

**WEST HENNEPIN PUBLIC SAFETY DEPARTMENT  
BOARD OF COMMISSIONERS  
Tuesday, July 23, 2024  
8:00 a.m.  
WHPS Conference Room**

**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 April 23, 2024, Police Commission Minutes
  - b) Review of April, May, June 2024 Activity Reports
  - c) Review of April, May, June 2024 Claims
  - d) Review of 2024 YTD Budget and Cash Asset Reports
  - e) Review of 2024 Accrued Vacation/Comp/Sick Time Reports
4. Items of Interest - Community Events

**Old Business**

5. Police Officer Hiring Update
6. Grant Opportunities for Police Officers
7. Body Worn Camera Audit Update
8. Records Management Systems Discussion on Data

**New Business:**

9. 2025 Preliminary Budget Discussion
10. Promoting a second Sergeant in 2024
11. New Squad Ordered
12. E-Bike for Patrol
13. Office Hours
14. Night to Unite
15. Battle of the Badges Community Event
16. Annual Lexipol Policy Updates for WHPS
17. 2024 PC Meeting dates: All meetings held at WHPS conference room at 8:00 a.m. Suggested dates, September 10, December 17 (if needed)
18. Adjourn

# POLICE COMMISSION PACKET

## POLICE COMMISSION MEETING

WEST HENNEPIN PUBLIC SAFETY

Tuesday, July 23, 2024, 8:00 a.m.

West Hennepin Conference Room

### Approval of April 23, 2024, Police Commission Meeting Minutes

Meeting minutes have been included for your review and approval.

### April, May, and June 2024 Activity Reports

Between January 1 and June 30, 2024, West Hennepin Public Safety (WHPS) handled 2,184 incident complaints: 590 in Maple Plain, 1,330 in Independence.

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

### Approval April, May, and June 2024 Claims

April, May, and June 2024 claims are attached for review and approval.

### 2024 YTD Budget & Cash Asset Reports

In reviewing the 2024 Budget vs. Actual reports from January 1 to June 30, 2024, WHPS has received \$1,478,941 or 60.99% in income with expenses of \$1,237,969 or 51.05%. This is a difference of \$220,972. As a reminder these figures include the \$190,088 received as income for Public Safety Aid received from both cities. We have discussed with our auditors not including the public safety aid into our annual income for WHPS 2024 budget and they requested it be included as indicated. If you remove the public safety aid, we have a balance of \$30,884.

Balances of other accounts are: Crime Prevention \$1,304, Federal Forfeiture \$176,351, Reserves \$2,340, Capital Outlay \$88,228, Military Leave PERA \$25,284, Severance \$44,151, and Public Safety Aid \$180,165.

At our April 23, 2024, police commission meeting I had requested the unused funds from our 2023 audit be placed into our capital improvement fund and severance fund at a 50/50 split. This topic was not voted on and I would like to obtain a formal vote to put 100% of the 2023 unused funds into the severance account. The requested amount is \$29,584.

### 2024 YTD Accrued Vacation/Comp/Sick Time

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

### Items of Interest/Community Events

- April 29 - Chief Kroells interviewed by BCA for South Lake Police OIS incident.
- April 29 - WHPS assisted Hennepin County Public Health on a public health complaint at a Maple Plain apartment. WHPS and HC Public Health assisted family.
- April 30 - Sgt. Rick Denneson's Retirement Open House.
- May 2 - Chief Kroells attended Hwy 12 Safety Coalition meeting.
- May 4 - WHPS CSO and an officer assisted with City of Independence's 'Clean up Days'.
- May 6 - Meet and Greet attended for Assistant City Administrator for Maple Plain.
- May 13 - Chief Kroells attended Maple Plain Fire Commission meeting.
- May 14 - Chief Kroells, Sgt. Howes, Officer Raskin attended law enforcement appreciation dinner at Delano Legion.
- May 15 – Chief Kroells and Officers Eldred and Thompson stood guard at the MN Capital Law Enforcement Memorial.
- May 17 - Chief Kroells spoke with students attending the Orono High School for Forensic Day
- May 18 - Officer Eldred assisted City of Maple Plain's 'Clean Up Days.'
- May 23 WHPS provided used medical bags to Gibbon Police Department.
- May 24 - FLOCK ALPR were removed from Hwy 12 and reinstalled in two different locations on County Road 6.
- June 11 - Three WHPS officers and Mayor Mass-Kusske attended the funeral of fallen Minneapolis Officer Mitchell.
- June 12 - WHPS Department meeting.
- June 20/21 - MRAP training attended by Chief Kroells, Officer Raskin and Thompson.
- June 24 - New officers' interviews completed.
- June 25 - WHPS officers completed firearms qualification shoot at Delano Sportsman Club.
- WHPS continues to work with City of Independence on electronic radar signs on Perkinsville Road.
- Appreciation letter from Hennepin County Sheriff Witt for WHPS' response to assist with officer involved shooting in May.
- Appreciation letter from Mayor Mass-Kusske for attending Officer Mitchell's funeral with WHPS.
- July 11 Highway 12 Safety Coalition Meeting.
- Officer Lueth assisted Three Rivers Park Police with lifesaving efforts on a four-year-old.

### Police Officer Hiring Process

WHPS has a final interview today before a conditional job offer will be made to the applicant for the full-time police officer position left open by the retirement of Sergeant Rick Denneson. Once approved by the interview board, a conditional offer will be provided to the applicant pending a successful background investigation, psychological exam, and physical agility testing. This applicant would start their law enforcement career at WHPS on October 1, 2024.

Additionally, Part-time Community Service Officer (CSO) Micah Vorderbruggen has successfully completed his law enforcement training and will be eligible to start his law enforcement career as a police officer at WHPS by August 1, 2024. We are very excited to have him start his field training and get working full time for WHPS. As a reminder, Micah is filling the open police officer position from July of 2023.

### [2024 Grant Opportunities for Police Officers](#)

The deadline for our 2024 Intensive Comprehensive Peace Officer Education and Training (ICPOET) application was June 14, 2024. I am proud to report six people applied for the grant and final interviews were held on June 18, 2024. A conditional offer was provided to an applicant pending a successful background investigation, psychological exam, and physical agility testing. Once all conditions have been met this cadet will be hired by WHPS in early October, attend college at Hennepin Technical College, graduate with their law enforcement degree in March of 2025, and become eligible to be licensed as a police officer before April 1, 2025. Once all conditions have been met, they will start their field training at WHPS as a police officer.

The ICPOET grant allowed WHPS to add an 11<sup>th</sup> police officer to our roster. Below is a reminder of how the ICPOET Grant is established.

WHPS has not posted or attempted to find a candidate for the Pathways to Policing Grant. Once all the other positions have been filled, I will begin recruiting for this grant.

Below is an overview of each grant:

#### **Intensive Comprehensive Peace Officer Education and Training program (ICPOE):**

ICPOE is a \$50,000 grant for WHPS to recruit and hire a person who holds any qualifying 2 year or 4-year degree outside of the “normal” law enforcement education program. This grant is for individuals who have a college degree in an unrelated field to law enforcement and want to become police officers. This grant allows WHPS to hire, educate, train, pay for their college, and become a police officer in a five-month program. This program starts in October 2024 with a graduation date as an officer in March 2025. In simple terms, this grant allows WHPS to hire this candidate, pay for them to go to college, pay for their college, and in five months they are working as a licensed police officer at WHPS. This would be a cost-effective plan to add an 11<sup>th</sup> officer at WHPS in early 2025.

#### **Pathways to Policing Grants:**

WHPS was awarded \$39,765 over the next two years for Pathways to Policing. This grant is a matching grant that is focused on hiring a part-time Community Service Officer and sending them to college to earn their law enforcement degree. This candidate works for WHPS part-time as a CSO, attends law enforcement school, and eventually earns their degree and becomes a police officer at WHPS. These candidates will have their schooling paid for along with experience while working as a part-time CSO.

### [Body Worn Camera Audit](#)

I regret to inform the police commission the Body Worn Camera Audit has not been completed. WHPS has been patiently waiting for our historical body worn camera data from Panasonic Arbitrator Support to provide the data to our auditor. Panasonic has been less than helpful in gathering this data, but I am confident we have finally found the correct people to obtain it. There is no concern that the data has been misplaced or lost. It is more of a personnel issue with Panasonic not having qualified staff to retrieve the correct data needed by our auditor.

### **Records Management System (RMS) Discussion**

I regret to inform the police commission that WHPS, along with our eleven partner agencies in the Lake Minnetonka Area Consortium (LMAC), are still seeking to secure our record management system (RMS) called Law Enforcement Technology Group (LETG) data at the South Lake Police Department. It is unfortunate but the Hennepin County Sheriff's Office, along with the Hennepin County IT Department, are complicating our ability to have our data. Their legal department has indicated we are not allowed to put their data at the South Lake Minnetonka Police Department until the Hennepin County Sheriff's Office data is removed from our data. This has caused a wedge between LMAC agencies, Central Square, and Hennepin County. We have had numerous meetings on how to resolve this matter; however, we have been unsuccessful in gathering our data. To say we are frustrated is an understatement and we are looking to find a solution that Hennepin County is willing to agree to. As of now nothing has changed, and our RMS data has not been secured at South Lake Police Department for any of the LMAC users.

### **2025 Budget Proposal**

Included in the packets is the 2025 Budget Proposal completed by Director Kroells. As you review the budget you will see an increase of 8.4% for WHPS. City of Independence will see a 9.3% increase, while Maple Plain will see a 6.2% increase. See attached packet for further details.

### **Internal Promotional Process for an Additional Patrol Sergeant**

As you reviewed the 2025 budget proposal, future staffing levels, and succession planning I am requesting approval to move forward of promoting an internal candidate to a patrol sergeant position. I am requesting this additional sergeant for many reasons, but primarily because it is needed to provide additional supervision of our patrol officers.

This process will include resume, written exam, multiple interviews, psychological evaluation, and fitness for duty exam. I expect this process to take six weeks to complete, with a November 1, 2024, start date for this promotion.

### **New Squad Ordered**

WHPS has placed an order for a 2025 Chevy Silverado pursuit rated patrol vehicle. The purchase of this vehicle was included in our long-term planning for a fully marked patrol vehicle in our capital plan. Cost for the vehicle is \$51,327, which is slightly higher than a 2025 Chevy Tahoe.

WHPS is trying to save costs on our set up of this vehicle by utilizing Guardian Fleet Safety in Clearwater, Minnesota. They have also guaranteed WHPS \$10,000 for the trade in for a 2019 Ford Explorer and will not charge an additional \$835 to strip down the equipment. The total cost and set up for this new vehicle is \$69,280.

### **eBike for Patrol**

WHPS now has an eBike to be utilized during patrol and community events. WHPS did not purchase the eBike. It was abandoned from a crash last year in which WHPS took legal possession of it. Officer Thompson set up the eBike for patrol, conducted training, and provided the attached draft bike patrol policy for WHPS.

### **Office Hours Discussion**

Administrative staff is requesting an adjustment of office hours to end at 3:00 pm on Fridays versus the current time of 4:30 pm. Staff has conducted an unofficial survey of citizens calling WHPS and utilizing the front window on Fridays. This data was collected from April 12<sup>th</sup> until July 12<sup>th</sup>. In the review of the data, we saw a pattern of minimal calls for service or lobby requests for service after 3:00 pm. There were four walk-in lobby requests (three burn permits and one permit to purchase) and three phone calls for miscellaneous questions during this fourteen-week survey. Staff is requesting WHPS close at 3:00 pm on Fridays year-round.

### **Night to Unite Events**

WHPS has been working with Maple Plain and Independence residents to locate block party captains to organize Night to Unite festivities in their neighborhoods. This year Night to Unite events are scheduled for Tuesday, August 6, 2024, from 5:30 to 9:00 p.m. Once the block parties have been confirmed, a detailed list will be provided to both city councils. As a reminder, WHPS officers and reserves, city staff, Maple Plain Fire and West Suburban Fire attend all block parties to provide crime prevention messages and socialize with our citizens. Officer Ben Raskin has been heading up these events.

### **Battle of the Badges Community Event**

Staff has been working with the City of Maple Plain and City of Independence to organize our annual police vs. fire softball game. The event will be held on Monday, August 19, 2024, at 6:00 pm.

### **WHPS Policy Manual Update**

As a reminder, WHPS uses the services of Lexipol to provide a comprehensive and updated policy manual. Over the course of each year, Lexipol continuously reviews our policy manual and makes the necessary changes to reflect changes in state, federal and tribal laws that would in turn update our policy manual. I in turn review and approve all those additions and changes as the WHPS Director. I made necessary changes and additions to our policy manual. Those changes or additions have been included for your review and will be posted after our police commission meeting on July 23, 2024.

A summary of policy updates is included for your review. Policies are: 203 Training-“Excited Delirium”, 300 Use of Force, 304 Flash/Sound Diversionary Devices, 306 Officer Involved Shooting and Deaths, 307 Firearms, 308 Vehicle Pursuits, 315 Child Abuse, 321 Information Technology Use, 339 Native American Graves Protection and Repatriation, 500 Traffic Function and Responsibility, 607 Warrant Service, 610 Forensic Genetic Genealogy, 701 Personal Communication Devices, 802 Records Center, 803 Records Maintenance and Release, 901 Custodial Searches, 1000 Recruitment and Selection, 1013 Commendations and Awards, 1026 Performance History Audits.

### **2024 Police Commission Dates and Times**

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

- September 10, December 17, 2024 (if needed)

**4WEST HENNEPIN PUBLIC SAFETY DEPARTMENT  
BOARD OF COMMISSIONERS  
Tuesday, January 23, 2024  
8 a.m.  
West Hennepin Public Safety Conference Room**

**MEETING MINUTES**

**1. Call to Order.**

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

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

Others Present: Independence City Administrator Mark Kaltsas, Maple Plain City Administrator Jacob Kolander, Assistant City Administrator Kevin Larson, Police Officer Shawn Ebeling, Police Officer Cody Thompson

Guest: Accountant Andrew Berg, Abdo Solutions

Motion by Burak, seconded by Johnson, to approve the agenda. All voted aye. Motion carried.

**2. Report on 2023 Audit**

Abdo Solutions performed West Hennepin Public Safety's (WHPS) 2023 financial audit on February 8 and 9, 2024. Accountant Andrew Berg was present at the police commission meeting and reviewed the results of the audit with the commissioners. WHPS' 2023 budget was \$29,584 underbudget, the main reason being payroll expenditures. Cash and investments increased. No instances of non-compliance were found. There were two findings – financial report preparation and limited segregation of duties, but nothing stood out. These findings are seen in many other smaller organizations. Berg was asked about outsourcing WHPS' bookkeeping. He said he saw no benefit to it, and it would only increase WHPS' expenses. There were no other questions. Motion by Johnson, seconded by McCoy, to approve the 2023 audit. All voted aye. Motion carried.

**3. Additions to the Agenda**

There were no additions to the agenda.

#### **4. \*\*\*Consent Agenda\*\*\***

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

- a) Approval of January 23, 2024, Police Commission Minutes
- b) Review of January, February, March 2024 Activity Reports
- c) Review of January, February, March 2024 Claims
- d) Review of 2024 YTD Budget Report and Cash Asset Reports
- e) Review of 2024 Accrued Vacation/Comp/Sick Time Reports

Motion by Johnson, seconded by Burak, to approve the consent agenda items. All voted aye. Motion carried. The January, February, and March 2024 claims were signed, subject to audit.

#### **5. Items of Interest – Community Events**

The following items were reviewed:

- February 7 and March 6 – Multiple fire department meetings attended by Chief Kroells.
- February 20 – Chief Kroells and Sgt. Denneson attended Minnetonka Sgt. Ryan Piper's funeral.
- February 21 – Nick Eldred swearing in ceremony.
- February 24 – Pursuit in Maple Plain ended with P.I.T. and suspect charged with multiple felonies.
- February 26 – City of Maple Plain check presentation to WHPS from McGarry's Golf Fundraiser.
- February 27 – Attended Medina Officer Converse retirement open house at Medina PD.
- February 27 – WHPS officers completed firearms qualification shoot at Delano Sportsman Club.
- February 28 – Five officers and two reserve officers attended the fallen Burnsville First Responders Memorial Service.
- February 29 – West Metro Drug Task Force Recognition Luncheon in Loretto.
- March 7 – Highway 12 Safety Coalition meeting and discussion on possible grants.
- March 9 – Pursuit in Independence resulting in arrest for DWI and Fleeing Police.
- March 13 – WHPS department meeting.
- March 16 – Agency Assist/Pursuit Medina Police pursued suspect into City of Buffalo.
- March 26 – Assisted South Lake Minnetonka PD with an officer involved shooting. Officer Raskin and Chief Kroells responded to the scene in the armored MRAP and assisted with the arrest of the suspect.
- April 1 – Replacement of ATS (automatic transfer switch) at City of Independence and WHPS backup generator.
- April 1 – Officer Shawn Ebeling upgraded aging medical bags.
- April 4 – Citizens Police Academy Graduation.
- April 30 – Sgt. Rick Denneson's retirement open house at Independence City Hall.



- Additional workout equipment was purchased with the \$5,000 donation provided to WHPS' Crime Prevention account by an Independence resident.
- WHPS was provided a demand from MnDOT to remove the Flock LPR cameras off Highway 12. Both cameras were removed and will be placed on County Road 6.
- Thank you letter from an Independence resident for the work Investigator Thompson did on a burglary case. Investigator Thompson is working a Child Protection/Public Health investigation regarding a filthy apartment in Maple Plain.
- WHPS is working with City of Independence on electronic radar signs on Perkinsville Road.
- Thank you letter to each officer from Jim and Maggie Grosshuesch from Citizens Academy.
- April 10 - Assisted Hennepin County Sheriff's Office and Minnetonka Police Department with an Officer Involved Shooting.
- WHPS is working with Hennepin County on road improvements on County Road 19.
- April 15-18 – Chief Kroells, Sgt. Denneson, and Sgt. Howes attended the Minnesota Chief's of Police Executive Conference

Director Kroells said he has argued with MnDOT regarding the Flock cameras and gotten nowhere. He is leaving it up to Flock to fight it out with MnDOT. Director Kroells discussed recent Officer Involved Shootings that WHPS and the MRAP responded to.

## **Old Business**

### **6. 2023 Public Safety Aid**

Both cities provided WHPS with their portion of the public safety aid totaling \$190,088; \$130,852 from Independence and \$59,236 from Maple Plain. The funds are listed in a separate line item in WHPS' accounts to track recruitment and retention of police officer's expenses. Director Kroells thanked the commissioners for providing the funds to WHPS. There is no timeline that the funds must be used by, but Director Kroells would like to see them used within the next two to three years.

### **7. Police Officer Hiring/Part-Time Police Officer Hiring Update**

A conditional offer of employment was made to a candidate for the full-time police officer position that has been open since July 2023 when Officer Brozek left. WHPS is waiting to receive and review the background results of this candidate before moving forward with the next steps in the hiring process.

Two of the three part-time officers are still on track to complete their field training at the end of April. The third part-time officer worked one shift, then learned of medical issues and has not been able to work any shifts since. Director Kroells expects to receive an update from him this week. One of the other two part-time officers is being backgrounded by Minneapolis Police Department and has assured Director Kroells he will work all summer.

## **8. 2024 CSO Promotion and Recruitment Process**

On March 15, 2024, Micah Vorderbruggen accepted WHPS' offer of part-time Community Service Officer (CSO). He will work 20-25 hours per week in the afternoons while he continues to attend school for a law enforcement career. There are no medical benefits offered for this part-time position. CSO Vorderbruggen is expected to complete his schooling in July 2024. If all goes well, he will be considered for the full-time police officer position created by Sgt. Denneson's retirement. Instead of receiving a \$5,000 hiring bonus, CSO Vorderbruggen has asked WHPS to pay for his skills training. Director Kroells will finalize that with CSO Vorderbruggen in the coming months. Motion by Maas-Kusske, seconded by Johnson, for WHPS to pay for CSO Vorderbruggen's skills training. All voted aye. Motion carried.

## **9. Grant Opportunities for Police Officers**

Director Kroells applied for two grants that would help WHPS with the cost of recruitment and hiring of police officers. 'Intensive Comprehensive Peace Officer Education and Training' program (ICPOE) is a \$50,000 grant and 'Pathways to Policing' is a \$39,765 grant. WHPS was awarded both grants. Director Kroells gave a brief description of both. Resolutions included in the packets need the police commission's approval and then must be signed by the commission chairperson and Director Kroells to move forward with the grants.

Director Kroells was thanked for applying for the grants. He was asked if there is an agreed upon period the hired student would have to work for WHPS upon graduating. Director Kroells said he would find out. He also said this would be a good time to use one of the grants to hire an 11<sup>th</sup> officer. Motion by McCoy, seconded by Johnson, to approve the acceptance of both grants, for Chairperson Maas-Kusske and Director Kroells to sign the required resolutions, and for WHPS to hire an 11<sup>th</sup> officer. All voted aye. Motion carried.

## **10. Body Worn Camera Audit Process**

WHPS is waiting on the results of the audit by Lynn Lembcke Consulting that was performed on March 14, 2024. When the audit report is received, it will be shared with the police commission.

## **11. 2024 Citizens Police Academy**

Fifteen citizens graduated from WHPS' Citizens Academy on April 4, 2024. Director Kroells thanked Sgt. Howes, Administrative Assistant Boeddeker, and Reserve Officer Schreier for organizing and running it. The program was well received by all the students who attended.

## **New Business**

### **12. 2025 Preliminary Budget Discussion**

Director Kroells expressed his concerns over WHPS' staffing needs. Over the past 28 years, WHPS has not increased staffing levels higher than ten officers. He also said that over the past 15 years, WHPS has been functioning at eight and one-half officers (8.5) and listed multiple reasons why. He proposed hiring an 11<sup>th</sup> police officer and continuing the practice of two patrol sergeants. Public Safety Aid funds as well as funds

from the two grants WHPS was recently awarded would help to recruit and hire qualified applicants for these positions.

Officer Shawn Ebeling presented a ten-city survey for 2025 and future years. The points of his presentation were:

- Five percent wage increase for officers in 2025, 3% increase in 2026
- Recognize prior service and apply to wage and benefits
- Increase investigator incentive pay by \$1,200 per year
- Provide FTO's with two hours straight time per FTO shift as comp time

A commissioner commented how important it is that officers need to take off from their jobs. Officer Ebeling said comp time off is more important to the officers than earning overtime pay. When asked, he said all officers are members of Law Enforcement Labor Services (LELS), a union organization that provides attorneys for officers in case of an officer-involved shooting.

### **13. 2023 Annual Report**

WHPS' 2023 Annual Report was included in the packets for the commissioner's review.

### **14. Sgt. Rick Denneson Retirement open House April 30, 2024**

After 35 years of service to WHPS, Sgt. Rick Denneson is retiring. WHPS will host a public retirement open house at Independence City Hall on Tuesday, April 30, 2024, from 4 to 6 p.m. Everyone is then invited to a private celebration at Iron Exchange Brewery in Maple Plain from 6:30 to 10 p.m.

### **15. International Association of Chiefs of Police Conference**

Director Kroells asked the police commission's approval to attend the International Association of Chiefs of Police (IACP) Conference. It is scheduled to be held October in Boston, MA, October 19-22. The cost is approximately \$3,000, including lodging and airfare, and it is budgeted for in WHPS' 2024 budget. Motion by McCoy, seconded by Johnson, to approve Director Kroells attending the IACP Conference. All voted aye. Motion carried.

### **16. Corporate Authorization Resolution**

Due to Lynn Betts being replaced by Ray McCoy on the police commission, a Corporate Authorization Resolution has been updated. After the police commission approves the resolution and signed by Chairperson Maas-Kusske and Director Kroells, it will be forwarded to Bank of Maple Plain with a copy of these meeting minutes. All signors will be notified when new signature cards are ready to be signed at the bank. Motion by Burak, seconded by Johnson, to approve the resolution and for Chairperson Maas-Kusske and Director Kroells to sign it. All voted aye. Motion carried.

### **17. PC Meeting dates**

The Police Commission agreed to meet on July 23, 2024, at 8 a.m., in WHPS' conference room. All remaining 2024 meetings will be held in WHPS' conference room at 8:00 a.m. Suggested dates:

- September 10
- December 17 (if needed).

**19. Adjourn**

Motion by Johnson, seconded by Burak, to adjourn. All voted aye. Motion carried. The meeting adjourned at 9:57 a.m.

Date: May 8<sup>th</sup>, 2024  
To: Public Safety Commissioners  
City of Independence Council Members  
City of Maple Plain Council Members  
From: Director Gary Kroells  
SUBJECT: APRIL 2024 ACTIVITY REPORT



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

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

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

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

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

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

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

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

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

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

## Monthly Activity Report

April 2024

Offense	This Month	Same Month Last Year	This Year To Date	Last Year To Date
<b>City Of Independence</b>				
Criminal	9	4	17	12
Traffic	77	90	313	297
Part III	4	6	15	9
Part IV	26	18	124	114
Part V	76	139	366	394
<b>Total City of Independence</b>	<b>192</b>	<b>257</b>	<b>835</b>	<b>826</b>
<b>City Of Maple Plain</b>				
Criminal	1	6	7	14
Traffic	25	41	93	127
Part III	4	1	12	5
Part IV	18	24	89	93
Part V	63	52	196	166
<b>Total City Of Maple Plain</b>	<b>111</b>	<b>124</b>	<b>397</b>	<b>405</b>
<b>Grand Total Both Cities</b>	<b>303</b>	<b>381</b>	<b>1,232</b>	<b>1,231</b>
TZD	54	39	92	74
Agency Assists	29	18	83	81
<b>Total ICR Reports</b>	<b>386</b>	<b>438</b>	<b>1,407</b>	<b>1,386</b>
<b>How Received</b>				
Fax	2	12	19	41
In Person	15	12	56	48
Mail	0	2	5	2
Other	0	2	2	4
Phone	27	23	92	78
Radio	149	130	552	510
Visual	165	191	531	555
Email	19	28	70	72
Lobby Walk In	9	38	80	76
<b>Total</b>	<b>386</b>	<b>438</b>	<b>1,407</b>	<b>1,386</b>

**April 2024 Part I & II**

**City of Maple Plain #'s 1 & 2**

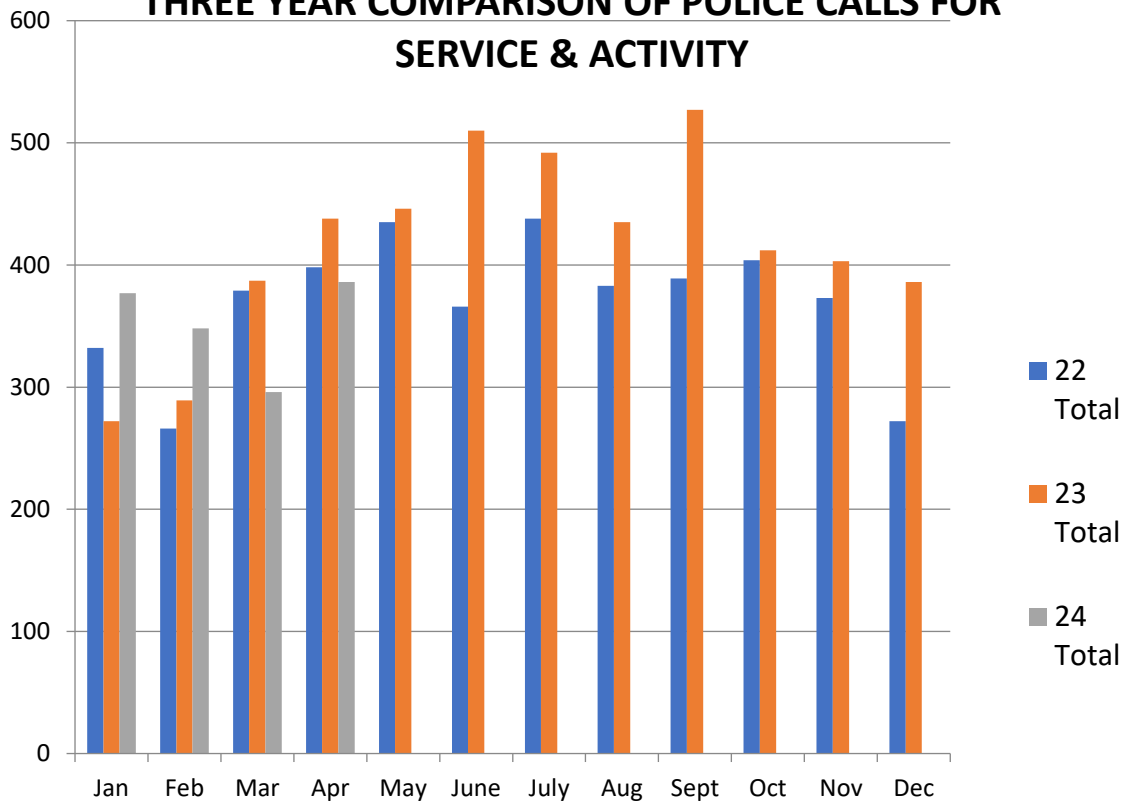
<b>AGN</b>	<b>ICR</b>	<b>Title</b>	<b>Create Date</b>	<b>Grid #</b>	<b>MOC range</b>	<b>UCR Part</b>
WHPS	24001088	DWI Arrest – 3 <sup>rd</sup> Degree	2024-04-07	01	JF501	2

**April 2024 Part I & II**

**City of Independence Grid #'s 3-5**

<b>AGN</b>	<b>ICR</b>	<b>Title</b>	<b>Create Date</b>	<b>Grid #</b>	<b>MOC range</b>	<b>UCR Part</b>
WHPS	24001029	DWI PD Crash	2024-04-02	03	JF5J1	2
WHPS	24001241	Mail Theft/Rep	2024-04-16	03	TR069	1
WHPS	24001247	PD Crash DWI	2024-04-16	03	JF5J1	2
WHPS	24001303	Theft From Auto Report	2024-04-21	03	TD159	1
WHPS	24001347	Assault	2024-04-25	03	A5446	2
WHPS	24001305	Theft From Auto Report	2024-04-21	05	P211A	2
WHPS	24001306	Theft From Auto Report	2024-04-21	05	P211A	2
WHPS	24001307	Theft From Auto Report	2024-04-21	05	P211A	2
WHPS	24001373	3 <sup>rd</sup> Degree DWI	2024-04-27	05	JF501	2

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





# DIRECTOR'S NEWS & NOTES

WEST HENNEPIN PUBLIC SAFETY

April 2024 Activity Report

## Year to Date Activity Report

At the end of April 2024, West Hennepin Public Safety (WHPS) handled year-to-date a total of 1,407 incident complaints. For the month of April; 192 incidents occurred in the City of Independence and 111 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.

Arrest

April 2

Intersection of County Road 19 and Perkinsville Road, Independence. Officer was dispatched to a crash with unknown injuries. Officer responded and found a single vehicle that crashed into the ditch. Officer spoke to the driver who showed signs of intoxication and observed multiple open bottles of alcohol in the vehicle. Ultimately, the driver was arrested for DWI. He was transported to the police department where he was booked and supplied an evidentiary breath sample of 0.28. He was released to a sober party.

Traffic

April 3

Intersection of Howard Avenue and Highway 12, Maple Plain. Officer was on routine patrol and observed a vehicle fail to stop at a stop sign. Officer initiated a traffic stop and the vehicle struck a curb while pulling over. Officer spoke to the driver and observed the smell of alcohol on the driver's breath. She admitted to having a wine prior to driving. Field sobriety did not show enough cues for an arrest. Driver was cited for careless driving and expired registration. Driver called for a sober party to transport her home.

Suspicious Activity

April 4

Intersection of Main Street and Budd Avenue, Maple Plain. Officer was dispatched to a suspicious vehicle that was making random stops on the road. Officer located the driver who thought the call was humorous and was pleased people were paying attention. It was found the driver was actively playing Pokémon Go. Reporting party was updated with the findings.

Dog Bite  
April 4

2400 block of County Road 92, Independence. Officer was dispatched to a dog bite. Victim advised they were delivering a package when the dog bit the back of their leg. Victim was treated with antibiotics. It was found the dog was up to date on vaccines but was not registered through the city. Dog was deemed potentially dangerous.

Arrest  
April 7

Intersection of Highway 12 and Main Street East, Maple Plain. Officer was on routine patrol when a vehicle was observed driving over the posted speed limit. Officer stopped the vehicle and spoke to the driver who was initially uncooperative. Officer was able to determine the driver was intoxicated. She was ultimately arrested for DWI. A search warrant was signed by a judge for blood testing. It was determined blood would not be able to be drawn from her veins, so a urine sample was taken. Pending results.

Mental Health  
April 10

4200 block of Woodhill Drive, Independence. Officer was dispatched to a child experiencing aggressive behavior towards his mother. Officers spoke to the mother who advised he's been exhibiting various mental health challenges after being told her couldn't listen to a specific podcast. Resources were provided and the mother and son were talked to at length about his actions and getting help.

Disturbance  
April 11

Intersection of William Way and Kochs Crossing, Independence. Officer was dispatched to a disturbance involving a construction worker who allegedly chased the reporting party. Officers arrived on scene and spoke to the reporting party who explained she was walking her dog and a man began chasing her and yelling that her dog scratched his vehicle. Officers spoke to the man who advised the dog was off-leash and jumped on his car. It appeared there were numerous scratches on the vehicle some of which may have been caused by a dog. Neither individual wished to take further action.

## Suspicious Activity

April 12

5300 block of Main Street, Maple Plain. Officer was dispatched to suspicious activity. Report party advised a group of people were damaging a vehicle in the driveway. Officers arrived on scene and found no one on scene. Reporting party advised she could hear the internal dinging as if the car door was ajar. She also said there was a group of people trying to push the vehicle. It was found the reporting party was suffering from a mental health crisis. No damage was observed on the vehicle.

## Motorist Assist

April 15

2500 block of County Road 92, Independence. Officer was on routine patrol and observed a vehicle with a flat tire with its flashers on. Officer stopped and spoke to the driver who advised roadside service stated they wouldn't be out for four hours. Officer transported the driver to his work and then figure out what to do with his vehicle.

## Arrest

April 16

Intersection of County Road 92 and Highway 12, Independence. Officer was on routine patrol in the area and observed a damaged vehicle. Officer spoke to the driver, and it was determined the car struck and went over the center island roundabout. Ultimately, the driver was arrested for DWI. Preliminary breath test indicated 0.330. A warrant was obtained for a blood draw. Pending results and charging.

## Missing Person

April 17

5200 block of Manchester Drive, Maple Plain. Officer was dispatched to a possible missing person. Report party was concerned because the individual hasn't picked up his mail in over a month. It was found his car was no longer at the property. Officer searched records and spoke to the individual via phone. He advised he is terminally ill and won't be returning to his residence. He stated he is living out of the country and receiving treatment for the illness.

## Crash

April 19

Intersection of Highway 12 and County Road 92, Independence. Officer was dispatched to a vehicle parked under the overpass with significant damage. Officer arrived on scene and spoke to the driver who advised an unknown animal ran across the street causing her to swerve. She then went over the curbed median and struck two signs. The windshield was severely damaged, and the vehicle had heavy end damage. Vehicle was towed from the scene.

Arrest  
April 20

Intersection of Highway 12 and Delano Avenue, Maple Plain. Officer was on routine patrol and observed a vehicle driving 57-MPH in a 40-MPH zone. Officer initiated a traffic stop and spoke to the driver. Signs of impairment were found, and the driver was ultimately arrested for DWI. Preliminary breath test indicated 0.136.

Thefts  
April 21

Numerous churches in Independence. Officer was dispatched to multiple theft from autos while people were in church. Vehicle windows were shattered, and vehicles were gone through. Purses, cash, and miscellaneous items were taken from each vehicle. Assigned to Investigations for further follow-up.

Scam  
April 25

7800 block of Pioneer Creek Road, Independence. Officer was dispatched to take an attempted scam report. Reporting party advised she received a phone call from an individual who advised he could assist her with her taxes. Follow-up concluded the phone number is associated with ongoing scam attempts promoting a "Zero Tax" program. Reporting party was advised to block the number and to call back if she has further issues.

Juvenile Problem  
April 27

900 block of Nelson Road, Independence. Officer was dispatched to a complaint of juveniles riding on four-wheelers near an abandon farm. Officer arrived and found the four-wheelers and juveniles walking through the barns. It was found another group of juveniles left the area prior to officer arrival and were attempted to take a street sign but were unsuccessful. Parents were notified. There was no damage, and the kids left the area.

Arrest  
April 27

Intersection of County Road 6 and Copeland Road, Independence. Officer was on routine patrol in the area and observed a vehicle driving 67-MPH in a 50-MPH zone. Officer stopped the vehicle and spoke to the driver who displayed signs of impairment. Ultimately, the driver was arrested for DWI. The evidentiary breath test indicated 0.22. Driver was booked and transported to Hennepin County Jail.

#### Welfare Check

April 28

6100 block of Drake Drive, Independence. Officer was dispatched to a call where the reporting party stated his wife was missing. Officer called the reporting party's niece who advised the caller's wife had passed away five years ago. Officer stopped to check on the reporting party who was reminded of his wife's passing. He appeared to be in good health otherwise.

#### Suspicious Activity

April 29

5200 block of Bryantwood Drive, Maple Plain. Officer was dispatched to suspicious activity. The reporting party advised people came into his apartment with their cat while he was sleeping. It was found the individuals live directly above the reporting party and accidentally walked into the caller's apartment, mistaking it for their apartment. Reporting party did not want to press charges.

Date: June 7<sup>th</sup>, 2024  
To: Public Safety Commissioners  
City of Independence Council Members  
City of Maple Plain Council Members  
From: Director Gary Kroells  
SUBJECT: MAY 2024 ACTIVITY REPORT



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

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

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

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

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

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

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

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

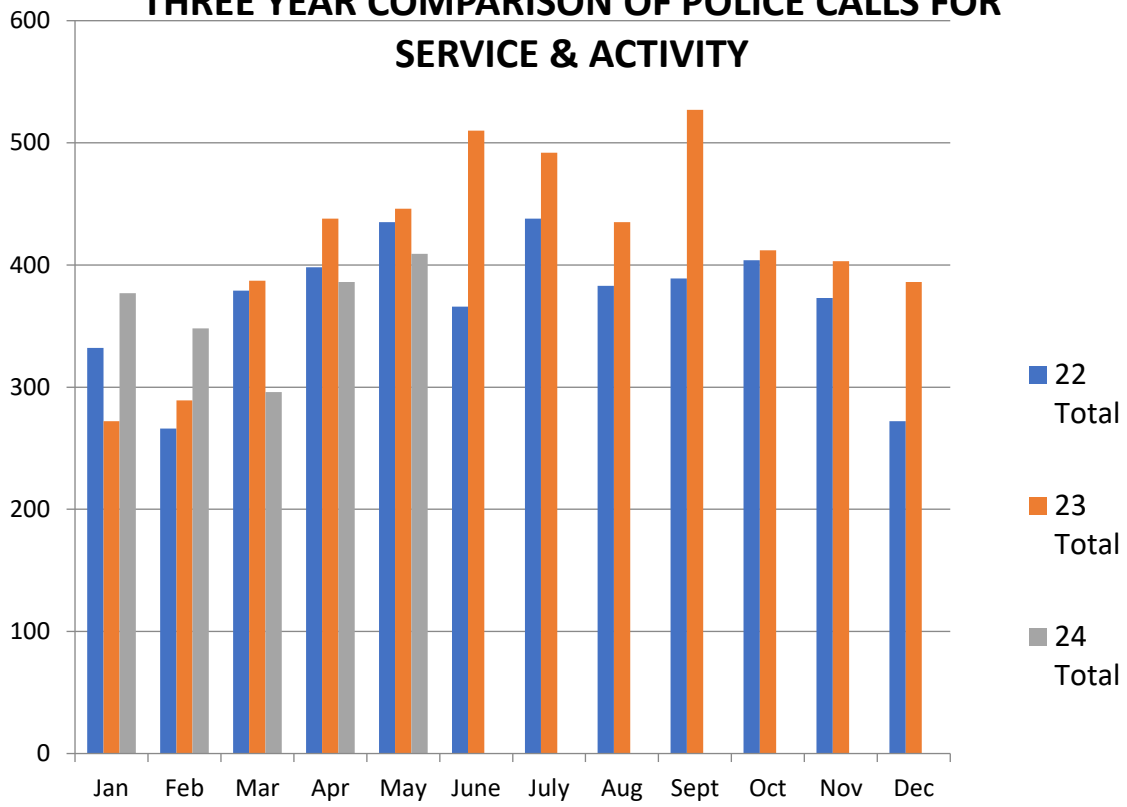
PART V-- Miscellaneous Public: Includes open doors, gun permit applications, suspicious activities, animal complaints, motorist assists, alarm calls, parking complaints, house checks, driving complaints, civil matters, family disputes, department assists.

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

Monthly Activity Report  
May 2024

Offense	This Month	Same Month Last Year	This Year To Date	Last Year To Date
<b>City Of Independence</b>				
Criminal	2	3	19	15
Traffic	52	129	365	425
Part III	7	6	22	15
Part IV	32	31	156	145
Part V	166	136	532	530
<b>Total City of Independence</b>	<b>259</b>	<b>305</b>	<b>1,094</b>	<b>1,130</b>
<b>City Of Maple Plain</b>				
Criminal	3	4	10	18
Traffic	17	22	110	149
Part III	3	4	15	9
Part IV	22	30	111	123
Part V	52	39	248	205
<b>Total City Of Maple Plain</b>	<b>97</b>	<b>99</b>	<b>494</b>	<b>504</b>
<b>Grand Total Both Cities</b>	<b>356</b>	<b>404</b>	<b>1,588</b>	<b>1,634</b>
TZD	33	19	125	94
Agency Assists	20	23	103	104
<b>Total ICR Reports</b>	<b>409</b>	<b>446</b>	<b>1,816</b>	<b>1,832</b>
<b>How Received</b>				
Fax	8	10	27	51
In Person	16	12	72	60
Mail	1	0	6	2
Other	0	1	2	5
Phone	24	31	116	109
Radio	171	160	723	670
Visual	126	180	657	735
Email	16	14	86	86
Lobby Walk In	47	38	127	114
<b>Total</b>	<b>409</b>	<b>446</b>	<b>1,816</b>	<b>1,832</b>

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





**May 2024 Part I & II**

**City of Maple Plain #'s 1 & 2**

<b>AGN</b>	<b>ICR</b>	<b>Title</b>	<b>Create Date</b>	<b>Grid #</b>	<b>MOC range</b>	<b>UCR Part</b>
WHPS	24001580	Traffic/Complain – False Info/Narcs/DAC-IPS	05-13-2024	01	DH500	2
WHPS	24001748	Damage Prop/Rpt	05-25-2024	01	P110J	2
WHPS	24001666	Theft	05-20-2024	02	P319C	2

**May 2024 Part I & II**

**City of Independence Grid #'s 3-5**

<b>AGN</b>	<b>ICR</b>	<b>Title</b>	<b>Create Date</b>	<b>Grid #</b>	<b>MOC range</b>	<b>UCR Part</b>
WHPS	24001750	2 <sup>nd</sup> Degree DWI Refusal	05-25-2024	03	JE5J1	2
WHPS	24001792	Stolen Vehicle – Recovered	05-29-2024	05	X3190	2

# DIRECTOR'S NEWS & NOTES

WEST HENNEPIN PUBLIC SAFETY

May 2024 Activity Report

## Year to Date Activity Report

At the end of May 2024, West Hennepin Public Safety (WHPS) handled year-to-date a total of 1,816 incident complaints. For the month of May; 259 incidents occurred in the City of Independence and 97 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.

### Welfare Check

May 3

Intersection of County Road 6 and Copeland Road, Independence. Officer was dispatched to a welfare check of a person slumped over in a vehicle. Officer arrived in the area and spoke to the driver. The driver was found to be a cellular tower evaluator and indicated he was fine and was just looking down at his equipment.

### Welfare Check

May 7

Intersection of Highway 12 and County Road 90, Independence. Officer was dispatched to a male walking along Highway 12 wearing all black clothing in the middle of the night. Officer arrived in the area and spoke to the male. He advised he was trying to get to Howard Lake from Minneapolis, but his bicycle broke down and he was walking. He appeared to be in good health and officer offered him a ride to a gas station.

### Disturbance

May 8

1600 block of Delano Avenue, Maple Plain. Officer was dispatched to a report of a disturbance. Reporting party advised a male came into their shop and threatened to destroy their plants and flowers. A description was provided, and officer was found to be familiar with the individual. It was found the male had a sign and release warrant and has been struggling with mental health issues. He was provided with a new court date and was told to return home.

Welfare Check  
May 11

2200 block of Independence Road, Independence. Officer was on routine patrol and observed a very young girl riding a bicycle alone in the roadway. Officer spoke to the girl and advised she was with her brother, who was also very young. They provided their dad's phone number and Officer discussed bike safety and leaving them unsupervised. Dad was appreciative of the call.

Suspicious Activity  
May 11

Intersection of Koch's Crossing and County Road 90, Independence. Officer was dispatched to suspicious activity. Reporting party advised two vehicles turned their lights on and off and appeared to be signaling each other. Reporting party was concerned about people stealing materials from a nearby construction site. Officer arrived on scene and spoke to the individuals who advised they were looking at the northern lights.

Driving Complaint  
May 12

Intersection of Highway 12 and County Road 90, Independence. Officer was dispatched to a suspected drunk driver. Reporting party advised the driver had struck the center concrete barrier and was all over the road. Officer located the vehicle and observed it jump the curb in the roundabout. Driver admitted to hitting the barriers and damage could be seen on the side of the vehicle. Ultimately, it was determined the driver was not under the influence but was elderly and possible dementia issues.

Arrest  
May 13

Intersection of Baker Park Road and Highway 12, Maple Plain. Officer was dispatched to a traffic complaint where a vehicle was all over the road and almost hit the wall on the bypass. Officer located the vehicle and spoke to the driver who provided a false information. Driver consented to a search where drugs and paraphernalia were found. Driver was arrested for multiple charges.

Suspicious Incident  
May 14

2200 block of Fieldstone Place, Independence. Officer was dispatched to a suspicious incident. Reporting party explained they found the top of a metal can in his backyard and dug it up. Inside was a plastic bag with a powdery substance inside. The metal can was found next to a tree. Reporting party advised they have owned the home for 11 years. It was concluded that it was most likely a pet cremation.

Theft  
May 16

1500 block of Rainbow Avenue, Maple Plain. Officer was dispatched to a bicycle theft report. Victim advised he was resting in the grass when someone stole his bike. There were several kids around at the time who advised they didn't see anything. The same weekend, the victim advised he woke up and looked outside to see his bike leaning up against his fence. It's unknown who the suspect is.

Suspicious Activity  
May 19

5500 block of Pagenkopf Road, Independence. Officer was dispatched to suspicious activity where the reporting party was seeing flashlights on his property. Officer arrived and found five young males who were attempting to fish for carp in the creek. Officer advised the kids to stay in the roadway and not to enter private property.

Suspicious Activity  
May 21

2800 block of Valley Road, Independence. Officer was dispatched to a report of a female screaming at the top of her lungs. Officer arrived in the area and spoke to residents in the area. They advised a neighbor was on a walk with their dog when it was hit by a school bus. Reporting party was advised of the same.

Disturbance  
May 22

5900 block of Three Oaks Avenue, Maple Plain. Officer was dispatched to a disturbance where dirt bikes continuously drove up and down the street. Officer arrived in the area and didn't hear or see dirt bikes. Parties walking in the area advised they didn't see anyone on a dirt bike.

Fraud  
May 23

6200 block of Wood Hill Lane, Independence. Officer was dispatched to a report of a possible fraud attempt. Reporting party received an email from a credit union thanking her for starting a new account. The credit union was contacted and made aware of the situation. Officer provided a fraud packet and advised the reporting party to keep an eye on her credit report.

Welfare Check  
May 24

5200 block of Manchester Drive, Maple Plain. Officer was dispatched to a welfare check where the reporting party's wife was making threats. Officer arrived on scene and spoke to the reporting party who advised she is okay now and they are getting a divorce. Officer collected information from both parties and determined it was a verbal domestic situation and a civil matter.

Juvenile Problem  
May 24

4800 block of Main Street, Maple Plain. Officer was dispatched to three juveniles at an abandoned house. Officer arrived and saw the boys walking and spoke to them about trespassing and safety concerns. Parents were notified and were very understanding.

Arrest  
May 25

Intersection of Highway 12 and County Road 92, Independence. Officer was dispatched to a property damage crash where one of the drivers was possibly intoxicated. Officer arrived on scene and spoke to the drivers. One had blood coming from the back of his head. Witnesses said he fell and hit his head on the pavement after the crash. Officer observed signs of impairment. Preliminary breath test indicated .31. He was ultimately arrested for DWI and transported to the hospital where he refused all testing. Due to a prior DWI conviction and test refusal, he was charged with 2<sup>nd</sup> degree DWI.

Crash  
May 28

Intersection of Highway 12 and County Line Road, Independence. Officer was dispatched to a hit and run crash. Officer checked the area and was unable to locate the suspect vehicle. It was determined the suspect jumped the curb and drove head on with another vehicle going eastbound in the westbound lane ending up sideswiping the victim's vehicle. Victim's vehicle appeared totaled with heavy driver's side damage.

Fire  
May 28

5200 block of Bryantwood Drive, Maple Plain. Officer was dispatched to an appliance fire. Officer arrived on scene with Maple Plain Fire and found a lot of smoke, but the fire was out. Reporting party explained a plastic bowl with sugar was left on top of the stove and had melted causing the sugar to be poured into the oven which caught on fire.

Medical  
May 29

4000 block of Windmill Drive, Independence. Officer was dispatched to a 96-year-old male who was breathing, but barely conscious. Officer and West Suburban Fire arrived and began checking vitals including glucometer which read high, confirming blood sugar was over 300. Patient was transported to the hospital by North Memorial Paramedics.

Welfare Check  
May 30

2900 block of Lindgren Lane, Independence. Officer was dispatched to a welfare check. Reporting party advised her mother had been suicidal after their family dog passed away and she hadn't been able to get ahold of the party. Officer arrived on scene and contacted the party who was laying in her bed shaking. She advised she feels like she has been poisoned and is sick. The patient vomited numerous times while officers were on scene. North Memorial Paramedics arrived on scene to evaluate the patient. Patient was ultimately transported to the hospital.

Date: July 2<sup>nd</sup>, 2024  
To: Public Safety Commissioners  
City of Independence Council Members  
City of Maple Plain Council Members  
From: Director Gary Kroells  
SUBJECT: JUNE 2024 ACTIVITY REPORT



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

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

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

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

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

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

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

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

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

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

**Monthly Activity Report**  
**June 2024**

Offense	This Month	Same Month Last Year	This Year To Date	Last Year To Date
<b>City Of Independence</b>				
Criminal	2	0	21	15
Traffic	74	107	439	532
Part III	16	5	38	20
Part IV	39	34	195	179
Part V	105	137	637	667
<b>Total City of Independence</b>	<b>236</b>	<b>283</b>	<b>1,330</b>	<b>1,413</b>
<b>City Of Maple Plain</b>				
Criminal	2	1	12	19
Traffic	20	40	130	189
Part III	10	0	25	9
Part IV	25	19	136	142
Part V	39	53	287	258
<b>Total City Of Maple Plain</b>	<b>96</b>	<b>113</b>	<b>590</b>	<b>617</b>
<b>Grand Total Both Cities</b>	<b>332</b>	<b>396</b>	<b>1,920</b>	<b>2,030</b>
TZD	13	85	138	179
Agency Assists	23	29	126	133
<b>Total ICR Reports</b>	<b>368</b>	<b>510</b>	<b>2,184</b>	<b>2,342</b>
<b>How Received</b>				
Fax	3	12	30	63
In Person	12	17	84	77
Mail	0	0	6	2
Other	1	0	3	5
Phone	24	28	140	137
Radio	170	187	893	857
Visual	118	222	775	957
Email	13	13	99	99
Lobby Walk In	27	31	154	145
<b>Total</b>	<b>368</b>	<b>510</b>	<b>2,184</b>	<b>2,342</b>



**June 2024 Part I & II**

**City of Maple Plain #'s 1 & 2**

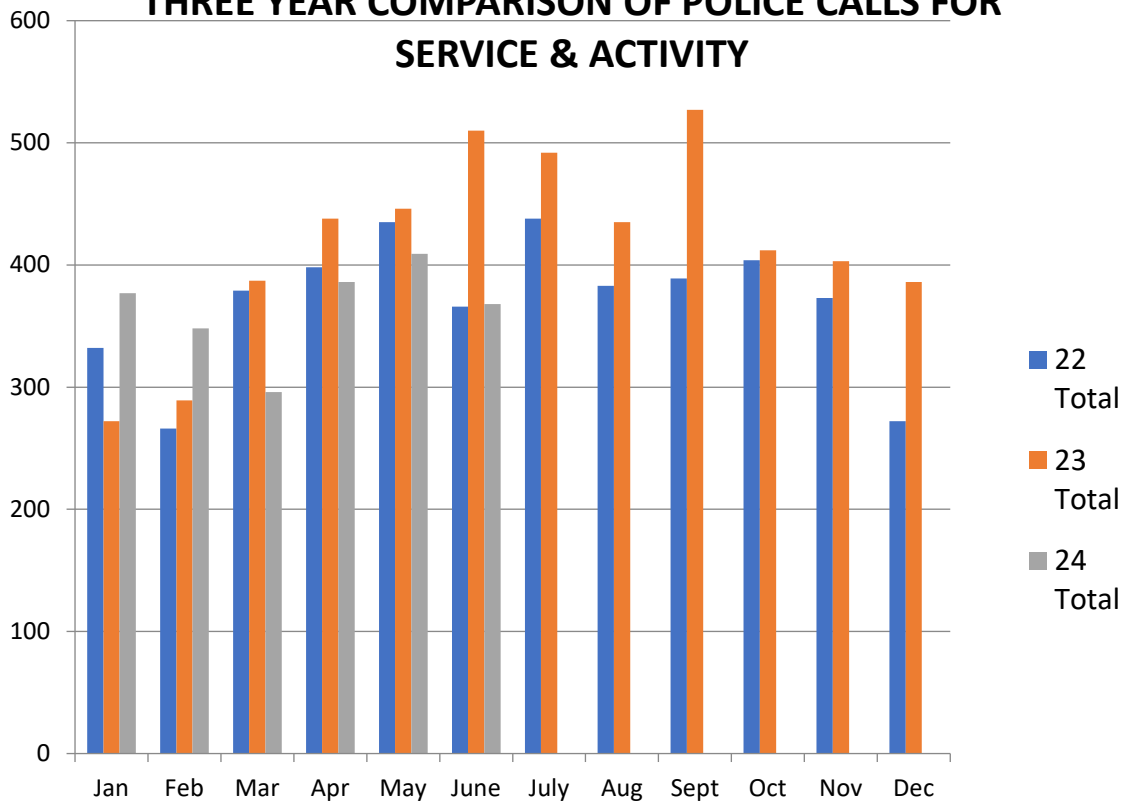
<b>AGN</b>	<b>ICR</b>	<b>Title</b>	<b>Create Date</b>	<b>Grid #</b>	<b>MOC range</b>	<b>UCR Part</b>
WHPS	24001863	Chase/Pursuit	06-04-2024	01	I2100	2
WHPS	24001924	DWI/5 <sup>th</sup> Degree Drugs	06-09-2024	02	DH500	2

**June 2024 Part I & II**

**City of Independence Grid #'s 3-5**

<b>AGN</b>	<b>ICR</b>	<b>Title</b>	<b>Create Date</b>	<b>Grid #</b>	<b>MOC range</b>	<b>UCR Part</b>
WHPS	24002187	Accident/PD – DWI	06-30-2024	03	JGW01	2
WHPS	24001981	Theft/Rpt	06-13-2024	04	U1770	2

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



# DIRECTOR'S NEWS & NOTES

WEST HENNEPIN PUBLIC SAFETY

June 2024 Activity Report

## Year to Date Activity Report

At the end of June 2024, West Hennepin Public Safety (WHPS) handled year-to-date a total of 2,168 incident complaints. For the month of June; 236 incidents occurred in the City of Independence and 96 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.

### Suspicious Activity

June 4

4600 block of Lake Sarah Drive South, Independence. Officer was dispatched to suspicious activity. Reporting party advised his wife was at home and observed a vehicle pull around their driveway to the back of their house. When the occupants of the vehicle saw the homeowner, they took off. Officer arrived in the area and was unable to locate the suspect vehicle. They were advised to call 911 as soon as possible when suspicious activity is seen.

### Arrest

June 4

6200 block of Highway 12, Independence. Officer was dispatched to a driving complaint. Officer observed the vehicle driving 72-MPH in a 40-MPH zone. Officer attempted to stop the vehicle, but the driver fled from officers going westbound on Highway 12 at a high rate of speed. A pursuit ensued and the vehicle was ultimately boxed in after several failed attempts at a P.I.T. maneuver. After the vehicle came to a stop, it was found there was a child in the vehicle. The driver and the child were unharmed. Driver was taken into custody and book for Felony First Degree DWI, Fleeing in a Motor Vehicle, and Child Endangerment.

### Suspicious Activity

June 6

2800 Becker Road, Independence. Officer was dispatched to a report of a found Airtag in her son's backpack. Officer retrieved the Airtag and was unable to locate the owner. It was determined, it was most likely a mistake and was misplaced by a student or another teacher. Officer advised to call if there's further suspicious activity. Follow-up will be done with the school.

Domestic  
June 8

1500 block of Howard Avenue, Maple Plain. Officer was dispatched to a possible domestic. Officer arrived on scene and met with the reporting party who advised his girlfriend was slamming car doors and throwing things. He advised she was upset because he wouldn't let her keep a stray dog. Officer provided suggestions. Parties were separated.

Arrest  
June 9

5800 block of Highway 12, Maple Plain. Officer received a traffic complaint with numerous driving violations. Officer arrived in the area and found the suspect vehicle following too close and the vehicle had expired tabs. Officer stopped the vehicle and found the driver's license statute was cancelled. Driver admitted to not having insurance. Officer observed numerous signs of impairment. Ultimately, the driver was arrested for DWI pending blood results. It's suspected the driver was under the influence of a controlled substance. Driver also had three prior violations for no insurance. She was booked and released to a responsible party pending charging.

Medical  
June 10

5000 block of Oak Circle, Maple Plain. Officer was dispatched to a patient who had fell, needs stitches, and had a bloody eye. Officer arrived on scene with Maple Plain Fire and assessed the patient. It was found the patient was extremely intoxicated. A breath sampled indicated 0.33. Paramedics responded and transported the patient to the hospital.

House Fire  
June 11

3500 block of Lake Haughey Road, Independence. Officer was dispatched to a house fire. Officer arrived on scene with Maple Plain Fire and found the house fully engulfed. The homeowner's son was contacted, and he advised his dad would more than likely be inside sleeping. Fire personnel worked the fire and were able to extinguish the fire. The State Fire Marshal and Hennepin County Crime Scene Investigators responded to investigate the fire. During the investigation, the remains of a body were in the garage. The Hennepin County Medical Examiner's Office later positively identified the remains as the property owner. This case is active investigation.

Suspicious Activity  
June 12

5200 block of Bryantwood Drive, Maple Plain. Officer was dispatched to a call where items had been moved in the reporting party's apartment. Reporting party advised the person must have had a key because the door was locked. Officer spoke to her, and she advised she left for work and when she returned, the cat dish had been picked up and placed on the stool and the light above the stove was off which she always leaves on. Officer discussed security options.

Theft Report  
June 13

3500 block of County Road 90, Independence. Officer was dispatched to a possible theft report. Reporting party advised his girlfriend tried mailing a package to her parent's house a few weeks prior and he found the package in the ditch with other miscellaneous mail. Officer spoke to the victim who advised five pairs of eyeglass frames were in the package and now the package is empty. Unknown suspect information and no leads.

Lost Property  
June 14

1800 block of Budd Avenue, Maple Plain. Officer was dispatched to take a possible theft report of a trailer. Officer contacted the reporting party who advised he parked the trailer in a parking lot and when he returned, the trailer was gone. Ultimately, it was found the trailer was still in the parking lot, but the reporting party's employee picked the trailer up and when he returned it, it was put back in the wrong spot.

Domestic  
June 16

1500 block of Howard Avenue, Maple Plain. Officer was dispatched to an unwanted person report. Reporting party advised his sister arrived and was refusing to leave. It was reported the reporting party's sister threw a shoe at him after asking her and his mother to leave. The sister agreed to leave and advised they were sleeping and punched the table. Officer stood by as the unwanted persons left the residence.

Welfare Check  
June 17

Intersection of Main Street and Halgren Road, Maple Plain. Officer was dispatched to a welfare check of a teenage male with curly hair wearing all black sitting on the side of the road. Reporting party advised she believed he was going to get hit by a car. Officer patrolled the area and was unable to locate an individual near that intersection.

Crash  
June 17

7700 block Highway 12, Independence. Vehicles 1 and 2 were West on Hwy 12 when vehicle 1 slowed, then stopped for geese crossing the road. Vehicle 2 could not stop in time due to the wet pavement and struck the rear of Vehicle 1. No injuries, minor damage. Both vehicles were driven from the scene.

Safety Check

June 18

Intersection of Highway 12 and County Road 90, Independence. Report received of a juvenile on a scooter traveling on Hwy 12. The juvenile was located traveling east on the shoulder of Highway 12 riding a hover board with a tricycle attachment. The hover board was put in the squad and the juvenile given a ride home. Mother was upset with the juvenile because he'd been told he couldn't ride on the highway.

Suspicious Act

June 19

3000 block Lake Haughey Rd, Independence. Report received of juvenile teens looking at a burned house, then fled in a vehicle. Officer responded but unable to locate the teens or vehicle.

Crash

June 20

Intersection of County Road 11 and County Road 90, Independence. Officer responded to a 2-vehicle crash, no injuries. Vehicle 1 stopped at the 4-way intersection. Vehicle 2 did not stop and struck the driver's side of Vehicle 1. Both vehicles sustained moderate damage but were both to be driven from the scene. Driver 2 was cited for fail to yield.

Property Damage

June 20

8600 block of Burr Oak Lane, Independence. Officer was dispatched to the reporting party's son damaging things in the house. Officer called and spoke to the reporting party and advised her of the formal eviction process. She advised she understood but wanted the officer to talk to him and "scare" him. Officer advised he wouldn't be scaring anyone but could have a conversation with him about his behavior. Officer spoke to the suspect who understood the expectations moving forward.

Crash  
June 22

Intersection of Pagenkopf Road and Independence Road, Independence. Officer was dispatched to a crash with unknown injuries. Officer arrived on scene and observed a vehicle in the ditch. Officer spoke to the driver who advised she spun out while accelerating her Mustang. A tow truck was able to pull the vehicle out of the ditch.

Welfare Check  
June 23

5200 block of Bryantwood Drive, Maple Plain. Officer was dispatched to an individual who was laying in the hallway with shallow breathing. Officer arrived on scene and woke the patient up. He explained he took a rideshare home and didn't recall anything after that. Officer took vitals and his information and was advised to call if he needed anything.

Parking Complaint  
June 25

3000 block of Nelson Road, Independence. Officer received multiple complaints about a semi parked on Nelson Road for multiple days. Reporting parties thought it seemed suspicious and it was also a traffic hazard. Officer responded and met with the semi owner who advised they were staying with a friend between deliveries, and he would be leaving shortly.

Suspicious Activity  
June 26

Intersection of County Road 90 and Kochs Crossing, Independence. Officer was dispatched to two suspicious individuals that appear to be stealing items from a home under construction. Officer responded and spoke to the individuals who advised they were siding the house.

Welfare Check  
June 27

3200 block of Lake Sarah Road, Independence. Officer was dispatched to a welfare check from a doctor. The doctor advised the patient's lab work came back indicating a critical illness. Officer responded to the patient's house and located the patient who advised he already spoke to the doctor and didn't want an ambulance. The patient self-transported to the emergency room.

Damage to Property  
June 27

5700 block of Maple Ridge Drive, Maple Plain. Officer was dispatched to a property damage report. Officer contacted the reporting party who advised someone cut the main line to his air conditioning unit. A service technician came to look at the damage and advised whoever did the damage knew what they were doing. The line was cut in three different places causing freon to leak out. There was no further evidence.

Welfare Check  
June 29

8700 block of County Road 6, Independence. Officer was dispatched to a medical where a male was down for an unknown reason. Officer and Maple Plain Fire arrived on scene and located the male who had pinpoint pupils and advised he was bending down and passed out. Officer assisted the patient getting to the ambulance. Patient was transported to the hospital by North Memorial Paramedics.

Damage to Property  
June 29

5500 block of Bryant Street, Maple Plain. Officer was dispatched to a damage to property report. Reporting party advised the previous night she thought she heard glass breaking. She looked outside and observed two teenagers walking away from an empty building. The next day, she noticed a broken window on the building. Officers arrived on scene and found no further damage. Maintenance was contacted. Pending further investigation.

Arrest  
June 30

5300 block of County Road 6, Independence. Officer was dispatched to a hit-and-run crash where a vehicle hit the reporting party's mailbox, drove through their yard, and then sped off. Officer located information regarding the vehicle and registered owner and went to the address listed. Officer made contact with the driver who showed signs of impairment and the driver admitted to driving the vehicle but denied hitting anything. Field Sobriety Testing was conducted and ultimately, the driver was arrested for DWI. Evidentiary test indicated 0.10. Driver was released to a sober party.



**West Hennepin Public Safety**  
**Monthly Claims**  
**April 2024**

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Check	04/01/2024	HSA	Optum Bank	Employer HSA Contributions	West Hennepin Public Safety	√	104 C - Employer HSA Contributions	-8,250.00
Deposit	04/03/2024			Deposit	West Hennepin Public Safety	√	-SPLIT-	190,257.67
General Journal	04/03/2024	693		monthly requisition, April 2024	West Hennepin Public Safety	√	1701 - Capital Improvement Fund	-10,000.00
Check	04/03/2024	35379	Winning Edge	plaque expenses	West Hennepin Public Safety	√	-SPLIT-	-365.09
Check	04/03/2024	35380	Suburban Tire Wholesale Inc.	squad tires	West Hennepin Public Safety	√	303 - Auto Maintenance	-561.68
Check	04/03/2024	35381	Mid-County Coop	fuel tank fill	West Hennepin Public Safety	√	304 - Fuel and Oil	-706.80
Check	04/03/2024	35382	Employee	training expenses reimb	West Hennepin Public Safety	√	-SPLIT-	-70.09
Check	04/03/2024	35383	Stahlke Bus Service, Inc.	Citizens Academy expense	West Hennepin Public Safety	√	608 - Citizens Academy	-140.86
Check	04/03/2024	35384	Bagy Jo, Inc.	Citizens Academy expense	West Hennepin Public Safety	√	608 - Citizens Academy	-416.00
Deposit	04/09/2024			Deposit	West Hennepin Public Safety	√	-SPLIT-	1,250.00
Liability Check	04/16/2024	B-MP	Bank of Maple Plain - Paychecks	April 16, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-37,335.24
Liability Check	04/16/2024	PERA	PERA	April 16, 2024 payroll	West Hennepin Public Safety	√	-SPLIT-	-15,281.90
Liability Check	04/16/2024	IRS	Internal Revenue Service	April 16, 2024 payroll	West Hennepin Public Safety	√	-SPLIT-	-7,776.56
Liability Check	04/16/2024	MN REC	MN Dept. of Revenue	April 16, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-2,490.00
Liability Check	04/16/2024	EJ	John Hancock	April 16, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-1,050.00
Liability Check	04/16/2024	HSA	Optum Bank	April 16, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-1,469.14
Liability Check	04/16/2024	FSA	TASC	April 16, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-73.83
Check	04/16/2024	35385	HealthPartners Inc	medical ins premiums	West Hennepin Public Safety	√	-SPLIT-	-18,740.57
Check	04/16/2024	35386	Optum	HSA Maintenance Fees	West Hennepin Public Safety	√	104 D - Benefits Administration Fees	-102.00
Check	04/16/2024	35387	Galls, LLC	uniform expenses	West Hennepin Public Safety	√	-SPLIT-	-655.58
Check	04/16/2024	35388	Employee	uniform expense reimb	West Hennepin Public Safety	√	105 A - Full-Time Employee	-47.33
Check	04/16/2024	35389	Streicher's Police Equipment	uniform expenses	West Hennepin Public Safety	√	-SPLIT-	-186.85
Check	04/16/2024	35390	United Parcel Service	shipping fees	West Hennepin Public Safety	√	202 - Postage	-69.95
Check	04/16/2024	35404	Loffler - Leasing	copier lease	West Hennepin Public Safety	√	203 - Office/Opr Equip Maintenance	-372.28
Check	04/16/2024	35391	Winning Edge	8x10 award	West Hennepin Public Safety	√	204 - Office/Operating Supplies	-102.82
Check	04/16/2024	35392	Elan Financial Services	monthly credit card charges	West Hennepin Public Safety	√	-SPLIT-	-2,814.40
Check	04/16/2024	35393	Office of MNIT Services	monthly WAN services	West Hennepin Public Safety	√	206 - Books/Dues/Subscriptions	-52.88
Check	04/16/2024	35394	Active 911, Inc.	subscription renewal	West Hennepin Public Safety	√	206 - Books/Dues/Subscriptions	-173.25
Check	04/16/2024	35395	City of Independence	utility charges	West Hennepin Public Safety	√	207 - Utilities/Gas/Electric	-795.78
Check	04/16/2024	35396	Total Printing Services	printing service	West Hennepin Public Safety	√	301 - Printing	-1,400.00
Check	04/16/2024	35397	Element Technologies, LLC	monthly IT services	West Hennepin Public Safety	√	-SPLIT-	-3,895.20
Check	04/16/2024	35398	Thomson Reuters - West	monthly subscription fee	West Hennepin Public Safety	√	302 A3 - Investigative IT Fees	-125.03
Check	04/16/2024	35399	Hennepin County Accounts Receivable	radio/MDC fees	West Hennepin Public Safety	√	302 F - Radios, MDCs	-1,066.20
Check	04/16/2024	35400	Employee	expense reimb	West Hennepin Public Safety	√	303 - Auto Maintenance	-303.00
Check	04/16/2024	35401	Davis Chevrolet of Delano	squad maintenance	West Hennepin Public Safety	√	-SPLIT-	-193.70
Check	04/16/2024	35402	Mid-County Coop	fuel tank fills	West Hennepin Public Safety	√	-SPLIT-	-1,140.60
Check	04/16/2024	35403	Employee	expenses reimb	West Hennepin Public Safety	√	608 - Citizens Academy	-79.17
Check	04/16/2024	35405	HealthPartners Occupational Medicine	pre-employment expense	West Hennepin Public Safety	√	610 A - Police State Aid	-923.00
Check	04/16/2024	35406	Davis Chevrolet of Delano	squad repair	West Hennepin Public Safety	√	303 - Auto Maintenance	-2,303.01
Check	04/16/2024	1607	Elan Financial Services	credit card charges	West Hennepin Crime Prevention	√	-SPLIT-	-984.01
General Journal	04/16/2024	694		HealthPartners, Micah Vorderbruggen pre-hire	1707 - Public Safety Aid	√	West Hennepin Public Safety	-923.00
Check	04/16/2024	B-MP	Bank of Maple Plain	direct deposit batch item fee	West Hennepin Public Safety	√	101 H - Payroll ACH Fees	-0.70
Check	04/16/2024	B-MP	Bank of Maple Plain	direct deposit batch orig fees	West Hennepin Public Safety	√	101 H - Payroll ACH Fees	-5.90
Check	04/16/2024	B-MP	Bank of Maple Plain	direct deposit service fee	West Hennepin Public Safety	√	101 H - Payroll ACH Fees	-9.95
Check	04/22/2024	35407	Patrick Olson	Shadow Box	West Hennepin Public Safety	√	204 - Office/Operating Supplies	-310.00
Check	04/24/2024	35420	Autoworks Collision Center, Inc.	squad 74 damage repair	West Hennepin Public Safety	√	303 - Auto Maintenance	-20,904.01
Check	04/25/2024	35409	Standard Insurance Company	life & std ins premiums	West Hennepin Public Safety	√	-SPLIT-	-373.21
Check	04/25/2024	35410	Reliance Standard Life Ins.	ltd ins premiums	West Hennepin Public Safety	√	104 H - Long Term Disability	-679.68
Check	04/25/2024	35412	Streicher's Police Equipment	uniform and equipment expenses	West Hennepin Public Safety	√	-SPLIT-	-394.97
Check	04/25/2024	35413	Verizon Wireless	cell phones, squad wireless air cards	West Hennepin Public Safety	√	201 - Telephone	-747.43
Check	04/25/2024	35414	Employee	expense reimbursement	West Hennepin Public Safety	√	203 - Office/Opr Equip Maintenance	-39.99
Check	04/25/2024	35415	Action Fleet, LLC	squad 74 damage repair	West Hennepin Public Safety	√	303 - Auto Maintenance	-869.00
Check	04/25/2024	35416	Suburban Tire Wholesale Inc.	squad tires	West Hennepin Public Safety	√	303 - Auto Maintenance	-561.68
Check	04/25/2024	35417	Davis Chevrolet of Delano	squad repairs/mntnc	West Hennepin Public Safety	√	-SPLIT-	-1,619.90
Check	04/25/2024	35418	Employee	expense reimbursement	West Hennepin Public Safety	√	-SPLIT-	-736.65
Check	04/25/2024	35419	Abdo	audit services	West Hennepin Public Safety	√	308 - Audit	-3,000.00
Check	04/25/2024	35411	Employee	expense reimbursement	West Hennepin Public Safety	√	105 A - Full-Time Employee	-600.30
Check	04/25/2024	35408	City of Independence	expense reimbursements	West Hennepin Public Safety	√	-SPLIT-	-2,101.40
General Journal	04/25/2024	695		bumper fender wrap, squad 74	1701 - Capital Improvement Fund	√	West Hennepin Public Safety	-869.00
Check	04/26/2024	35421	Employee	expense reimbursement	West Hennepin Public Safety	√	204 - Office/Operating Supplies	-65.10
Check	04/29/2024	35422	Streicher's Police Equipment	uniform and ammo expenses	West Hennepin Public Safety	√	-SPLIT-	-5,095.98
Check	04/29/2024	35423	Davis Chevrolet of Delano	squad mntnc	West Hennepin Public Safety	√	303 - Auto Maintenance	-93.85
Check	04/29/2024	35424	Peterson Counseling & Consulting	consulting & retainer fee	West Hennepin Public Safety	√	307 F - Wellness Program	-125.00
Check	04/29/2024	35425	CenterPoint Energy	office gas usage	West Hennepin Public Safety	√	207 - Utilities/Gas/Electric	-299.33
Check	04/29/2024	35426	Guardian4D	Storyboard software	West Hennepin Public Safety	√	302 A2b - Computer Software	-5,000.00
General Journal	04/30/2024	696		Rick Dennesson, sick severance	1700 - Cash designated for Severance	√	West Hennepin Public Safety	-30,092.32
Check	04/30/2024	35427	Streicher's Police Equipment	uniform expense	West Hennepin Public Safety	√	105 C - WHPS Expense	-35.00
Paycheck	04/30/2024	35428	Employee	uniform allowance	West Hennepin Public Safety	√	-SPLIT-	-1,646.91
Check	04/30/2024	35429	Active 911, Inc.	subscription renewal	West Hennepin Public Safety	√	206 - Books/Dues/Subscriptions	-189.00
Deposit	04/30/2024			Deposit	West Hennepin Public Safety	√	-SPLIT-	70.00
Check	04/30/2024	35430	Employee	uniform expense	West Hennepin Public Safety	√	105 A - Full-Time Employee	-627.74
Deposit	04/30/2024			Deposit	West Hennepin Public Safety	√	-SPLIT-	208.43
Check	04/30/2024	35431	West Hennepin Public Safety Petty Cash	replenish office petty cash	West Hennepin Public Safety	√	-SPLIT-	-210.00
Deposit	04/30/2024			Deposit	West Hennepin Crime Prevention	√	503 G - Miscellaneous	50.00
Check	04/30/2024	35432	Transport Graphics	squad car graphics	West Hennepin Public Safety	√	204 - Office/Operating Supplies	-383.13

**West Hennepin Public Safety**  
**Monthly Claims**  
April 2024

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Liability Check	04/30/2024	IRS	Internal Revenue Service	Rick Dennesson Uniform Allowance	West Hennepin Public Safety		-SPLIT-	-255.32
Liability Check	04/30/2024	MN REV	MN Dept. of Revenue	Rick Dennesson Uniform Allowance	West Hennepin Public Safety		2100 - Payroll Liabilities	-103.00
Deposit	04/30/2024			Interest	West Hennepin Crime Prevention	√	503 F - Interest	1.29
Deposit	04/30/2024			Interest	West Hennepin Reserves	√	503 F - Interest	0.58
Deposit	04/30/2024			Interest	West Hennepin Public Safety	√	503 F - Interest	278.50

Apr 24

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**West Hennepin Public Safety**  
**Monthly Claims**  
 May 2024

Type	Date	Num	Name	Memo	Account	Ctr	Split	Amount
Liability Check	05/01/2024	PERA	PERA	May 1st, payroll	West Hennepin Public Safety	√	-SPLIT-	-15,247.03
Liability Check	05/01/2024	IRS	Internal Revenue Service	May 1st, payroll	West Hennepin Public Safety	√	-SPLIT-	-7,734.90
Liability Check	05/01/2024	MN REV	MN Dept. of Revenue	May 1st, payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-2,506.00
Liability Check	05/01/2024	EJ	John Hancock	May 1st, payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-1,050.00
Liability Check	05/01/2024	HSA	Optum Bank	May 1st, payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-1,469.12
Liability Check	05/01/2024	FSA	TASC	May 1st, payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-73.83
Liability Check	05/01/2024	IRS	Internal Revenue Service	May 1, 2024 payroll, Dennesson's OT	West Hennepin Public Safety	√	-SPLIT-	-81.56
Liability Check	05/01/2024	MN REV	MN Dept. of Revenue	May 1, 2024 payroll, Dennesson's OT	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-22.00
Liability Check	05/01/2024	PERA	PERA	May 1, 2024 payroll, Dennesson's OT	West Hennepin Public Safety	√	-SPLIT-	-107.38
Paycheck	05/01/2024	DD240501-25	Employee	Employee Final Check	West Hennepin Public Safety	√	-SPLIT-	0.00
Liability Check	05/01/2024	MN REV	MN Dept. of Revenue	Employee Final Check	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-230.00
Liability Check	05/01/2024	PERA	PERA	Employee Final Check	West Hennepin Public Safety	√	-SPLIT-	-1,287.14
Liability Check	05/01/2024	B-MP	Bank of Maple Plain - Paychecks	May 1, 2024 direct deposits	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-40,846.20
Liability Check	05/01/2024	IRS	Internal Revenue Service	Employee Final Check	West Hennepin Public Safety	√	-SPLIT-	-712.54
Check	05/01/2024	MSRS	MN State Retirement System	Employee final pay contribution	West Hennepin Public Safety	√	104 I - Post-Retirement HCSP	-42,226.32
Check	05/03/2024	35433	Employee	expense reimbursement	West Hennepin Public Safety	√	105 A - Full-Time Employee	-306.08
Deposit	05/03/2024			Deposit	West Hennepin Public Safety	√	-SPLIT-	190,011.67
General Journal	05/03/2024	698		monthly requisition, May 2024	West Hennepin Public Safety	√	1701 - Capital Improvement Fund	-10,000.00
Check	05/03/2024	HSA	Optum Bank	Employer HSA Contribution	West Hennepin Public Safety	√	104 C - Employer HSA Contributions	-1,500.00
Deposit	05/06/2024			Deposit	West Hennepin Public Safety	√	503 V3 - Other	20,821.01
Check	05/10/2024	35434	HealthPartners Inc	medical ins premiums	West Hennepin Public Safety	√	-SPLIT-	-14,421.03
Check	05/10/2024	35436	Streicher's Police Equipment	VOID: uniform expense	West Hennepin Public Safety	√	105 A - Full-Time Employee	0.00
Check	05/10/2024	35437	Fobbe Electric, Inc.	electrician services	West Hennepin Public Safety	√	203 - Office/Opr Equip Maintenance	-250.00
Check	05/10/2024	35438	Hurley Appliance Repair, Inc.	appliance repair service	West Hennepin Public Safety	√	203 - Office/Opr Equip Maintenance	-258.06
Check	05/10/2024	35439	Loffler - Leasing	copier lease	West Hennepin Public Safety	√	203 - Office/Opr Equip Maintenance	-274.07
Check	05/10/2024	35440	Delano True Value	misc hardware supplies	West Hennepin Public Safety	√	-SPLIT-	-66.45
Check	05/10/2024	35441	City of Independence	utilities expense reimb	West Hennepin Public Safety	√	207 - Utilities/Gas/Electric	-717.53
Check	05/10/2024	35442	Element Technologies, LLC	IT support services	West Hennepin Public Safety	√	-SPLIT-	-5,019.57
Check	05/10/2024	35443	Hennepin County Accounts Receivable	radio/MDC fees	West Hennepin Public Safety	√	302 F - Radios, MDCs	-1,066.20
Check	05/10/2024	35444	Thomson Reuters - West	investigative website access	West Hennepin Public Safety	√	302 A3 - Investigative IT Fees	-125.03
Check	05/10/2024	35435	Employee	uniform expenses	West Hennepin Public Safety	√	105 A - Full-Time Employee	-158.93
Check	05/10/2024	35445	Delano Carquest	squad maintenance supplies	West Hennepin Public Safety	√	303 - Auto Maintenance	-36.71
Check	05/10/2024	35446	Mid-County Coop	fuel tank fills	West Hennepin Public Safety	√	-SPLIT-	-2,122.80
Check	05/10/2024	35447	IACP	membership fee	West Hennepin Public Safety	√	206 - Books/Dues/Subscriptions	-525.00
Check	05/10/2024	35448	Hennepin County Chiefs of Police Assoc.	membership dues	West Hennepin Public Safety	√	-SPLIT-	-460.00
Check	05/10/2024	35449	North Memorial	training registration	West Hennepin Public Safety	√	307 B4 - Officer Schools	-50.00
Check	05/10/2024	35450	Madden Galanter Hansen	legal fees	West Hennepin Public Safety	√	404 - Contingency Fund	-98.00
Check	05/13/2024	35451	Office of MNIT Services	monthly WAN service	West Hennepin Public Safety	√	206 - Books/Dues/Subscriptions	-52.88
Check	05/13/2024	35452	Elan Financial Services	monthly credit card charges	West Hennepin Public Safety	√	-SPLIT-	-2,958.01
Check	05/13/2024	35453	Employee	training expense	West Hennepin Public Safety	√	307 B2 - Officer Meals	-33.86
Check	05/13/2024	35454	Glass Masters	windshield repair	West Hennepin Public Safety	√	303 - Auto Maintenance	-208.67
Check	05/13/2024	1608	Elan Financial Services	monthly credit card charges	West Hennepin Crime Prevention	√	-SPLIT-	-1,708.82
Liability Check	05/16/2024	B-MP	Bank of Maple Plain - Paychecks	May 16, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-31,722.26
Liability Check	05/16/2024	DD240516-14	Internal Revenue Service	May 16, 2024 payroll	West Hennepin Public Safety	√	-SPLIT-	-6,549.30
Liability Check	05/16/2024	MN REV	MN Dept. of Revenue	May 16, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-2,107.00
Liability Check	05/16/2024	EJ	John Hancock	May 16, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-350.00
Liability Check	05/16/2024	FSA	TASC	May 16, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-73.83
Liability Check	05/16/2024	HSA	Optum Bank	May 16, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-1,469.12
Liability Check	05/16/2024	PERA	PERA	May 16, 2024 payroll	West Hennepin Public Safety	√	-SPLIT-	-12,604.84
Check	05/16/2024	35455	Postmaster	postage	West Hennepin Public Safety	√	-SPLIT-	-340.00
Check	05/16/2024	B-MP	Bank of Maple Plain	direct deposit batch item fee	West Hennepin Public Safety	√	101 H - Payroll ACH Fees	-1.55
Check	05/16/2024	B-MP	Bank of Maple Plain	direct deposit batch orig fees	West Hennepin Public Safety	√	101 H - Payroll ACH Fees	-8.85
Check	05/16/2024	B-MP	Bank of Maple Plain	direct deposit service fee	West Hennepin Public Safety	√	101 H - Payroll ACH Fees	-9.95
Deposit	05/21/2024			Deposit	West Hennepin Public Safety	√	503 V3 - Other	4,178.07
Deposit	05/21/2024			Deposit	West Hennepin Public Safety	√	503 V3 - Other	14,238.32
General Journal	05/21/2024	699		JUSTICE funds, Asset ID #21-DEA-671148	503 V3 - Other	√	West Hennepin Public Safety	4,178.07
General Journal	05/21/2024	700		transfer JUSTICE funds from WHPS account	West Hennepin Forfeiture Fund	√	503 N6 - Justice Funds	4,178.07
General Journal	05/21/2024	701		JUSTICE funds, Asset ID #22-DEA-687774	503 V3 - Other	√	West Hennepin Public Safety	14,238.32
General Journal	05/21/2024	702		transfer JUSTICE funds from WHPS account	West Hennepin Forfeiture Fund	√	503 N6 - Justice Funds	14,238.32
Deposit	05/23/2024			Deposit	West Hennepin Public Safety	√	-SPLIT-	502.00
Deposit	05/23/2024			Deposit	West Hennepin Public Safety	√	-SPLIT-	470.00
Check	05/24/2024	35456	City of Independence	dental ins premiums	West Hennepin Public Safety	√	-SPLIT-	-1,409.80
Check	05/24/2024	35457	Standard Insurance Company	life and std ins premiums	West Hennepin Public Safety	√	-SPLIT-	-385.88
Check	05/24/2024	35458	Streicher's Police Equipment	uniform expenses	West Hennepin Public Safety	√	-SPLIT-	-221.97
Check	05/24/2024	35459	Verizon Wireless	cell phones, wireless aircards	West Hennepin Public Safety	√	201 - Telephone	-535.72
Check	05/24/2024	35460	Intoximeters	intoximeter repair	West Hennepin Public Safety	√	203 - Office/Opr Equip Maintenance	-180.40
Check	05/24/2024	35461	Sta-Safe Locksmiths Co.	locker service	West Hennepin Public Safety	√	203 - Office/Opr Equip Maintenance	-313.00
Check	05/24/2024	35462	Mid-County Coop	fuel tank fills	West Hennepin Public Safety	√	-SPLIT-	-1,158.60
Check	05/24/2024	35463	MHSRC/Range	training registration	West Hennepin Public Safety	√	307 B4 - Officer Schools	-510.00
Check	05/24/2024	35464	Axon Enterprise, Inc.	taser supplies	West Hennepin Public Safety	√	403 F - Firearms	-2,252.16
Liability Check	05/31/2024	B-MP	Bank of Maple Plain - Paychecks	May 16-31, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-30,726.00
Liability Check	05/31/2024	IRS	Internal Revenue Service	May 16-31, 2024 payroll	West Hennepin Public Safety	√	-SPLIT-	-6,496.90
Liability Check	05/31/2024	MN REV	MN Dept. of Revenue	May 16-31, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-2,052.00
Liability Check	05/31/2024	FSA	TASC	May 31, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-73.83
Liability Check	05/31/2024	EJ	John Hancock	May 31, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-350.00
Liability Check	05/31/2024	PERA	PERA	May 16-31, 2024 payroll	West Hennepin Public Safety	√	-SPLIT-	-12,280.75
Liability Check	05/31/2024	HSA	Optum Bank	May 16-31, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-1,469.12
Deposit	05/31/2024			Interest	West Hennepin Public Safety	√	503 F - Interest	286.91
Deposit	05/31/2024			Interest	West Hennepin Crime Prevention	√	503 F - Interest	0.87
Deposit	05/31/2024			Interest	West Hennepin Reserves	√	503 F - Interest	0.63

AUDITED &amp; APPROVED:

DATE:

**West Hennepin Public Safety  
Monthly Claims  
June 2024**

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Jun 24								
Check	06/03/2024	35465	Reliance Standard Life Ins.	ltd ins premiums	West Hennepin Public Safety	√	104 H - Long Term Disability	-356.04
Check	06/03/2024	35466	Tactical Solutions	radar certifications	West Hennepin Public Safety	√	203 - Office/Opr Equip Maintenance	-241.00
Check	06/03/2024	35467	DVS Renewal	registration renewal	West Hennepin Public Safety	√	303 - Auto Maintenance	-16.25
Check	06/03/2024	35468	MHSRC/Range	training registration	West Hennepin Public Safety	√	307 B4 - Officer Schools	-510.00
Check	06/03/2024	35469	Peterson Counseling & Consulting	officer wellness expense	West Hennepin Public Safety	√	307 F - Wellness Program	-125.00
Check	06/03/2024	35470	Transport Graphics	squad graphics	West Hennepin Public Safety	√	402 - Capital Improvement Plan	-148.50
Check	06/03/2024	35471	Streicher's Police Equipment	uniform expense	West Hennepin Public Safety	√	105 A - Full-Time Employee	-69.99
General Journal	06/03/2024	703		squad 74 graphics expense	1701 - Capital Improvement Fund	√	West Hennepin Public Safety	-148.50
Deposit	06/05/2024			Deposit	West Hennepin Public Safety	√	-SPLIT-	189,557.67
General Journal	06/06/2024	704		monthly requisition, June 2024	West Hennepin Public Safety	√	1701 - Capital Improvement Fund	-10,000.00
General Journal	06/10/2024	705		newspaper ad, Herald Journal, 5/24/24, 5/31/24	1707 - State Public Safety Aid	√	West Hennepin Public Safety	-298.40
Check	06/14/2024	35487	Elan Financial Services	monthly credit card bill	West Hennepin Public Safety	√	-SPLIT-	-2,047.82
Check	06/14/2024	35488	SWATMOD	trng registrations	West Hennepin Public Safety	√	-SPLIT-	-1,875.00
Check	06/14/2024	35485	Office of MNIT Services	monthly WAN service	West Hennepin Public Safety	√	206 - Books/Dues/Subscriptions	-52.88
Check	06/14/2024	35486	City of Independence	utility and dental ins premiums reimb	West Hennepin Public Safety	√	-SPLIT-	-1,778.90
Liability Check	06/17/2024	DD240617-15	Bank of Maple Plain - Paychecks	Jun 1-16, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-34,236.84
Liability Check	06/17/2024	IRS	Internal Revenue Service	June 1-15, 2024 payroll	West Hennepin Public Safety	√	-SPLIT-	-6,882.88
Liability Check	06/17/2024	MN REV	MN Dept. of Revenue	June 1-15, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-2,231.00
Liability Check	06/17/2024	EJ	John Hancock	Jun 1-15, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-350.00
Liability Check	06/17/2024	HSA	Optum Bank	Jun 1-15, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-1,632.62
Liability Check	06/17/2024	FSA	TASC	Jun 1-15, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-73.83
Liability Check	06/17/2024	PERA	PERA	June 17, 2024 payroll	West Hennepin Public Safety	√	-SPLIT-	-13,816.62
Check	06/17/2024	35484	Herald Journal Publishing	newspaper ad	West Hennepin Public Safety	√	610 - State Public Safety Aid	-298.40
Check	06/17/2024	35472	HealthPartners Inc	medical ins premiums	West Hennepin Public Safety	√	-SPLIT-	-12,604.86
Check	06/17/2024	35473	Galls, LLC	uniform expense	West Hennepin Public Safety	√	105 A - Full-Time Employee	-242.96
Check	06/17/2024	35474	Streicher's Police Equipment	uniform expenses	West Hennepin Public Safety	√	-SPLIT-	-307.72
Check	06/17/2024	35475	Loffler - Leasing	monthly copier lease	West Hennepin Public Safety	√	203 - Office/Opr Equip Maintenance	-314.04
Check	06/17/2024	35476	CenterPoint Energy	office gas usage	West Hennepin Public Safety	√	207 - Utilities/Gas/Electric	-144.16
Check	06/17/2024	35477	T-Mobile USA Inc.	investigative expense	West Hennepin Public Safety	√	302 A3 - Investigative IT Fees	-25.00
Check	06/17/2024	35478	Element Technologies, LLC	monthly IT expenses	West Hennepin Public Safety	√	-SPLIT-	-3,693.94
Check	06/17/2024	35479	Thomson Reuters - West	online/software subscription	West Hennepin Public Safety	√	302 A3 - Investigative IT Fees	-125.03
Check	06/17/2024	35480	Hennepin County Accounts Receivable	radio/MDC fees	West Hennepin Public Safety	√	302 F - Radios, MDCs	-1,066.20
Check	06/17/2024	35481	Davis Chevrolet of Delano	squad maintenance	West Hennepin Public Safety	√	-SPLIT-	-1,410.65
Check	06/17/2024	35482	Mid-County Coop	fuel tank fills	West Hennepin Public Safety	√	-SPLIT-	-1,891.80
Check	06/17/2024	35483	Employee	expense reimb	West Hennepin Public Safety	√	304 - Fuel and Oil	-75.69
Check	06/17/2024	1609	VitalSigns	ebike expense	West Hennepin Crime Prevention	√	303 - Auto Maintenance	-200.00
Check	06/17/2024	1610	Delano True Value	eBike expense	West Hennepin Crime Prevention	√	403 - Equipment	-6.97
Check	06/17/2024	35489	Streicher's Police Equipment	officer vest	West Hennepin Public Safety	√	105 B - Part-Time Employee	-1,722.00
Check	06/17/2024	35490	Employee	MRAP expense reimbursement	West Hennepin Public Safety	√	303 - Auto Maintenance	-173.53
Check	06/17/2024	35491	Employee	MRAP expense reimbursement	West Hennepin Public Safety	√	303 - Auto Maintenance	-127.16
Deposit	06/17/2024			Deposit	West Hennepin Public Safety	√	503 V3 - Other	14,240.36
General Journal	06/18/2024	706		JUSTICE funds, Asset ID #22-DEA-689122	503 V3 - Other	√	West Hennepin Public Safety	14,240.36
General Journal	06/18/2024	707		transfer JUSTICE funds from WHPS account	West Hennepin Forfeiture Fund	√	503 N6 - Justice Funds	14,240.36
General Journal	06/25/2024	709		Henn. Tech, Micah Vorderbruggen, SKILLS	1707 - State Public Safety Aid	√	West Hennepin Public Safety	-1,279.46
General Journal	06/25/2024	710		ECM Publishers/Laker Pioneer, FT Police Officer ad	1707 - State Public Safety Aid	√	West Hennepin Crime Prevention	-366.90
Liability Check	06/28/2024	B-MP	Bank of Maple Plain - Paychecks	June 28, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-33,959.59
Liability Check	06/28/2024	IRS	Internal Revenue Service	June 28, 2024 payroll	West Hennepin Public Safety	√	-SPLIT-	-7,208.32
Liability Check	06/28/2024	EJ	John Hancock	June 28, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-350.00
Liability Check	06/28/2024	MN REV	MN Dept. of Revenue	June 28, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-2,210.00
Liability Check	06/28/2024	HSA	Optum Bank	June 28, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-1,629.62
Liability Check	06/28/2024	FSA	TASC	June 28, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-73.83
Check	06/28/2024	35492	TASC	COBRA Admin fee	West Hennepin Public Safety	√	104 D - Benefits Administration Fees	-41.46
Check	06/28/2024	35493	Standard Insurance Company	life & std ins premiums	West Hennepin Public Safety	√	-SPLIT-	-385.88
Check	06/28/2024	35494	Streicher's Police Equipment	uniform and ammo	West Hennepin Public Safety	√	-SPLIT-	-1,875.27
Check	06/28/2024	35495	Verizon Wireless	cell phones & wireless aircards expense	West Hennepin Public Safety	√	201 - Telephone	-580.35
Check	06/28/2024	35496	Winning Edge	name & door plates	West Hennepin Public Safety	√	204 - Office/Operating Supplies	-1,110.38
Check	06/28/2024	35497	DataWorks Plus LLC	fingerprint machine supplies	West Hennepin Public Safety	√	204 - Office/Operating Supplies	-190.00
Check	06/28/2024	35498	City of Independence	office cleaning	West Hennepin Public Safety	√	207 - Utilities/Gas/Electric	-466.50
Check	06/28/2024	35499	Employee	squad maintenance expense reimb	West Hennepin Public Safety	√	303 - Auto Maintenance	-120.04
Check	06/28/2024	35500	Davis Chevrolet of Delano	squad maintenance	West Hennepin Public Safety	√	-SPLIT-	-155.21
Check	06/28/2024	35501	Mid-County Coop	fuel tank fill	West Hennepin Public Safety	√	304 - Fuel and Oil	-535.20
Check	06/28/2024	35502	Employee	training lunch reimbursement	West Hennepin Public Safety	√	-SPLIT-	-61.36
Check	06/28/2024	35503	Abdo	accounting services	West Hennepin Public Safety	√	308 - Audit	-875.00
Check	06/28/2024	35504	Hennepin Technical College	SKILLS	West Hennepin Public Safety	√	610 - State Public Safety Aid	-1,279.46
Check	06/28/2024	35505	ECM Publishers, Inc.	newspaper advertisement	West Hennepin Public Safety	√	610 - State Public Safety Aid	-366.90
Liability Check	06/28/2024	PERA	PERA	June 28, 2024 payroll	West Hennepin Public Safety	√	-SPLIT-	-13,847.93
Deposit	06/28/2024			Deposit	West Hennepin Public Safety	√	-SPLIT-	3,289.35
Deposit	06/28/2024			Deposit	West Hennepin Public Safety	√	-SPLIT-	495.00
Check	06/28/2024	35506	Reliance Standard Life Ins.	ltd ins premiums	West Hennepin Public Safety	√	104 H - Long Term Disability	-513.18
Check	06/28/2024	35507	Streicher's Police Equipment	uniform expenses	West Hennepin Public Safety	√	-SPLIT-	-65.98
Check	06/28/2024	35508	Mid-County Coop	fuel tank fills	West Hennepin Public Safety	√	-SPLIT-	-1,190.70
Deposit	06/30/2024			Interest	West Hennepin Crime Prevention	√	503 F - Interest	0.30
Deposit	06/30/2024			Interest	West Hennepin Reserves	√	503 F - Interest	0.50
Deposit	06/30/2024			Interest	West Hennepin Public Safety	√	503 F - Interest	237.87

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

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

**West Hennepin Public Safety**  
**Cash Assets**  
As of June 30, 2024

---

	<u>Jun 30, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>West Hennepin Public Safety</b>	
1700 · Cash designated for Severance	44,151.70
1701 · Capital Improvement Fund	88,228.37
1704 · Military PERA Designation	25,284.34
1707 · Public Safety Aid	181,812.10
West Hennepin Public Safety - Other	<u>398,900.11</u>
<b>Total West Hennepin Public Safety</b>	<u>738,376.62</u>
<b>Total Checking/Savings</b>	<u>738,376.62</u>
<b>Total Current Assets</b>	<u>738,376.62</u>
<b>TOTAL ASSETS</b>	<u><u><b>738,376.62</b></u></u>
<b>LIABILITIES &amp; EQUITY</b>	0.00

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

	<u>Jan - Jun 24</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
501 - City of Maple Plain	386,821.05	688,370.00	56.19%
502 - City of Independence	871,133.45	1,550,160.00	56.2%
503 - Other Income			
503 A - Burn Permits	1,925.00	1,700.00	113.24%
503 B - Copies	215.75		
503 F - Interest	1,304.72		
503 G - Miscellaneous			
503 G1 - One-Time Public State Aid	0.00	50,000.00	0.0%
503 G - Miscellaneous - Other	500.00	1,200.00	41.67%
<b>Total 503 G - Miscellaneous</b>	<b>500.00</b>	<b>51,200.00</b>	<b>0.98%</b>
503 I - Reimbursed OT	2,137.67	6,500.00	32.89%
503 O - POST Reimb./State Aid			
503 O2 - POST Reimb	0.00	9,000.00	0.0%
503 O - POST Reimb./State Aid - Other	0.00	90,000.00	0.0%
<b>Total 503 O - POST Reimb./State Aid</b>	<b>0.00</b>	<b>99,000.00</b>	<b>0.0%</b>
503 P - Sale of Squad Cars	0.00	8,000.00	0.0%
503 S - Officer Disability Ins. Reimb.	0.00	19,500.00	0.0%
503 V - Expense Reimbursements			
503 V3 - Other	23,715.69		
503 V4 - Vest Reimbursement	1,100.00		
<b>Total 503 V - Expense Reimbursements</b>	<b>24,815.69</b>		
503 - Other Income - Other	0.00	500.00	0.0%
<b>Total 503 - Other Income</b>	<b>30,898.83</b>	<b>186,400.00</b>	<b>16.58%</b>
505 - Grants			
505 A - Police State Aid	190,088.00		
<b>Total 505 - Grants</b>	<b>190,088.00</b>		
<b>Total Income</b>	<b>1,478,941.33</b>	<b>2,424,930.00</b>	<b>60.99%</b>
<b>Gross Profit</b>	<b>1,478,941.33</b>	<b>2,424,930.00</b>	<b>60.99%</b>
<b>Expense</b>			
101 - Payroll Expenses			
Overtime	0.00	17,000.00	0.0%
101 A - Other Overtime	20,173.24		
101 B - Court Overtime	151.30		
101 C - Reimbursable Overtime	6,339.05		
101 D - Severance Pay	2,421.74		
101 E - Uniform Allowance	1,976.57		
101 H - Payroll ACH Fees	94.10		
101 I - Holiday Pay	6,463.54		
101 J - Hourly Salary	20,555.50		
101 M - Investigator Incentive	1,200.00		
101 N - Social Security	4,691.79	9,837.00	47.7%
101 O - Medicare	8,705.76	18,651.00	46.68%
101 W - DTF Incentive	1,200.00		
101 - Payroll Expenses - Other	558,696.16	1,323,045.00	42.23%
<b>Total 101 - Payroll Expenses</b>	<b>632,668.75</b>	<b>1,368,533.00</b>	<b>46.23%</b>

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

	<u>Jan - Jun 24</u>	<u>Budget</u>	<u>% of Budget</u>
<b>103 - PERA</b>			
103 A - WHPS PERA - Police	94,647.69		
103 B - WHPS PERA - Support Staff	6,185.06		
103 - PERA - Other	0.00	211,492.00	0.0%
<b>Total 103 - PERA</b>	<u>100,832.75</u>	<u>211,492.00</u>	<u>47.68%</u>
<b>104 - Health Insurance</b>			
104 A - Disability Medical Insurance	9,600.92	19,800.00	48.49%
104 B - Medical Insurance	79,142.05	216,000.00	36.64%
104 C - Employer HSA Contributions	21,000.00	36,000.00	58.33%
104 D - Benefits Administration Fees	1,008.34		
104 E - Dental Insurance	7,841.15	21,180.00	37.02%
104 F - Life Insurance	1,206.56	780.00	154.69%
104 G - Short Term Disability	1,672.46		
104 H - Long Term Disability	4,252.92		
104 I - Post-Retirement HCSP	42,226.32	11,557.00	365.37%
104 - Health Insurance - Other	21,680.25		
<b>Total 104 - Health Insurance</b>	<u>189,630.97</u>	<u>305,317.00</u>	<u>62.11%</u>
<b>105 - Uniform Expense</b>			
105 A - Full-Time Employee	5,900.92		
105 B - Part-Time Employee	4,791.50		
105 C - WHPS Expense	3,367.76		
105 - Uniform Expense - Other	79.59	9,900.00	0.8%
<b>Total 105 - Uniform Expense</b>	<u>14,139.77</u>	<u>9,900.00</u>	<u>142.83%</u>
<b>201 - Telephone</b>	4,104.83	19,300.00	21.27%
<b>202 - Postage</b>	396.50	1,560.00	25.42%
<b>203 - Office/Opr Equip Maintenance</b>	3,904.26	10,280.00	37.98%
<b>204 - Office/Operating Supplies</b>	5,415.86	10,100.00	53.62%
<b>205 - Office Rent &amp; Cleaning</b>	1,866.00	6,900.00	27.04%
<b>206 - Books/Dues/Subscriptions</b>	8,512.55	3,500.00	243.22%
<b>207 - Utilities/Gas/Electric</b>	6,925.79	24,400.00	28.38%
<b>301 - Printing</b>	1,955.00	2,200.00	88.86%
<b>302 - Communications</b>			
<b>302 A - Computer Support</b>			
302 A1 - RMS Fees	9,688.63	15,000.00	64.59%
302 A2 - IT Contracted Services/hdwr/sft	20,197.14	33,000.00	61.2%
302 A2a - IT Support & Fees	383.21		
302 A2b - Computer Software	5,000.00	2,300.00	217.39%
302 A2c - Computer Hardware	986.95	2,300.00	42.91%
302 A2d - Web Hosting/Email Spam Filterin	764.71	2,300.00	33.25%
302 A3 - Investigative IT Fees	675.15	1,700.00	39.72%
302 A4 - State IT Connection Fees	0.00	2,300.00	0.0%
302 A5 - Other Billable Services	2,042.50		
<b>Total 302 A - Computer Support</b>	<u>39,738.29</u>	<u>58,900.00</u>	<u>67.47%</u>
302 E - Squad Video System	0.00	1,200.00	0.0%
<b>302 F - Radios, MDCs</b>			
302 F2 - Net Motion Lic/Mtnc/Router Fees	0.00	9,100.00	0.0%
302 F - Radios, MDCs - Other	3,860.80	15,500.00	24.91%
<b>Total 302 F - Radios, MDCs</b>	<u>3,860.80</u>	<u>24,600.00</u>	<u>15.69%</u>
<b>Total 302 - Communications</b>	<u>43,599.09</u>	<u>84,700.00</u>	<u>51.48%</u>
<b>303 - Auto Maintenance</b>	29,996.52	21,800.00	137.6%
<b>304 - Fuel and Oil</b>	16,389.69	34,950.00	46.9%
<b>306 - Insurance</b>			
306 A - Municipal Prop/Liab, Vehicle	38,474.00	120,098.00	32.04%
306 B - Worker's Comp	84,005.00		
<b>Total 306 - Insurance</b>	<u>122,479.00</u>	<u>120,098.00</u>	<u>101.98%</u>

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

	<u>Jan - Jun 24</u>	<u>Budget</u>	<u>% of Budget</u>
<b>307 - Schools &amp; Training</b>			
<b>307 A - Chief's Training</b>			
307 A1 - Chief's Lodging	250.06		
307 A2 - Chief's Meals	85.38		
307 A4 - Chief's School	1,591.00		
307 A - Chief's Training - Other	0.00	4,200.00	0.0%
<b>Total 307 A - Chief's Training</b>	<u>1,926.44</u>	<u>4,200.00</u>	<u>45.87%</u>
<b>307 B - Officer Training</b>			
307 B1 - Officer Lodging	736.65		
307 B2 - Officer Meals	185.73		
307 B3 - Officer Mileage	48.24		
307 B4 - Officer Schools	6,843.00		
307 B - Officer Training - Other	1,100.00	18,000.00	6.11%
<b>Total 307 B - Officer Training</b>	<u>8,913.62</u>	<u>18,000.00</u>	<u>49.52%</u>
<b>307 E - Support Staff Training</b>			
307 E4 - Support Staff Schools	100.00		
307 E - Support Staff Training - Other	0.00	2,000.00	0.0%
<b>Total 307 E - Support Staff Training</b>	<u>100.00</u>	<u>2,000.00</u>	<u>5.0%</u>
<b>307 F - Wellness Program</b>	<u>2,990.20</u>	<u>7,100.00</u>	<u>42.12%</u>
<b>Total 307 - Schools &amp; Training</b>	<u>13,930.26</u>	<u>31,300.00</u>	<u>44.51%</u>
<b>308 - Audit</b>	13,375.00	12,000.00	111.46%
<b>4001 - Reconciliation Discrepancies</b>	-26.50		
<b>401 - Office Equipment</b>	172.46	8,000.00	2.16%
<b>402 - Capital Improvement Plan</b>	1,017.50	120,000.00	0.85%
<b>403 - Equipment</b>			
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	10,981.92	5,500.00	199.67%
403 G - Misc Equipment	2,099.75	4,500.00	46.66%
403 H - Squad Equipment	162.91		
<b>Total 403 - Equipment</b>	<u>13,244.58</u>	<u>15,700.00</u>	<u>84.36%</u>
<b>404 - Contingency Fund</b>	1,407.82		
<b>601 - Reserve Program</b>			
601 A - View Santa	0.00	500.00	0.0%
601 B - Training	200.00		
601 D - Uniform	6.44	1,000.00	0.64%
<b>Total 601 - Reserve Program</b>	<u>206.44</u>	<u>1,500.00</u>	<u>13.76%</u>
<b>608 - Citizens Academy</b>	1,637.06	1,000.00	163.71%
<b>609 - Community Policing</b>	0.00	400.00	0.0%
<b>610 - State Aid to LE</b>	9,922.26		
<b>611 - Grant Expenses</b>			
611 A - ICPOET	265.10		
<b>Total 611 - Grant Expenses</b>	<u>265.10</u>		
<b>Total Expense</b>	<u>1,237,969.31</u>	<u>2,424,930.00</u>	<u>51.05%</u>
<b>Net Ordinary Income</b>	<u>240,972.02</u>	<u>0.00</u>	<u>100.0%</u>
<b>Net Income</b>	<u>240,972.02</u>	<u>0.00</u>	<u>100.0%</u>



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

	<b>Jan - Jun '24</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
501 · City of Maple Plain	0.00
502 · City of Independence	0.00
503 · Other Income	3,062.27
<b>Total Income</b>	3,062.27
<b>Gross Profit</b>	3,062.27
<b>Expense</b>	
101 · Payroll Expenses	0.00
103 · PERA	0.00
104 · Health Insurance	0.00
105 · Uniform Expense	0.00
201 · Telephone	0.00
202 · Postage	0.00
203 · Office/Opr Equip Maintenance	0.00
204 · Office/Operating Supplies	1,708.00
205 · Office Rent & Cleaning	0.00
206 · Books/Dues/Subscriptions	5,000.00
207 · Utilities/Gas/Electric	0.00
301 · Printing	0.00
302 · Communications	0.00
303 · Auto Maintenance	200.00
304 · Fuel and Oil	0.00
306 · Insurance	0.00
307 · Schools & Training	0.00
308 · Audit	0.00
401 · Office Equipment	0.00
402 · Capital Improvement Plan	0.00
403 · Equipment	5,101.88
404 · Contingency Fund	0.00
601 · Reserve Program	0.00
602 · Comm. Ed	0.00
607 · DWI Forfeiture Expense	0.00
608 · Citizens Academy	0.00
609 · Community Policing	0.00
<b>Total Expense</b>	12,009.88
<b>Beginning Balance</b>	10,252.04
<b>Ending Balance</b>	1,304.43

**West Hennepin Public Safety  
Forfeiture Fund  
January - June 2024**

	<b>JUSTICE FUNDS</b>	<b>TREASURY FUNDS</b>
	<b>Jan - Jun '24</b>	<b>Jan - Jun '24</b>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
501 · City of Maple Plain	0.00	0.00
502 · City of Independence	0.00	0.00
503 · Other Income	32,656.75	0.00
	<b>32,656.75</b>	<b>0.00</b>
<b>Total Income</b>	<b>32,656.75</b>	<b>0.00</b>
<b>Gross Profit</b>	<b>32,656.75</b>	<b>0.00</b>
<b>Expense</b>		
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
<b>Total Expense</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Ordinary Income</b>	<b>32,656.75</b>	<b>0.00</b>
	<b>123,324.54</b>	<b>20,369.74</b>
<b>Beginning Balance</b>	<b>123,324.54</b>	<b>20,369.74</b>
	<b>155,981.29</b>	<b>20,369.74 = 176,351.03</b>
<b>Ending Balance</b>	<b>155,981.29</b>	<b>20,369.74 = 176,351.03</b>

# West Hennepin Public Safety Budget vs. Actual - Reserves

January - June 2024

	<b>Jan - Jun '24</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
501 - City of Maple Plain	0.00
502 - City of Independence	0.00
503 - Other Income	2.99
<b>Total Income</b>	2.99
<b>Gross Profit</b>	2.99
<b>Expense</b>	
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	150.33
602 - Comm. Ed	0.00
608 - Citizens Academy	0.00
609 - Community Policing	0.00
<b>Total Expense</b>	150.33
<b>Beginning Balance</b>	2,487.99
<b>Ending Balance</b>	2,340.65

**West Hennepin Public Safety  
Capital Outlay Fund Report  
January - June 2024**

	<b>Jan - Jun '24</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
J.E., Jan Requisition	10,000.00
J.E., Feb Requisition	10,000.00
J.E., Mar Requisition	10,000.00
J.E., Apr Requisition	10,000.00
J.E., May Requisition	10,000.00
J.E., June Requisition	10,000.00
<b>Total Income</b>	<b>60,000.00</b>
<b>Gross Profit</b>	<b>60,000.00</b>
<b>Expense</b>	
J.E., squad 74 bumper fender wrap	869.00
J.E., squad 74 graphics expense	148.50
<b>Total Expense</b>	<b>1,017.50</b>
<b>Net Ordinary Income</b>	<b>58,982.50</b>
<b>Beginning Balance</b>	29,245.87
<b>Total Income</b>	60,000.00
<b>Total Expense</b>	-869.00
<b>Ending Balance</b>	<b>88,228.37</b>

**West Hennepin Public Safety**  
**Military PERA Designation Report**  
January - June 2024

	<u>Jan - Jun '24</u>
<b>Beginning Balance</b>	25,284.34
<b>8% Interest = 2,022.75 (Dec '24)</b>	
	<u>Subtotal</u> 0.00
<b>Ending Balance</b>	<u>25,284.34</u>

**West Hennepin Public Safety  
Severance Fund Report  
January - June 2024**

	<b>Jan - Jun '24</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
501 - City of Maple Plain	0.00
502 - City of Independence	0.00
503 - Other Income	0.00
<b>Total Income</b>	0.00
<b>Gross Profit</b>	0.00
<b>Expense</b>	
<b>Total Expense</b>	0.00
<b>Net Ordinary Income</b>	0.00
<b>Beginning Balance</b>	74,244.02
<b>JE, Rick Denneson retirement</b>	30,092.32
<b>Ending Balance</b>	44,151.70

**West Hennepin Public Safety  
Police State Aid Report  
January - June 2024**

	<b>Jan - Jun '24</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
501 - City of Maple Plain	59,236.00
502 - City of Independence	130,852.00
503 - Other Income	0.00
<b>Total Income</b>	<b>190,088.00</b>
<b>Gross Profit</b>	<b>190,088.00</b>
<b>Expense</b>	
<b>610 A Police State Aid</b>	
HealthPartners, pre-hire med exam	923.00
Superior Background, Matthew Collier	922.50
Superior Background, Daniel Lueth	945.00
Faul Psychological, Matthew Collier	665.00
Faul Psychological, Daniel Lueth	665.00
HealthPartners, pre-hire med exam	2,269.00
Faul Psychological, Micah Vorderbruggen	665.00
HealthPartners, pre-hire med exam	923.00
Herald Journal Publishing	298.40
Hennepin Tech College	1,279.46
ECM Publishers	366.90
<b>Total Expense</b>	<b>9,922.26</b>
<b>Net Ordinary Income</b>	<b>180,165.74</b>
 <b>Beginning Balance</b>	 0.00
 <b>Ending Balance</b>	 <b>180,165.74</b>

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

June 2024

<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	236.16	45.00	281.16	14,181.71
KAYLEN BOEDDEKER	80	62.51	11.75	74.26	2,609.50
KIM CURTIS	200	220.60	13.00	233.60	9,369.70
SHAWN EBELING	120	106.50	27.68	134.18	6,454.06
NICK ELDRED	80	38.64	15.25	53.89	2,516.66
JON HOWES	200	238.00	34.75	272.75	15,432.20
GARY KROELLS	200	226.94		226.94	16,743.63
BEN RASKIN	200	292.91	42.50	335.41	16,918.08
CODY THOMPSON	120	131.58	16.38	147.96	7,099.12
LANCE ZILLES	120	180.00	24.00	204.00	9,812.40
<b>TOTAL</b>		<u><b>1,733.84</b></u>	<u><b>230.31</b></u>	<u><b>1,964.15</b></u>	<u><b>\$ 101,137.05</b></u>
			<i>Maple Plain</i>	<b>30.75%</b>	<b>31,099.64</b>
			<i>Independence</i>	<b>69.25%</b>	<u><b>70,037.41</b></u>
					<b>101,137.05</b>

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



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

June 2024

<u>EMPLOYEE</u>	<u>SICK HRS</u>	<u>TOTAL SICK</u>	<u>1/3 SICK</u>	<u>1/2 SICK</u>
Ben Anderson	877.00	44,235.88		22,117.94
Kaylen Boeddeker	135.00	4,743.90	1,579.72	
Matt Collier	5.00	210.00		
Kim Curtis	671.50	26,933.87		13,466.93
Shawn Ebeling	431.50	20,755.15	6,911.46	
Nick Eldred	72.00	3,362.40	1,119.68	
Jon Howes	945.00	53,468.10	17,804.88	
Gary Kroells	1,008.00	74,370.24		37,185.12
Dan Lueth	3.00	126.00		
Ben Raskin	1,008.00	50,843.52	16,930.89	
Ben Rouse	4.00	168.00		
Cody Thompson	413.00	19,815.74	6,598.64	
Micah Vorderbruggen	4.00	90.64		
Lance Zilles	692.50	33,309.25	11,091.98	
<b>TOTAL</b>	<b><u>6,269.50</u></b>	<b><u>332,432.69</u></b>	<b><u>62,037.25</u></b>	<b><u>72,769.99</u></b>

Total Sick: 134,807.25

Maple Plain 30.75% 41,453.23  
Independence 69.25% 93,354.02

Severance as of May 1, 2024: \$44,151.70  
Severance as of May 30, 2024: \$44,151.70

Severance is currently funded at: 32.75%

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

**West Hennepin Public Safety  
2025  
Budget Proposal**



**Director Gary Kroells**  
July 23, 2024

**Mission:**  
*To protect and serve the citizens of Maple Plain and Independence in a professional and compassionate manner*

# Table of Contents

<b>Budget Introduction .....</b>	<b>2</b>
<b>Budget Proposal.....</b>	<b>3-4</b>
<b>Personnel.....</b>	<b>4</b>
<b>Health Benefits .....</b>	<b>5</b>
<b>PERA .....</b>	<b>5</b>
<b>Office.....</b>	<b>5</b>
<b>Operations .....</b>	<b>6</b>
<b>Capital Purchases .....</b>	<b>6</b>
<b>Community Service .....</b>	<b>7</b>
<b>Formula Projection.....</b>	<b>8</b>
<b>Projected Income .....</b>	<b>9</b>
<b>Conclusion.....</b>	<b>10</b>
<b>Excel Budget Worksheet .....</b>	<b>11-18</b>
<b>Ten Year Capital Expenditure Plan .....</b>	<b>19-20</b>

# WEST HENNEPIN PUBLIC SAFETY

## 2025 Budget Proposal

Police Commission Meeting  
July 23, 2024

### Budget Introduction

The following is West Hennepin Public Safety's (WHPS) 2025 proposed budget. Upon approval by the West Hennepin Public Safety Police Commission, the final 2025 budget will be forwarded to the Cities of Maple Plain and Independence.

The 2025 budget proposal reflects the goals and objectives that have been given to WHPS to operate within. Our primary objectives are:

- 24 hour/7 days per week police coverage for the communities of Maple Plain and Independence
- Performing our own investigations of crimes that occur within the jurisdictions of Maple Plain and Independence
- Members of West Metro Drug Task Force
- Traffic and narcotics enforcement
- Provide emergency management services and planning for both Maple Plain and Independence
- Work in coordination with Maple Plain and West Suburban Fire Departments, which provide fire coverage for our jurisdiction
- Continued operation of our volunteer Reserve Officer Program
- Community education programs, including Citizens Academy, child seat education, and National Night to Unite
- Members of the Lake Minnetonka SWAT Team

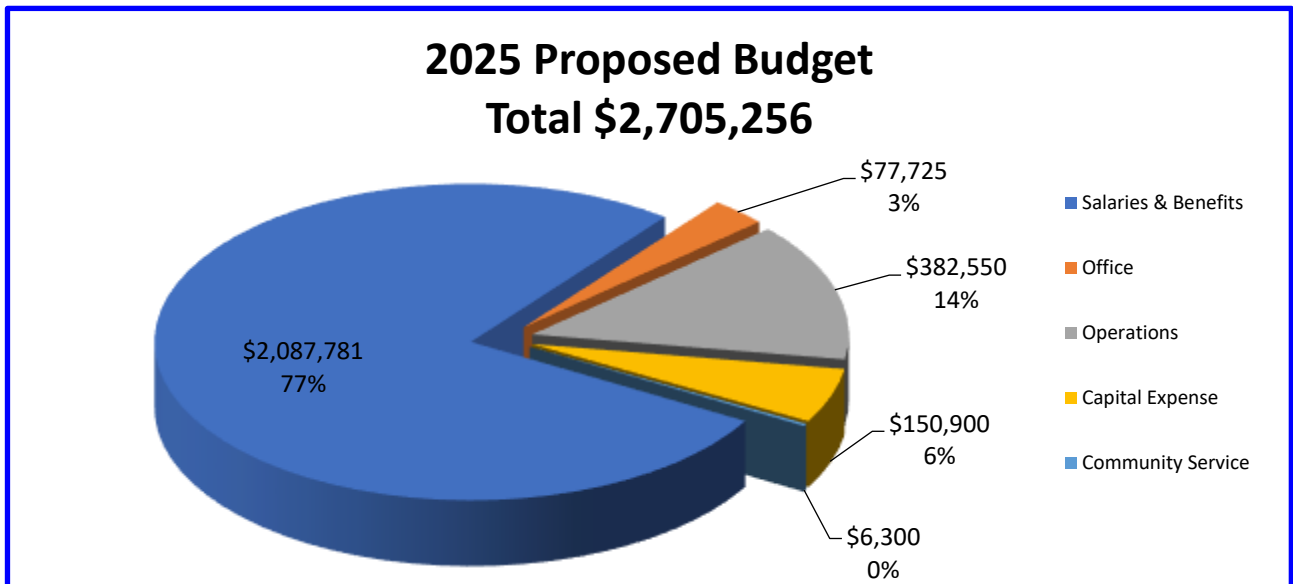
WHPS' mission is: ***To protect and serve the citizens of Maple Plain and Independence in a professional and compassionate manner.*** This provides highly professional and responsive police services to the citizens of Maple Plain and Independence.

These core values shall serve as a foundation for WHPS' vision and form the basis of all functions of WHPS as we fulfill our mission:

- |                    |   |
|--------------------|---|
| Honor:             | We will conduct ourselves in a manner that brings honor to ourselves, the department, and the community.                        |
| Courage:           | We will have the courage to do what is right and to stand against what is wrong.  |
| Common Sense:      | We will apply common sense to the difficult decisions we must make.   |
| Respect & Dignity: | We will respect the individual rights, human dignity and the value of all members of the community and the department.          |
| Loyalty:           | We will provide the highest quality of law enforcement service to the community with the goal of enhancing the quality of life. |
| Fairness:          | We will treat all individuals fairly and equally with compassion.   |
| Trust:             | We will conduct ourselves professionally, serving as role models for the community.   |

# 2025 Budget Proposal

The proposed budget being submitted to the Police Commission is \$2,705,256. With the adjustment in the funding formula, capital funding, and the increases of the projected income due to the public safety aid received, the net increase to both cities is \$204,406 or 8.4%. The City of Independence's increase is \$159,140 (9.3%) and the City of Maple Plain's increase is \$45,266 (6.2%). The formula projection has shifted an additional 0.72% increase toward the City of Independence. For the 2025 budget the City of Independence is at 69.97% and City of Maple Plain is at 30.03%.



The primary changes in the budget are due to:

1. Five percent salary increases for police officers and staff is \$62,308.
2. Major adjustments from the League of MN Cities for workers compensation and liability insurance for a total increase of \$58,902.
3. Longevity provided to all police officers for prior years of experience \$26,468.
4. State mandated PERA employer contribution increased \$20,929.
5. Health insurance increased \$30,403 due to increased rates and additional officer.
6. Increase in capital improvement plan for future capital needs by \$25,000.
7. Increase in projected income of \$75,920 due to one-time aid from the State of Minnesota regarding public safety aid. This will be used for the 11<sup>th</sup> officer salary and benefits.

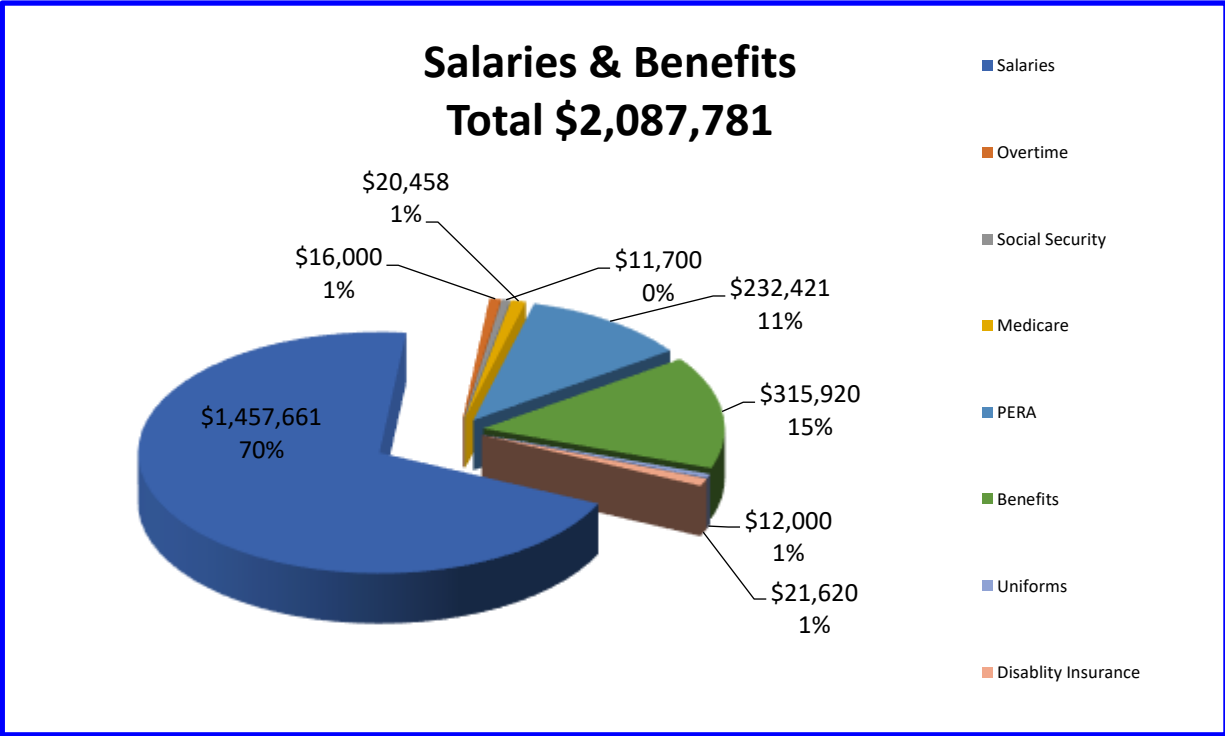
Our main increase in 2025 is personnel expenses due to adding an 11<sup>th</sup> officer, funding part-time officers, funding a part-time community service officer, promoting a second patrol sergeant, a 5% retention pay increase for all WHPS employees to keep our staff competitive, and officers requested prior years of service credit to count towards their longevity from prior law enforcement experience brought to our agency. The personnel expenses increased 9.2%.

Our employees are our most valued asset, and we must retain them. Having them leave for another police organization is simply not cost effective or efficient. Too much time, funding and training is put into our police officers to have them leave for a neighboring agency.

Keeping in mind this same thought process, we continue to stay competitive with our medical benefits for our staff. WHPS did not make any changes in our medical or dental benefits for 2025. The budget increase for HealthPartners medical plan is 12.73%, not including adding an 11<sup>th</sup> officer on our medical plan for 2025.

The 2025 budget reflects an 8.4% overall increase, with a 9.3% increase to the City of Independence and 6.2% to the City of Maple Plain. I am confident we can work together and find this budget manageable.

## Personnel



The Personnel section of the budget accounts for 77% of our total overall budget. It includes health and dental benefits, overtime, PERA contributions and any medical disability insurance that WHPS is required to pay.

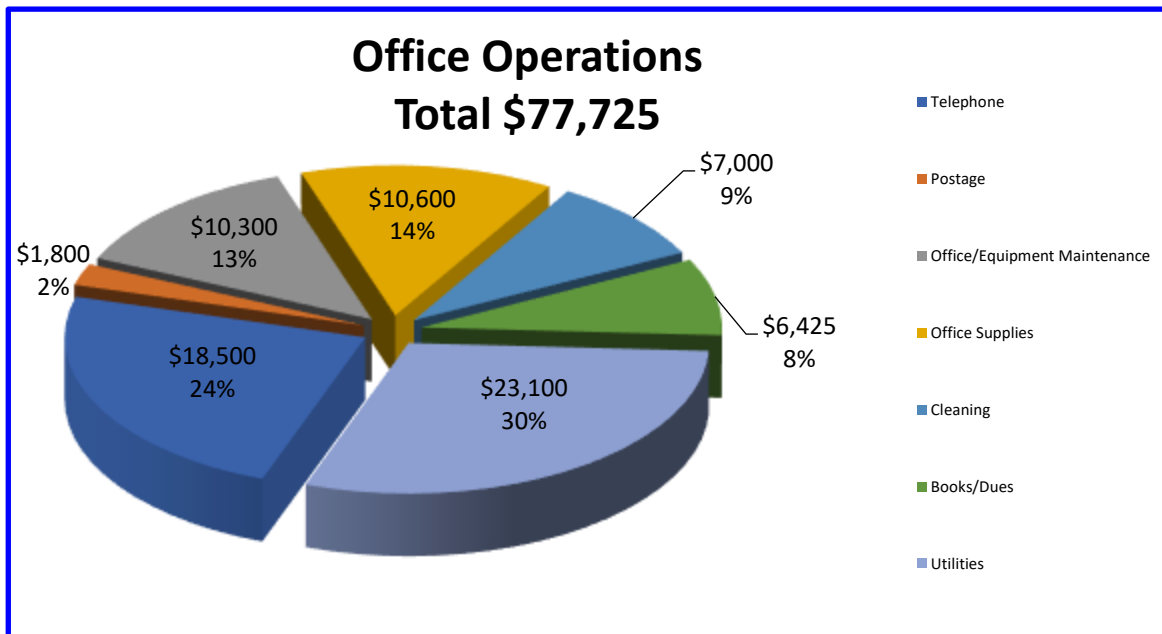
## Health Benefits

Health care representative Bill Singer from AT Group and I reviewed options available for WHPS employees. No changes were made in 2025 with the current medical plan. WHPS employees are currently covered with a HealthPartners Open Access 3200/6400 HSA plan. WHPS' health care medical benefits will increase by \$30,403.

## PERA

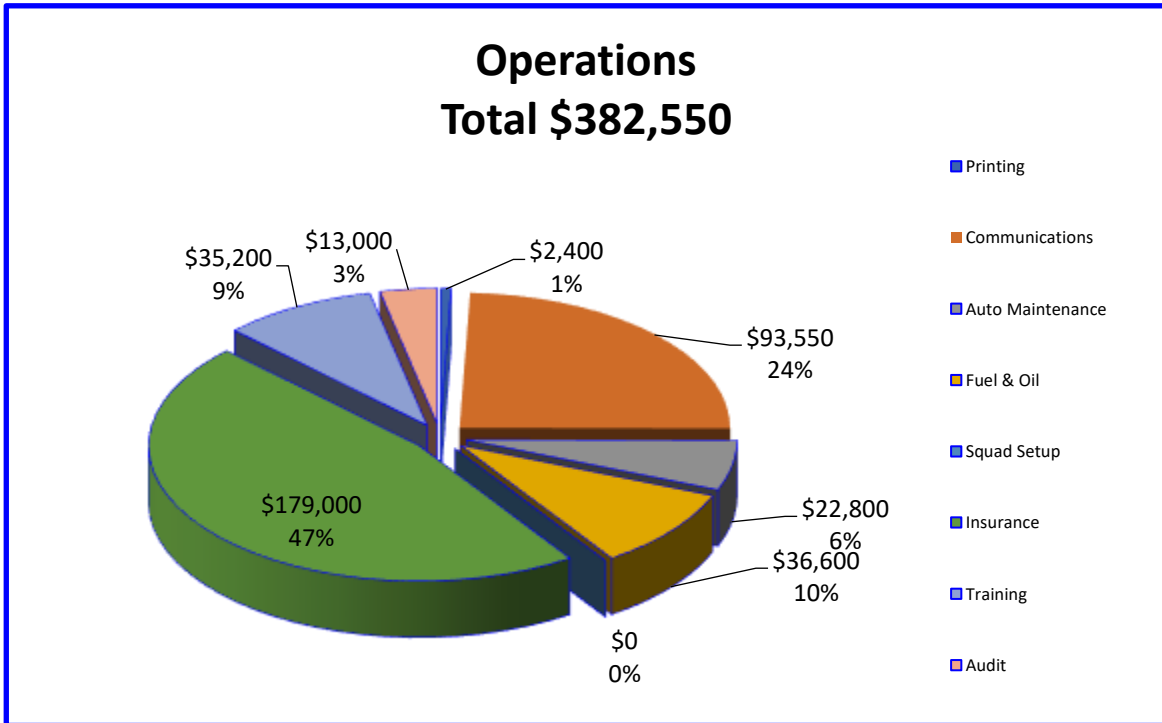
PERA Employer contributions for the Police and Fire Fund in 2025 remained the same at 17.70% for the employer and 11.80% contributions for the employees. Due to proposed payroll increases for our employees, PERA will increase by \$20,929 for 2025.

## Office



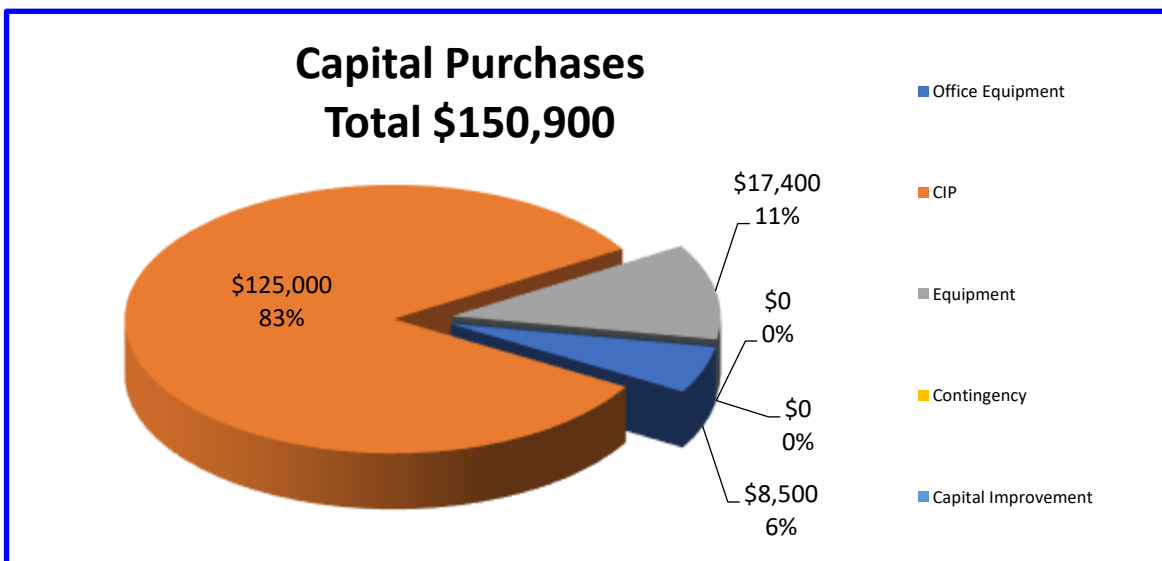
The office section of the budget sees a 2.17% or \$1,685 increase due to increased services for current and future needs. See attached break down under office operations in this budget packet.

## Operations



Accounts 301 – 308. This section of the budget sees an increase of \$75,502 or 19.74% in 2025. These increases are primarily due to the increased costs for worker comprehensive and liability insurance from the League of MN Cities.

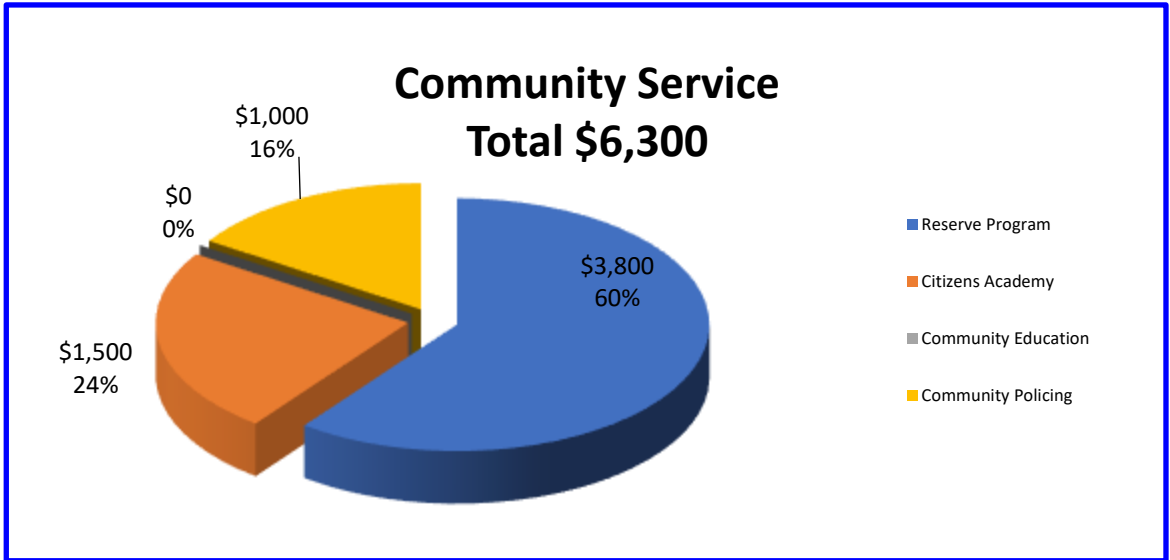
## Capital Purchases



Line items 401 - 405. This section of the budget shows an increase 4.8% or \$7,200. See Capital Improvement Plan on page 19 and page 20 for further references.



## Community Service



This section of the budget shows a \$2,400 increase due to the funding of our Reserve Officer Program. Our reserve officers donate hundreds of hours each year to WHPS and our residents benefit from those volunteer hours.

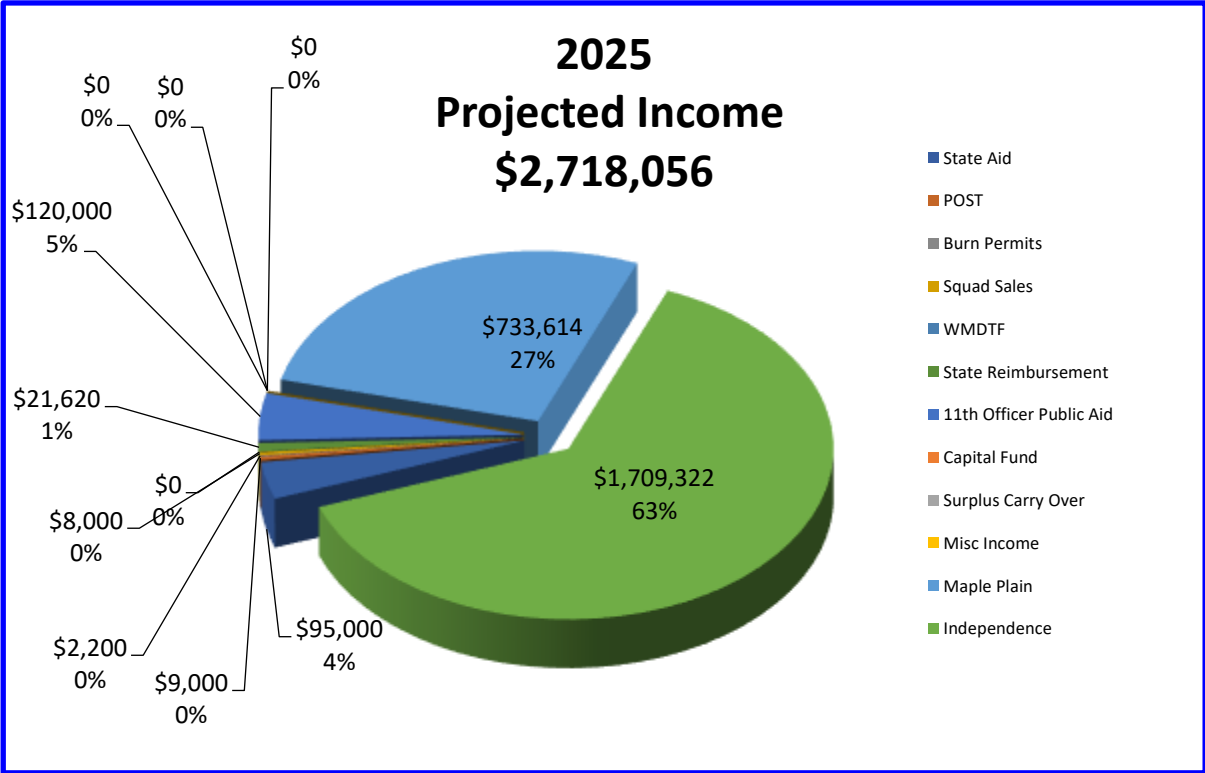
## Formula Projection for 2025

In 2025 the shared services formula for the Joint Powers Agreement (JPA) with WHPS is set at 30.03% for Maple Plain and 69.97% for Independence. This year shows an increase of 0.72% for Independence and a reduction of this same amount for Maple Plain.

The table below shows the history of the formula breakdown over the past fifteen years. It shows a consistent pattern with Maple Plain at 32% and Independence at 68%.

	<b>Maple Plain</b>	<b>Independence</b>
2012	<b>34.50%</b>	<b>65.50%</b>
2013	<b>34.87%</b>	<b>65.13%</b>
2014	<b>34.36%</b>	<b>65.64%</b>
2015	<b>33.28%</b>	<b>66.72%</b>
2016	<b>32.33%</b>	<b>67.67%</b>
2017	<b>31.44%</b>	<b>68.56%</b>
2018	<b>30.98%</b>	<b>69.02%</b>
2019	<b>31.74%</b>	<b>68.26%</b>
2020	<b>32.48%</b>	<b>67.52%</b>
2021	<b>32.56%</b>	<b>67.44%</b>
2022	<b>32.29%</b>	<b>67.71%</b>
2023	<b>31.11%</b>	<b>68.89%</b>
2024	<b>30.75%</b>	<b>69.25%</b>
2025	<b>30.03%</b>	<b>69.97%</b>

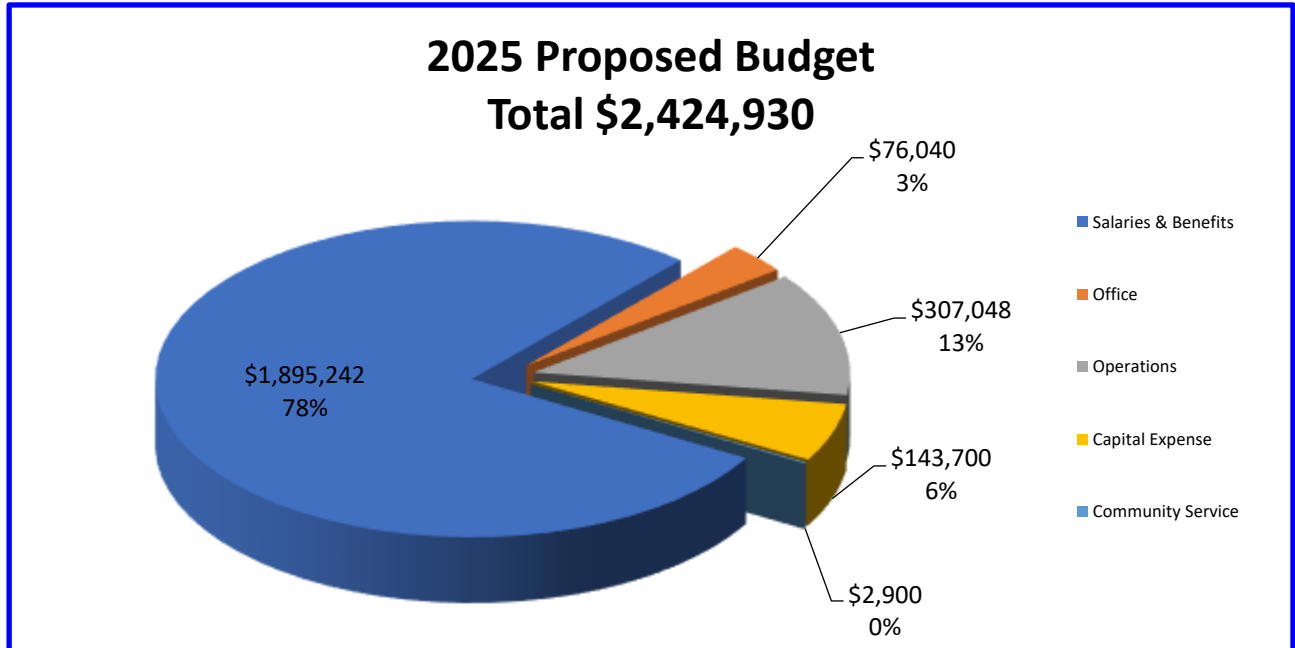
# Projected Income for 2025



The projected income for the 2025 budget is an increase of \$75,920. This is a direct result of the public safety aid received from the State of Minnesota for the recruitment and retention of police officers.

The projected income increases have resulted in a reduction of funding for the proposed budget coming directly from the Cities of Maple Plain and Independence. The percentage of the budget funded by the two cities has decreased 92.3% in 2024 to 90.3% in 2025.

## Conclusion



I would ask the Police Commission to review and present the 2025 proposed budget to your respective councils and adopt the budget as presented. This budget will meet our primary objectives of providing public safety services to the citizens of Maple Plain and Independence.

This table provides a 15-year historical overview of WHPS budgets. In reviewing the 15-year averages, the overall annual budget increase is 4.52%.

Year	Total WHPS Budget		Maple Plain		Independence		# of officers	Comments
	Budget	% of increase	Budget	% Increase	Budget	% Increase		
2011	\$1,375,284	3.31%	\$411,921	1.58%	\$802,826	-0.85%	9	
2012	\$1,391,625	1.19%	\$424,393	3.03%	\$805,731	0.36%	9	
2013	\$1,460,032	4.92%	\$448,857	5.76%	\$838,374	4.05%	9	
2014	\$1,491,827	2.18%	\$465,063	3.61%	\$888,564	5.99%	10	
2015	\$1,539,392	3.19%	\$481,332	3.49%	\$965,060	8.61%	10	
2016	\$1,599,114	3.88%	\$484,694	0.49%	\$1,012,420	4.68%	10	
2017	\$1,679,283	5.50%	\$499,480	2.80%	\$1,089,303	6.80%	10	
2018	\$1,746,488	3.85%	\$500,300	0.02%	\$1,114,388	2.30%	10	
2019	\$1,767,749	1.10%	\$518,397	3.49%	\$1,115,052	0.06%	10	
2020	\$1,841,257	3.70%	\$551,014	5.92%	\$1,145,343	2.64%	10	
2021	\$1,898,923	2.50%	\$559,417	2.72%	\$1,158,505	2.36%	10	
2022	\$2,054,293	9.9%	\$616,894	8.90%	\$1,314,399	12.0%		
2023	\$2,322,199	10.01%	\$668,171	7.67%	\$1,479,622	11.17%	10	
2024	\$2,424,930	4.1%	\$688,370	2.93%	\$1,550,160	4.55%	10	
2025	\$2,705,256	8.4%	\$733,614	6.2%	\$1,709,322	9.32%	11	
Average		4.52%		3.91%		4.99%		

DESCRIPTION		2023 Budget	2024 Budget	2025 Budget	
101	SALARIES/REG.	1,259,593	1,323,045	1,457,661	
	Social Security	8,869	9,837	11,700	
	Medicare	17,798	18,651	20,458	
	SALARY/OT	17,000	170,000	16,000	
103	PERA	202,667	211,492	232,421	
104	HEALTH INS	267,664	285,517	315,920	
105	UNIFORMS	9,900	12,000	12,000	
104A	DISABILITY MEDICAL INS.	19,500	19,500	21,620	
	<b>SUB/PERSONNEL</b>	<b>1,802,992</b>	<b>1,895,242</b>	<b>2,087,781</b>	<b>9.22%</b>
201	TELEPHONE	19,240.00	19,300.00	18,500.00	
202	POSTAGE	1,400.00	1,560.00	1,800.00	
203	OFF/OPR/EQUIP MAINT	8,900.00	10,280.00	10,300.00	
204	OFF/OPR SUPPLIES	9,790.00	10,100.00	10,600.00	
205	RENT/CLEANING	6,600.00	6,900.00	7,000.00	
206	BOOKS/DUES/SUBSCRIPT	2,350.00	3,500.00	6,425.00	
207	UTILITIES/ELECTRIC/GAS	23,315.00	24,400.00	23,100.00	
	<b>SUB/OFFICE</b>	<b>71,595</b>	<b>76,040</b>	<b>77,725</b>	<b>2.17%</b>
301	PRINTING	2,027.00	2,200.00	2,400.00	
302	COMMUNICATIONS	67,800.00	84,700.00	93,550.00	
303	AUTO MAINT	19,800.00	21,800.00	22,800.00	
304	FUEL & OIL	37,570.00	34,950.00	36,600.00	
306	INSURANCE	98,809.00	120,098.00	179,000.00	
307	SCHOOLS & TRAINING	27,900.00	31,300.00	35,200.00	
308	AUDIT	12,000.00	12,000.00	13,000.00	
	<b>SUB/OPR SERVICES</b>	<b>265,406.00</b>	<b>307,048.00</b>	<b>382,550.00</b>	<b>19.74%</b>
401	OFF EQUIP	8,000.00	8,000.00	8,500.00	
402	CAPITAL IMPROVEMENT F	100,000.00	120,000.00	125,000.00	
403	EQUIPMENT	14,700.00	15,700.00	17,400.00	
404	CONTINGENCY FUND	-	-	-	
	<b>SUB/CAPITAL</b>	<b>122,700</b>	<b>143,700</b>	<b>150,900</b>	<b>4.77%</b>
601	RESERVE PROGRAM	1,500.00	1,500.00	3,800.00	
602	COMMUNITY EDUCATION			1,000.00	
603	OTHER PROGRAMS				
604	UNCATEGORIZED EXP				
606	DRUG FORFEITURE EXP				
607	DWI FORFEITURE EXP				
608	CITIZENS ACADEMY	1,000.00	1,000.00	1,500.00	
609	COMMUNITY POLICING	400.00	400.00		
	<b>SUB/COMMUNITY SVCS</b>	<b>2,900</b>	<b>2,900</b>	<b>6,300</b>	<b>53.97%</b>
	<b>TOTAL EXPENSES</b>	<b>2,265,593</b>	<b>2,424,930</b>	<b>2,705,256</b>	
	Approved Budget	2,265,593	2,424,930	2,705,256	
	Percent of Budget increase	9.33%	6.57%	10.36%	
503	PROJECTED INCOME	\$ 117,800	\$ 186,400	\$ 262,320	
502	INDEPENDENCE	\$ 1,479,622	\$ 1,550,182	\$ 1,709,322	9.31%
501	MAPLEPLAIN	\$ 668,171	\$ 688,348	\$ 733,614	6.17%
	<b>Total City Contribution</b>	<b>2,147,793</b>	<b>2,238,530</b>	<b>2,442,936</b>	
	Percentage of City Contribution	94.8%	92.3%	90.3%	
	% of increase with projected	10.1%	4.1%	8.4%	
504	<b>TOTAL INCOME</b>	<b>2,265,593</b>	<b>2,424,930</b>	<b>2,705,256</b>	

**West Hennepin Public Safety  
Personnel 2025**

		<b>2023 Budget</b>	<b>2024 Budget</b>	<b>2025 Budget</b>	<b>Comments</b>
<b>101</b>	<b>Salaries/Regular</b>	<b>1,259,593</b>	<b>1,323,045</b>	<b>1,457,661</b>	
<b>101</b>	<b>Social Security</b>	<b>8,869</b>	<b>9,837</b>	<b>11,700</b>	
<b>101</b>	<b>Medicare</b>	<b>17,798</b>	<b>18,651</b>	<b>20,458</b>	
<b>101</b>	<b>Overtime</b>	<b>17,000</b>	<b>170,000</b>	<b>16,000</b>	
<b>103</b>	<b>PERA</b>	<b>202,667</b>	<b>211,492</b>	<b>232,421</b>	
<b>104</b>	<b>Benefits(Health, Dental, Life,MSRA)</b>				
	Health	240,012	252,000	284,700	
	Dental	15,720	21,180	21,180	
	MSRS	11,272	11,557	9,260	
	Life	660	780	780	
	<b>Total Benefits</b>	<b>267,664</b>	<b>285,517</b>	<b>315,920</b>	
<b>104A</b>	<b>Disablity Medical Insurance-</b>	<b>19,500</b>	<b>19,500</b>	<b>21,620</b>	
<b>105</b>	<b>Uniforms</b>	<b>9,900</b>	<b>9,900</b>	<b>12,000</b>	
	<b>Total Personnel</b>	<b>1,802,992</b>	<b>1,895,242</b>	<b>2,087,781</b>	

## WHPS OFFICE FOR 2025

		<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>Comments</u>
<b>201</b>	<b><u>TELEPHONE</u></b>				
	CELL PHONES	\$7,700	\$8,500	\$7,700	Verizon 3 iPhone X50 Month=\$150
	OFFICE	\$3,960	\$4,200	\$4,200	4 Squad I Phone x 60 Month= \$240
	Air Card	\$6,380	\$4,800	\$4,800	5 aircards x 40/month = \$200
	REPAIRS/EQUIPMENT	\$1,200	\$1,800	\$1,800	RingCentral-Internet
	<b>SUB TOTAL</b>	<b>\$19,240</b>	<b>\$19,300</b>	<b>\$18,500</b>	5 MDC & 2 IPAD x50x12=4800
<b>202</b>	<b><u>POSTAGE</u></b>				
	SHIPPING	\$500	\$560	\$700	
	STAMPS	\$900	\$1,000	\$1,100	
	<b>SUB TOTAL</b>	<b>\$1,400</b>	<b>\$1,560</b>	<b>\$1,800</b>	
<b>203</b>	<b><u>OFF/OPR/EQUIP/MAINT</u></b>				
	COPY MACH RENTAL MA	\$3,700	\$3,900	\$3,600	300 per month X12 = 3600
	ALCOHOL/TINT METER MAINT				
	STATE COMPUTER MAINT				
	OTHER COMPUTER MAIN	\$2,400	\$3,380	\$3,400	DTF Rental 65x12=780
	OTHER OFFICE EQUIP M.	\$1,500	\$1,600	\$1,800	
	MISC. EQUIP MAINT	\$1,300	\$1,400	\$1,500	Scale recertification yearly 500; radar calibration check 350
	<b>SUB TOTAL</b>	<b>\$8,900</b>	<b>\$10,280</b>	<b>\$10,300</b>	
<b>204</b>	<b><u>OFF/OPR SUPPLIES</u></b>				
	OFFICE SUPPLIES	\$9,790	\$10,100	\$10,600	Paper, light bulbs, Office Supplies & maintenance,
	<b>SUB TOTAL</b>	<b>\$9,790</b>	<b>\$10,100</b>	<b>\$10,600</b>	
<b>205</b>	<b><u>RENT/CLEANING</u></b>				
	CLEANING	\$6,600	\$6,900	\$7,000	weekly cleaning 500/mo X 12 = 6,000: cleaning supplies 1000
	<b>SUB TOTAL</b>	<b>\$6,600</b>	<b>\$6,900</b>	<b>\$7,000</b>	
<b>206</b>	<b><u>BOOKS/DUES/SUBSCRIPTIONS</u></b>				
	Power DMS FTO	\$400	\$500	\$3,325	FTO Program for new officers training
	DUES	\$1,400	\$1,500	\$1,500	
	SUBSCRIPTIONS	\$550	\$1,500	\$1,600	QB Support 1,500
	<b>SUB TOTAL</b>	<b>\$2,350</b>	<b>\$3,500</b>	<b>\$6,425</b>	
<b>207</b>	<b><u>UTILITIES/ELECTRIC/GAS</u></b>				
	Gas -Heating	\$11,235	\$11,800	\$11,500	
	Electricity - NSP	\$11,480	\$12,000	\$11,000	
	Pump Tanks	\$600	\$600	\$600	Enviromental pump out from garage
	<b>SUB TOTAL</b>	<b>\$23,315</b>	<b>\$24,400</b>	<b>\$23,100</b>	
	<b>TOTAL EXPENSES</b>	<b>\$71,595</b>	<b>\$76,040</b>	<b>\$77,725</b>	

**WHPS OPER/SERV FOR 2025**

		<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>Comments</u>
<b>301</b>	<b>PRINTING</b>				
	PRINTING	\$872	\$900	\$1,000	
	PRINT/TAGS/Citation Paper	\$1,155	\$1,300	\$1,400	Printer paper for squads/ vs tickets
	<b>SUB TOTALS</b>	<b>\$2,027</b>	<b>\$2,200</b>	<b>\$2,400</b>	
<b>302</b>	<b>COMMUNICATIONS</b>				
<b>302 A1</b>	RMS FEES	\$10,780	\$15,000	\$15,000	LETG Maintenance/LETG Server Host 8,800
<b>302 A2a</b>	IT SUPPORT & FEES	\$29,000	\$33,000	\$34,650	Contracted IT Svcs (Element Tech), WAN fees
<b>302 A2b</b>	computer software	\$2,200	\$2,300	\$2,500	
<b>302 A2c</b>	computer hardware	\$2,200	\$2,300	\$2,500	
<b>302 A2d</b>	web hosting/email spam filtering	\$2,200	\$2,300	\$2,400	MSoftware
<b>302 A3</b>	INVESTIGATOR IT FEES	\$1,500	\$1,700	\$1,800	Accurint/(LexisNexis) 60 X12=720, APS=400, Crimnet=200
<b>302 A4</b>	STATE IT CONNECTION FEES	\$2,100	\$2,300	\$2,400	BCA MINJIS CJDN 1900 per year
<b>302 A5</b>	OTHER BILLABLE SERVICES				Covert Wireless, Adobe Acropro, WAN fees
<b>302 D</b>	BUILDING SECURITY SYSTEM				hardware, software
<b>302 E</b>	SQUAD VIDEO SYSTEM	\$1,000	\$1,200	\$1,300	Panasonic AMA for Arb. Video
<b>302 F</b>	RADIOS/MDCs	\$5,170	\$5,300	\$5,300	5 MDC 88X 12 months = \$5280
<b>302 F1</b>	RENTAL & REPAIR FEES	\$1,600	\$1,800	\$2,000	repairs/installs
<b>302 F1</b>	squad radios-leases rental lease (new 2014/10 year lease done in 2024)	\$4,200	\$4,200	\$4,200	6 leased sqd radios X 690 per year = 4140
<b>302 F1</b>	portable radio-lease for 2018? (2018 10 year lease done in 2029)	\$4,000	\$4,200	\$4,200	15 radios fees per year =280x12=\$3360
<b>302 F2</b>	Net Motion Lic & maintenance fee	\$1,850	\$2,000	\$2,200	140 per month for MN IT Net Motion/Router
-	Lexipol Policy			\$6,000	
-	RMS Data Migration		\$7,100	\$7,100	Annual Data Migration with LMAC
	<b>SUB TOTALS</b>	<b>\$67,800</b>	<b>\$84,700</b>	<b>\$93,550</b>	
<b>303</b>	<b>AUTO MAINT</b>	<b>\$19,800</b>	<b>\$21,800</b>	<b>\$22,800</b>	
<b>304</b>	<b>FUEL/OIL</b>				
	FUEL/OIL	\$36,570	\$33,550	\$35,000	11,000 gal X \$3.18 = \$35000
	OIL	\$1,000	\$1,400	\$1,600	
	<b>SUB TOTAL</b>	<b>\$37,570</b>	<b>\$34,950</b>	<b>\$36,600</b>	
<b>305</b>	<b>SQUAD SETUP/PARTS</b>				
	SET-UP COSTS	\$0	\$0		Moved to CIP
	PARTS	\$0	\$0		Moved to CIP
	<b>SUB TOTALS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>306</b>	<b>INSURANCE</b>				True Costs:
	MUNICIPALITY/AUTO/EMP INS.	\$39,144	\$48,500	\$59,000	2024 - \$53,008,
	WORKERS COMP	\$59,665	\$71,598	\$120,000	2023 - \$57,599, 2024 - \$84,005
	<b>SUB TOTALS</b>	<b>\$98,809</b>	<b>\$120,098</b>	<b>\$179,000</b>	
<b>307</b>	<b>SCHOOLS &amp; TRAINING</b>				
	CHIEF	\$3,000	\$3,200	\$3,300	
	EMERGENCY MANAGEMENT	\$1,000	\$1,000	\$1,100	AMEM Fall Conference, Lake Area training/drills
	ADMIN	\$1,500	\$2,000	\$2,500	BCA mandatory certification, PLEAA
	OFFICERS	\$12,000	\$14,000	\$16,000	POST Training, Medical, Haz Mat, Blood borne, Patrol Online Training 11 X 105
	SWAT OFFICERS	\$3,500	\$4,000	\$5,000	Two Officers in SWAT, dues, training
	OFFICER WELLNESS	\$6,900	\$7,100	\$7,300	NEW 2021
	<b>SUB TOTALS</b>	<b>\$27,900</b>	<b>\$31,300</b>	<b>\$35,200</b>	
<b>308</b>	<b>AUDIT</b>	<b>\$12,000</b>	<b>\$12,000</b>	<b>\$13,000</b>	True cost in 2023 - \$11,400
	<b>TOTAL EXPENSES</b>	<b>\$265,906</b>	<b>\$307,048</b>	<b>\$382,550</b>	



## WHPS CAPITAL FOR 2025

		<u>2023</u>	<u>2024</u>	<u>2025</u>	Comments
<b>401</b>	<b>OFFICE EQUIP</b>				
	COMPUTERS	8,000	8,000	8,500	
	PRINTER/SCANNER				
	FILE CABINETS				
	MISC. ITEMS				
	<b>SUB TOTALS</b>	<b>8,000</b>	<b>8,000</b>	<b>8,500</b>	
<b>402</b>	<b>CAPITAL IMP. PLAN</b>				
	CIP	100,000	120,000	125,000	See Capital Improvement Plan
	LIC.				
	EXCISE TAX				
	<b>SUB TOTALS</b>	<b>100,000</b>	<b>120,000</b>	<b>125,000</b>	
<b>403</b>	<b>EQUIPMENT</b>				
	Radar- Stalker	0	0	0	
	Ticket Writer & Software	700	700	800	Ticket writer maintenance fee/printers replacement
	Hardware for TW & RMS	500	500	600	
	Squad MDC	4,500	4,500	4,000	MDC upgrade
	Moblie Radios	0	0		Moved into services under leasing 1000 for ERU, practice ammo, Training center;FATS,
	Firearms	5,000	5,500	6,500	Targets
	Misc equipment	4,000	4,500	5,500	40 MM Supplies
		<b>14,700</b>	<b>15,700</b>	<b>17,400</b>	
<b>404</b>	<b>CONTINGENCY FUND</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>405</b>	<b>Capital Improvement</b>	<b>0</b>	<b>0</b>	<b>0</b>	See Capital Improvement Worksheet
	<b>TOTAL EXPENSES</b>	<b>122,700</b>	<b>143,700</b>	<b>150,900</b>	

## WHPS COMMUNITY SERVICE FOR 2025

		<u>2023</u>	<u>2024</u>	<u>2025</u>	
<b>601</b>	<b>RESERVE PROGRAM</b>				
	VIEW SANTA	500	500	800	
	UNIFORMS	1000	1000	1000	Hiring of new reserves/uniforms
	OTHER	0	0	2000	
	<b>SUB TOTAL</b>	<b>1,500</b>	<b>1,500</b>	<b>3,800</b>	
<b>602</b>	<b>Community Education</b>				
	CURRICULUM				
	SUPPLIES	0	0	0	
	SPEAKERS				
	REWARDS	0	0	0	
	OTHER				
	<b>SUB TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>603</b>	<b>SWMDTF MEMBERSHIP</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>604</b>	<b>ENCUMBERED ITEMS</b>				
	DESIGNATED				
	NON-DESIGNATED				
	<b>SUB TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>605</b>	<b>CITIZENS ACADEMY</b>	<b>1000</b>	<b>1000</b>	<b>1500</b>	
<b>606</b>	<b>COMMUNITY POLICING</b>	<b>400</b>	<b>400</b>	<b>1000</b>	Night to Unite handouts
<b>607</b>	<b>DWI Forfeiture Expense</b>				
	<b>TOTAL EXPENSES</b>	<b>2,900</b>	<b>2,900</b>	<b>6,300</b>	

## WHPSD PROJECTED INCOME FOR 2025

	<u>2023</u>	<u>2024</u>	<u>2025</u>	
<b>PROJECTED INCOME</b>				
STATE AID TO LE	\$ 90,000	\$ 90,000	\$ 95,000	Late Sept
POST	\$ 9,000	\$ 9,000	\$ 9,000	
EMERG MGT				
BURN PERMITS/COPIES	\$ 2,200	\$ 2,200	\$ 2,200	
SQUAD SALES	\$ 8,000	\$ 8,000	\$ 8,000	
WMDTF Forfeiture	\$ -			
SAFE AND SOBER GRANT	\$ 6,500	\$ 6,500	\$ 6,500	
DRUG TASK FORCE				
State Reimbursement Disability	\$ 900	\$ 19,500	\$ 21,620	
State Aid for Equipment	\$ -	\$ 25,000	\$ -	
State Aid for Training/Welne		\$ 25,000		
State Aid for 11th Officer/retention		\$ -	\$ 120,000	
Transfer from Capital Fund	\$ -		\$ -	
Moblie Radio				
Portables				
Carry over from prior year	\$ -			
MISC INCOME	\$ 1,200	\$ 1,200		
<b>SUB TOTAL</b>	<b>117,800</b>	<b>186,400</b>	<b>262,320</b>	
<b>INDEPENDENCE</b>	<b>1,479,622</b>	<b>1,550,182</b>	<b>1,709,322</b>	
Percentage of budget	<b>68.89%</b>	<b>69.25%</b>	<b>69.97%</b>	
Percentage of net change				
<b>MAPLE PLAIN</b>	<b>668,171</b>	<b>688,348</b>	<b>733,614</b>	
Percentage of budget	<b>31.11%</b>	<b>30.75%</b>	<b>30.03%</b>	
Percentage of net change				
<b>TOTAL BUDGET</b>	<b>2,265,593</b>	<b>2,424,930</b>	<b>2,705,256</b>	
Percent increase per year	<b>9.33%</b>	<b>6.57%</b>	<b>10.36%</b>	

**WEST HENNEPIN PUBLIC SAFETY DEPARTMENT**  
**Formula Projection For 2025**

<b>TAX CAPACITY</b>			
<u>Year</u>	<u>Maple Plain</u>	<u>Independence</u>	<u>Total</u>
2022-2023	2,969,955	8,840,950	
2023-2024	3,335,099	10,829,179	
2024-2025	3,935,068	12,066,197	
<b>TOTAL</b>	<b>10,240,122</b>	<b>31,736,326</b>	<b>41,976,448</b>
<b>Percentage</b>	<b>0.2439492</b>	<b>0.7560508</b>	

<b>POPULATION</b>			
<u>Year</u>	<u>Maple Plain</u>	<u>Independence</u>	
2021	2,051	3,795	
2022	1950	3771	
2023	1951	3916	
<b>TOTAL</b>	<b>5,952</b>	<b>11,482</b>	<b>17,434</b>
<b>Percentage</b>	<b>0.3414019</b>	<b>0.6585981</b>	

<b>CALLS FOR SERVICE</b>			
<u>Year</u>	<u>Maple Plain</u>	<u>Independence</u>	
2021	1471	3157	
2022	1281	2898	
2023	1436	3025	
<b>TOTAL</b>	<b>4,188</b>	<b>9,080</b>	<b>13,268</b>
<b>Percentage</b>	<b>0.315647</b>	<b>0.684353</b>	

<b>FORMULA COMPUTATION</b>			
	<u>Maple Plain</u>	<u>Independence</u>	
<b>TAX CAPACITY</b>	0.2439492	0.7560508	
<b>POPULATION</b>	0.3414019	0.6585981	
<b>CALLS FOR SERVICE</b>	0.315647	0.6843533	
<b>TOTAL</b>	<b>0.90099775</b>	<b>2.099002</b>	<b>3.0000</b>
<b>2025 Formula</b>	<b>30.03%</b>	<b>69.97%</b>	

<b>History of Formula Breakdown</b>		
	<b>Maple Plain</b>	<b>Independence</b>
2012	34.50%	65.50%
2013	34.87%	65.13%
2014	34.36%	65.64%
2015	33.28%	66.72%
2016	32.33%	67.67%
2017	31.44%	68.56%
2018	30.98%	69.02%
2019	31.74%	68.26%
2020	32.48%	67.52%
2021	32.56%	67.44%
2022	32.29%	67.71%
2023	31.11%	68.89%
2024	30.75%	69.25%
2025	30.03%	69.97%



Category	Purchase Year	Item	Cost	2017 Estimated Amounts	2018 Estimated Amounts	2019 Estimated Amounts	2020 Estimated Amounts	2021 Estimated Amounts	2022 Estimated Amounts	2023 Estimated Amounts	2024 Estimated Amounts	2025 Estimated Amounts	2026 Estimated Amounts	2027 Estimated Amounts	2028 Estimated Amounts	2029 Estimated Amounts	2030 Estimated Amounts
Squad	2018	Chief Squad	35,000	-	35,000	-	-	-	-	-	-	-	-	-	-	-	-
Squad	2018	Squad D	35,000	-	35,000	-	-	-	-	-	-	-	-	-	-	-	-
Squad	2019	WMDTF Squad	35,000	-	-	-	25,000	-	-	-	-	-	-	-	-	-	-
Squad	2021	Squad A	37,000	-	-	35,000	-	-	-	-	-	-	-	-	-	-	-
Squad	2020	Squad B	37,000	-	-	-	37,000	-	-	-	-	-	-	-	-	-	-
Squad	2022	Investigator Squad C	37,000	-	-	-	-	37,000	37,000	-	-	-	-	-	-	-	-
Squad	2021	Squad S	37,000	-	-	-	-	37,000	-	-	-	-	-	-	-	-	-
Squad	2023	Squad D (Purchase new in 2023)	48,000	-	-	-	-	-	38,000	48,000	-	-	-	-	-	-	-
Squad	2024	Squad B (Every 4)	52,000	-	-	-	-	-	-	48,000	52,000	-	-	-	-	-	-
Squad	2025	Squad A (Every 4)	52,000	-	-	-	-	-	-	-	-	52,000	-	-	-	-	-
Squad	2026	Chief Squad (Every 7)	54,000	-	-	-	-	-	-	-	-	-	-	45,000	-	-	-
Squad	2025	WMDTF Squad (Every 6)	40,000	-	-	-	-	-	-	-	-	40,000	-	-	-	-	-
Squad	2029	Investigator Squad C (7 years)	48,000	-	-	-	-	-	-	-	-	-	-	-	-	48,000	-
Squad	2026	Squad S (Every 4)	56,000	-	-	-	-	-	-	-	-	-	56,000	-	-	-	-
Squad	2026	Squad D	56,000	-	-	-	-	-	-	-	-	-	56,000	-	-	-	-
Squad	2027	WMDTF Squad (Every 7)	48,000	-	-	-	-	-	-	-	-	-	-	48,000	-	-	-
Squad	2028	Squad B	60,000	-	-	-	-	-	-	-	-	-	-	-	60,000	-	-
Squad	2028	Squad A	60,000	-	-	-	-	-	-	-	-	-	-	-	60,000	-	-
Squad	2033	Chief Squad	64,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Squad	2036	Investigator Vehicle	50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Squad	2030	Squad S	67,000	-	-	-	-	-	-	-	-	-	-	-	-	-	67,000
Squad	2030	Squad D	67,000	-	-	-	-	-	-	-	-	-	-	-	-	-	67,000

Total squad **\$ - \$ 70,000 \$ 35,000 \$ 62,000 \$ 74,000 \$ 75,000 \$ 96,000 \$ 52,000 \$ 92,000 \$ 112,000 \$ 93,000 \$ 120,000 \$ 48,000 \$ 134,000**



## Minnesota Law Enforcement Manual Updates December 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](mailto:customersupport@lexipol.com).

New Daily Training Bulletins (DTBs) are released specifically to target new policies and changes to your manual and can help your staff become well-versed in your policies. If you are not yet subscribing to the DTBs, please contact Customer 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 3 – General Operations

Extreme Risk Protection Orders

New Policy

Critical

### Chapter 8 – Support Services

Property Bureau

Critical

### Chapter 10 – Personnel

Line-of-Duty Deaths

Major

Wellness Program

Major

Total: 4



## Chapter 3 – General Operations

---

### Extreme Risk Protection Orders

#### New Policy

This new policy has been developed because legislative action impacts its content. 2023 MN SF 2909, effective Jan. 1, 2024, created a new extreme risk protection order (ERPO) law that enables individuals, including law enforcement, to petition for an ERPO against someone they believe is a danger to themselves or others with a firearm. It allows a court to issue an ERPO to prohibit someone from possessing or purchasing a firearm while the order is in effect. Highlights include:

- **EXTREME RISK PROTECTION ORDER COORDINATOR** assigns responsibilities for that position, including development of procedures for filing, receipt, and service of extreme risk protection orders.
- **STANDARDS** outlines when extreme risk protection orders may be appropriate.
- **SURRENDER OF PROHIBITED ITEMS** addresses taking custody of such items.
- **SEARCH WARRANTS** addresses consideration, preparation, and service of a search warrant before or after service of an extreme risk protection order.
- **EXTENSION OF EXTREME RISK PROTECTION ORDER** assigns responsibility to determine whether a request should be made for renewal or extension of the order.

## Chapter 8 – Support Services

---

### Property Bureau

This policy has been updated because legislative action impacts its content. 2023 MN SF 2909, effective Jan. 1, 2024, created a new extreme risk protection order (ERPO) law that enables individuals, including law enforcement, to petition for an ERPO against someone they believe is a danger to themselves or others with a firearm. It allows a court to issue an ERPO to prohibit someone from possessing or purchasing a firearm while the order is in effect. Changes to this policy include:

- In **COURT-ORDERED FIREARM SURRENDERS**, content has been updated to address certain procedures regarding ERPOs, a text entity and grammar have been corrected, and a serial comma has been added.

## Chapter 10 – Personnel

---

### Line-of-Duty Deaths

This policy has been updated because legislative action impacts its content. The update should be accepted and implemented as soon as possible. 2022 US HR 6943, also known as the Public Safety Officer Support Act, amended law by extending death benefits under the Public Safety Officers' Benefits Program (PSOB) to certain public safety officers and the survivors of public safety officers who suffer

from post-traumatic stress disorder or acute stress disorder following a stressful situation while on-duty. Changes to this policy include:

- In **BENEFITS LIAISON**, content has been updated to include an additional responsibility of researching and assisting survivors with application for assistance when eligible for benefits through the PSOB, a citation has been added, and a text entity has been corrected.

Unrelated to the legislative update and as part of ongoing quality maintenance of manual content, this policy has been revised. Lexipol has partnered with Concerns of Police Survivors (C.O.P.S.) to revise this policy. Changes include:

- **PURPOSE AND SCOPE** has been updated for clarity and to include non-line-of-duty member deaths.
- **DEFINITIONS** has been updated to reflect federal law and the Edit Level has been changed from "Best Practice" to "Federal."
- In **NOTIFYING SURVIVORS**, capitalization and grammar have been corrected.
- In **NOTIFYING AGENCY MEMBERS**, grammar has been corrected. The section name is based on a text entity and may vary depending on how you answered the General Information Questionnaire.
- In **LIAISONS AND COORDINATORS**, additional guidance on filling positions has been included.
- **AGENCY LIAISON** has been updated for clarity, and a term has been corrected. The subsection name is based on a text entity and may vary depending on how you answered the General Information Questionnaire.
- In **HOSPITAL LIAISON**, content has been updated for clarity, inadvisable absolutes have been removed, and the additional responsibility of establishing a command post has been added.
- In **SURVIVOR SUPPORT LIAISON**, content has been updated for clarity, inadvisable absolutes have been removed, and an example has been added.
- In **WELLNESS SUPPORT LIAISON**, inadvisable absolutes have been removed.
- In **FUNERAL LIAISON**, punctuation has been corrected, and content has been added to address logistical matters.
- **MUTUAL AID COORDINATOR** has been updated to include advance resource planning.
- In **PUBLIC INFORMATION OFFICER**, content has been updated to remove inadvisable absolutes, and punctuation has been corrected. The section name is based on a text entity and may vary depending on how you answered the General Information Questionnaire.
- In **AGENCY CHAPLAIN**, punctuation has been corrected. The section name is based on a text entity and may vary depending on how you answered the General Information Questionnaire.
- In **INVESTIGATION OF THE INCIDENT**, content has been updated for clarity and inadvisable absolutes have been removed.
- Serial commas have been added and gendered pronouns have been removed in all of the updated sections/subsections.
- The Guide Sheet has been updated.

---

## Wellness Program

This policy has been updated because legislative action impacts its content. The update should be accepted and implemented as soon as possible. 2022 US HR 6943, also known as the Public Safety

Officer Support Act, amended law by extending disability benefits under the Public Safety Officers' Benefits Program (PSOB) to certain public safety officers who suffer from post-traumatic stress disorder or acute stress disorder following a stressful situation while on-duty. Changes to this policy include:

- In **WELLNESS COORDINATOR**, content has been updated to include an additional responsibility of assisting members who may be eligible for benefits through the PSOB, and the Edit Level has been changed from "Best Practice" to "Federal."



## Minnesota Law Enforcement Manual Updates February 2024

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](mailto:customersupport@lexipol.com).

New Daily Training Bulletins (DTBs) are released specifically to target new policies and changes to your manual and can help your staff become well-versed in your policies. If you are not yet subscribing to the DTBs, please contact Customer 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 3 – General Operations

Use of Force

Major

Officer-Involved Shootings and Deaths

Major

Firearms

Major

Canines

Major

### Chapter 4 – Patrol Operations

Bias-Based Policing

Major

### Chapter 6 – Investigation Operations

Warrant Service

Major

### Chapter 8 – Support Services

Records Bureau Procedures

Major

### Chapter 9 – Custody

Custodial Searches

Major

### Chapter 10 – Personnel

Recruitment and Selection

Major

Evaluation of Employees

Major

Special Assignments and Promotions

Major

Performance History Audits

Major

Total: 12

## Chapter 3 – General Operations

---

### Use of Force

This policy is being updated based on a May 2022 Presidential Executive Order and subsequent May 2023 accreditation standards issued by the United States Department of Justice (DOJ). State accrediting entities must comply with the DOJ standards to qualify as independent credentialing bodies. Although the standards issued by the DOJ do not directly impact local law enforcement agencies, the federal action is structured to encourage local agencies to seek state accreditation by making certain federal grant funding dependent on an agency achieving accredited status. Lexipol has updated content to place agencies in the best position possible if and when they elect to seek accreditation. Changes to this policy include:

- In **DEADLY FORCE APPLICATIONS**, content has been added to provide that an officer should not use deadly force against a person whose actions are a threat solely to property, and grammar has been corrected.
- In **MOVING VEHICLES**, content has been updated to make it clear that this subsection should be read in conjunction with **DEADLY FORCE APPLICATIONS**.
- **TRAINING** has been updated to provide for the demonstration of knowledge and understanding of annual use of force training, and grammar has been corrected. Additionally, content relating to specific required annual topics has been moved to **TRAINING REQUIREMENTS**.
- **TRAINING REQUIREMENTS** has been added as a new subsection in **TRAINING** to outline required annual training topics based on the requirements in the DOJ standards. 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 **STATE-SPECIFIC TRAINING REQUIREMENTS**), first, accept all updates. Then, while in the edit mode, hold the cursor over **TRAINING REQUIREMENTS**, right-click for options, and select the option "Move." The subsection titles will appear. Select **STATE-SPECIFIC TRAINING REQUIREMENTS**, and click "Move" once more. You will be prompted to select "Move Above" or "Move Below." Select "Move Above." KMS will refresh, the new subsection will be in the correct location, and the other subsections will be renumbered accordingly. Your agency can also accept all updates without relocating the subsection, but that is not recommended.
- **PROHIBITED TRAINING** has been renamed **STATE-SPECIFIC TRAINING REQUIREMENTS** to better reflect the content.

---

### Officer-Involved Shootings and Deaths

A review of this policy has resulted in an update to one subsection. Changes include:

- In **AUDIO AND VIDEO RECORDINGS OF USE OF FORCE INCIDENTS INVOLVING DEATHS OF INDIVIDUALS**, citations and content relating to the release and redaction of recordings have been added for clarity.

## Firearms

This policy is being updated based on a May 2022 Presidential Executive Order and subsequent May 2023 accreditation standards issued by the United States Department of Justice (DOJ). State accrediting entities must comply with the DOJ standards to qualify as independent credentialing bodies. Although the standards issued by the DOJ do not directly impact local law enforcement agencies, the federal action is structured to encourage these agencies to seek state accreditation by making certain federal grant funding dependent on an agency achieving accredited status. Lexipol has updated content to place agencies in the best position possible if and when they elect to seek accreditation.

The May 2023 DOJ standards require agencies to have written directives relating to a prohibition on warning shots. The use of warning shots has long been controversial. Previously, Lexipol best practice content discouraged warning shots, but allowed for their use in limited circumstances. With this recent activity at the federal level and given recent trends relating to the use of warning shots, agencies are best served by this restricted approach. Changes to this policy include:

- In **WARNING AND OTHER SHOTS**, content has been updated to state that warning shots should not be used, and a serial comma has been added.
- 

## Canines

This policy has been updated because legislative action impacts its content. The update should be accepted and implemented as soon as possible. 2022 HR 8454 updated the federal statute regarding the Controlled Substance Act, resulting in the renumbering of certain content that is applicable to canine handlers. Changes to this policy include:

- In **CONTROLLED SUBSTANCE TRAINING AIDS**, a citation has been updated.

## Chapter 4 – Patrol Operations

---

### Bias-Based Policing

This policy is being updated based on a May 2022 Presidential Executive Order and subsequent May 2023 accreditation standards issued by the United States Department of Justice (DOJ). Although the standards issued by the DOJ do not directly impact local law enforcement agencies, the federal action is structured to encourage these agencies to seek state accreditation by making certain federal grant funding dependent on an agency achieving accredited status. Lexipol has updated content to place agencies in the best position possible if and when they elect to seek accreditation. Changes to this policy include:

- In **DEFINITIONS**, a term has been added, content has been updated to clarify that bias-based policing includes policing based on inappropriate explicit and implicit biases, and content has been updated for clarity.

- **TRAINING** has been updated to require annual training to include implicit biases and how to avoid improper profiling, some content has been moved to **ADDITIONAL STATE REQUIREMENTS**, and the Edit Level has been changed from "State" to "Best Practice."
- **ADDITIONAL TRAINING REQUIREMENTS** has been added as a new subsection in **TRAINING**, and state-specific training from **TRAINING** has been included.

## Chapter 6 – Investigation Operations

---

### Warrant Service

This policy is being updated based on a May 2022 Presidential Executive Order and subsequent May 2023 accreditation standards issued by the United States Department of Justice (DOJ). State accrediting entities must comply with the DOJ standards to qualify as independent credentialing bodies. Although the standards issued by the DOJ do not directly impact local law enforcement agencies, the federal action is structured to encourage local agencies to seek state accreditation by making certain federal grant funding dependent on an agency achieving accredited status. Lexipol has updated content to place agencies in the best position possible if and when they elect to seek accreditation. Changes to this policy include:

- **NO-KNOCK ENTRIES** has been added as a new section to address requirements from the DOJ standards limiting no-knock entries to situations where a warrant has been issued or exigent circumstances arise at the scene such that knocking and announcing would create an imminent threat of physical violence to the officer or another person. Please note that this content is more restrictive than what is permitted by current federal case law which, for example, continues to allow the use of a no-knock entry in circumstances involving the destruction of evidence. This change is necessary, however, in order for an agency to be in compliance with the federal DOJ standards, and thus maintain eligibility for certain discretionary grant funding from the federal government. You are encouraged to review these changes with your legal counsel and should also consider incorporating the changes into agency-specific training and procedures related to warrant service. 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 **HIGH-RISK WARRANT SERVICE**), first, accept all updates. Then, while in the edit mode, hold the cursor over **NO-KNOCK ENTRIES**, right-click for options, and select the option "Move." The section titles will appear. Select **HIGH-RISK WARRANT SERVICE**, 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.
- **DOCUMENTATION** has been added as a new section to address the requirement that a written directive outline your agency's maintenance of records relating to announced and no-knock entries. This section may be customized to be consistent with your 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 **MEDIA ACCESS**), first, accept all updates. Then, while in the edit mode, hold the cursor over **DOCUMENTATION**, right-click for options, and select the option "Move." The section titles



will appear. Select **MEDIA ACCESS**, and click "Move" once more. You will be prompted to select "Position Above" or "Position Below." Select "Position Below." KMS will refresh, the new section will be in the correct location, and the other sections will be renumbered accordingly. Your agency can also accept all updates without relocating the section, but that is not recommended.

- The Guide Sheet has been updated.

Unrelated to the DOJ updates, changes include:

- In **OUTSIDE AGENCIES AND CROSS-JURISDICTIONAL WARRANTS**, line spacing has been corrected.

## Chapter 8 – Support Services

---

### Records Bureau Procedures

This policy is being updated based on a May 2022 Presidential Executive Order and subsequent May 2023 accreditation standards issued by the United States Department of Justice (DOJ). State accrediting entities must comply with the DOJ standards to qualify as independent credentialing bodies. Although the standards issued by the DOJ do not directly impact local law enforcement agencies, the federal action is structured to encourage these agencies to seek state accreditation by making certain federal grant funding dependent on an agency achieving accredited status. Lexipol has updated content to place agencies in the best position possible if and when they elect to seek accreditation.

The DOJ standards require agencies to have written directives relating to the collection of specific data. In addition to the collection of certain data, agencies are required to either submit, or be working toward the ability to submit, appropriate data to specific federal databases. Changes to this policy include:

- **RECORDS BUREAU** has been added as a new subsection in **RESPONSIBILITIES** to include data collection and submission guidance. The subsection name is based on a text entity and may vary depending on how you answered the General Information Questionnaire.
- The Guide Sheet has been updated.

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

- The policy title has been changed from **Records Bureau Procedures** to **Records Bureau** for clarity. The title is based on a text entity and may vary depending on how you answered the General Information Questionnaire.
- **PURPOSE AND SCOPE** has been updated for consistency with other policies in your manual.

- **NUMERICAL FILING SYSTEM** has been deleted in its entirety because its content is now addressed in **RECORDS BUREAU**.
- **POLICY** has been added as a new section to reflect the operational functions and responsibilities of the records bureau. 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.
- **RESPONSIBILITIES** has been added as a new section as a header. 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 **POLICY**), first accept all updates. Then, while in the edit mode, hold the cursor over **RESPONSIBILITIES**, right-click for options, and select the option "Move." The section titles will appear. Select **POLICY**, 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.
- **RECORDS HEAD** has been added as a new subsection in **RESPONSIBILITIES** to address the delegation of responsibilities for security, access, and maintenance of records. The subsection name is based on a text entity and may vary depending on how you answered the General Information Questionnaire.
- **REQUISITION OF SUPPLIES** has been deleted in its entirety because the content is procedural in nature and therefore agency specific.
- In **FILE ACCESS AND SECURITY**, content has been updated for clarity, punctuation has been corrected, and serial commas have been added.
- **REQUESTING ORIGINAL REPORTS** has been renamed **ORIGINAL CASE REPORTS** for consistency, and content has been updated for clarity.
- **CONFIDENTIALITY** has been added as a new section to address confidential and sensitive information, and its access.

## Chapter 9 – Custody

---

### Custodial Searches

This policy is being updated based on a May 2022 Presidential Executive Order and subsequent May 2023 accreditation standards issued by the United States Department of Justice (DOJ). State accrediting entities must comply with the DOJ standards to qualify as independent credentialing bodies. Although the standards issued by the DOJ do not directly impact local law enforcement agencies, the federal action is structured to encourage these agencies to seek state accreditation by making certain federal grant funding dependent on an agency achieving accredited status. Lexipol has updated content to place agencies in the best position possible if and when they elect to seek accreditation.

The DOJ standards require agencies to have written procedures relating to strip and body cavity searches that contain provisions specific to juveniles and gender identity and expression. This policy has been updated to address these issues. With regard to juveniles, content has been added to provide that juveniles requiring a strip or body cavity search be transported to either a medical facility or a juvenile detention facility. This content is based on Lexipol's best practice position that local agencies should not conduct strip or body cavity searches of juveniles due to the fact that, in addition to the risks commonly associated with such searches, when conducted on juveniles these searches are recognized as being highly traumatic and therefore present a high-risk scenario for an agency.

Consistent with the new content, you should seek to identify appropriate facilities to receive juveniles in need of a strip or body cavity search and establish agreements with those agencies concerning transferring custody of juveniles for these types of searches.

Changes to this policy include:

- **GENDER IDENTITY OR EXPRESSION CONSIDERATIONS** has been added as a new section to address strip and body cavity searches. 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 **PHYSICAL BODY CAVITY SEARCH**), first, accept all updates. Then, while in the edit mode, hold the cursor over **GENDER IDENTITY OR EXPRESSION CONSIDERATIONS**, right-click for options, and select the option "Move." The section titles will appear. Select **PHYSICAL BODY CAVITY SEARCH**, 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.
- **JUVENILES** has been added as a new section to address strip and body cavity searches of juveniles. In addition to the procedures indicated below, your agency should seek to establish agreements with appropriate medical and juvenile detention facilities concerning transferring custody of juveniles for strip or body cavity searches. 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 **GENDER IDENTITY OR EXPRESSION CONSIDERATIONS**), first, accept all updates. Then, while in the edit mode, hold the cursor over **JUVENILES**, right-click for options, and select the option "Move." The section titles will appear. Select **GENDER IDENTITY OR EXPRESSION CONSIDERATIONS**, and click "Move" once more. You will be prompted to select "Position Above" or "Position Below." Select "Position Below." KMS will refresh, the new section will be in the correct location, and the other sections will be renumbered accordingly. Your agency can also accept all updates without relocating the section, but that is not recommended.
- The Guide Sheet has been updated.

Unrelated to the DOJ updates, changes include:

- In **STRIP SEARCHES**, **STRIP SEARCH PROCEDURES**, **SPECIAL CIRCUMSTANCE FIELD STRIP SEARCHES**, and **PHYSICAL BODY CAVITY SEARCH**, line spacing has been corrected, serial commas have been added, and gendered pronouns have been removed, as appropriate..

## Chapter 10 – Personnel

---

### Recruitment and Selection

This policy is being updated based on a May 2022 Presidential Executive Order and subsequent May 2023 accreditation standards issued by the United States Department of Justice (DOJ). State accrediting entities must comply with the DOJ standards to qualify as independent credentialing bodies. Although the standards issued by the DOJ do not directly impact local law enforcement agencies, the federal action is structured to encourage these agencies to seek state accreditation by making certain federal grant funding dependent on an agency achieving accredited status. Lexipol has updated content to place agencies in the best position possible if and when they elect to seek accreditation. Changes to this policy include:

- In **RECRUITMENT**, content has been added to require agencies to have, as part of their recruitment strategy, a written recruitment plan. Content has also been included to provide that your agency's recruitment strategy outline steps for recruiting candidates who are representative of the community served, gendered pronouns have been removed, and serial commas have been added.
- **SELECTION PROCESS** has been updated to clarify that the selection process must include both personal and professional reference checks and a review of relevant national and state decertification records. Content has also been added to require that your agency review any relevant information on a candidate available in the new National Law Enforcement Accountability Database as part of the hiring process. Your agency should check the DOJ website and the International Association of Directors of Law Enforcement Standards and Training website for additional information. Finally, content has been added to require that, as part of the selection process, information obtained from public internet sites should be reviewed for any activity that promotes or supports unlawful violence or unlawful bias against a person based on protected characteristics, grammar has been corrected, and serial commas have been added.

Unrelated to the DOJ update, additional changes include:

- In **REVIEW OF SOCIAL MEDIA SITES**, a citation and serial commas have been added, and the Edit Level has been changed from "Best Practice" to "State."

---

### Evaluation of Employees

This policy's Guide Sheet is being updated based on a May 2022 Presidential Executive Order and subsequent May 2023 accreditation standards issued by the United States Department of Justice (DOJ). State accrediting entities must comply with the DOJ standards to qualify as independent credentialing bodies. Although the standards issued by the DOJ do not directly impact local law enforcement agencies, the federal action is structured to encourage these agencies to seek state accreditation by making certain federal grant funding dependent on an agency achieving accredited status. Lexipol has updated content to place agencies in the best position possible if and when they elect to seek accreditation. Since this update pertains solely to the Guide Sheet and is applied automatically in your manual, you will not see a flag for this update. Changes to this policy include:

- The Guide Sheet has been updated to include direction regarding specific criteria that should be reviewed for members and supervisors.
- 

### Special Assignments and Promotions

This policy's Guide Sheet is being updated based on a May 2022 Presidential Executive Order and subsequent May 2023 accreditation standards issued by the United States Department of Justice (DOJ). State accrediting entities must comply with the DOJ standards to qualify as independent credentialing bodies. Although the standards issued by the DOJ do not directly impact local law enforcement agencies, the federal action is structured to encourage these agencies to seek state accreditation by making certain federal grant funding dependent on an agency achieving accredited status. Lexipol has updated content to place agencies in the best position possible if and when they elect to seek accreditation. Since this update pertains solely to the Guide Sheet and is applied automatically in your manual, you will not see a flag for this update. Changes to this policy include:

- The Guide Sheet has been updated to include content related to the development and implementation of a comprehensive career development strategy for officers.
- 

### Performance History Audits

This policy is being updated based on a May 2022 Presidential Executive Order and subsequent May 2023 accreditation standards issued by the United States Department of Justice (DOJ). State accrediting entities must comply with the DOJ standards to qualify as independent credentialing bodies. Although the standards issued by the DOJ do not directly impact local law enforcement agencies, the federal action is structured to encourage these agencies to seek state accreditation by making certain federal grant funding dependent on an agency achieving accredited status. Lexipol has updated content to place agencies in the best position possible if and when they elect to seek accreditation. The DOJ standards require an agency to have an early intervention system or other tool to identify problematic performance trends and specific requirements for the system. Changes to this policy include:

- In **PURPOSE AND SCOPE**, content has been updated to specifically reference identifying problematic conduct and providing for necessary interventions as aspects of a performance history audit, some content has been moved to **POLICY**, and capitalization has been corrected.
- **POLICY** has been added as a new section to specifically identify problematic conduct and provide for necessary interventions as aspects of a performance history audit, and some content from **PURPOSE AND SCOPE** has been included. 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.

- **EMPLOYEE REVIEW** has been added as a new subsection in **COMPONENTS OF PERFORMANCE HISTORY AUDITS** to include audit content relating to considerations of interventions to improve performance and prevent avoidable uses of force, and some content from **DATA ANALYSIS AND ACTION** has been included.

Unrelated to the DOJ update, and as part of ongoing quality maintenance of manual content, this policy has been completely revised. 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:

- **RESPONSIBILITIES** has been updated for clarity, and to provide confidential methods to compile and track information regarding performance indicators, and capitalization has been corrected.
- In **COMPONENTS OF PERFORMANCE HISTORY AUDITS**, content has been updated for consistency with best practices, and capitalization has been corrected.
- **PERFORMANCE INDICATORS** has been deleted as a section, added back as a subsection in **COMPONENTS OF PERFORMANCE HISTORY AUDITS**, and updated for clarity.
- **COMPILATION OF DATA** has been deleted in its entirety, and some content has been moved to **RESPONSIBILITIES**.
- **EMPLOYEE NOTIFICATION AND RESPONSE** has been deleted in its entirety because the content is addressed in the Personnel Records Policy.
- **DATA ANALYSIS AND ACTION** has been deleted in its entirety, and some content has been moved to **DATA ANALYSIS** and **EMPLOYEE REVIEW**.
- **DATA ANALYSIS** has been added as a new subsection in **COMPONENTS OF PERFORMANCE HISTORY AUDITS**, to include some content moved from **DATA ANALYSIS AND ACTION**.
- **FOLLOW-UP MONITORING** has been added as a new subsection to address the need, type, and duration of any follow-up.
- **PRIVACY OF DATA** has been renamed **CONFIDENTIALITY OF DATA**, it has been updated for clarity, content regarding access to original reports has been added, capitalization has been corrected, and a serial comma has been added.
- **RETENTION AND PURGING** has been renamed **RETENTION**, and the content has been updated to include best practice direction in records retention, and capitalization has been corrected.



## Minnesota Law Enforcement Manual Updates March 2024

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](mailto:customersupport@lexipol.com).

New Daily Training Bulletins (DTBs) are released specifically to target new policies and changes to your manual and can help your staff become well-versed in your policies. If you are not yet subscribing to the DTBs, please contact Customer 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 3 – General Operations

Vehicle Pursuits

Major

Native American Graves Protection and Repatriation

Major

### Chapter 7 – Equipment

Personal Communication Devices

Major

### Chapter 10 – Personnel

Wellness Program

Critical

Total: 4



## Chapter 3 – General Operations

---

### Vehicle Pursuits

This policy is being updated because the Minnesota Board of Peace Officer Standards and Training has amended its Police Pursuit Model Policy. Lexipol thoroughly reviewed the model policy and compared it to this policy and found them to be substantially similar; therefore, updates are minimal. Changes to this policy include:

- In **DEFINITIONS**, the definition for "vehicle pursuit" has been updated, grammar has been corrected, a citation has been added, and the Edit Level has been changed from "Best Practice" to "State."
- In **OFFICER RESPONSIBILITIES**, a citation has been added, and punctuation has been corrected. The section name is based on a text entity and may vary depending on how you answered the General Information Questionnaire.

---

### Native American Graves Protection and Repatriation

This policy has been updated because regulatory action impacts its content. The update should be accepted and implemented as soon as possible. Federal administrative law sets minimum standards for agency personnel when Native American remains, funerary objects, associated funerary objects, sacred objects, or objects of cultural patrimony are found. The regulatory action reorganizes the law and updates definitions and citations in the Native American Graves Protection and Repatriation Act. Changes to this policy include:

- In **DEFINITIONS**, content has been updated to include the regulatory changes.
- In **POLICY**, content has been updated to include an additional term.
- In **COMPLIANCE WITH THE NATIVE AMERICAN GRAVES PROTECTION AND REPATRIATION ACT**, content has been updated to include an additional term, an additional agency has been added for notification purposes, and citations have been updated.
- In **EVIDENCE AND PROPERTY**, a citation has been updated.
- Serial commas have been added in the updated sections, as appropriate.

Unrelated to the regulatory update, additional changes include:

- In **PURPOSE AND SCOPE**, grammar has been corrected.

## Chapter 7 – Equipment

---

### Personal Communication Devices

As part of ongoing quality maintenance of manual content, several updates have been made to this policy. Changes to this policy include:

- In **PURPOSE AND SCOPE, POLICY, DEPARTMENT-ISSUED PCD, and PERSONALLY OWNED PCD**, content has been updated to clarify circumstances in which agencies may access personal communication devices. One of the section names is based on a text entity and may vary depending on how you answered the General Information Questionnaire.
- **PRIVACY POLICY** has been renamed **PRIVACY EXPECTATION**, and content has been updated to clarify circumstances in which agencies may access personal communication devices.
- **USE OF PERSONAL COMMUNICATION DEVICES** has been renamed **USE OF PCD**, and content has been updated to clarify circumstances in which agencies may access personal communication devices.
- **SUPERVISORY RESPONSIBILITIES** has been renamed **SUPERVISOR RESPONSIBILITIES**, and content has been updated to clarify circumstances in which agencies may access personal communication devices.
- In **USE WHILE DRIVING**, content has been updated for clarity.
- In **OFFICIAL USE**, content has been updated for clarity, some content that is procedural in nature has been removed, and the Edit Level has been changed from "Discretionary" to "Best Practice."
- Throughout the policy, the term "employee" has been replaced with "member".
- In all updated sections, punctuation, capitalization, and grammar have been corrected.
- The Guide Sheet has been updated.

## Chapter 10 – Personnel

---

### Wellness Program

This policy has been updated because legislative action impacts its content. 2023 MN HF 1234, effective July 1, 2024, amended law by requiring law enforcement agencies to provide in-service wellness training as developed and approved by the Minnesota Board of Peace Officer Standards and Training to every peace officer and part-time peace officer, and to maintain written records of the agency's compliance. Changes to this policy include:

- **ADDITIONAL WELLNESS TRAINING FOR OFFICERS** has been added as a new subsection in **TRAINING** to address the requirements. The subsection name is based on a text entity and may vary depending on how you answered the General Information Questionnaire.



## Minnesota Law Enforcement Manual Updates June 2024

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](mailto:customersupport@lexipol.com).

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

Major

### Chapter 3 – General Operations

Officer-Involved Shootings and Deaths

Major

Child Abuse

Major

Information Technology Use

Major

Generative Artificial Intelligence Use

New Policy

Major

### Chapter 5 – Traffic Operations

Traffic Function and Responsibility

Major

### Chapter 6 – Investigation Operations

Forensic Genetic Genealogy

New Policy

Major

### Chapter 8 – Support Services

Records Bureau

Major

Records Maintenance and Release

Major

Total: 9

## Chapter 2 – Organization and Administration

---

### Training

This policy has been updated because legislative action impacts its content. 2023 MN HF 5216, effective July 1, 2024, amended law by adding statutory provisions related to the term "excited delirium." Changes to this policy include:

- **TRAINING RESTRICTION** has been added as a new subsection in **TRAINING PLAN** to prohibit the use of training that includes the detection of or use of the term "excited delirium."

## Chapter 3 – General Operations

---

### Officer-Involved Shootings and Deaths

This policy has been updated because legislative action impacts its content. 2023 MN HF 5216, effective July 1, 2024, amended law by requiring agencies to fully cooperate with and promptly respond to requests for information from the Bureau of Criminal Apprehension regarding an officer-involved death investigation. Changes to this policy include:

- **COOPERATION WITH BUREAU OF CRIMINAL APPREHENSION INVESTIGATIONS** has been added as a new subsection in **CONTROL OF INVESTIGATIONS** to address the new requirement.

---

### Child Abuse

This policy has been updated because legislative action impacts its content. 2023 MN HF 5237, effective July 1, 2024, amended provisions of Minn. Stat. § 243.166 related to the sharing of information regarding the status of an individual as a predatory offender. Law enforcement agencies are authorized to release such information to a child protection worker when it relates to an investigation and a family assessment under Chapter 260E. Changes to policy include:

- In **COORDINATION WITH SOCIAL SERVICES**, content has been updated for clarity and to include the additional allowance, and a citation has been added.

Unrelated to the legislative update, additional changes include:

- In **NOTICE TO PARENT OR CUSTODIAN AND CHILD**, a text entity and punctuation have been corrected.
-

## Information Technology Use

This policy has been updated because legislative action impacts its content. 2023 MN HF 5216, effective July 1, 2024, created a new statutory provision, Minn. Stat. § 16E.36, which requires reporting by public agencies regarding cybersecurity incidents as defined in the statute. Agencies are required to begin reporting cybersecurity incidents December 1, 2024. Changes to this policy include:

- In **DEFINITIONS**, a definition for "cybersecurity incident" has been added, punctuation has been corrected, and the Edit Level has been changed from "Best Practice" to "State."
- **CYBERSECURITY INCIDENTS** has been added as a new section to address the reporting requirements.

---

## Generative Artificial Intelligence Use

### New Policy

This new policy has been developed to provide guidance for law enforcement agencies using generative artificial intelligence (GenAI) systems and information. Highlights include:

- **POLICY** communicates the benefits and risks of GenAI systems for law enforcement use.
- **AI COORDINATOR** designates certain responsibilities to a member.
- **USE OF GENERATIVE AI** outlines the limitations for the use of GenAI systems and AI-generated content.
- **PRIVACY CONSIDERATIONS** explains when protected information may be put into GenAI systems.
- **PROHIBITED USE** outlines the restrictions on the use of GenAI systems and information.

---

## Chapter 5 – Traffic Operations

### Traffic Function and Responsibility

This policy has been updated because legislative action impacts its content. 2023 MN HF 5216, effective July 1, 2024, amended statutory provisions related to traffic stops for certain violations (i.e., Chapter 168 and 169 of the Minnesota Statutes). Minn. Stat. § 169.905, a new statute, prohibits officers from asking motorists stopped for such violations if they can identify the reason for the stop, and requires officers to inform the motorist of a reason for the stop, unless it would be unreasonable to do so under the totality of the circumstances. Changes to this policy include:

- **LIMITATION AND DISCLOSURE OF REASON FOR TRAFFIC STOP** has been added as a new subsection in **ENFORCEMENT** to address 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 **WARNINGS**), first accept all updates. Then, while in the edit mode, hold the cursor over **LIMITATION AND DISCLOSURE**

**OF REASON FOR TRAFFIC STOP**, right-click for options, and select the option "Move." The subsection titles will appear. Select **WARNINGS**, and select "Move" once more. You will be prompted to select "Move Above" or "Move Below." Select "Move Above." KMS will refresh, the new subsection will be in the correct location, and the other subsections will be renumbered. Your agency can also accept all updates without relocating the subsection, but that is not recommended.

## Chapter 6 – Investigation Operations

---

### Forensic Genetic Genealogy

#### New Policy

This new policy provides guidelines for the use of forensic genetic genealogy (FGG). This investigative technique is new to most law enforcement agencies. This policy should be accepted with little to no customization required. Highlights include:

- **PURPOSE AND SCOPE** describes that FGG is used to provide investigative leads.
- **DEFINITIONS** includes technical terms as needed for context.
- **CRITERIA FOR FGG USE** describes the scope for FGG use, which includes exhausting all other reasonable investigative leads and methods before applying FGG to qualifying cases.
- **COORDINATION** details cooperation with prosecutors and medical examiners/coroners, as applicable.
- **POST-IDENTIFICATION** describes appropriate actions and confirmations after an FGG investigative lead has been developed, including that the FGG result alone shall not be the sole probable cause for an arrest or search warrant.
- **PRIVACY CONSIDERATIONS** covers the topic of privacy in FGG; a non-suspect person may have a distant genetic relationship with a suspect who is a complete stranger (i.e., not a known relation).

We encourage you to work closely with your local prosecutors and agency legal counsel with regard to this policy and the use of FGG.

## Chapter 8 – Support Services

---

### Records 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 2009 amended law by adding annual reporting requirements for carjacking information to be reported to the Commissioner of Public Safety by Jan. 15th of each year. Additionally, beginning Aug. 1, 2024, agencies are required to report the

number of mobile tracking device warrants obtained by the agency to the Bureau of Criminal Apprehension. Changes to this policy include:

- In **RECORDS BUREAU**, reporting requirements have been added, punctuation has been updated, and the Edit Level has been changed from "Best Practice" to "State." The subsection name is based on a text entity and may vary depending on how you answered the General Information Questionnaire.

---

### **Records Maintenance and Release**

This policy has been updated because legislative action impacts its content. 2023 MN HF 5216, effective Aug. 1, 2024, enacted new statutory provisions regarding judicial data privacy. As provided in these new judicial data privacy laws, the personal information of all judicial officials collected, created, or maintained by a government entity is considered private data. Changes to policy include:

- In **RELEASE RESTRICTIONS**, a release restriction for the private data of judicial officials has been added, and punctuation has been corrected.