disability Medical Insurance	6,221.79	19,500.00	31.91%
104 B - Medical Insurance	188,336.29		
104 C - Employer HSA Contributions	34,250.00		
104 D - Benefits Administration Fees	1,225.89		
104 E - Dental Insurance	13,120.34		
104 F - Life Insurance	3,513.92		
104 G - Short Term Disability	3,506.77		
104 H - Long Term Disability	7,153.48		
104 - Health Insurance - Other	-12,271.76	267,664.00	-4.59%
Total 104 - Health Insurance	245,056.72	287,164.00	85.34%
105 - Uniform Expense	12,429.10	9,900.00	125.55%
201 - Telephone	10,119.87	19,240.00	52.6%
202 - Postage	1,012.65	1,400.00	72.33%
203 - Office/Opr Equip Maintenance	4,619.94	8,900.00	51.91%
204 - Office/Operating Supplies	5,638.25	9,790.00	57.59%
205 - Office Rent & Cleaning	4,461.00	6,600.00	67.59%
206 - Books/Dues/Subscriptions	9,715.55	2,350.00	413.43%
207 - Utilities/Gas/Electric	17,415.93	23,315.00	74.7%
301 - Printing	289.50	2,027.00	14.28%
302 - Communications			
302 A - Computer Support			
302 A1 - RMS Fees	9,976.27	10,780.00	92.54%
302 A2 - IT Contracted Services/hdwr/sft	22,435.82	29,000.00	77.37%
302 A2a - IT Support & Fees	4,773.00		
302 A2c - Computer Hardware	16,424.83		
302 A2d - Web Hosting/Email Spam Filterin	2,765.36	6,600.00	41.9%
302 A3 - Investigative IT Fees	1,539.26	1,500.00	102.62%
302 A4 - State IT Connection Fees	1,560.00	2,100.00	74.29%
302 A5 - Other Billable Services	5,572.92		
Total 302 A - Computer Support	65,047.46	49,980.00	130.15%
302 E - Squad Video System	0.00	1,000.00	0.0%
302 F - Radios, MDCs	13,309.89	16,820.00	79.13%
302 - Communications - Other	280.31		
Total 302 - Communications	78,637.66	67,800.00	115.99%
303 - Auto Maintenance	51,875.59	19,800.00	262.0%
304 - Fuel and Oil	31,657.46	37,570.00	84.26%
306 - Insurance			
306 A - Municipal Prop/Liab, Vehicle	36,734.00		
306 B - Worker's Comp	57,599.00		
306 - Insurance - Other	0.00	98,809.00	0.0%
Total 306 - Insurance	94,333.00	98,809.00	95.47%

West Hennepin Public Safety
Budget vs. Actual - WHPS Main Acct.
 January through November 2023

	<u>Jan - Nov 23</u>	<u>Budget</u>	<u>% of Budget</u>
307 - Schools & Training			
307 A - Chief's Training			
307 A1 - Chief's Lodging	2,345.85		
307 A2 - Chief's Meals	17.64		
307 A3 - Chief's Mileage	790.59		
307 A4 - Chief's School	1,745.79		
Total 307 A - Chief's Training	<u>4,899.87</u>		
307 B - Officer Training			
307 B1 - Officer Lodging	1,005.97		
307 B2 - Officer Meals	295.29		
307 B3 - Officer Mileage	560.92		
307 B4 - Officer Schools	12,278.25		
Total 307 B - Officer Training	<u>14,140.43</u>		
307 C - Range Training			
307 C4 - Range Mileage	79.91		
307 C7 - Range Supplies	0.00		
Total 307 C - Range Training	<u>79.91</u>		
307 E - Support Staff Training			
307 E4 - Support Staff Schools	395.00		
Total 307 E - Support Staff Training	<u>395.00</u>		
307 F - Wellness Program	1,830.00		
307 - Schools & Training - Other	255.00	27,400.00	0.93%
Total 307 - Schools & Training	<u>21,600.21</u>	27,400.00	78.83%
308 - Audit	12,250.00	12,000.00	102.08%
401 - Office Equipment	973.45	8,000.00	12.17%
402 - Capital Improvement Plan	161,095.41	100,000.00	161.1%
403 - Equipment			
403 B - Ticketwriter & Software	0.00	700.00	0.0%
403 C - Ticketwriter & RMS Hardware	0.00	500.00	0.0%
403 D - Squad MDC	0.00	4,500.00	0.0%
403 F - Firearms	7,288.67	5,000.00	145.77%
403 G - Misc Equipment	1,982.30	4,000.00	49.56%
403 H - Squad Equipment	1,207.02		
Total 403 - Equipment	<u>10,477.99</u>	14,700.00	71.28%
404 - Contingency Fund	22,506.86		
601 - Reserve Program			
601 A - View Santa	1,750.22		
601 B - Training	80.00		
601 D - Uniform	1,247.25		
601 E - Meetings	102.06		
601 F - Equipment	69.98		
601 - Reserve Program - Other	184.97	1,500.00	12.33%
Total 601 - Reserve Program	<u>3,434.48</u>	1,500.00	228.97%
608 - Citizens Academy	1,302.70	1,000.00	130.27%
609 - Community Policing	460.98	400.00	115.25%
Total Expense	<u>2,134,866.53</u>	<u>2,265,593.00</u>	<u>94.23%</u>
Net Ordinary Income	<u>29,429.77</u>	<u>0.00</u>	<u>100.0%</u>
Net Income	<u>29,429.77</u>	<u>0.00</u>	<u>100.0%</u>

West Hennepin Public Safety
Budget vs. Actual - Crime Prevention
 January - November 2023

	Jan - Nov '23
Ordinary Income/Expense	
Income	
501 · City of Maple Plain	0.00
502 · City of Independence	0.00
503 · Other Income	16,528.35
Total Income	16,528.35
Gross Profit	16,528.35
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	800.00
204 · Office/Operating Supplies	36.39
205 · Office Rent & Cleaning	0.00
206 · Books/Dues/Subscriptions	0.00
207 · Utilities/Gas/Electric	0.00
301 · Printing	80.00
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	15,695.72
402 · Capital Improvement Plan	0.00
403 · Equipment	5,700.00
404 · Contingency Fund	1,556.56
601 · Reserve Program	0.00
602 · Comm. Ed	0.00
607 · DWI Forfeiture Expense	0.00
608 · Citizens Academy	0.00
609 · Community Policing	127.24
Total Expense	23,995.91
Beginning Balance	15,129.48
Ending Balance	7,661.92

**West Hennepin Public Safety
Forfeiture Fund
January - November 2023**

	JUSTICE	TREASURY
	FUNDS	FUNDS
	Jan - Nov '23	Jan - Nov '23
Ordinary Income/Expense		
Income		
501 - City of Maple Plain	0.00	0.00
502 - City of Independence	0.00	0.00
503 - Other Income	0.00	0.00
01/24/23, Justice Funds, Asset ID #21-DEA-678710	15,573.89	
01/24/23, Justice Funds, Asset ID #21-DEA-673035	18,530.72	
01/24/23, Justice Funds, Asset ID #21-DEA-671150	32,187.92	
04/20/23, Justice Funds, Asset ID #21-DEA-683700	22,217.60	
06/23/23, Justice Funds, Asset ID #22-DEA-695640	5,615.69	
8/23/23, Justice Funds, Asset ID #19-DEA-654179	6,740.76	
Total Income	100,866.58	0.00
Gross Profit	100,866.58	0.00
Expense		
101 - Payroll Expenses	0.00	0.00
103 - PERA	0.00	0.00
104 - Health Insurance	0.00	0.00
105 - Uniform Expense	0.00	0.00
201 - Telephone	0.00	0.00
202 - Postage	0.00	0.00
203 - Office/Opr Equip Maintenance	0.00	0.00
204 - Office/Operating Supplies	0.00	0.00
205 - Office Rent & Cleaning	0.00	0.00
206 - Books/Dues/Subscriptions	0.00	0.00
207 - Utilities/Gas/Electric	0.00	0.00
301 - Printing	0.00	0.00
302 - Communications	0.00	0.00
303 - Auto Maintenance	0.00	0.00
304 - Fuel and Oil	0.00	0.00
306 - Insurance	0.00	0.00
307 - Schools & Training	0.00	0.00
308 - Audit	0.00	0.00
401 - Office Equipment	0.00	0.00
402 - Capital Improvement Plan	0.00	0.00
403 - Equipment	0.00	0.00
601 - Reserve Program	0.00	0.00
608 - Citizens Academy	0.00	0.00
Total Expense	0.00	0.00
Net Ordinary Income	100,866.58	0.00
Beginning Balance	22,457.96	20,369.74
Ending Balance	123,324.54	20,369.74 = 143,694.28

West Hennepin Public Safety
Budget vs. Actual - Reserves
 January - November 2023

	Jan - Nov '23
Ordinary Income/Expense	
Income	
501 - City of Maple Plain	0.00
502 - City of Independence	0.00
503 - Other Income	243.02
Total Income	243.02
Gross Profit	243.02
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
602 - Comm. Ed	0.00
608 - Citizens Academy	0.00
609 - Community Policing	0.00
Total Expense	0.00
Beginning Balance	3,858.66
Ending Balance	4,101.68

**West Hennepin Public Safety
Capital Outlay Fund Report
January - November 2023**

	Jan - Nov '23
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	
402 - Capital Improvement Plan	161,095.41
<i>purchased squad 77, '19 Ford Explorer</i>	25,500.00
<i>squad 77 build</i>	4,370.00
<i>squad 77 graphics</i>	1,132.50
<i>purchased squad 76, '23 Chevy Tahoe</i>	45,952.50
<i>purchased squad 79, '23 Chevy Tahoe</i>	45,952.50
<i>new squad 76 graphics</i>	1,657.85
<i>decommission squad 62</i>	427.50
<i>squad 76 equipment setup</i>	17,796.16
<i>squad 76, VSS Cable Kit</i>	136.00
<i>decommission equipment from squad 66</i>	400.00
<i>SWAT vest, Officer Ben Raskin</i>	3,676.92
<i>squads 71, 72, 76 thermal camera installs</i>	9,352.75
<i>firearms trailer build</i>	865.40
<i>squad 77, thermal camera install</i>	3,875.33
Total Expense	161,095.41
Net Ordinary Income	-161,095.41
Beginning Balance	66,963.03
J.E., Jan Requisition, 1 @ 8,337.00	8,337.00
J.E. Feb-Apr Requisitions @ \$8,333.00 per month	24,999.00
J.E. City of Ind CIP Requisitions, May-Dec	45,924.84
J.E., 2022 budget	25,000.00
J.E., City of MP CIP Requisition, May-September, \$2,592.40 ea	12,961.99
J.E., City of MP CIP Requisition, Oct-Nov, \$2,592.39 ea	5,184.78
Ending Balance	28,275.23

West Hennepin Public Safety
Military PERA Designation Report
January - November 2023

	<u>Jan -Nov '23</u>
Beginning Balance	23,411.43
8% Interest = 1,872.91	
	<u>Subtotal</u> 0.00
Ending Balance	<u>23,411.43</u>

**West Hennepin Public Safety
Severance Fund Report
January - November 2023**

	Jan - Nov '23
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	
6/27/23, J.E., Josh Brozek severance pay	5,261.69
Total Expense	5,261.69
Net Ordinary Income	-5,261.69
Beginning Balance	54,505.71
JE. From 2022 budget	25,000.00
Ending Balance	74,244.02

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

November 2023

<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	183.46	35.75	219.21	10,734.71
KAYLEN BOEDDEKER	80	63.89	3.00	66.89	2,282.29
KIM CURTIS	200	208.48	18.75	227.23	8,848.34
RICK DENNISON	200	197.82	43.75	241.57	14,228.47
SHAWN EBELING	120	102.50	31.93	134.43	6,246.96
NICK ELDRED	80	35.94	40.00	75.94	3,443.12
JON HOWES	200	177.30	21.75	199.05	10,531.74
GARY KROELLS	200	214.32		214.32	15,351.74
BEN RASKIN	200	216.21	71.50	287.71	14,089.16
CODY THOMPSON	120	107.08	11.63	118.71	5,382.31
LANCE ZILLES	120	110.00	82.25	192.25	8,978.08
TOTAL		<u>1,617.00</u>	<u>360.31</u>	<u>1,977.31</u>	<u>\$ 100,116.91</u>
			<i>Maple Plain</i>	31.11%	31,146.37
			<i>Independence</i>	68.89%	<u>68,970.54</u>
					100,116.91

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

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

November 2023

<u>EMPLOYEE</u>	<u>SICK HRS</u>	<u>TOTAL SICK</u>	<u>1/3 SICK</u>	<u>1/2 SICK</u>
Ben Anderson	829.00	40,596.13		20,298.07
Kaylen Boeddeker	97.50	3,326.70	1,107.79	
Kim Curtis	615.50	23,967.57		11,983.79
Rick Denneson	1,048.00	61,727.20		30,863.60
Shawn Ebeling	431.50	20,051.81	6,677.25	
Nick Eldred	16.00	706.56	235.28	
Jon Howes	1,023.00	54,126.93	18,024.27	
Gary Kroells	1,040.00	74,495.20		37,247.60
Ben Raskin	1,048.00	51,320.56	17,089.75	
Cody Thompson	414.50	18,793.43	6,258.21	
Lance Zilles	720.50	33,647.35	11,204.57	
TOTAL	<u>7,283.50</u>	<u>382,759.44</u>	<u>60,597.12</u>	<u>100,393.05</u>

Total Sick: 160,990.17

Maple Plain	31.11%	50,084.04
Independence	68.89%	110,906.13

Severance as of November 1, 2023: \$74,244.02
Severance as of November 30, 2023: \$74,244.02

Severance is currently funded at: 46.12%

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



WEST HENNEPIN PUBLIC SAFETY DEPARTMENT

1918 County Road 90

Maple Plain, MN 55359

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

www.westhennepin.com

DATE: December 11, 2023

TO: Police Commissioners

FROM: Chief Kroells

SUBJECT: Unused Vacation Time Carryover

I am formally requesting to carryover my unused vacation hours of 30.98 hours from 2023 into 2024. I will be immediately using them for a scheduled vacation January 2 through January 5, 2024. This will bring my hours into policy compliance by January 5, 2024.

This document compares two state grant programs available to Minnesota law enforcement agencies. The programs assist with hiring candidates to become licensed peace officers while they complete the required education in various formats.

MINNESOTA PEACE OFFICER RECRUITMENT GRANT OPPORTUNITIES

INTENSIVE COMPREHENSIVE PEACE OFFICER EDUCATION AND TRAINING

UPDATED PATHWAYS TO POLICING

Statute Intent

Career transition candidates; degree required.

Non-traditional candidates; no degree required.

Eligible Applicants

Local and Tribal law enforcement agencies

Local and Tribal law enforcement agencies

Available Funding

\$2.5 million

\$780,000

Projected Timeline

Request for Proposal (RFP) opens before Dec. 31, 2023 and closes before Jan. 31, 2024.

RFP opens before Dec. 31, 2023 and closes before Jan. 31, 2024.

Allowable Reimbursement

\$50,000 per candidate; agency can apply for more than one candidate.

50% with match from agency; no maximum.

Agency Match Requirements

None

50%

Candidate Requirements

Professional Peace Officer Education (PPOE) qualified and a two or four-year college degree from a regionally accredited college/university.

PPOE qualified and non-traditional candidates.



This document compares two state grant programs available to Minnesota law enforcement agencies. The programs assist with hiring candidates to become licensed peace officers while they complete the required education in various formats.

MINNESOTA PEACE OFFICER RECRUITMENT GRANT OPPORTUNITIES

	INTENSIVE COMPREHENSIVE PEACE OFFICER EDUCATION AND TRAINING	UPDATED PATHWAYS TO POLICING
Candidate Employment Status	Required	Not required.
Contract Dates	April 1, 2024 to June 30, 2025	April 1, 2024 to June 30, 2025
Reimbursement Timing	Quarterly reimbursement	Quarterly reimbursement
Training Provider	Minnesota State selected two schools. First cohorts at Alexandria Tech and Hennepin Technical College.	Any PPOE-certified coursework/institution.
Allowable Expenses	Salary, tuition and other allowable expenses.	Salary, tuition and other allowable expenses.
Progress Reporting	Quarterly narrative on candidate training progress; POST number at the end.	Quarterly narrative on candidate training progress; POST number and demographics at the end.



This document compares two state grant programs available to Minnesota law enforcement agencies. The programs assist with hiring candidates to become licensed peace officers while they complete the required education in various formats.

	INTENSIVE COMPREHENSIVE PEACE OFFICER EDUCATION AND TRAINING	UPDATED PATHWAYS TO POLICING
Allocation Guidance	Geographic diversity based on applications received and agency authorized strength.	Proportionally allocated based on number approved.
Available Technical Assistance	Two information sessions while the RFP is open.	Two information sessions while the RFP is open.

For more information on the Intensive Comprehensive Peace Officer Education and Training (ICPOET) or Pathways to Policing Program, visit the our website at <https://dps.mn.gov/divisions/ojp/> or contact the administrators below.

- Intensive Comprehensive Peace Officer Education and Training (ICPOET) Program: Minnesota Statute 626.8516.
- Pathways to Policing Program: 2017 session law, chapter 95

Mary Vukelich
 Program Administrator
 Intensive Comprehensive Peace Officer Education and Training Program (ICPOET)

Office of Justice Programs
 Minnesota Department of Public Safety
 651-201-7623

Kristin Lail
 Grants Administrator
 Pathways to Policing Program

Office of Justice Programs
 Minnesota Department of Public Safety
 651-230-3358



NCIC Administrative Audit (2021 - 2023)



Audit Complete

West Hennepin Public Safety (MN0273700)

Report created: Thu Dec 07 2023 14:10:14 GMT-0600 (Central Standard Time)



Minnesota Bureau of Criminal Apprehension
1430 Maryland Avenue East
St Paul, MN 55106-2802

Assigned By: (FA) Michael Rauscher - On: 10/25/2023

Submitted By
Kaylen Boeddeker on 10/25/2023

Submission Reviewed By
N/A

Compliance Report By
N/A

Agency Response By
(FA) Breana Beach on 11/3/2023

Final Report By
(FA) Breana Beach on 11/3/2023

Confirmed Final Review By
Kaylen Boeddeker on 11/13/2023

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Compliance Report

Final Review Notes

Thank you for your cooperation during the MNJIS/NCIC Administrative Compliance Audit. Your agency is in complete compliance with MNJIS/NCIC standards and exemplifies what we are striving for with all agencies in Minnesota. Your next triennial audit will be conducted in approximately three years. If you have any questions/concerns, please do not hesitate to contact your auditor.

Local Agency Review: November 13, 2023

Report Summary

The FBI National Crime Information Center (NCIC) requires that the Minnesota Bureau of Criminal Apprehension conduct a Minnesota Justice Information Services triennial quality assurance review (audit) of every terminal agency in Minnesota to ensure compliance with MNJIS and NCIC policies and regulations.

NCIC Criminal History Audit (2021 - 2023)



Audit Complete

West Hennepin Public Safety (MN0273700)

Report created: Thu Dec 07 2023 14:08:59 GMT-0600 (Central Standard Time)



Minnesota Bureau of Criminal Apprehension
1430 Maryland Avenue East
St Paul, MN 55106-2802

Assigned By: (FA) Michael Rauscher - On: 10/25/2023

Submitted By
Michael Rauscher on 11/2/2023

Submission Reviewed By
(FA) Michael Rauscher on 11/2/2023

Compliance Report By
(FA) Breana Beach on 11/3/2023

Agency Response By
Kaylen Boeddeker on 11/8/2023

Final Report By
(FA) Michael Rauscher on 11/8/2023

Confirmed Final Review By
Kaylen Boeddeker on 11/13/2023

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Compliance Report

Item: 1
Section Name: CHRI - Record Review
Question: Did this agency have any CHS/III inquiries to review as part of their triennial audit?

Sub Question

Item: 1.1
Question: Were there any instances when the agency did not access NICS to issue a gun or explosives permit?
User Answer: Yes
Compliance Response: The audit identified one instance where NICS was not accessed.

Query 7 was run for a permit to purchase using purpose code C.

Per Minnesota State Statute 624.714, subd. 4, NICS data is to be retrieved by the county sheriff or chief of police during a background check for the issuance of a carry permit.

Per Minnesota State Statute 624.7131, subd. 2, NICS data is to be retrieved by the county sheriff or chief of police during a background check for the issuance of a transfer permit.

Per Minnesota State Statute 299F.77, subd. 2(b), NICS data is to be retrieved by the

county sheriff or chief of police during a background check for the issuance of an explosives permit.

To ensure the agency is accessing NICS, message key 'QNP' must be run using Portals.

Your agency is required to respond outlining, in detail, the measures that will be taken to correct the issue(s) identified in this report and ensure these requirements are met in the future.

Agency Response: Going forward, more conversations and training will be provided, as well as being more careful about the purpose codes we are using. I have been educated and have also educated our officers and staff on the proper way to run a criminal history. Everyone was also provided and refreshed on the process and importance of using the correct purpose code. Reviewed

Sub Question

Item: 1.2

Question: Were appropriate purpose codes and search reasons used for all queries? (misuse queries are exempt)

User Answer: No

Compliance Response: The audit identified 13 instances of inappropriate purpose code.

Portals Queries 6, 8, 9, 10, 11, 12, 13, 14, 15, 16, 19, and 21 used purpose code C instead of Q for a criminal investigation.

Portals Query 17 used purpose code Q instead of J for criminal justice employment.

To meet FBI requirements, it is essential that all criminal history queries include the proper purpose/search reason code for which the criminal history record information is to be used. The purpose code/search reason used determines the data the agency will receive in the query.

Your agency is required to respond outlining, in detail, the measures that will be taken to correct the issues identified in this report and ensure these requirements are met in the future.

Agency Response: Going forward, more conversations and training will be provided, as well as being more careful about the purpose codes we are using. I have been educated and have also educated our officers and staff on the proper way to run a criminal history. Everyone was also provided and refreshed on the process and importance of using the correct purpose code. Reviewed

Sub Question

Item: 1.3

Question: Does the ATN (Attention) field correctly identify the recipient and reason for all queries? (misuse queries are exempt)

User Answer: No

Compliance Response: The audit identified nine instances of the Attention (ATN) field improperly identifying the reason for the query and/or the recipient of the Criminal History Record Information (CHRI).

Query 9 was missing the reason for the query.

Queries 6, 8, 12, 15, 16, 19, 21 23 were missing the recipient of the CHRI.

To meet FBI requirements, it is essential the ATN field properly identified the reason for the query and the recipient of the CHRI. The ATN field shall always include two items.

1. The originating agency case number or a literal specific reason for the query (examples:

CJ employment, gun permit, burglary investigation, PSI, etc.)

2. A unique name or badge number of the recipient of the CHRI.

Your agency is required to respond outlining, in detail, the measures that will be taken to correct the issue(s) identified in this report and ensure these requirements are met in the future.

Agency Response: All the officers and staff have now been provided with proper training and information regarding the importance of correct attention fields. **Reviewed**
Specifically, the importance of including a case number, which was found out when completing this audit.

Final Review Notes

Thank you for your cooperation during the MNJIS/NCIC Criminal History Compliance Audit. This audit did identify some minor infractions that have already been addressed and, as a result, your agency is now in compliance with MNJIS/NCIC standards. Your next triennial audit will be conducted in approximately three years. If you have any questions/concerns, please do not hesitate to contact your auditor.

Local Agency Review: November 13, 2023

Report Summary

NCIC Hot File Audit (2021 - 2023)



Audit Complete

West Hennepin Public Safety (MN0273700)

Report created: Thu Dec 07 2023 14:09:44 GMT-0600 (Central Standard Time)



Minnesota Bureau of Criminal Apprehension
1430 Maryland Avenue East
St Paul, MN 55106-2802

Assigned By: (FA) Michael Rauscher - On: 10/25/2023

Submitted By
Michael Rauscher on 10/26/2023

Submission Reviewed By
N/A

Compliance Report By
N/A

Agency Response By
(FA) Michael Rauscher on 10/26/2023

Final Report By
(FA) Breana Beach on 11/3/2023

Confirmed Final Review By
Kaylen Boeddeker on 11/13/2023

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Compliance Report

Final Review Notes

Thank you for your cooperation during the MN/NCIC Hot File Compliance Audit. This audit includes a review of active Hot File records. A search of the MN/NCIC database indicated there were no active Wanted, Missing, Protection Order, or Gang Member records, with your agency ORI, at the time of the audit. This report acknowledges that fact. Your next triennial audit will be conducted in approximately three years. If you have any questions/concerns, please do not hesitate to contact your auditor.

Local Agency Review: November 13, 2023

Report Summary



Minnesota Law Enforcement Manual Updates August 2023

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

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

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

Please note: Most policies are receiving updates to remove index terms because the index term function has been replaced by the KMS Manual Text Search feature. Accepting all the updates will accomplish this removal. If your agency has customized affected sections/subsections (indicated by a "Modified" label next to the section/subsection edit level label), you will need to delete the index terms manually during the update process, so that customized content is not changed.

There may be some sections/subsections that show an update flag but are not reflected in the Release Notes and do not appear to be changed or appear to be the deletion/addition of text entities. This is due to internal system corrections that do not affect policy content. You should accept these updates unless you have customized the section/subsection, in which case you may want to reject or edit the update to preserve your customization.

If you have questions about updating your manual, please contact Customer Service at 949.309.3894 or customersupport@lexipol.com.

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

Legal Disclaimer

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

Policy

Priority

Chapter 2 – Organization and Administration

Training	Critical
Permit to Carry a Pistol	Major
Handgun Purchase and Transfer Permit	Critical

Chapter 3 – General Operations

Officer-Involved Shootings and Deaths	Major
Vehicle Pursuits	Critical
Temporary Custody of Juveniles	Major
Public Alerts	Critical
Victim and Witness Assistance	Critical
Standards of Conduct	Critical

Chapter 4 – Patrol Operations

Portable Audio/Video Recorders	Major
Medical Aid and Response	Critical
First Amendment Assemblies	Critical
Medical Cannabis	Major

Chapter 5 – Traffic Operations

Traffic Collisions	Major
Impaired Driving	Major

Chapter 6 – Investigation Operations

Scrap Metal Theft Investigation	Major
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Chapter 8 – Support Services

Property Bureau	Major
Records Maintenance and Release	Critical

Chapter 10 – Personnel

Recruitment and Selection	Critical
Anti-Retaliation	Critical
Personnel Complaints	Major
Lactation Break Policy	Major
Personal Appearance Standards	Major

Total: 23

Chapter 2 – Organization and Administration

Training

This policy has been updated because regulatory action impacts its content. The update should be accepted and implemented as soon as possible. A new regulation requires that all peace officers annually review agency policies that are based on the required Minnesota Peace Officer Standards and Training Board model policies. Changes to this policy include:

- **TRAINING MANAGER RESPONSIBILITIES** has been added as a new subsection in **TRAINING MANAGER** to include the new regulation. The section/subsection names are based on a text entity and may vary depending on how you answered the General Information Questionnaire.
- Please accept all updates prior to accepting this update so the content will be in the location Lexipol recommends.

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

- **PURPOSE AND SCOPE** has been updated to better reflect the contents of the policy.
- **POLICY** has been added as a new section for consistency with other policies in your manual. KMS automatically adds all new sections to the bottom of the policy, so as not to alter any agency-specific customization. To move the new section to the location Lexipol recommends (below **PURPOSE AND SCOPE**), first, accept all updates. Then, while in the edit mode, hold the cursor over **POLICY**, right-click for options, and select the option "Move." The section titles will appear. Select **PURPOSE AND SCOPE**, and click "Move" once more. You will be prompted to select "Position Above" or "Position Below." Select "Position Below." KMS will refresh, the new section will be in the correct location, and the other sections will be renumbered accordingly. Your agency can also accept all updates without relocating the section, but that is not recommended.
- **PHILOSOPHY** has been deleted as the content is now generally addressed in **POLICY**.
- **OBJECTIVES** has been updated by replacing "personnel" with "members" to be more inclusive, and capitalization has been corrected.
- **TRAINING MANAGER** has been added as a new section to include content moved from **TRAINING PLAN**. The section name is based on a text entity and may vary depending on how you answered the General Information Questionnaire. KMS automatically adds all new sections to the bottom of the policy, so as not to alter any agency-specific customization. To move the new section to the location Lexipol recommends (below **OBJECTIVES**), first, accept all updates. Then, while in the edit mode, hold the cursor over **TRAINING MANAGER**, right-click for options, and select the option "Move." The section titles will appear. Select **OBJECTIVES**, and click "Move" once more. You will be prompted to select "Position Above" or "Position Below." Select "Position Below." KMS will refresh, the new section will be in the correct location, and the other sections will be renumbered accordingly. Your agency can also accept all updates without relocating the section, but that is not recommended.

- In **TRAINING PLAN**, some content was moved to **TRAINING MANAGER**, and the section has been updated with best practice content.
- **STATE-MANDATED TRAINING** has been renamed **GOVERNMENT-MANDATED TRAINING**, and has been updated with best practice content.
- **TRAINING PROCEDURES** has been deleted as a subsection in **TRAINING PLAN** and content has been moved to the new section, **TRAINING ATTENDANCE**.
- **TRAINING NEEDS ASSESSMENT** has been deleted as the content is redundant with the addition of **TRAINING MANAGER**.
- **TRAINING COMMITTEE** has been updated with best practice content, punctuation has been corrected, gendered pronouns have been removed, and the Edit Level has been changed from "Best Practice" to "Discretionary."
- **TRAINING RECORDS** and **REPORTING TRAINING TO POST** have been deleted in their entirety from their current locations and added back as new sections.
- **TRAINING ATTENDANCE** has been added as a new section to include content moved from **TRAINING PROCEDURES**, and content has been updated with best practices. KMS automatically adds all new sections to the bottom of the policy, so as not to alter any agency-specific customization. To move the new section to the location Lexipol recommends (below **TRAINING COMMITTEE**), first, accept all updates. Then, while in the edit mode, hold the cursor over **TRAINING ATTENDANCE**, right-click for options, and select the option "Move." The section titles will appear. Select **TRAINING COMMITTEE**, and click "Move" once more. You will be prompted to select "Position Above" or "Position Below." Select "Position Below." KMS will refresh, the new section will be in the correct location, and the other sections will be renumbered accordingly. Your agency can also accept all updates without relocating the section, but that is not recommended.
- **DAILY TRAINING BULLETINS** has been updated by replacing "personnel" with "members" to be more inclusive, and capitalization and punctuation have been corrected.
- **TRAINING RECORDS** has been added back as a new section. KMS automatically adds all new sections to the bottom of the policy, so as not to alter any agency-specific customization. To move the section to the location Lexipol recommends (below **DAILY TRAINING BULLETINS**), first, accept all updates. Then, while in the edit mode, hold the cursor over **TRAINING RECORDS**, right-click for options, and select the option "Move." The section titles will appear. Select **DAILY TRAINING BULLETINS**, and click "Move" once more. You will be prompted to select "Position Above" or "Position Below." Select "Position Below." KMS will refresh, the new section will be in the correct location, and the other sections will be renumbered accordingly. Your agency can also accept all updates without relocating the section, but that is not recommended.
- **REPORTING TRAINING TO POST** has been added back as a new section. KMS automatically adds all new sections to the bottom of the policy, so as not to alter any agency-specific customization. To move the section to the location Lexipol recommends (below **TRAINING RECORDS**), first, accept all updates. Then, while in the edit mode, hold the cursor over **REPORTING TRAINING TO POST**, right-click for options, and select the option "Move." The section titles will appear. Select **TRAINING RECORDS**, and click "Move" once more. You will be prompted to select "Position Above" or "Position Below." Select "Position Below." KMS will refresh, the new section will be in the correct location, and the other sections will be renumbered accordingly. Your agency can also accept all updates without relocating the section, but that is not recommended.
- Serial commas have been added and gendered pronouns have been removed in the updated sections/subsections, as appropriate.
- The Guide Sheet has been updated.

Permit to Carry a Pistol

This policy has been updated because legislative action impacts its content. The update should be accepted and implemented as soon as possible. 2023 MN HF 100 amended statutory provisions related to the permit process, and clarified that sheriffs are prohibited from denying the right to purchase, own, possess, or carry a firearm solely based on an applicant's participation in the medical marijuana registry program or if the applicant uses adult-use cannabis or other legal cannabis-related products. Changes to this policy include:

- **ADDITIONAL STATE REQUIREMENTS** has been added as a new subsection in **APPLICATION PROCESS** to include the provision.
-

Handgun Purchase and Transfer Permit

This policy has been updated because legislative action impacts its content. The update should be accepted and implemented as soon as possible. 2023 MN SF 2909 amended law relating to a law enforcement agency's granting or denying a permit to purchase or transfer a pistol. Changes to this policy include:

- In **GROUND FOR DISQUALIFICATION**, content has been updated to include additional grounds for disqualification, and a duplicate citation has been removed.
- In **GRANTING OR DENIAL OF PERMIT**, content has been updated to include new timeframes for processing applications, and additional notice requirements for the agency have been added.
- **VOIDING PERMIT** has been renamed **VOIDING OR REVOKING PERMIT**, content has been updated to include revocation direction for the agency head, and a citation has been updated.

Chapter 3 – General Operations

Officer-Involved Shootings and Deaths

This policy has been updated because legislative action impacts its content. The update should be accepted and implemented as soon as possible. 2023 MN SF 2909 amended statutory provisions related to portable recording system data. Minn. Stat. § 13.825, Subd. 2 now provides that certain specified individuals may request to inspect portable recording system data when a person dies as a result of the use of force by a law enforcement officer. We recommend that you review the statute and the procedures therein regarding the allowable basis for, format, and timing of any denial of such a request, data redaction, data release, and other details. Changes to this policy include:

- **AUDIO AND VIDEO RECORDINGS OF USE OF FORCE INCIDENTS INVOLVING DEATHS OF INDIVIDUALS** has been added as a new subsection in **AUDIO AND VIDEO RECORDINGS** to include the allowance.
 - The Guide Sheet has been updated.
-

Vehicle Pursuits

This policy has been updated because regulatory action impacts its content. The update should be accepted and implemented as soon as possible. Some regulations cited in this policy have been repealed. Changes to this policy include:

- In **WHEN TO INITIATE A PURSUIT, WHEN TO TERMINATE A PURSUIT, PURSUIT UNITS, PRIMARY UNIT RESPONSIBILITIES, SECONDARY UNIT RESPONSIBILITIES, SUPERVISORY CONTROL AND RESPONSIBILITIES, WATCH COMMANDER RESPONSIBILITIES, WHEN USE AUTHORIZED,** and **REGULAR AND PERIODIC PURSUIT TRAINING,** repealed citations have been removed. The Watch Commander subsection title is based on a text entity and may vary depending on how you answered the General Information Questionnaire.
 - In **COMMUNICATIONS** and **INTER-JURISDICTIONAL CONSIDERATIONS,** a repealed citation has been removed, and a text entity has been added.
 - In the updated sections and subsections, serial commas have been added, punctuation has been corrected, and gendered pronouns have been removed, where appropriate.
-

Temporary Custody of Juveniles

This policy has been updated because legislative action impacts its content. 2023 MN SF 2909, effective Aug. 15, 2023, amended law relating to taking a juvenile into custody by requiring law enforcement officers who do not initially release a juvenile to communicate with or take the juvenile to a secure detention facility so a risk assessment can be conducted to determine whether the juvenile should remain in custody or be released. Changes to this policy include:

- In **CUSTODY OF JUVENILE OFFENDERS,** content has been updated to include the additional requirement, and gendered pronouns have been removed.
-

Public Alerts

This policy has been updated because legislative action impacts its content. The update should be accepted and implemented as soon as possible. 2023 MN SF 2909 amended law related to missing person alerts. Law enforcement agencies are now required to issue missing person alerts through the Minnesota Crime Alert Network. Changes to this policy include:

- **MINNESOTA CRIME ALERT NETWORK** has been renamed **MINNESOTA CRIME ALERT NETWORK (MCAN),** content has been updated to include the new requirement, a citation has been added, and a serial comma has been added.
 - In **PROCEDURE,** a citation has been added, and punctuation has been corrected.
-

Victim and Witness Assistance

This policy has been updated because legislative action impacts its content. The update should be accepted and implemented as soon as possible. 2023 MN SF 2909 amended law by changing the name of the Minnesota Crime Victims Reparations Board to the Minnesota Crime Reimbursement Board. Changes to this policy include:

- In **SPECIFIC VICTIM LIAISON DUTIES**, content has been updated to reflect the new name of the board.
 - In **VICTIM INFORMATION**, content has been updated to reflect the new name of the board, a citation has been added, and terminology has been corrected.
-

Standards of Conduct

This policy has been updated because legislative and regulatory action impacts its content. The update should be accepted and implemented as soon as possible. 2023 MN SF 2909 amended law by adding a new statute to prohibit law enforcement officers' participation in the activities of a hate or extremist group, and the Minnesota Police Officers Standards and Training Board (POST) rules repealed rule changes. Changes to this policy include:

- In **STANDARDS OF CONDUCT FOR PEACE OFFICERS**, a repealed citation has been removed.
- In **RELATIONSHIPS**, content has been updated to include an additional cause for discipline, punctuation has been corrected, and the Edit Level has been changed from "Best Practice" to "State."

Chapter 4 – Patrol Operations

Portable Audio/Video Recorders

This policy has been updated because legislative action impacts its content. The update should be accepted and implemented as soon as possible. 2023 MN SF 2909 amended law relating to portable audio/video recorders by requiring agencies to have a policy that prohibits members from altering, erasing, or destroying recordings before the expiration of the applicable records retention period, and by requiring officers to wear the recorders at or above the mid-line of the waist. Changes to this policy include:

- In **MEMBER RESPONSIBILITIES**, content has been updated to include a new requirement, a serial comma has been added, and gendered pronouns have been removed.
 - In **RETENTION OF RECORDINGS**, content has been added to include an additional prohibition.
-

Medical Aid and Response

This policy has been updated because legislative action impacts its content. The update should be accepted and implemented as soon as possible. 2023 MN SF 2909 amended law relating to opioid overdose medications by requiring law enforcement officers to maintain a sufficient supply and requiring officers who respond to emergencies to have at least two doses of unexpired opioid overdose medications with them at the beginning of their shift. Changes to this policy include:

- In **ADMINISTRATION OF OPIOID OVERDOSE MEDICATION** and **OPIOID OVERDOSE MEDICATION TRAINING**, a citation has been added.
- **OPIOID OVERDOSE MEDICATION SUPPLY** has been added as a new subsection in **ADMINISTRATION OF OPIOID OVERDOSE MEDICATION** to include the new requirements. KMS automatically adds all new subsections to the bottom of the section, so as not to alter any agency-specific customization. To move the new subsection to the location Lexipol recommends (above **OPIOID OVERDOSE MEDICATION USER RESPONSIBILITIES**), first, accept all updates. Then, while in the edit mode, hold the cursor over **OPIOID OVERDOSE MEDICATION SUPPLY**, right-click for options, and select the option "Move." The subsection titles will appear. Select **OPIOID OVERDOSE MEDICATION USER RESPONSIBILITIES**, and click "Move" once more. You will be prompted to select "Position Above" or "Position Below." Select "Position Above." KMS will refresh, the new subsection will be in the correct location, and the other subsections will be renumbered accordingly. Your agency can also accept all updates without relocating the subsection, but that is not recommended.

First Amendment Assemblies

This policy has been updated because regulatory action impacts its content. Minnesota POST now requires law enforcement agencies to adopt a policy that is identical or substantially similar to the Minnesota Public Assembly and First Amendment Activity model policy (it was previously only a suggested policy). Lexipol's First Amendment Assemblies Policy has been thoroughly reviewed against the model policy, and revisions to this policy have been made in some sections and some new policy sections have been added to fill in certain gaps between our policy and the model policy. Changes to this policy include:

- In **OPERATIONAL PLANS**, content has been updated to include additional uniform requirements, and the Edit Level has been changed from "Best Practice" to "State."
- In **UNLAWFUL ASSEMBLY DISPERSAL ORDERS**, content was added to include additional requirements for the dispersal order and announcements, and the Edit Level has been changed from "Best Practice" to "State."
- **MINNESOTA POST GUIDELINES ON UNLAWFUL ASSEMBLY** has been added as a new subsection in **UNLAWFUL ASSEMBLY DISPERSAL ORDERS** to address additional POST guidelines.
- In **POST EVENT**, content has been updated to include an additional documentation requirement, and the Edit Level has been changed from "Best Practice" to "State."
- **ADDITIONAL INCIDENT COMMANDER RESPONSIBILITIES** has been added as a new section to incorporate the portions of the model policy that aren't specifically addressed in the rest of the policy, and the POST model policy has been added as an attachment. KMS automatically adds all new sections to the bottom of the policy, so as not to alter any agency-specific customization.

To move the new section to the location Lexipol recommends (below **POST EVENT**), first, accept all updates. Then, while in the edit mode, hold the cursor over **ADDITIONAL INCIDENT COMMANDER RESPONSIBILITIES**, right-click for options, and select the option "Move." The section titles will appear. Select **POST EVENT**, and click "Move" once more. You will be prompted to select "Position Above" or "Position Below." Select "Position Below." KMS will refresh, the new section will be in the correct location and the other sections will be renumbered accordingly. Your agency can also accept all updates without relocating the section, but that is not recommended. In the updated sections/subsection, serial commas have been added, and gendered pronouns have been removed.

- The Guide Sheet has been updated.

Medical Cannabis

This policy has been updated because legislative action impacts its content. The update should be accepted and processed as soon as possible. 2023 MN HF 100 legalized cannabis for personal use in Minnesota. Changes to this policy include:

- **INVESTIGATIONS WITH NO MEDICAL CLAIM** has been updated to include an additional provision, a serial comma has been added, and the Edit Level has been changed from "Best Practice" to "State."

Chapter 5 – Traffic Operations

Traffic Collisions

This policy has been updated because legislative action impacts its content. The update should be accepted and implemented as soon as possible. 2023 MN HF 2887 amended statutory provisions related to traffic fatality reporting. Agencies must notify the Department of Public Safety within two business days of the circumstances of a collision resulting in a fatality. Changes to this policy include:

- In **TRAFFIC BUREAU MANAGER RESPONSIBILITIES**, content has been updated to include the notification requirement. The subsection name is based on a text entity and may vary depending on how you answered the General Information Questionnaire.

Unrelated to the legislative action, additional changes include:

- In **INJURED ANIMALS**, a policy reference has been corrected.
 - In **ENFORCEMENT ACTION**, spacing has been corrected, and a serial comma has been added.
-

Impaired Driving

This policy has been updated because legislative action impacts its content. The update should be accepted and implemented as soon as possible. 2023 MN HF 100 amended provisions related to search warrants for urine or blood tests, and driving a school bus or driving a Head Start bus. Changes to this policy include:

- **WARRANTS FOR CONTROLLED SUBSTANCES OR INCAPACITATION** and **ARREST AUTHORITY** have been updated to include references to cannabis-related offenses.

Chapter 6 – Investigation Operations

Scrap Metal Theft Investigation

This policy has been updated because legislative action impacts its content. The update should be accepted and implemented as soon as possible. 2023 MN HF 30 amended statutory provisions related to scrap metal theft investigations. The bill updated the definitions of "scrap metal dealer" or "dealer" to include scrap metal processors. It also added that a law enforcement agency has the authority to conduct audits. Changes to this policy include:

- In **DEFINITIONS**, terminology has been updated.
- **INSPECTIONS** has been changed to **INSPECTIONS AND AUDITS**, and the content has been updated to include the additional authority.

Chapter 8 – Support Services

Property Bureau

This policy has been updated because legislative action impacts its content. The update should be accepted and implemented as soon as possible. 2023 MN SF 2909 amended statutory provisions related to the securing of property related to certain offenses, and added carjacking to the list of those offenses. Changes to this policy include:

- **PROPERTY HANDLING** has been updated to include the offense, gendered pronouns have been removed, punctuation has been corrected, and the Edit Level has been changed from "Best Practice" to "State."
-

Records Maintenance and Release

This policy has been updated because regulatory action impacts its content. The update should be accepted and implemented as soon as possible. A new regulation requires that the current version of each agency policy based on the required Minnesota Police Officers Standards and Training Board model policies listed in Minn. R. 6700.1615, Subd. 1 must be posted on the agency's website, or posted in the public area of the agency's physical premises if the agency does not have a website. Changes to this policy include:

- In **CUSTODIAN OF RECORDS RESPONSIBILITIES**, an additional responsibility has been added.

Chapter 10 – Personnel

Recruitment and Selection

This policy has been updated because regulatory action impacts its content. The update should be accepted and implemented as soon as possible. Two new regulations were implemented, and an existing regulation was amended, which all relate to the peace officer hiring and selection process. Changes to this policy include:

- In **BACKGROUND INVESTIGATION**, content has been updated to reflect that a background investigation is only valid for six months, and a citation has been added.
- In **STATE NOTICES**, content has been updated to include an additional notice requirement.
- In **RECORDS RETENTION**, a citation has been added.
- In **STANDARDS FOR OFFICERS**, content has been updated to clarify existing minimum standards and to add an additional standard that candidates have no record of engaging in discriminatory conduct or involvement with a hate or extremist group, or criminal gang. The subsection name is based on a text entity and may vary depending on how you answered the General Information Questionnaire.
- Serial commas have been added and gendered pronouns have been removed in the updated sections and subsections, as appropriate.

Anti-Retaliation

This policy has been updated because legislative action impacts its content. The update should be accepted and implemented as soon as possible. 2023 MN SF 2909 amended law relating to the prohibition of retaliation for intervening or reporting that another law enforcement officer or a member used excessive force. Changes to this policy include:

- **RETALIATION PROHIBITED FOR INTERVENING OR REPORTING** has been added as a new subsection in **RETALIATION PROHIBITED** to include the prohibition.
-

Personnel Complaints

This policy has been updated because legislative and regulatory action impacts its content. The update should be accepted and implemented as soon as possible. 2023 MN SF 2909 amended law relating to an agency's required cooperation with the designated civilian oversight council (if any) and Minnesota Police Officer Standards and Training (POST) Board investigations by providing them with the requested data. Regulatory action has been updated to require agencies to report violations of a required POST model policy to POST. Changes to this policy include:

- In **MINNESOTA POST INVESTIGATIONS**, content has been updated to include the new agency requirements to provide information.
- **CIVILIAN OVERSIGHT COUNCIL** has been added as a new subsection in **POST-ADMINISTRATIVE INVESTIGATION PROCEDURES** to include the new requirements for cooperation. KMS automatically adds all new subsections to the bottom of the section, so as not to alter any agency-specific customization. To move the new subsection to the location Lexipol recommends (below **MINNESOTA POST INVESTIGATIONS**), first, accept all updates. Then, while in the edit mode, hold the cursor over **CIVILIAN OVERSIGHT COUNCIL**, right-click for options, and select the option "Move." The subsection titles will appear. Select **MINNESOTA POST INVESTIGATIONS**, and click "Move" once more. You will be prompted to select "Position Above" or "Position Below." Select "Position Below." KMS will refresh, the new subsection will be in the correct location, and the other subsections will be renumbered accordingly. Your agency can also accept all updates without relocating the subsection, but that is not recommended.
- **REQUIRED REPORTING TO POST** has been added as a new section to include POST reporting requirements.

Unrelated to the legislative and regulatory updates, additional changes include:

- In **NOTICE TO COMPLAINANT OF INVESTIGATION STATUS**, an initialism has been added, and punctuation has been corrected.

Lactation Break Policy

This policy has been updated because legislative action impacts its content. The update should be accepted and implemented as soon as possible. 2023 MN SF 3035 amended law by strengthening protections for lactating employees. Changes to this policy include:

- In **POLICY** and **LACTATION BREAK TIME**, content has been updated to reflect the new law, and a citation has been updated.

Unrelated to the legislative update, additional changes include:

- In **PRIVATE LOCATION**, citations have been moved to a new location for better applicability.
-

Personal Appearance Standards

This policy has been updated because legislative action impacts its content. The update should be accepted and implemented as soon as possible. 2023 MN HF 37 amended the Minnesota Human Rights Act by adding that the definition of "race" includes traits historically associated with race, including hair texture and hairstyles. Changes to this policy include:

- **EXEMPTIONS** has been added as a new section to address the new law and provide guidance for accommodations.

Unrelated to the legislative update, as part of ongoing quality maintenance of manual content, several best practice updates have been made to this policy. Changes include:

- **POLICY** has been added as a new section for consistency with other policies in your manual. KMS automatically adds all new sections to the bottom of the policy, so as not to alter any agency-specific customization. To move the new section to the location Lexipol recommends (below **PURPOSE AND SCOPE**), first, accept all updates. Then, while in the edit mode, hold the cursor over **POLICY**, right-click for options, and select the option "Move." The section titles will appear. Select **PURPOSE AND SCOPE**, and click "Move" once more. You will be prompted to select "Position Above" or "Position Below." Select "Position Below." KMS will refresh, the new section will be in the correct location, and the other sections will be renumbered accordingly. Your agency can also accept all updates without relocating the section, but that is not recommended.
- **GROOMING STANDARDS** has been renamed **GROOMING**, and applicability has been updated.
- **PERSONAL HYGIENE** has been added as a new subsection in **GROOMING**. KMS automatically adds all new subsections to the bottom of the section, so as not to alter any agency-specific customization. To move the new subsection to the location Lexipol recommends (above **HAIR**), first, accept all updates. Then, while in the edit mode, hold the cursor over **PERSONAL HYGIENE**, right-click for options, and select the option " Move." The subsection titles will appear. Select **HAIR**, and click "Move" once more. You will be prompted to select " Position Above" or "Position Below." Select "Position Above." KMS will refresh, the new subsection will be in the correct location, and the other subsections will be renumbered accordingly. Your agency can also accept all updates without relocating the subsection, but that is not recommended.
- In **HAIR**, content has been updated with best practices.
- In **MUSTACHES**, content has been rearranged for better readability.
- In **FACIAL HAIR**, content has been updated for clarification.
- In **FINGERNAILS**, content has been updated for clarification.
- **APPEARANCE** has been added as a new section to include the following subsections: **JEWELRY, TATTOOS, BODY PIERCING OR ALTERATION, DENTAL ORNAMENTATION, GLASSES AND CONTACT LENSES, COSMETICS AND FRAGRANCES,** and **UNDERGARMENTS**.
- **JEWELRY, TATTOOS,** and **BODY PIERCING OR ALTERATIONS** have been deleted in their entirety as subsections in **GROOMING** and have been added as new subsections in **APPEARANCE**.
- **RELIGIOUS ACCOMMODATION** has been added as a new section to include best practices.

PERSONNEL EMPLOYMENT POLICIES

1029.1 PURPOSE AND SCOPE

Agency Content

The following schedule pertains to full-time employee benefits of the Department.

1029.2 WORK SCHEDULE

Agency Content

A. The normal work year for a full-time employee is two thousand and eighty hours (2080) to be accounted for by each employee through:

1. Scheduled hours of work;
2. Holidays;
3. Vacations;
4. Sick Leave;
5. Training;
6. Comp Time Off

B. Nothing contained in these policies or any other shall be interpreted to be a guarantee of a minimum or maximum of hours the Employer may assign employees.

1029.2.1 SALARY

Agency Content

A. A salary schedule has been developed which reflects the annual and anniversary salary increases for employees. The annual salary increase becomes effective January 1st of each year. The salary step increase becomes effective each year in the following pay period after the anniversary date of employment with the West Hennepin Public Safety Department. Salary will be approved by the West Hennepin Public Safety Commission as recommended by the Director of Public Safety.

B. The salary schedule for Department personnel is based on a five (5) year step to maximize pay grade: start, 6 months, 1 year, 2 years, 3 years, 4 years, 5 years or unless otherwise stated at time of hire.

1029.2.2 OVERTIME

Agency Content

A. Employees will be compensated at one and one-half (1-1/2) times the employee's regular base pay for hours worked in excess of the employee's regularly scheduled shift or 40 hours per week. Changes of shifts do not qualify an employee for overtime under this provision.

B. For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded or paid twice for the same hours worked.

West Hennepin Public Safety

West Hennepin PSD Policy Manual

PERSONNEL EMPLOYMENT POLICIES

C. Overtime will be calculated to the nearest thirty (30) minutes.

D. Employees have an obligation to work overtime if requested by the Employer, unless unusual circumstances prevent the employee from so working.

E. Any employee has the option of taking overtime at one and one-half (1-1/2) times the regular pay or as comp time off at one and one-half (1-1/2) times regular pay.

1029.2.3 COMP TIME

Agency Content

Full-time employees may not carry on the books into the next calendar year more than 40 hours of comp time without the written permission of the Director of Public Safety setting forth the timetable in which the comp time will be used..

1029.2.4 COURT TIME

Agency Content

An employee who is required to appear in court during his scheduled off duty time shall receive a minimum of two (2) hours pay at one and one-half (1-1/2) times the employee's base pay rate. An extension or early report to a regularly scheduled shift for court appearance does not qualify the employee for the two (2) hour minimum.

1029.3 SICK LEAVE ACCRUAL

Agency Content

A. Sick leave benefits for full time employees are accrued one day (8 hrs) per month or twelve days (96 hrs) per year. A part-time employee (less than 32hours per week) will follow the sick and safe leave act established by the State of Minnesota. A part-time employee will earn one hour of sick time per 30 hours worked for a annual maximum of 48 hours of sick and safe leave.

B. Sick leave may be accumulated to a maximum of one hundred twenty (120) days (960 hours) for full-time employees.

C. When an employee has accumulated over 960 hours of sick leave they will bank the hours in a fund established by West Hennepin Public Safety for the purpose of retirement health insurance/ medical payments. All hours will be deposited to the employees post-employment Health Care Savings Plan account administered by the Minnesota State Retirement System at 50% and converted to a monetary value by using the employees wage for that year.

D. To be eligible for paid sick leave, the employee shall follow the Sick Leave Policy 1006.

1029.4 SEVERANCE PAY

Agency Content

A. Upon death, retirement, layoff, or voluntary termination, full-time employees shall choose one of the two options to receive severance or termination pay based on accumulated sick leave as follows:

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PERSONNEL EMPLOYMENT POLICIES

1. If employed continuously for at least three (3) years, thirty-three and one-third (33-1/3) percent of accumulated sick leave not to exceed three hundred twenty (320) hours paid in cash.
 2. If employed continuously for at least twenty (20) years, fifty (50) percent of accumulated sick leave will be paid into the employee retirement fund as outlined under Sick Leave Accrual Policy 1029.3 (C).
- B. Employees will be paid for maximum of 40 hours of accrued comp time, accrued vacation time not to exceed employees current vacation benefit and any accrued holiday pay.
- C. All severance hours will be paid using the employees wage for that year.
- D. In case of death of an employee such severance pay as provided for shall be paid to the employee's beneficiary or spouse.

1029.5 VACATION BENEFITS

Agency Content

Employees begin accruing vacation from date of hire and may begin to take vacation after six (6) months of employment are completed.

Vacation is to be accrued as follows:

- 1-4 years 80 Hours per year
- 5-10 years 120 Hours per year
- 11-15 years 160 Hours per year
- 16 plus years 200 Hours per year

Employees may not accrue more than one year's worth of vacation time on the books at the end of the fiscal year, without the written permission of the Director of Public Safety, setting forth the time table in which the vacation time will be used.

1029.5.1 VACATION OFF REQUEST

Agency Content

Vacation-off requests will be awarded as personnel availability allows.

A. Seniority-based vacation requests are allowed when submitted as follows:

1. January 1 , " March 31 vacation requests need to be submitted by December 15th of the previous year.
2. April 1 , " December 31 vacation requests need to be submitted by March 15th. All requests will have a priority ranking of each vacation allotment.
3. The request will be submitted to the scheduling sergeant on or before December 15 or March 15.

B. All other vacation requests will be submitted to the scheduling sergeant at a minimum of two weeks before the date(s) the vacation request is for. These request will prioritized in the order they were received.

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PERSONNEL EMPLOYMENT POLICIES

1029.6 HOLIDAYS

Agency Content

A. Each qualifying employee shall receive at their regular rate of pay, eighty-eight (88) hours of holiday pay, paid the first week of December of each year.

B. The twelve (12) holidays referred to are as follows:

New Year's Day (January)

Martin Luther King Day (January)

President's Day (February)

Easter (March)

Memorial Day (May)

Juneteenth (June)

Independence Day (July)

Labor Day (September)

Veterans Day (November)

Thanksgiving Day & Friday after Thanksgiving (November)

Christmas Day (December)

C. The following option is available when the department is at its current full authorized personnel (8 officers) in lieu of the policy stated in A above. Employees may elect to take part or all of their holidays as floating holiday. Employees electing this option will submit to the sergeant the number of holidays and the dates they wish to take off. If there is a conflict with officers wishing the same day off seniority will prevail. In case of an unexpected personnel shortage the Chief has the right to cancel all floating holidays and pay officers according to the policy as stated in paragraph A.

D. If a person is scheduled to work any of the above stated holidays they will be paid at their overtime rate for the hours worked. When possible, shifts worked on holidays will be 8-hour shifts.

1029.6.1 INSURANCE BENEFITS

Agency Content

A. WHPS provides benefit-earning employees with health insurance and dental insurance coverage. Full-time employees receive family coverage. Part-time employees (less than 32 hours per week) will not receive health benefits. Dependent health and dental coverage for the full-time employee is an option. Under the Department's Hospital and Dental Program full-time employees must take single health and dental insurance coverage. Employee eligibility for the above benefits begins on the first of the month after the employee's first full month of employment.

B. WHPS will pay the premium for the life insurance for each full-time employee, up to \$10,000 face value of the policy.

C. WHPS will provide a professional liability insurance policy for each full-time employee.

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West Hennepin PSD Policy Manual

PERSONNEL EMPLOYMENT POLICIES

D. The dependent portion of the health and dental coverage will include wife or husband and sons or daughters of same.

1029.6.2 RESIGNATIONS

Agency Content

An employee wishing to resign from the Department shall forward a written request to the Director of Public Safety at least two weeks prior to the date of resignation. Failure to follow this procedure will result in a resignation not in good standing. The employee will not be eligible for severance pay. Unusual circumstances will be handled on a case by case basis.

1029.6.3 LEAVE OF ABSENCE

Agency Content

A. LEAVE OF ABSENCE

The Department is of such a size that it is very difficult to provide a leave of absence for Department members for extended periods of time.

1. Employees must request a leave of absence in writing at least 14 days prior to effective date to the Director of Public Safety.
2. Employees on leave must submit formal application for reinstatement at least 14 days prior to termination of leave. If an employee is found to be able to satisfactorily perform their former assignment, they will be rehired in his/her former rank.
3. Leaves may be granted for only the most serious reasons such as leaves in the Departments interests, including attendance at police schools, or other leaves. Leaves of absence for business reasons or to try out other employment will not be granted.
4. The length of the leave of absence will be determined by the Director of Public Safety based on the Department needs and the availability of Department members to perform the tasks of the Department member requesting leave of absence.

B. MILITARY LEAVE

Any employee of the Department who is conscripted or who enlists in the armed forces during periods of national emergency shall be carried on military leave of absence. For military service of more than two months, vacancies will not be carried on personnel rosters. Returning officer still capable of performing the full functions of their former position must make formal written application for reinstatement within two weeks of discharge or separation. Employees will be rehired in their former rank.

C. BONE MORROW DONATION

Under Minnesota law, an eligible employee who seeks to undergo a medical procedure to donate bone marrow is entitled to up to 40 hours of paid leave. Eligibility is determined according to state law. The employer may request that the employee provide medical verification of the purpose of the leave and the length of leave required. The employer will not retaliate against an employee for requesting or obtaining a leave of absence for bone marrow donation.

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PERSONNEL EMPLOYMENT POLICIES

D. FUNERAL LEAVE

Each employee shall be entitled to paid funeral leave or family emergency leave of a maximum of three (3) days per event to attend funerals of parents, spouse's parents, spouse, children, brother, or sister, grandparent and grandchild. Other relatives who are not immediate family: maximum of one day. The term 'Other Relatives Who Are Not Immediate Family' means a brother-in-law, sister-in-law, or grandparent-in-law. Employees who need additional time off because of the death of a family member included in the above definitions may use accrued vacation leave or compensatory time, subject to authorization by the employee's supervisor.

Employee Wellness Annual Check-Up

1033.1 POLICY

The West Hennepin Public Safety Department is committed to enhancing resiliency of staff by educating, influencing and assisting staff to invest in themselves to ensure stability and longevity in their personal and professional lives. It is the policy of the West Hennepin Public Safety Department to promote mental health by providing staff with cost-free partnerships with mental health professionals that specialize in working with first responders.

1033.2 DEFINITIONS

Approved Mental Health Professional: A licensed mental healthcare provider who has undergone the approval process with the police department and has established a current contract or working relationship with the city.

Privacy: The expectation of an individual that disclosure of personal information is confined to or intended only for the recipient of the information.

Confidentiality: A professional or ethical duty to refrain from disclosing information from or about a recipient of support services, barring any exceptions recommended to be disclosed at the outset.

Privilege: The legal protection from being compelled to disclose communications in certain protected relationships, such as between attorney and client, doctor and patient, priest and confessor, or in some states, peer support persons and sworn or civilian personnel.

Work out on duty: A voluntary option for all full-time staff to work-out in the West Hennepin Public Safety Department fitness room while on-duty.

1033.3 OPERATIONAL GUIDELINE

This confidential in-house program allows staff access to qualified mental health professionals specifically contracted by the West Hennepin Public Safety Department to provide individualized assistance, under the following guidelines:

- The program is mandatory for full and part time licensed officers. Spouses, family members and significant others are excluded, but may qualify for the City Employee Assistance Program (EAP).
- All licensed officers will complete one (1) check-in session annually, typically 60-75 minutes, with the approved mental health professional.
- Licensed Officers may complete their annual check-in session one of the following ways:
 - Meeting with the contracted mental health professional.
 - Meeting with one of the vetted, first responder friendly, mental health professionals. A list of current contracted and vetted mental healthcare providers will be maintained by the Sergeant.

West Hennepin Public Safety

West Hennepin PSD Policy Manual

Employee Wellness Annual Check-Up

- Officers may choose their own licensed mental health professional for their annual check-in session. If an Officer decides to use a licensed alternative healthcare professional for their annual check-in, the staff member will complete a Release of Information form to allow their provider to confirm with the contracted mental health professional that the annual check-in has been completed. The contracted mental health provider will then report to the Sergeant the attendance of the Officer with an alternative mental health professional.
- The cost of the yearly mandatory session will be paid for by the West Hennepin Public Safety Department, as long as it is with one of the approved mental health professionals or those offered on the vetted mental health professional list or their own alternative licensed healthcare professional.
- The West Hennepin Public Safety Department also maintain an independent list of mental healthcare professionals that may be utilized.
- If needed or beneficial, Officers may request the approved mental health professional may suggest, additional check-in sessions. These suggested additional sessions are not mandatory and an Officer may elect not to attend any additional sessions.
- If additional sessions are requested, West Hennepin Public Safety will pay up to five additional sessions with the approved mental health provider for each Officer.
- After the five additional sessions, the Officer is responsible for payment and scheduling of any additional sessions with the mental health professional.
- Officers will be paid two hours of comp time (1.5 hours per hour) for the mandatory annual check-in session if held outside of work hours, which includes the session and drive time.
- Officers will be paid two hours of regular pay (straight time) for each additional session outside of work hours, up to a total of five additional sessions, as long as the additional sessions are with an approved mental health professional and the same documentation of attendance used for the required annual check in is forwarded to the department.
- Annual check-in sessions with the approved mental health professional are confidential, private, and will be billed anonymously, per contract. Billing needs to indicate who attended and the date.
- The approved mental health professional shall conduct fit for duty evaluations.
- Though this program's intent is not to give a diagnosis of Officers, the approved mental health professional may assist or treat Officers if a diagnosis is determined.
- Approved mental health professionals shall be prohibited from sharing any annual check-in information about Officers, other than annual Officer compliance confirmation. Each individual will be protected under HIPPA through informed consent.
- The approved mental health professional and the sergeant will work together to ensure all staff complete annual check-ins.

West Hennepin Public Safety

West Hennepin PSD Policy Manual

Employee Wellness Annual Check-Up

1033.4 EMPLOYEE ASSISTANCE PROGRAM

West Hennepin Public Safety Department is responsible for carrying out varied and complex programs, policies, and missions. West Hennepin Public Safety Department key resource in meeting this responsibility is its employees. West Hennepin is therefore interested in providing employees and their family members with support and resources to help contribute to a productive and healthy workforce. The Employee Assistance Program (EAP) helps address and build social and behavioral skills needed to increase success in the workplace, as well as identify options around and/or solutions to personal and work-related challenges, which may interfere with an employee's job performance, job satisfaction, and/or longevity in their career.

It is the policy of West Hennepin Public Safety Department to maintain and promote an EAP that will support the organization and its employees.

West Hennepin Public Safety Department Employee Assistance Program is available to all employees. The Employee Assistance Program is provided by Health Partners which provides confidential services to the employee and family members to deal with a wide array of issues. All employees may contact the EAP program at 1-866-326-7194 and receive a employee assistance. This assistance is confidential.

1033.5 ON DUTY PHYSICAL FITNESS

The expectation of the West Hennepin Public Safety Department and the community is that police officers that are sworn to offer extraordinary protection and superior service are physically and mentally fit to perform this goal. The West Hennepin Public Safety Department offers a voluntary health and fitness program that incorporates regular exercise, stress management and the overall choice of a healthy lifestyle along with the mandated mental health consultations.

The purpose of this is policy is to encourage officers to participate in the established fitness program, maintaining a healthy lifestyle which will produce a direct correlation to improved service to our communities.

The West Hennepin Public Safety Department has developed a voluntary on-duty physical fitness program, whereas officers have the opportunity depending on workload and staffing (minimum 2 officers on) to exercise during their shift. Officers are also encouraged to continue with a fitness regimen on days off.

Officers are required to complete a liability waiver that has been reviewed and vetted by our City Attorney.

Officers are allowed to exercise in lieu of their break period not to exceed a period of time greater than 60 minutes. This time is to include the doffing and donning of their uniform and/or the use of the showering facility. Officers are required to monitor their portable radios. If a supervisor is on duty they are responsible for monitoring and coordinating exercise times for their shift.

Officers are required to return to their patrol duties if advised by their supervisor or if a situation dictates more officers to assist the assigned patrol officer. Officers are expected to use common sense regarding street coverage prior to and during their exercise period.

West Hennepin Public Safety

West Hennepin PSD Policy Manual

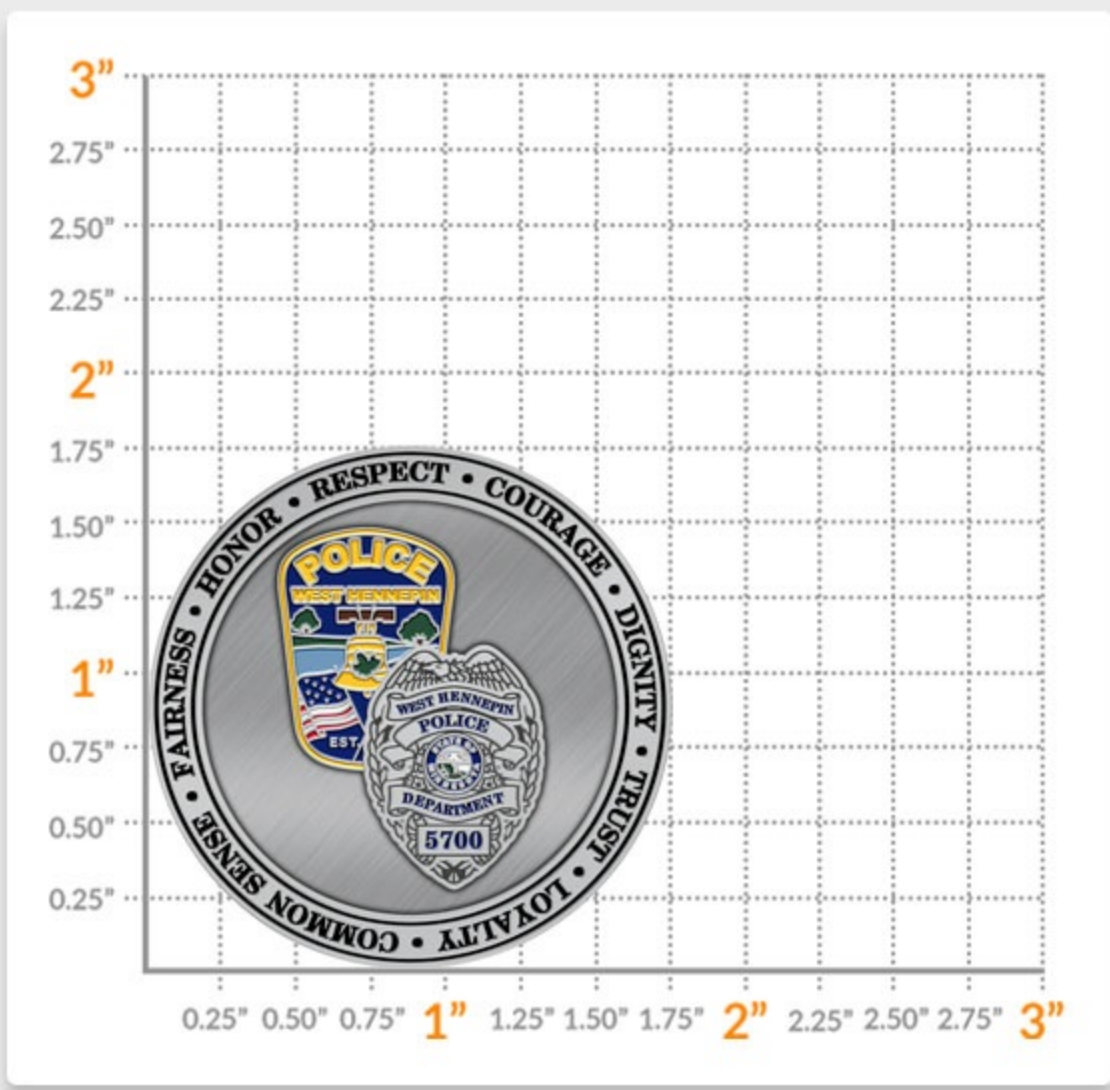
Employee Wellness Annual Check-Up

Officers are allowed to use the facility at any hour during their off-duty time. Officers are expected to replace equipment on the designated racks or positions. No weight discs are to be left on the equipment.

FRONT

Kaylen Boeddeker

BACK



- 3D
- Epoxy
- Dual Plating
- Offset Printed
- Sequential Numbering
- Sequential Edge Engraving
- Custom Engraving
- Custom Edge Engraving
- Cutouts
- Silkscreen
- Glow in the Dark
- Spinner
- Translucent Colors

PROOF 5

- Raised Antique Silver Metal
- Recessed Antique Silver Metal

FRONT		BACK	
<input type="checkbox"/> WHITE	<input type="checkbox"/> BLACK	<input type="checkbox"/> WHITE	<input type="checkbox"/> BLACK
<input type="checkbox"/> 350 C	<input type="checkbox"/> 186 C	<input type="checkbox"/> 186 C	<input type="checkbox"/> 280 C
<input type="checkbox"/> 123 C	<input type="checkbox"/> 4695 C	<input type="checkbox"/> 645 C	<input type="checkbox"/> 280 C
<input type="checkbox"/> 186 C	<input type="checkbox"/> 645 C		
<input type="checkbox"/> 280 C	<input type="checkbox"/> 280 C		

Colors: 8 Colors: 4

EDGE: FLAT

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**PLACE
STAMP
HERE**

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

**PLACE
STAMP
HERE**

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

CITIZENS POLICE ACADEMY

The Public Service Partnership



**February 15th, 2024 -
April 4th 2024**

**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 Prevention 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's Office (Dispatch Headquarters) Tour
- Criminal Investigations
- Crime Prevention
- DWI Procedures
- Criminal & Civil 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 15th, 2024
for eight weeks
Concluding April 4th, 2024
Thursday nights, 6:00 - 9:00 p.m.

West Hennepin Public Safety
Conference Room
1918 County Road 90
Independence, MN 55359
(763) 479-0500

CITIZENS POLICE ACADEMY

REGISTRATION FORM

Name: _____ Last First Middle _____ DOB: ____ / ____ / ____

Address: _____ Street, City, State, Zip

Phone: (____) _____ - _____ Driver's License #: _____

Occupation: _____ E-Mail: _____

I would like to enroll

I would like more information. Please call me.

LIABILITY COVERAGE WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before their effective date of coverage. Email completed form to your city's underwriter, to pstech@lmc.org, or fax to 651.281.1298.

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 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.* 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 Department

Check one:

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

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

Date of member's governing body meeting: December 13, 2023

Signature: _____

Position: Police Commission Chairperson

Helping Communities Respond Effectively to Overdoses: The Overdose Detection Mapping Application Program



Access to near real-time fatal and nonfatal overdose data can help public safety and public health agencies mobilize prevention and intervention responses. The Overdose Detection Mapping Application Program (ODMAP) is a tool that can enable communities to develop tailored interventions targeting specific geographic areas or high-risk individuals.

What Is ODMAP?

ODMAP is a free, Web-based, mobile-friendly software platform to support reporting and surveillance of suspected fatal and nonfatal overdoses. The Washington/Baltimore High Intensity Drug Trafficking Area (HIDTA) launched ODMAP in 2017.

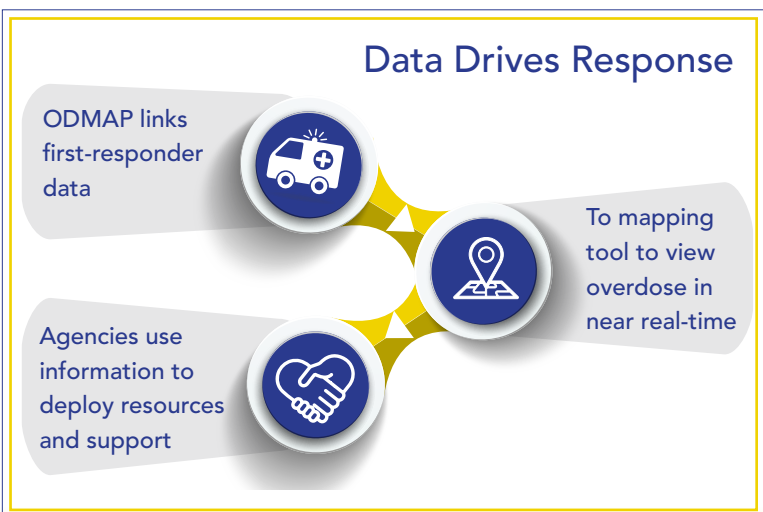
The goal of ODMAP is to provide near real-time data to public safety and public health agencies, enabling them to mobilize responses to overdoses as quickly as practically possible. ODMAP displays overdose data within and across jurisdictions to help agencies identify spikes and clusters.

ODMAP is available only to state, local, federal and tribal agencies serving the interests of public safety and health as part of their official mandate, including licensed first responders and hospitals.

How Can ODMAP Benefit Communities?

ODMAP provides public safety and public health agencies with the opportunity to respond to a crisis as it occurs. Enabling public safety and public health practitioners to input data about suspected overdoses in near real-time, ODMAP facilitates the sharing of data with stakeholders to implement a range of rapid-response activities.

- **Provide spike alerts**—Near real-time data can serve as a warning system for overdoses to help communities mobilize resources; as such, it can minimize fatalities by warning the public of bad batches and preparing first responders and hospitals. Alerts can also be sent to neighboring counties as early warnings.
- **Deploy overdose responses**—Information can be used to deploy overdose outreach/response teams to provide services and support to overdose victims.
- **Target community resources**—Information can be used to target naloxone distribution, prevention education efforts, and other programming to areas most affected by overdoses.
- **Secure community resources**—Data can support strategic planning and resource allocation decisions.



How Is Information Captured in ODMAP?

Data is entered into the system in two primary ways.



Registered ODMAP users can directly enter data via phone, tablet, or computer, so long as there is internet connectivity.



Information on suspected overdoses can be shared via existing information systems using an application program interface (API). An API is a software intermediary that allows programs to interact with each other to share data, reducing manual and duplicate data entry.

- **Required Information:** ODMAP requires users to enter four fields: (1) date/time of suspected overdose; (2) approximate overdose location (using address, latitude/longitude, or “my device’s location”); (3) fatal or nonfatal overdose; and (4) naloxone administration if applicable.
- **Optional Information:** Users can enter additional information such as case number; victim’s age and sex; primary and additional suspected drugs; hospital transport; multiple victim overdose incident; and identity of responder who administered naloxone.

More than 3,000 agencies in 49 states participate in ODMAP, including the District of Columbia and Puerto Rico

How Is ODMAP Data Displayed?

Once data is uploaded into the ODMAP platform, it is displayed as an interactive map designed to assist strategic analysis, syndromic surveillance, and response. The dashboard allows users to display and filter data by location, time, fatal or nonfatal overdose, and other parameters. ODMAP also allows users to import agency data, including CSV, KML, shape files, and open source ArcGIS data.



How Is ODMAP Data Protected?

ODMAP data is considered controlled unclassified information (CUI) and is released only to authorized personnel who have a need and a right to know in the performance of public safety and public health functions. ODMAP does not collect personally identifiable information (PII) or personal health information (PHI).

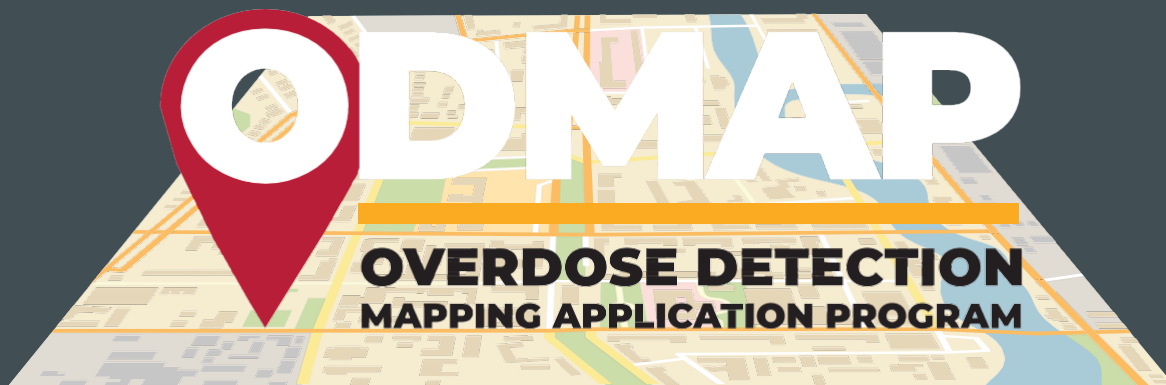
All addresses entered into the system are converted to geocoded locations and are not retained. The zoom is restricted so that users cannot view precise locations.

Visit: <http://odmap.org> Email: odmap@wb.hidta.org

Visit the COSSAP Resource Center at www.cossapresources.org.

About BJA

The Bureau of Justice Assistance (BJA) provides leadership and services in grant administration and criminal justice policy development to support local, state, and tribal law enforcement in achieving safer communities. To learn more about BJA, visit www.bja.gov and follow us on Facebook (www.facebook.com/DOJBJA) and Twitter (@DOJBJA). BJA is part of the U.S. Department of Justice’s Office of Justice Programs.



PROGRAM SUMMARY

THE PROBLEM

Between January 2021 and January 2022, it is estimated 107,375 people died of a drug-related overdose death, a 12.5% increase from the previous same 12-month period¹. Despite increased surveillance efforts throughout the epidemic, a gap in cross-jurisdictional, near real-time data collection and analysis methodology for fatal and non-fatal overdose events remained until the development of the Overdose Detection Mapping Application Program (ODMAP).

THE CONCEPT

ODMAP enables users to collect data on both suspected fatal and non-fatal overdoses, in near real-time, across jurisdictions, to mobilize a cohesive, data-driven, collaborative overdose response in their communities. Overdose events are added to the National Map, allowing agencies to look at overdoses across the country that impact their area of responsibility.

CURRENT OVERVIEW

As of February 2023, over 4,400 agencies in all 50 states, the District of Columbia, and Puerto Rico are utilizing the system, and more than 1.64 million suspected overdoses have been entered. Due to the success of the program, ODMAP has a community of over 28,500 users. ODMAP has evolved significantly, with 30 statewide strategies across the country, including 22 active statewide application programming interfaces (APIs) pushing real-time data.

HOW IT WORKS

ODMAP users (ex. public health, law enforcement, fire/EMS, and medical examiner/coroner) enter suspected overdose data into the system. There are four required data points to submit a suspected overdose: 1) date/time of the incident, 2) location of the incident, 3) outcome (fatal/non-fatal), and, 4) whether or not naloxone was administered.

Agencies are encouraged to enter additional information, such as if there are multiple overdose victims or if they were transported to the hospital. No Protected Health Information (PHI) is collected on the victim or location.

ODMAP users can be granted access to a secure server to view the National Map, which features filtering tools for analytical purposes. Additionally, users can elect to receive email notifications when an overdose spike, defined specifically for each county, occurs within a 24-hour period. The spike notification system is designed to help public health and public safety entities mobilize a response to affected areas including treatment and prevention strategies.

ODMAP is a mobile-friendly tool, capable of being used in the field on any mobile device or data terminal. Agencies can also connect their local Record Management System (RMS) to ODMAP via an API.

Agencies sign a teaming agreement and can upload data and view the map in near real-time once they have completed the agency application process and have been approved. If your agency is interested in joining ODMAP, please click here complete the form.

1. Ahmad FB, Rossen LM, Sutton P. Provisional drug overdose death