

**WEST HENNEPIN PUBLIC SAFETY DEPARTMENT
BOARD OF COMMISSIONERS
Tuesday, December 10, 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 September 10, 2024, Police Commission Minutes
 - b) Review of September, October, and November 2024 Activity Reports
 - c) Review of September, October, and November 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. 2024 Grant Opportunities for Police Officers
6. Records Management System Discussion on Data
7. Lexipol Policy Updates for WHPS
8. Hennepin County Emergency Management Mitigation Plan for Maple Plain and Independence
9. MRAP Maintenance
10. Succession Planning for Director Position for 2025

New Business

11. West Hennepin Public Safety Department Joint Powers Agreement Review
12. Liability Coverage Waiver Form
13. Part-Time Officers
14. View Santa Overview
15. 2024 Financial Audit
16. 2025 PC Meeting dates: All Meetings Held in WHPS' Conference Room at 8:00 a.m. Suggested dates:
 - January 14, 2025, Regular PC Meeting
 - January 28-30, 2025 - Chief of Police Interviews with entire Police Commission (TDB)
 - February 3 or 4th, 2025 - Chief of Police Offer Extended by PC
 - April 8th, 2025
 - July 22, 2025
 - September 9, 2025
 - December 16 (if needed)
17. Adjourn

POLICE COMMISSION PACKET

POLICE COMMISSION MEETING

WEST HENNEPIN PUBLIC SAFETY

Tuesday, December 10, 2024, 8:00 a.m.

West Hennepin Conference Room

Approval of September 10, 2024, Police Commission Meeting Minutes

Meeting minutes have been included for your review and approval.

September, October and November 2024 Activity Reports

Between January 1 and November 30, 2024, West Hennepin Public Safety (WHPS) handled 4,327 incident complaints: 949 in Maple Plain, 2,108 in Independence.

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

Approval of September, October and November 2024 Claims

September, October, and November 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 November 30, 2024, WHPS has received \$2,456,004 or 101.28% in income with expenses of \$2,172,566 or 89.59%. This is a difference of \$283,438. 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 \$93,350.

Balances of other accounts: Crime Prevention \$2,306, Federal Forfeiture \$184,965, Reserves \$2,937 Capital Outlay \$85,080, Military Leave PERA \$25,284, Severance \$73,735, and Public Safety Aid \$168,141.

2024 YTD Accrued Vacation/Comp/Sick Time

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

Items of Interest/Community Events

- September 5 - WHPS attended vehicle fair for Orono Discovery Center
- September 11 - WHPS department meeting and Officer Vorderbruggen Oath of Office
- September 16 - EMR Refresher at Maple Plain Fire for many WHPS officers
- September 27 - WHPS participated in Orono High School homecoming parade
- October 1- Officer Williams started at WHPS
- October 2 - Coffee with a Cop at Haven Homes
- October 7 - WHPS attended Maple Plain Fire Open House

- October 8 - WHPS attended West Hennepin Chamber Meeting
- October 26 - Chief Kroells trained election judges at City of Independence on security plan
- October 26 - WHPS attended the Trunk or Treat event for WHCC in Maple Plain
- October 28 - Chief Kroells trained Maple Plain Staff on election security plan
- October 14 - Chief Kroells met with elected officials and City Administrators for succession plan
- October 14 - WHPS attended Maple Plain Fire Commission meeting
- October 15 - WHPS' carpets professionally cleaned for police facility
- November 1 - Officer Ebeling promoted to Sergeant
- November 5 - WHPS installs multi-factor authentications on all devices per BCA and IT provider
- November 7 - WHPS updates radio programming for all squads and radios
- November 8 - WHPS officers participated in mandatory use of force training
- November 12 - Maple Plain Fire Commission
- November 14 - Highway 12 Safety Coalition attended by WHPS
- November 21 - Lakes Area Emergency Management Tabletop Exercise attended by WHPS
- November 21 - WHPS officers attended Wayzata Chief's retirement open house
- November 22 - WHPS investigated a two-vehicle single fatality crash on Highway 12 in Independence
- November 25 - City of Maple Plain honored Reserve Officer Schreier with Good Neighbor award
- November 26 – Chief Kroells took two young boys and their dad out to lunch as the winners of the Trunk or Treat's 'Lunch with the Chief. A thank you card from the family is included in the Police Commission packets.
- December 3 - Mayor Johnson's last city council meeting as an elected official

2024 Grant Opportunities for Police Officers

Avery Freeman has been awarded the Intensive Comprehensive Peace Officer Education and Training Program (ICPOET) grant. He began attending Hennepin Technical College on October 14, 2024, and will graduate with their law enforcement degree in March 2025. Once Avery passes his training and takes his Peace Officer Standard and Training licensing exam, he is eligible to be licensed as a police officer. His anticipated start date at WHPS is April 1, 2025. The ICPOET grant allowed WHPS to add an 11th police officer to our roster.

Chief Kroells will be attending a press conference on December 10, 2024, at Hennepin Technical College to promote the ICPOET Grant success with the MN Department of Public Safety.

WHPS has not posted for the Pathways to Policing Grant. This is a matching grant whose recipients must be eligible to be licensed as a police officer by June 2026. Sgt. Howes is reviewing our options with our grant coordinator to recruit the best candidate for our agency.

Records Management System (RMS) Discussion

WHPS, along with our eleven partner agencies in the Lake Minnetonka Area Consortium (LMAC), have been patiently waiting for Central Square to secure our record management system (RMS) called Law Enforcement Technology Group (LETG) data at the South Lake Police Department. Central Square is slow playing our agency along with our IT specialists to transfer the data, so it is in our possession vs. at Central Square.

A meeting between all agencies, our IT contractors and Central Square was on December 3, 2024. The meeting was eventually productive as Central Square tried backing out of our signed agreement to move the data. They later honored the contract to complete the data migration.

Lexipol Policy Updates

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. The policies are reviewed and approved with those additions and changes by WHPS Director.

The following policies were updated:

- 300 Use of Force
- 307 Firearms
- 415 Field Training Officer Program
- 1000 Recruitment and Selection
- 1029 Personnel Employment
- 1034 Job Description - Director of Public Safety

These policies have been included for your review.

Hennepin County Emergency Management Mitigation Plans

On December 13, 2023, Chief Kroells informed the police commission he had completed a request by Hennepin County Emergency Management to identify the County's major hazards, assess the vulnerability, and to reduce risk by using a variety of data and best practice measures to implement mitigation projects for the City of Maple Plain and the City of Independence.

The final countywide mitigation plan was approved by the Hennepin County Commissioners in the summer of 2024. Maple Plain approved the mitigation plan resolution on October 28, 2024, and City of Independence approved it on October 15, 2024. These approved resolutions have been forwarded to Hennepin County Emergency Management.

MRAP Maintenance and Repairs

On September 20, 2024, Orono Public Works completed all necessary minor and more serious repairs on the MRAP. Those included: gas tank repair, brakes and rotors, air leaks, fluid changes, AC repairs and minor electrical issues. An invoice was received for these services and paid out of the Lake Minnetonka SWAT budget. Total invoice for parts and supplies was \$4,672. An appreciation letter was sent to the two mechanics who completed the repairs.

Succession Planning for Director Position in 2025

Director Kroells has announced he is retiring on April 30, 2025. His last expected date in the office will be April 23, 2025.

On October 14, Director Kroells had an opportunity to meet with the police commission chair, vice chair, and both city administrators. During this discussion, Director Kroells wanted to bring forward a plan to the police commissioners to allow both internal and external candidates to apply for the position.

Director Kroells has provided a copy of the job posting, timeline for the hiring process, a job description, and minimal requirements for the position. Director Kroells is requesting approval to move forward with the hiring process.

West Hennepin Joint Powers Agreement Review

Over the years, I have been asked by both cities to provide the current copy of the Joint Powers Agreement (JPA) between the Cities of Maple Plain and Independence regarding West Hennepin Public Safety Department. WHPS is currently operating on a 1995 signed JPA. The original JPA was signed in 1978, updated in 1995 and an attempt by the Police Commission fell short in 2009 and 2019 to update the JPA.

In 2009, the City of Maple Plain had moved forward to sign a resolution approving an updated JPA on September 28, 2009, and the City of Independence would do the same on October 13, 2009. In my research, it was learned the 2009 JPA was signed by the Maple Plain City Council but was not approved by the Independence City Council on those respective dates.

I have attached the current signed JPA from 1978 and 1995. The current JPA allows a 367-day notice to end this JPA contract. I would ask the Police Commission to consider a simple resigning of the current JPA. By doing this, it would secure a three-year JPA with WHPS, City of Maple Plain, and City of Independence. This provides a simple solution to provide stability for both cities and our police department.

I am looking for direction from the Police Commission on how they would like to proceed with the current and future JPA.

Liability Coverage Waiver Form

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

Part-Time Officers Hiring

Over the past year, West Hennepin Public Safety Department began the process of hiring part-time police officers who are currently working as full-time police officers at another agency. Originally, we hired three part-time police officers but two of them have left after taking new positions at another police department within Hennepin County.

WHPS has one remaining part-time officer who is working out exceptionally well. Director Kroells is requesting to open our part-time police officer position again to find two more part-time officers as we enter 2025. This could be a great opportunity to have a couple of extra part-time officers available to fill in some shifts vs. paying overtime.

2024 View Santa

View Santa will be held on Saturday, December 6, 2024. This event is always a huge success. It's hard to believe it's been going strong for 44 years. Director Kroells will update the Police Commissioners on the total pounds of food collected for the food drive along with cash donations.

2024 Financial Audit

ABDO Solutions will conduct WHPS' 2024 audit on February 5 and 6, 2025. The results will be presented at our next Police Commission meeting in April.

2025 Police Commission Dates and Times

Police commission meetings are held quarterly with meeting dates in January, April, July (budget), September, and one in December, if needed. Listed below are the 2025 meeting dates:

- January 14, 2025 - Regular PC Meeting
- January 28-30, 2025 - Chief of Police Interviews with entire Police Commission (TDB)
- February 3 or 4, 2025 - Chief of Police Offer Extended by Police Commission
- April 8, 2025
- July 22, 2025 (Budget)
- September 9, 2025
- December 16, 2025 (if needed)

**WEST HENNEPIN PUBLIC SAFETY DEPARTMENT
BOARD OF COMMISSIONERS
Tuesday, September 10, 2024
8:00 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 8:00 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: Maple Plain City Administrator Jacob Kolander

Guests: None

2. Additions to the Agenda

There were no additions to the agenda.

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

3. *Consent Agenda*****

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

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

Motion by McCoy, seconded by Burak, to approve the consent agenda items with one correction – in the Director's News and Notes, page 1, third item, correct the heading.

Approval April, May, and June 2024 Claims to read **Approval of July and August 2024 Claims**. All voted aye. Motion carried. The July and August 2024 claims were signed, subject to audit.

Director Kroells was asked what the funds in the Forfeiture Fund checking account can be used for. He explained this checking account has slowly been increasing due to state and federal cases being closed and funds distributed to participating agencies. Any

cases under \$50,000 the funds stay in the drug task force budget but any over \$50,000 is distributed to the participating agencies. He intends to use these funds for a new RMS software system, but it can be used for other things as well.

4. Items of Interest – Community Events

The following items were reviewed:

- July 25 - West Metro Drug Task Force meeting attended by Chief Kroells
- July 31 - Meeting with Tegrete regarding new cleaners at WHPS
- August 1 - Officer Vorderbruggen started at WHPS
- August 3 - WHPS and MP Fire performed traffic control for Tour De Tonka
- August 5 - Honor the Blue event in Delano attended by Chief Kroells
- August 4 - WHPS and MP Fire assisted Twin City Polo Classic event
- August 6 - Night to Unite block parties attended in Maple Plain and Independence
- August 12 - Chief Kroells attended MP Fire Commission meeting.
- August 13 - WHCC Summer Potluck at Rainbow Park
- August 19 - Battle of the Badges Softball Game at Timpe Field in Maple Plain. Next year's game will be held August 18, 2025.
- September 5 - Highway 12 Safety Coalition meeting
- Thank you email from Mayor Maas-Kusske to Officer Vorderbruggen and Chief Kroells for traffic control for sign installation on Hwy 12 and Budd Ave
- Letter of Recognition for Officer Ebeling
- Letter of Recognition for Officer Lueth

Old Business

5. Police Officer Hiring Update

August 1, 2024, Police Officer Micah Vorderbruggen began his employment with WHPS and has completed all his law enforcement training. A job offer was made to another applicant who, pending a successful background and testing, will begin employment with WHPS as a police officer with a projected date of October 1, 2024.

6. Grant Opportunities for Police Officers

Applicant Avery Freeman has successfully completed his conditional offer and been awarded the Intensive Comprehensive Peace Officer Education and Training (ICPOE) program. He will begin attending Hennepin County Technical College on October 14, 2024, and graduate in March 2025 with a law enforcement degree. Upon passing his training and Peace Officer Standard and Training (POST) license exam, his anticipated start date with WHPS as a police officer is April 1, 2025. He will be WHPS' 11th officer. WHPS will begin posting for a Pathways to Policing Grant candidate after all other positions have been filled, possibly in October 2024. Director Kroells feels there will be more grants made available for agencies to apply for in the future.

7. Body Worn Camera Audit Completed

WHPS' independent audit has been completed and a copy of the report was included in the police commissioners' packets. There were two areas noted; retention of data and WHPS' BWC policy did not include several requirements that went into effect after WHPS' policy was written. These findings have been corrected and after the police

commission's approval of audit, it will be forwarded to required members of the Legislative Commission on Data Practices and Personal Data Privacy as well as the ranking minority members of the House and Senate Committee who have jurisdiction over data practices and public safety. Motion by McCoy, seconded by Johnson, to approve the BWC audit.

8. Records Management Systems Discussion on Data

WHPS and its eleven partnering agencies in the Lake Minnetonka Area Consortium (LMAC) have been given permission from Hennepin County IT Department and CentralSquare to retrieve our data from CentralSquare so we can secure it at our onsite server at South Lake Minnetonka Police Department. Details of the transfer of data is being worked on.

Director Kroells was asked about the history of the LETG software system. He explained when it was created, 200 Minnesota law enforcement agencies began using it. LETG was purchased by Zuercher. Zuercher was purchased by Trittech and Trittech was purchased by CentralSquare.

9. 2025 Preliminary Budget Discussion

The 2025 budget reflects a 7.5% increase. The cities' increases are 8.4% for Independence and 5.3% for Maple Plain. It includes a 5% wage increase in 2025, a 3% wage increase in 2026, a \$1,200 increase for investigators and FTO's will receive two hours of Straight Comp per FTO shift worked, minimum of 8-hour shift. The budget revision presented in this meeting reflects an approximately \$22,000 decrease by Director Kroells making some adjustments in a few other line items. He was able to lock fuel in at \$2.99/gallon.

Discussion was had on the updated proposal for Prior Service Credit (PSC) - criteria for PSC, the waiting period, and the formula being used. The police commission was comfortable the PSC as presented. Motion by McCoy, seconded by Burak, to approve the amended budget and present it to the city councils for approval. All voted aye. Motion carried.

10. Promoting a Second Sergeant in 2024, Interviews to be Set with Police Commissioners

The second sergeant posting was posted with an application deadline of September 4, 2024. Four applications were received. Essay questions will be scored by Sgt. Howes and the applicants interviewed on September 17, 2024, by one panel made of the mayors and city administrators of Independence and Maple Plain, then a second panel made up of metro area supervisors. The top two candidates will take a psychological evaluation and have a final Chief's interview before the top candidate is chosen. The expected start date for the second sergeant position is November 1, 2024.

11. New Squad

A 2025 Chevy Silverado has been purchased and received. Officer Nick Eldred is working with Guardian Fleet in Clearwater, MN, to get it set up. It is anticipated they will start on the setup in October 2024.

New Business

12. Field Training Manual Software/Update

WHPS upgraded its training software program for Field Training Officers (FTO) to Power DMS by NEOGOV. The manual is in the final stages of completion by Officers Anderson and Ebeling.

13. Lexipol Policy Updates for WHPS

The following policies were updated:

- 306 Officer-Involved Shootings and Deaths
- 328 Death Investigations
- 404 Ride-Along
- 421 Portable Audio/Video Recorder
- 805 Animal Control.

14. MRAP Maintenance and Repairs

SWATMOD, located in St. Cloud has been used for repair and maintenance on the MRAP but they're too expensive, it takes too long to get the MRAP back and they're more into modifying this type of vehicle. With the help of Orono Police Chief Farniok, Orono Public Works has agreed to provide labor and routine maintenance to the MRAP at no cost to WHPS or the Lake Minnetonka SWAT team. The SWAT team will handle parts or all agencies in the Lakes Area will be invoiced. Orono Public Works has repaired issues such as the gas tank, brakes and rotors, air leaks, fluid changes, and A/C repairs and minor electrical issues. Who will be financially responsible for larger, more expensive repairs is in the process of being decided. The Police Commission will write a thank you letter to Chief Farniok.

15. PERA Buy-Back Service Credits

Officer Raskin has five years to buy back service credits from PERA for the time he was deployed 2020-2021. WHPS has been setting money aside annually to cover its employer portion. Officer Raskin is planning to buy back his service credits in early 2025 but Director Kroells believes he has until 2026 to do so.

16. Hennepin County Emergency Management Mitigation Plan for Maple Plain and Independence

The last time Director Kroells completed an assessment of both cities' mitigation plan was in 2015. In 2023, he was asked by Hennepin County Emergency Management (HCEM) to complete a new assessment. It was completed and presented in December 2023 to HCEM, both city administrators, and the police commission. No action by the police commission was required at that time and both cities were advised in Spring 2024 a final plan would be provided by Hennepin County Emergency Management and Hennepin County Commissioners who would ask for approval of the mitigation plan. Approval is now being requested. Hennepin County provided a sample resolution and is asking both cities to approve it at a council meeting. Director Kroells will forward the public version to the police commissioners. The city councils will review for approval.

17. Succession Planning for Director Position for 2025

Director Kroells has put in 28 years of service to WHPS. Upon his retirement, he will have served a total of 31 years in Hennepin County. Per his contract, he provided the police commission with a six-month notice of his intention to retire from law enforcement in April 2025. He asked what and or how the police commission would like to proceed in finding his replacement. The Police Commission will put a committee together to discuss options.

18. PC Meeting Dates

The Police Commission agreed to meet on December 17, 2024, at 8:00 a.m., in WHPS' conference room. This is the last scheduled meeting in 2024.

19. Adjourn

Motion by McCoy, seconded by Johnson, to adjourn. All voted aye. Motion carried. The meeting adjourned at 9:16 a.m.

Date: October 4th, 2024

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

From: Director Gary Kroells

SUBJECT: SEPTEMBER 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

September 2024

Offense	This Month	Same Month Last Year	This Year To Date	Last Year To Date
City Of Independence				
Criminal	4	6	28	34
Traffic	82	72	676	802
Part III	6	19	72	41
Part IV	28	33	286	277
Part V	113	120	997	1,011
Total City of Independence	233	250	2,059	2,165
City Of Maple Plain				
Criminal	3	8	22	34
Traffic	39	65	208	339
Part III	4	10	34	22
Part IV	27	28	206	231
Part V	51	50	450	403
Total City Of Maple Plain	124	161	920	1,029
Grand Total Both Cities	357	411	2,979	3,194
TZD	40	94	268	387
Agency Assists	33	22	240	215
Total ICR Reports	430	527	3,487	3,796
How Received				
Fax	4	5	42	79
In Person	5	14	115	111
Mail	1	0	8	3
Other	2	1	5	9
Phone	20	33	206	236
Radio	173	165	1,426	1,361
Visual	181	255	1,274	1,620
Email	13	17	147	144
Lobby Walk In	31	37	264	233
Total	430	527	3,487	3,796

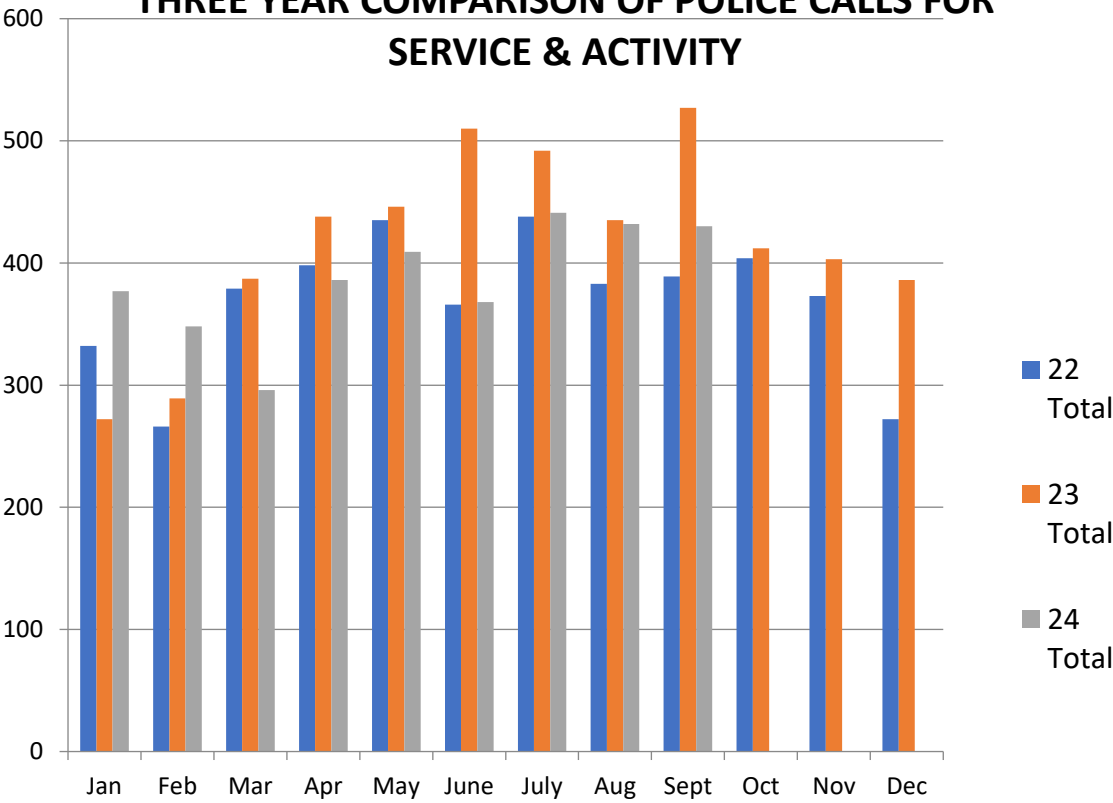
September 2024 Part I & II**City of Maple Plain #'s 1 & 2**

AGN	ICR	Title	Create Date	Grid #	MOC range	UCR Part
WHPS	24003217	Recovered Stolen Trailer	2024-09-12	01	U1512	1
WHPS	24003230	Domestic – Disorderly Conduct	2024-09-13	01	N3030	2
WHPS	24003249	Domestic Report	2024-09-01	02	AK401	2

September 2024 Part I & II**City of Independence Grid #'s 3-5**

AGN	ICR	Title	Create Date	Grid #	MOC range	UCR Part
WHPS	24003249	DWI Narcotics	2024-09-14	03	DH538	2
WHPS	24003481	5 th Degree CSC	2024-09-29	03	LAA75	2
WHPS	24003287	2 nd Degree CSC	2024-09-17	04	L3020	2
WHPS	24003381	GM Assault – Warrant Arrest	2024-09-23	04	AD353	2

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



DIRECTOR'S NEWS & NOTES

WEST HENNEPIN PUBLIC SAFETY

September 2024 Activity Report

Year to Date Activity Report

At the end of September 2024, West Hennepin Public Safety (WHPS) handled year-to-date a total of 3,487 incident complaints. For the month of September; 233 incidents occurred in the City of Independence and 124 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.

Domestic

September 1

5200 block of Bryantwood Drive, Maple Plain. Officer was dispatched to check the welfare of the reporting party's daughter. Reporting party advised her daughter is in an abusive relationship. Officer arrived on scene and spoke to the victim who advised she was asleep when her husband began kicking the bed and then kicked her in the back. The suspect left before officers arrived on scene. A warrant was issued for his arrest due to previous domestic assault convictions. Pending arrest.

Suspicious Activity

September 2

4900 block of South Lake Shore Drive, Independence. Officer was dispatched to a suspicious sound. Reporting party advised it sounded like a rock being thrown into the water and was sure it wasn't a fish. Officer arrived on scene and learned they were outside with their dog and heard the sound but didn't see anything. Officer used night vision technology and didn't see anything suspicious.

Crash

September 5

Intersection of Highway 12 and County Road 90, Independence. Officer was dispatched to a hit and run property damage crash. Officer spoke to the reporting party who advised the vehicle attempted to pass the reporting party in the roundabout. The vehicle merged into the inside lane sideswiping the reporting party's vehicle. Reporting party provided good vehicle and suspect descriptions, but the officer was unable to locate them.

Suspicious Activity
September 6

1500 block of Wyman Avenue, Maple Plain. Officer was dispatched to a report of possible juveniles attempting to enter a vacant building. Officer responded and observed the alarm sounding. Officer checked the exterior of the building and found a door unsecure. Officer cleared the building and resecured the door.

Suspicious Activity
September 7

2500 block of County Road 92, Independence. Officer was dispatched to a report of suspicious activity. Reporting party was watching the house for a friend when a vehicle pulled into the driveway and two male occupants asked if the reporting party had any work for them. She informed them it wasn't her house and the subjects asked again. The reporting party asked them to leave, which they did. Officer was unable to locate a vehicle matching the description provided.

Unwanted Person
September 8

5300 block of Highway 12, Maple Plain. Officer responded to a report of an unwanted person. Officer arrived on scene and spoke to the reporting party who advised there was a tenant who was allowing a visitor to be in his room with a dog, which is against the rules. Officer made contact and advised her, and the dog have been requested to leave. Both parties appeared heavily intoxicated but cooperated and left the property.

Welfare Check
September 11

Intersection of County Road 6 and Kuntz Drive, Independence. Officer was dispatched to a welfare check regarding an elderly male walking on the shoulder. Officer arrived in the area and spoke to the subject who advised he was going for a walk. The subject was unable to explain where he was going or coming from. He appeared very disoriented and confused. A family member was contacted, and the subject was transported home.

Domestic
September 13

Intersection of County Line Road and Elm Avenue, Independence. Officer was on routine patrol in the area and observed a female walking down the road away from the car. The male party appeared to have just started to walk away as well. Officer made contact and determined the two are mother and son and had been arguing over politics. Officer was able to get the two to agree to get along.

Domestic

September 13

4800 block of Highway 12, Maple Plain. Officer was dispatched to a female hitting a male at a local establishment. Officer arrived on scene and spoke to the parties involved. The female became hysterical and was obviously very intoxicated. In speaking with witnesses, they all advised the female was physical with the male. The female was written a citation for disorderly conduct.

Hunting Complaint

September 14

Intersection of Budd Street and Pagenkopf Road, Independence. Officer was dispatched to a hunting complaint in the area. Reporting party advised she goes on walks in the area frequently and was concerned if they could hunt there. Officer spoke to the reporting party and explained hunting rules and they were hunting legally.

Arrest

September 14

1900 block of County Road 92, Independence. Officer initiated a traffic stop on a vehicle speeding and various lane violations. Officer spoke to the driver who was displaying signs of impairment. Driver was arrested for DWI. Driver granted consent to search the vehicle. Officer located a bundle of Fentanyl wrapped in tinfoil and other paraphernalia. She was transported to the hospital for a blood draw. Officer transported her to her residence pending charges.

Juvenile Complaint

September 16

3000 block of Independence Road, Independence. Officer observed a juvenile riding a dirt bike on the city roads. Once the juvenile observed the officer, they stopped and made a U-turn. Officer spoke to the juvenile who was warned the previous day for riding in the area. Officer spoke to the juvenile's father.

Medical

September 17

100 block of Copeland Road, Independence. Officer was dispatched to a patient who fell and was bleeding. Officer arrived on scene and spoke to witnesses on scene who advised the patient was painting shutters and fell off a ladder into freshly cut shrubs. A branch lacerated her thigh, and it was visibly pushing against the other side of her skin. Life Link Air Care responded and transported the patient to the hospital.

Suspicious Activity
September 19

5400 block of Bryant Street, Maple Plain. Officer was dispatched to a suspicious vehicle in the area. Officer arrived on scene and found the vehicle parked near the construction site. Officers checked the area due to recent calls about kids exploring in a nearby abandoned building. It was determined the vehicle is likely a construction vehicle.

Mental Health
September 22

1900 block of County Road 90, Independence. Officer was dispatched to a possible mental health concern in the city hall parking lot. Officers arrived on scene and spoke to the female who advised she was there to vote. To her surprise, the officer advised it was a Sunday and the city hall was closed. She was easily distracted, forgetful, and did not seem to know what was going on without being prompted. Officer spoke to her roommate who advised she struggles with dementia. Case to be forwarded to social workers for resources.

Mental Health
September 27

9500 block of Roy Road, Independence. Officer was dispatched to an elderly female with dementia who was throwing and breaking items. Reporting party also advised the subject had a knife but was able to take the knife away from her. Officer arrived on scene and observed items in disarray. Officer restrained the suspect to ensure she was unable to harm herself. North Memorial Paramedics arrived, and the subject was placed on an emergency transport hold to the hospital.

Fireworks Complaint
September 28

1800 block of Baker Park Road, Maple Plain. Officer was dispatched to a possible shot heard call. Reporting party advised they heard approximately 20 shots fired. Officer was in the area and identified the sounds as fireworks. Officer notes multiple schools around the area were celebrating homecoming and suspected that's where the fireworks were coming from.

Welfare Check
September 29

Intersection of County Road 6 and Wild Oak Trail, Independence. Officer was on routine patrol and observed a bicyclist sitting on the side of the road. Officer stopped to check on the individual who advised he was fine and just taking a break.

Date: November 13th, 2024

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

From: Director Gary Kroells

SUBJECT: October 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

October 2024

Offense	This Month	Same Month Last Year		This Year To Date		Last Year To Date
City Of Independence						
Criminal	6	3		34		37
Traffic	85	91		761		893
Part III	12	6		84		47
Part IV	30	38		316		315
Part V	85	134		1,082		1,145
Total City of Independence	218	272		2,277		2,437
City Of Maple Plain						
Criminal	2	1		24		35
Traffic	21	28		229		367
Part III	8	5		42		27
Part IV	28	22		234		253
Part V	62	61		512		464
Total City Of Maple Plain	121	117		1,041		1,146
Grand Total Both Cities	339	389		3,318		3,583
TZD	0	0		268		387
Agency Assists	29	23		269		238
Total ICR Reports	368	412		3,855		4,208
How Received						
Fax	6	11		48		90
In Person	10	21		125		132
Mail	2	0		10		3
Other	0	0		5		9
Phone	26	32		232		268
Radio	175	170		1,601		1,531
Visual	126	128		1,400		1,748
Email	13	19		160		163
Lobby Walk In	10	31		274		264
Total	368	412		3,855		4,208

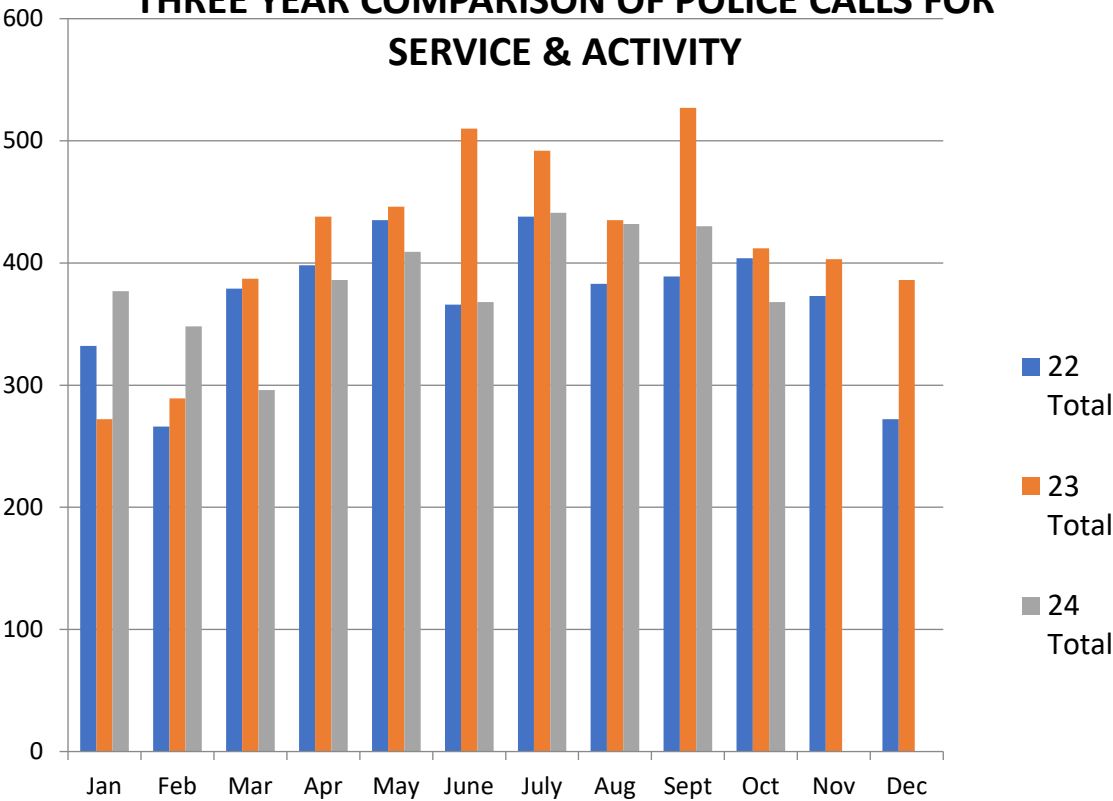
October 2024 Part I & II**City of Maple Plain #'s 1 & 2**

AGN	ICR	Title	Create Date	Grid #	MOC range	UCR Part
WHPS	24003633	Arrest – Trespassing	2024-10-12	02	P3310	2
WHPS	24003715	Trespassing – 1 st Degree DWI Arrest	2024-10-20	02	DH5C0	2

October 2024 Part I & II**City of Independence Grid #'s 3-5**

AGN	ICR	Title	Create Date	Grid #	MOC range	UCR Part
WHPS	24003687	4 th Degree DWI – Blood	2024-10-18	03	JG601	2
WHPS	24003713	Burglary	2024-10-20	03	B2734	1
WHPS	24003830	Damage to Property	2024-10-29	03	P1194	2
WHPS	24003654	Arrest – 4 th Degree DWI	2024-10-14	05	JG501	2
WHPS	24003733	Underage Drinking – Not a Drop	2024-10-21	05	J3T01	2
WHPS	24003735	Arrest – DWI Narcotics/Blood Test	2024-10-22	05	JF608	2

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



DIRECTOR'S NEWS & NOTES

WEST HENNEPIN PUBLIC SAFETY

October 2024 Activity Report

Year to Date Activity Report

At the end of October 2024, West Hennepin Public Safety (WHPS) handled year-to-date a total of 3,855 incident complaints. For the month of October; 218 incidents occurred in the City of Independence and 121 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.

Driving Complaint

October 1

Intersection of County Road 92 and County Road 6, Independence. Officer was dispatched to a reporting of a vehicle tailgating and passing in a four-way intersection. Officer arrived in the area and located the vehicle. Office made contact to the driver who denied the allegations. Verbal warning for the violations.

Medical

October 2

1400 block of Parkview Road, Maple Plain. Officer was dispatched to a terminally ill cancer patient that has been feeling weak and has not eaten. Officer arrived on scene and took vitals which showed his blood sugar slightly elevated. North Memorial Paramedics arrived on scene and transported the patient to the hospital.

Motorist Assist

October 3

Intersection of County Road 11 and Lake Sarah Road, Independence. Officer was dispatched to a call where a vehicle had a flat tire. Officer arrived on scene and spoke to the driver who advised they were unable to change the tire and had a tow on the way.

Missing Property

October 3

9200 block of Highway 12, Independence. Officer was dispatched to take a report of stolen political signs. Officer spoke to the reporting party, and it was found the signs may have been in the road right-of-way which is why they may have been taken down. He was reminded to ensure the signs are kept on his property.

Suspicious Activity

October 4

5300 block of Bryant Street, Maple Plain. Officer was dispatched to a possible homeless encampment on the railroad tracks. Reporting party is a public works employee and observed a tent in the railroad right-of-way. Officer arrived and found no person on site or in the tent. Officer observed the tent to be full of personal belongings. Railroad maintenance was in the area, and they were advised of the tent. Officer left a note and a business card in the tent.

Domestic

October 5

1500 block of Howard Avenue, Maple Plain. Officer was dispatched to a possible domestic report. Reporting party advised they heard a male and female yelling and throwing things. Officers arrived on scene and checked the area but were unable to find any signs of a domestic. Officers monitored the area for a long period of time and didn't receive further calls.

Animal Complaint

October 6

Intersection of County Road 92 and Highway 12, Independence. Officer was dispatched to a report of loose goats in the roadway. Officer made contact with the animal owner who advised her goats got out and they were in the process of wrangling them.

Suspicious Activity

October 7

Budd Avenue and Bryant Street, Maple Plain. Officer was dispatched to a suspicious activity report. Reporting party advised she was in the area and observed a vehicle parked facing the railroad tracks. Reporting party asked the occupants what they were doing, and they advised they were waiting for a train. Officer arrived on scene and were unable to locate a vehicle matching the description. Officers noted that train watching is a popular hobby for some people.

Crash

October 10

2300 block of Budd Street, Independence. Officer was dispatched to a crash where a vehicle drove off the road and continued down into the embankment. Driver was able to steer right and avoid entering the lake. Driver advised his brakes completely gave out and was unable to stop. Officer confirmed the brakes were not operating. A tow was arranged, and the driver was transported to a nearby gas station to wait for a ride.

Suspicious Activity

October 10

2300 block of Budd Street, Independence. Officer was dispatched to a suspicious activity report where people were parked in a darked-out vehicle. Officer arrived on scene and the vehicle was occupied by a group of neighbors trying to see the northern lights.

Suspicious Activity

October 11

5000 block of Independence Street, Maple Plain. Officer was dispatched to a suspicious person who was possibly homeless in the woods. Reporting party advised he has been seen around with luggage and black bags. Officer arrived on scene and located the individual who advised he camped in the woods overnight because we couldn't get a ride. Officer gave him a ride to Walmart in Maple Grove.

Medical

October 12

4400 block of County Road 92, Independence. Officer was dispatched to a patient with a head injury after falling off a horse. Officer arrived on scene and did not observe obvious signs of trauma. It was reported the patient was ejected off the horse and over a four-foot fence. Fire departments and North Memorial Ambulance arrived on scene and took over patient care. Patient was transported to the hospital.

Arrest

October 12

5800 block of Highway 12, Maple Plain. Officer was dispatched to a trespassing complaint at a locker business. Officers responded to the business and attempted to locate the suspect. Eventually, the suspect was found on the railroad tracks where he led officers on a short foot pursuit. Suspect was later taken into custody and charged with trespassing and fleeing on foot. He was transported to Hennepin County Jail.

Solicitor Complaint

October 13

1400 block of Halgren Road, Maple Plain. Officer was dispatched to a person soliciting without a permit. Reporting party advised they are required to have a permit in order to solicit in the city. Subject was polite and advised he didn't know. Officer was unable to locate the suspect.

Arrest
October 14

Intersection of County Road 92 and County Road 11, Independence. Officer was on routine patrol and observed a vehicle with an equipment violation. Officer spoke to the driver and observed signs of impairment. Driver refused a preliminary breath test and was ultimately placed under arrest for suspicion of DWI. He was transported to the police department to be booked where he subsequently agreed to an evidentiary breath test which indicated .09. He was released with a citation for 4th degree DWI, no proof of insurance, and open bottle.

Medical
October 15

3600 block of Ihduhapi Trail, Independence. Officer was dispatched to a patient in seizure. It was reported the patient was uncooperative. Officer arrived on scene and spoke to the patient who denied having a seizure. Patient was very agitated, and staff assisted with calming the patient down. North Memorial Paramedics were able to take vitals but ultimately, the patient refused further medical services.

Medical
October 17

6200 block of Waldmar Way, Independence. Officer was dispatched to a patient who fell with a head injury. Officer arrived on scene with North Memorial Paramedics. Patient had a large visible hematoma on her forehead with a large amount of blood. Patient was alert and conscious but smelled strongly of alcohol. Patient refused to be taken to the hospital and she was advised an emergency evaluation would be completed if she did not comply. She eventually agreed to be taken to the hospital for further evaluation.

Arrest
October 18

200 block of County Road 92, Independence. Officer was on routine patrol and observed a vehicle driving over the posted speed limit. Officer stopped the vehicle and spoke to the driver and noted the odor of marijuana as well as alcohol coming from the vehicle and driver. The driver admitted to smoking marijuana prior to driving and heavily drinking the night before. A series of tests were completed, and it was believed the driver was under the influence of both alcohol and marijuana. The driver was ultimately arrested and taken to the hospital for a blood draw. He was released to a sober party pending blood results and charges.

Burglary
October 20

200 block of County Road 19, Independence. Officer was dispatched to a burglary report. The reporting party advised he came home from being gone over the weekend to find his home was gone through and items were missing. The reporting party advised there was no forced entry, and the suspect(s) may have found the spare key. Suspects went through multiple rooms, slept in his bed, drank his beer, and ate some food. There was also property that was stolen. Case under investigation.

Arrest
October 20

5800 block of Highway 12, Maple Plain. Officer was dispatched to a trespassing complaint. Officers arrived on scene and located the suspect. He was also found to be in physical control of his vehicle and suspected to be under the influence. Suspect was taken into custody and a search of the vehicle was conducted. Multiple paraphernalia items were found as well as a blue pill and a crystal-like substance which field tested positive for methamphetamine. A search warrant was obtained for a blood draw. Suspect was arrested for suspected 1st degree DWI, 5th degree drug possession, ignition interlock violation, B-card violation, and trespassing. He was booked and transported to Hennepin County Jail.

Mental Health
October 21

2200 block of Independence Road, Independence. Officer was dispatched to a report of a subject running along the ditch, hiding, and yelling that someone is going to get them. Officer arrived on scene and found the subject walking in the middle of the street. Officer observed the subject had ripped and soiled clothing and appeared to have dried blood near their eye but denied being hurt or assaulted. Subject was showing signs of paranoia, narcotic intoxication, and inability to care for themselves. North Memorial Paramedics responded to the scene and transported the subject to the hospital for an emergency hold.

Arrest
October 22

Intersection of County Road 6 and Nelson Road, Independence. Officer was on routine patrol and observed a vehicle that was speeding. Officer stopped the vehicle spoke to the driver and found the driver showing signs of impairment. Driver was ultimately arrested for suspected DWI. A search of the vehicle was conducted, and multiple items of paraphernalia were seized. A handgun was located and permit to carry was found. His eligibility to carry a firearm will be reviewed. A search warrant for blood was obtained. Pending results and charges.

Mental Health
October 23

Intersection of Main Street and Howard Avenue, Maple Plain. Officer was dispatched to a welfare check where a person was walking in traffic. Officer arrived on scene and spoke to the individual who was displaying signs of impairment and was still wearing hospital clothing. It was found to be the same individual from a prior call. The subject didn't want to go to the hospital again and agreed to go to a shelter for resources.

Found Property
October 24

5000 block of Independence Road, Maple Plain. Officer was dispatched to a found jar of suspected marijuana. Officer arrived on scene and took possession of the jar. The green leafy substance smelled more like herbs than marijuana. The property was disposed of.

Driving Complaint
October 26

Intersection of County Road 92 and County Road 11, Independence. Officer was dispatched to a traffic complaint where a vehicle was tailgating her and passed at a high rate of speed. The reporting party followed the vehicle which parked in a business parking lot. Officer checked the area and was unable to locate the vehicle.

Welfare Check
October 28

1500 block of Howard Avenue, Maple Plain. Officer was dispatched to check the welfare of the reporting party's brother. Reporting party advised she had been talking with him and accidentally missed her brother's phone calls and he had now blocked her phone number. Officer spoke to the reporting party and their mother who were worried about his mental health. Subject had been talking about going to Canada or Colorado. Officer was unable to make contact with the subject and was advised he could be sleeping.

Animal Complaint
October 29

5200 block of Manchester Drive, Maple Plain. Officer was dispatched to a report of a scuffle with two people's dogs. Officer spoke to both parties and determined the dog that had been off leash was the primary aggressor. Neither dog had any injuries. A warning was issued for a dog at large.

Mental Health
October 30

1500 block of Howard Avenue, Maple Plain. Officer was dispatched to a patient having a mental health crisis. Officer learned this was previously reported as a welfare check, and the family confirmed the subject went to Colorado. The family was worried because the subject did not have his medications and was talking about leaving the country. The family was provided with Colorado Airport Police Department's contact information.

Snowmobile Complaint
October 31

1200 block of County Road 90, Independence. Officer was dispatched to a snowmobile complaint where the reporting party observed a snowmobile riding back and forth through her field. Officer made contact with the driver who was a juvenile and advised they need to stay on the path while riding. A parent was contacted, and Officer discussed the property owner's wishes.

Date: December 5th, 2024

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

From: Director Gary Kroells

SUBJECT: November 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.

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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

November 2024

Offense	This Month	Same Month Last Year	This Year To Date	Last Year To Date
City Of Independence				
Criminal	9	5	43	42
Traffic	69	95	830	988
Part III	9	4	93	51
Part IV	39	41	355	356
Part V	156	108	1,238	1,253
Total City of Independence	282	253	2,559	2,690
City Of Maple Plain				
Criminal	4	2	28	37
Traffic	40	51	269	418
Part III	3	2	45	29
Part IV	39	24	273	277
Part V	67	50	579	514
Total City Of Maple Plain	153	129	1,194	1,275
Grand Total Both Cities	435	382	3,753	3,965
TZD	11	0	279	387
Agency Assists	26	21	295	259
Total ICR Reports	472	403	4,327	4,611
How Received				
Fax	7	17	55	107
In Person	29	9	154	141
Mail	2	1	12	4
Other	0	1	5	10
Phone	23	23	255	291
Radio	190	164	1,791	1,695
Visual	148	153	1,548	1,901
Email	16	12	176	175
Lobby Walk In	57	23	331	287
Total	472	403	4,327	4,611

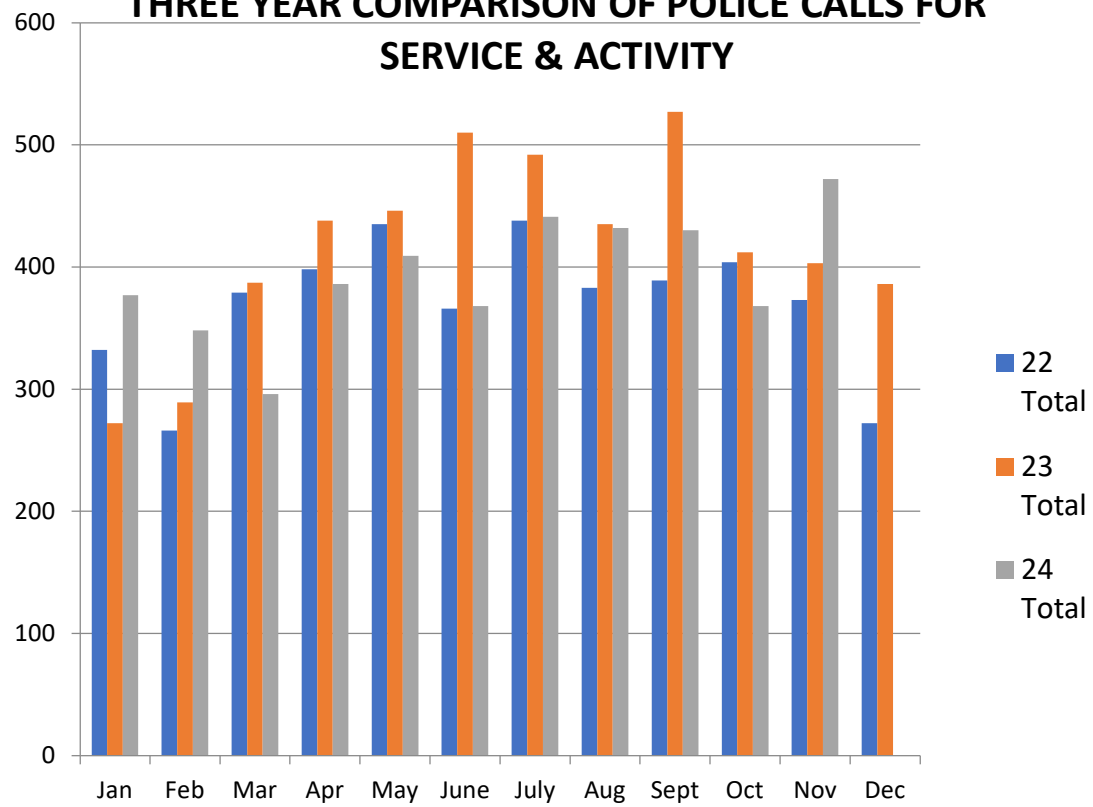
November 2024 Part I & II**City of Maple Plain #'s 1 & 2**

AGN	ICR	Title	Reported Date	Grid #	MOC range	UCR Part
WHPS	24003927	Theft Report	2024-11-05	01	TR999	1
WHPS	24004019	Domestic	2024-11-11	02	AL551	2
WHPS	24003894	Crash – DWI Blood	2024-11-03	02	JFW01	2
WHPS	24004188	Domestic – Felony	2024-11-22	02	N1400	2

November 2024 Part I & II**City of Independence Grid #'s 3-5**

AGN	ICR	Title	Reported Date	Grid #	MOC range	UCR Part
WHPS	24003925	Damage to Property	2024-11-05	03	P3130	2
WHPS	24004000	4 th Degree DWI	2024-11-09	03	JG501	2
WHPS	24004036	Recovered Stolen Veh	2024-11-12	03	DH400	2
WHPS	24004114	Theft	2024-11-17	03	TR179	1
WHPS	24004115	Damage to Property	2024-11-17	03	P3190	2
WHPS	24004208	Trespassing – Theft of Sign	2024-11-24	03	TG999	1
WHPS	24004264	Fall/DWI Arrest	2024-11-27	03	JGW01	2
WHPS	24004267	Domestic Assault Report	2024-11-27	03	A3251	1
WHPS	24004057	DWI Arrest – Blood	2024-11-14	05	JFF01	2

THREE YEAR COMPARISON OF POLICE CALLS FOR SERVICE & ACTIVITY



DIRECTOR'S NEWS & NOTES

WEST HENNEPIN PUBLIC SAFETY November 2024 Activity Report

Year to Date Activity Report

At the end of November 2024, West Hennepin Public Safety (WHPS) handled year-to-date a total of 4,327 incident complaints. For the month of November, 282 incidents occurred in the City of Independence and 153 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

November 1

Intersection of County Road 6 and County Road 19, Independence. Officer was on routine patrol and located a vehicle where the driver's license status showed Cancelled – Inimical to Public Safety. Officer initiated the traffic stop and advised the driver he was under arrest for the violation and found he didn't have the required ignition interlock. Officer booked the driver and released him pending formal charges.

Shots Heard

November 2

3300 block of Independence Road, Independence. Officer was dispatched to take a phone call about various groupings of gun shots heard in the area. Officer spoke to the reporting party about the legalities about hunting and other firearm activity in Independence. Reporting party was advised to call back if the noise becomes a nuisance later at night.

Arrest

November 3

Intersection of Highway 12 and Oak Street, Maple Plain. Officer was dispatched to a single vehicle crash with airbags deployed. Officer arrived on scene and spoke to the driver who immediately displayed signs of impairment. Driver was evasive with questions and provided a preliminary breath test of 0.33. Due to minor injuries and the driver being unable to give clear depiction of his injuries, he was transported to the hospital where a search warrant was executed for a blood test. Pending results and charges.

Animal Complaint

November 4

2400 block of Valley Road, Independence. Officer was dispatched to multiple dead and skinned animals on the ditch. Officer arrived on scene and found 10-12 skinned raccoons. Officer contacted the DNR who advised it was just littering and no action would be taken by them. Officer picked up and bagged the raccoons and asked public works to dispose of it.

Domestic

November 5

6000 block of County Road 11, Independence. Officer was dispatched to a domestic report. Officer was updated while enroute that the female half had left. Officer arrived on scene and spoke to the male half who advised everything was fine and wouldn't provide her name. Officer observed a TV was tipped over. The male did not want to pursue charges.

Hunting Complaint

November 6

3300 block of Lake Haughey Road, Independence. Officer was dispatched to a report of a man in camouflage and orange clothing walking through the woods with a rifle. Reporting party wasn't aware of the Wildlife Management Area and was advised it was hunting land open for anyone legally hunting.

Suspicious Vehicle

November 7

4900 block of Highway 12, Maple Plain. Officer was on routine patrol and observed a vehicle parked after hours in a closed business parking lot. The vehicle was unoccupied but appeared someone had been sleeping in it. There was also a single shooter bottle of alcohol in the backseat. Due to the vehicle being unoccupied, no further investigation was conducted.

Welfare Check

November 7

4400 block of Pioneer Creek Drive, Maple Plain. Officer was dispatched to a return call for a welfare check where a male was walking around a business parking lot with his shirt off. Officers arrived on scene and located the male who advised he was getting some vitamin D during his lunch break and was not aware people could see him. The male apologized and advised he would not continue to be a spectacle.

Suspicious Vehicle
November 8

3200 block of Brei Kessel Road, Independence. Officer was dispatched to a suspicious vehicle late at night. Officer arrived on scene and found the vehicle was off and the windows were fogged up. Officer made contact with the two occupants who advised they were visiting. The female's mother was contacted and confirmed she was supposed to be with someone else, not the male party. Per the mother's request, the officer brought her home.

Arrest
November 9

Intersection of Highway 12 and County Road 92, Independence. Officer was on routine patrol and stopped a vehicle for traffic violations. Driver showed signs of impairment and admitted to having one drink prior to driving. Driver refused field sobriety testing. Driver was arrested for DWI and transported to the police department to be booked. Suspect agreed to provide an evidentiary breath sample, which indicated .131. He was released to a sober party with a citation for 4th degree DWI.

Arrest
November 11

1500 block of Howard Avenue, Maple Plain. Officer was dispatched to a return call of a domestic situation. Officer arrived and spoke to both parties involved. Both parties admitted to pushing and striking each other. The male party got his hand slammed into a door and the female advised she had blurred vision after being hit with a slipper. It was determined a dual arrest would be made. Officers searched both parties' incident to arrest and narcotics were found on the male.

Arrest
November 12

Intersection of County Road 6 and County Road 83, Independence. Officer was dispatched to a stalled vehicle. Driver advised a friend was coming to pick him up. The friend arrived on scene in a stolen vehicle. Officers took the individuals into custody. A passenger began overdosing, admitted to swallowing narcotics and was transported to the hospital. The driver of the stolen vehicle was arrested and transported to the police department to be booked. While being booked, they advised they also swallowed narcotics. They were also transported to the hospital. A search of the vehicle was conducted, and narcotics were located which appeared to be for distribution and sales. Pending charges.

Arrest

November 14

Intersection of County Road 6 and County Road 92, Independence. Officer was on routine patrol and observed a vehicle driving over the posted speed limit. The vehicle was slow and hesitant to stop. Officer spoke to the driver and observed signs of impairment. Driver performed poorly on field sobriety tests and refused to provide a preliminary breath sample. Driver was arrested for suspected DWI. Suspect was unable to provide a valid evidentiary breath sample. A search warrant was granted, and a blood draw was conducted. Pending results and charges.

Crash

November 15

Intersection of Copeland Road and Pioneer Creek Drive, Independence. Officer was dispatched to a personal injury crash where the vehicle had rolled into the ditch. Officer arrived on scene and spoke to the driver who complained of rib pain and a bump on his head. Driver admitted to driving too fast and skidded to make the turn. Driver was transported to the hospital for his injuries.

Crash

November 22

Intersection of Highway 12 and Lake Haughey Road, Independence. Officer was dispatched to a head-on crash. Preliminary investigation indicated distraction may have been a factor with one vehicle crossing over the center line. A driver was pronounced deceased on scene and the other driver was transported to the hospital with serious injuries. Minnesota State Patrol took over the investigation.

Suspicious Activity

November 26

5300 block of Highway 12, Maple Plain. Officer was dispatched to a suspicious activity report. Reporting party advised he observed a female at a local church. He offered to put gas in her vehicle and pay for her stay at a hotel. Reporting party thought she might be a wanted person or on the run. Officers were unable to make contact with the subject, but confirmed she was not wanted.

Crash

November 27

Intersection of Highway 12 and County Road 90, Independence. Officer was dispatched to a single vehicle crash. Officer arrived on scene and spoke to the juvenile driver who advised he was between two semis and had intentions of passing the semi in front of him but didn't have enough time. Driver had to veer left causing him to crash into signs on the median. Parent was contacted and advised of driving conduct.

Arrest

November 27

7800 block of County Road 6, Independence. Officer was dispatched to a report of a fall where a female was face down on the road. Officers responded and found the patient was awake and had injuries to her face. Witnesses advised the patient's vehicle was running with the door open at the beginning of her driveway. It's believed she got out of her vehicle to retrieve the mail when she fell and was unable to get up. Officer observed signs of impairment. A preliminary breath test indicated 0.096. Patient was transported to the hospital for her injuries and a blood draw. Pending results.

Dumping Complaint

November 30

Pioneer Creek Road from County Road 92 to Copeland Road, Independence. Officer was dispatched to a dumping complaint along the ditches. Officer responded and located piles of old mattresses, lounge chairs, and other old furniture. An investigation was conducted, and neighbors were contacted. No suspect information or video footage was available.

West Hennepin Public Safety
Monthly Claims
September 2024

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Deposit	09/03/2024			Deposit	West Hennepin Public Safety	✓	-SPLIT-	193,272.55
General Journal	09/03/2024	721		monthly requisition, September 2024	West Hennepin Public Safety	✓	1701 - Capital Improvement Fund	-10,000.00
Check	09/03/2024	HSA	Optum Bank	Employer HSA Contributions	West Hennepin Public Safety	✓	104 C - Employer HSA Contributions	-250.00
Deposit	09/10/2024			Deposit	West Hennepin Crime Prevention	✓	503 G - Miscellaneous	1,000.00
Check	09/10/2024	35590	HealthPartners Inc	monthly med ins premiums	West Hennepin Public Safety	✓	-SPLIT-	-17,049.68
Check	09/10/2024	35591	Employee	expense reimb	West Hennepin Public Safety	✓	105 A - Full-Time Employee	-30.00
Check	09/10/2024	35592	Galls, LLC	uniform expenses	West Hennepin Public Safety	✓	-SPLIT-	-146.50
Check	09/10/2024	35593	Streicher's Police Equipment	uniform expenses	West Hennepin Public Safety	✓	-SPLIT-	-205.99
Check	09/10/2024	35594	Loffler - Leasing	copier lease	West Hennepin Public Safety	✓	203 - Office/Opr Equip Maintenance	-247.80
Check	09/10/2024	35595	City of Independence	utility expense	West Hennepin Public Safety	✓	207 - Utilities/Gas/Electric	-822.39
Check	09/10/2024	35596	Total Printing Services	printing expense	West Hennepin Public Safety	✓	301 - Printing	-90.00
Check	09/10/2024	35597	Thomson Reuters - West	monthly website subscription	West Hennepin Public Safety	✓	302 A3 - Investigative IT Fees	-125.03
Check	09/10/2024	35598	Element Technologies, LLC	IT support fees	West Hennepin Public Safety	✓	-SPLIT-	-3,666.25
Check	09/10/2024	35599	Hennepin County Accounts Receivable	radio/MDC fees	West Hennepin Public Safety	✓	302 F - Radios, MDCs	-1,066.20
Check	09/10/2024	35600	Delano Carquest	squad mtnc supplies	West Hennepin Public Safety	✓	303 - Auto Maintenance	-62.11
Check	09/10/2024	35601	Brownells, Inc.	firearms maintenance expense	West Hennepin Public Safety	✓	403 F - Firearms	-104.06
Deposit	09/12/2024			Deposit	West Hennepin Public Safety	✓	-SPLIT-	867.00
Paycheck	09/12/2024	35602	Employee	Uniform Allowance	West Hennepin Public Safety	✓	-SPLIT-	-931.50
Check	09/12/2024	35603	Employee	training expense reimb	West Hennepin Public Safety	✓	307 A3 - Chief's Mileage	-658.94
Liability Check	09/12/2024	IRS	Internal Revenue Service	uniform allowance reimbursement	West Hennepin Public Safety	✓	-SPLIT-	-61.00
Liability Check	09/12/2024	MN REV	MN Dept. of Revenue	uniform allowance reimbursement	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-22.00
Liability Check	09/16/2024	B-MP	Bank of Maple Plain - Paychecks	Sept 16, 2024 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-34,589.65
Liability Check	09/16/2024	IRS	Internal Revenue Service	Sept 16, 2024 payroll	West Hennepin Public Safety	✓	-SPLIT-	-7,472.82
Liability Check	09/16/2024	EJ	John Hancock	Sept 16, 2024 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-350.00
Liability Check	09/16/2024	MN REV	MN Dept. of Revenue	Sept 16, 2024 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-2,393.00
Liability Check	09/16/2024	HSA	Optum Bank	Sept 16, 2024 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-1,379.62
Liability Check	09/16/2024	PERA	PERA	Sept 16, 2024 payroll	West Hennepin Public Safety	✓	-SPLIT-	-14,077.83
Liability Check	09/16/2024	FSA	TASC	Sept 16, 2024 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-73.83
Check	09/16/2024	35604	Elan Financial Services	monthly charges	West Hennepin Public Safety	✓	-SPLIT-	-2,446.25
Check	09/16/2024	B-MP	Bank of Maple Plain	direct deposit batch item fee	West Hennepin Public Safety	✓	101 H - Payroll ACH Fees	-1.25
Check	09/16/2024	B-MP	Bank of Maple Plain	direct deposit batch orig fees	West Hennepin Public Safety	✓	101 H - Payroll ACH Fees	-8.85
Check	09/16/2024	B-MP	Bank of Maple Plain	direct deposit service fee	West Hennepin Public Safety	✓	101 - Payroll Expenses	-9.95
Check	09/25/2024	35605	TASC	COBRA Admin Fees	West Hennepin Public Safety	✓	104 D - Benefits Administration Fees	-41.46
Check	09/25/2024	35606	City of Independence	shared expenses reimbursement	West Hennepin Public Safety	✓	-SPLIT-	-2,090.93
Check	09/25/2024	35607	Standard Insurance Company	life/std ins premiums	West Hennepin Public Safety	✓	-SPLIT-	-412.02
Check	09/25/2024	35608	Reliance Standard Life Ins.		West Hennepin Public Safety	✓	104 H - Long Term Disability	-545.58
Check	09/25/2024	35609	Streicher's Police Equipment	uniform expenses	West Hennepin Public Safety	✓	-SPLIT-	-2,852.83
Check	09/25/2024	35610	Verizon Wireless	cell phones, wireless aircards	West Hennepin Public Safety	✓	201 - Telephone	-671.06
Check	09/25/2024	35611	OSI Batteries.com	office supply order	West Hennepin Public Safety	✓	204 - Office/Operating Supplies	-64.96
Check	09/25/2024	35612	Office of MNIT Services	monthly WAN services	West Hennepin Public Safety	✓	206 - Books/Dues/Subscriptions	-52.88
Check	09/25/2024	35613	Total Printing Services	business cards	West Hennepin Public Safety	✓	301 - Printing	-90.00
Check	09/25/2024	35614	Davis Chevrolet of Delano	squad mtnc/repairs	West Hennepin Public Safety	✓	-SPLIT-	-1,165.63
Check	09/25/2024	35615	Kwik Trip	car wash cards	West Hennepin Public Safety	✓	303 - Auto Maintenance	-2,640.00
Check	09/25/2024	35616	Mid-County Coop	fuel tank fills	West Hennepin Public Safety	✓	-SPLIT-	-1,736.56
Check	09/25/2024	35617	Lexipol LLC	annual LE subscription	West Hennepin Public Safety	✓	307 B4 - Officer Schools	-5,996.99
Check	09/25/2024	35618	MHSRC/Range	officer training registration	West Hennepin Public Safety	✓	307 B4 - Officer Schools	-525.00
Check	09/25/2024	35619	HealthPartners Occupational Medicine	pre-employment physical	West Hennepin Public Safety	✓	610 - State Public Safety Aid	-1,252.00
Check	09/25/2024	35620	Faul Psychological PLLC	pre-employment eval	West Hennepin Public Safety	✓	610 - State Public Safety Aid	-665.00
General Journal	09/25/2024	722		HealthPartners, pre-employment physical, Aya	1707 - State Public Safety Aid	✓	West Hennepin Public Safety	-1,252.00
General Journal	09/25/2024	723		Faul Psych, pre-employment eval, Gabriela W	1707 - State Public Safety Aid	✓	West Hennepin Public Safety	-665.00
Liability Check	09/30/2024	B-MP	Bank of Maple Plain - Paychecks	Sept. 30, 2024 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-33,058.52
Liability Check	09/30/2024	PERA	PERA	Sept. 30, 2024 payroll	West Hennepin Public Safety	✓	-SPLIT-	-13,501.29
Liability Check	09/30/2024	IRS	Internal Revenue Service	Sept. 30, 2024 payroll	West Hennepin Public Safety	✓	-SPLIT-	-7,330.06
Liability Check	09/30/2024	MN REV	MN Dept. of Revenue	Sept. 30, 2024 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-2,304.00
Liability Check	09/30/2024	FSA	TASC	Sept. 30, 2024 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-73.83
Liability Check	09/30/2024	EJ	John Hancock	Sept. 30, 2024 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-350.00
Liability Check	09/30/2024	HSA	Optum Bank	Sept. 30, 2024 payroll	West Hennepin Public Safety	✓	2100 - Payroll Liabilities	-1,379.62
Deposit	09/30/2024			Deposit	West Hennepin Public Safety	✓	-SPLIT-	43.40
Check	09/30/2024	35621	Alert Fire & Safety Co.	fire ext. mtnc/repairs	West Hennepin Public Safety	✓	203 - Office/Opr Equip Maintenance	-374.20
Check	09/30/2024	35622	Peterson Counseling & Consulting	officer wellness program	West Hennepin Public Safety	✓	307 F - Wellness Program	-430.00
Deposit	09/30/2024			Deposit	West Hennepin Public Safety	✓	-SPLIT-	320.00
Deposit	09/30/2024			Interest	West Hennepin Reserves	✓	503 F - Interest	0.56
Deposit	09/30/2024			Interest	West Hennepin Crime Prevention	✓	503 F - Interest	0.47
Deposit	09/30/2024			Interest	West Hennepin Public Safety	✓	503 F - Interest	286.06

AUDITED & APPROVED:

DATE:

West Hennepin Public Safety
Monthly Claims
October 2024

Type	Date	Num	Name	Memo	Account	Ctr	Split	Amount
Check	10/01/2024	HSA	Optum Bank	Employer HSA Contributions	West Hennepin Public Safety	√	104 C - Employer HSA Contributions	-7,500.00
Deposit	10/02/2024			Deposit	West Hennepin Public Safety	√	-SPLIT-	90,357.67
Deposit	10/02/2024			Deposit	West Hennepin Public Safety	√	503 O1 - State Aid to LE	117,710.41
General Journal	10/02/2024	726		monthly requisition, October, 2024	West Hennepin Public Safety	√	1701 - Capital Improvement Fund	-10,000.00
Paycheck	10/10/2024	DD241010-01	Employee	1st half sign-on bonus	West Hennepin Public Safety	√	-SPLIT-	0.00
Liability Check	10/10/2024	B-MP	Bank of Maple Plain - Paychecks	1/2 sign-on-bonus	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-2,122.75
Liability Check	10/10/2024	IRS	Internal Revenue Service	1/2 sign-on bonus	West Hennepin Public Safety	√	-SPLIT-	-289.50
Liability Check	10/10/2024	MN REV	MN Dept. of Revenue	1/2 sign-on bonus	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-124.00
Check	10/10/2024	35623	HealthPartners Inc	medical ins premiums	West Hennepin Public Safety	√	-SPLIT-	-16,627.27
Check	10/10/2024	35624	Loffler - Leasing	monthly copier lease	West Hennepin Public Safety	√	203 - Office/Opr Equip Maintenance	-257.03
Check	10/10/2024	35625	CenterPoint Energy	office gas usage	West Hennepin Public Safety	√	207 - Utilities/Gas/Electric	-34.38
Check	10/10/2024	35626	City of Independence	shared utility bill	West Hennepin Public Safety	√	207 - Utilities/Gas/Electric	-859.16
Check	10/10/2024	35627	Bureau of Crim. Apprehension	annual CHDN Access fees	West Hennepin Public Safety	√	302 A4 - State IT Connection Fees	-1,560.00
Check	10/10/2024	35628	Element Technologies, LLC	monthly IT fees	West Hennepin Public Safety	√	-SPLIT-	-4,549.07
Check	10/10/2024	35629	Thomson Reuters - West	monthly software subscription	West Hennepin Public Safety	√	302 A3 - Investigative IT Fees	-125.03
Check	10/10/2024	35630	Hennepin County Accounts Receivable	radio/MDC fees	West Hennepin Public Safety	√	302 F - Radios, MDCs	-1,066.20
Check	10/10/2024	35631	Davis Chevrolet of Delano	squad maintenance	West Hennepin Public Safety	√	303 - Auto Maintenance	-729.28
Check	10/10/2024	35632	Ryan AutoMall	squad repair	West Hennepin Public Safety	√	303 - Auto Maintenance	-4,635.92
Check	10/10/2024	35633	North Memorial	EMR Refresher	West Hennepin Public Safety	√	-SPLIT-	-200.00
Check	10/10/2024	35634	Melanie Koenen	officer wellness visit	West Hennepin Public Safety	√	307 F - Wellness Program	-120.00
Check	10/10/2024	35635	On-Site Medical Services Inc.		West Hennepin Public Safety	√	-SPLIT-	-1,000.00
Check	10/10/2024	35636	HealthPartners Occupational Medicine	pre-employment physical	West Hennepin Public Safety	√	610 - State Public Safety Aid	-923.00
General Journal	10/10/2024	724		HealthPartners Clinic, pre-employment medical, Gab	1707 - State Public Safety Aid	√	West Hennepin Public Safety	-923.00
Check	10/10/2024	35637	Office of MNIT Services	monthly WAN usage	West Hennepin Public Safety	√	206 - Books/Dues/Subscriptions	-52.88
Check	10/14/2024	35638	Davis Chevrolet of Delano	squad rmaintenance	West Hennepin Public Safety	√	303 - Auto Maintenance	-169.31
Check	10/14/2024	35639	Employee	expense reimbursement	West Hennepin Public Safety	√	304 - Fuel and Oil	-92.65
Check	10/14/2024	35640	Employee	expense reimbursement	West Hennepin Public Safety	√	105 A - Full-Time Employee	-318.53
Check	10/14/2024	35641	Elan Financial Services	monthly credit card charges	West Hennepin Public Safety	√	-SPLIT-	-1,684.91
Liability Check	10/16/2024	B-MP	Bank of Maple Plain - Paychecks	Oct 16, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-36,145.09
Liability Check	10/16/2024	IRS	Internal Revenue Service	Oct 16, 2024 payroll	West Hennepin Public Safety	√	-SPLIT-	-7,815.16
Liability Check	10/16/2024	MN REV	MN Dept. of Revenue	Oct 16, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-2,501.00
Liability Check	10/16/2024	HSA	Optum Bank	Oct 16, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-1,379.62
Liability Check	10/16/2024	EJ	John Hancock	Oct 16, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-350.00
Liability Check	10/16/2024	PERA	PERA	Oct 16, 2024 payroll	West Hennepin Public Safety	√	-SPLIT-	-14,742.83
Liability Check	10/16/2024	FSA	TASC	Oct 16, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-73.83
Check	10/16/2024	B-MP	Bank of Maple Plain	ACH Batch Item Fees	West Hennepin Public Safety	√	101 H - Payroll ACH Fees	-1.30
Check	10/16/2024	B-MP	Bank of Maple Plain	ACH Services Fees	West Hennepin Public Safety	√	101 H - Payroll ACH Fees	-9.95
Check	10/16/2024	B-MP	Bank of Maple Plain	ACH Batch Orig Fees	West Hennepin Public Safety	√	101 H - Payroll ACH Fees	-11.80
Deposit	10/22/2024			Deposit	West Hennepin Public Safety	√	503 V4 - Vest Reimbursement	861.00
Check	10/28/2024	35642	Optum	HSA accounts administration	West Hennepin Public Safety	√	104 D - Benefits Administration Fees	-93.50
Check	10/28/2024	35643	TASC	FSA annaul renewal	West Hennepin Public Safety	√	104 D - Benefits Administration Fees	-807.15
Check	10/28/2024	35644	City of Independence	dental ins premiums/office cleaning	West Hennepin Public Safety	√	-SPLIT-	-1,624.43
Check	10/28/2024	35645	Streichers Police Equipment	uniform expense	West Hennepin Public Safety	√	105 C - WHPS Expense	-14.98
Check	10/28/2024	35646	Axon Enterprise, Inc.	uniform expense	West Hennepin Public Safety	√	105 C - WHPS Expense	-109.00
Check	10/28/2024	35647	Verizon Wireless	monthly cell phone expense	West Hennepin Public Safety	√	201 - Telephone	-581.62
Check	10/28/2024	35648	Wings Financial Credit Union	police investigation expense	West Hennepin Public Safety	√	301 - Printing	-97.55
Check	10/28/2024	35649	South Lake Minnetonka Police Department	RMA expenses	West Hennepin Public Safety	√	-SPLIT-	-2,204.24
Check	10/28/2024	35650	DVS Renewal	vehicle registration renewal	West Hennepin Public Safety	√	303 - Auto Maintenance	-15.25
Check	10/28/2024	35651	Davis Chevrolet of Delano	squad maintenance	West Hennepin Public Safety	√	303 - Auto Maintenance	-75.23
Check	10/28/2024	35652	Mid-County Coop	fuel tank fills	West Hennepin Public Safety	√	-SPLIT-	-1,342.56
Check	10/28/2024	35653	Peterson Counseling & Consulting	officer wellness expense	West Hennepin Public Safety	√	307 F - Wellness Program	-290.00
Check	10/28/2024	35654	Tritech Software Systems	annual LETG software mtrnc	West Hennepin Public Safety	√	302 A1 - RMS Fees	-5,717.86
General Journal	10/28/2024	725		record Tritech Software annual mtrnc 2025	302 A1 - RMS Fees	√	1550 - Prepaid Expense	-5,717.86
Check	10/29/2024	35656	Reliance Standard Life Ins.	LTD ins premiums	West Hennepin Public Safety	√	104 H - Long Term Disability	-523.98
Check	10/29/2024	35655	Standard Insurance Company	life and std ins premiums	West Hennepin Public Safety	√	-SPLIT-	-449.04
Check	10/29/2024	35657	Employee	training expense reimb	West Hennepin Public Safety	√	307 A3 - Chief's Mileage	-37.24
Deposit	10/31/2024			Deposit	West Hennepin Public Safety	√	-SPLIT-	50.00
Deposit	10/31/2024			Deposit	West Hennepin Public Safety	√	-SPLIT-	5.50
Deposit	10/31/2024			Interest	West Hennepin Crime Prevention	√	503 F - Interest	0.49
Deposit	10/31/2024			Interest	West Hennepin Reserves	√	503 F - Interest	0.50
Deposit	10/31/2024			Interest	West Hennepin Public Safety	√	503 F - Interest	274.54

AUDITED & APPROVED: _____

DATE: _____

West Hennepin Public Safety

Monthly Claims

November 2024

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Liability Check	11/01/2024	B-MP	Bank of Maple Plain - Paychecks	Nov 1, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-36,943.48
Liability Check	11/01/2024	IRS	Internal Revenue Service	Nov 1, 2024 payroll	West Hennepin Public Safety	√	-SPLIT-	-8,090.46
Liability Check	11/01/2024	EJ	John Hancock	Nov 1, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-350.00
Liability Check	11/01/2024	MN REV	MN Dept. of Revenue	Nov 1, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-2,541.00
Liability Check	11/01/2024	HSA	Optum Bank	Nov 1, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-1,379.62
Liability Check	11/01/2024	PERA	PERA	Nov 1, 2024 payroll	West Hennepin Public Safety	√	-SPLIT-	-15,017.15
Liability Check	11/01/2024	FSA	TASC	Nov 1, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-73.83
Check	11/01/2024	HSA	Optum Bank	Employer HSA Contributions	West Hennepin Public Safety	√	104 C - Employer HSA Contributions	-1,000.00
Deposit	11/04/2024			Deposit	West Hennepin Public Safety	√	-SPLIT-	169,257.67
Deposit	11/04/2024			Deposit	West Hennepin Reserves	√	503 U - Donations-Reserves	50.00
Deposit	11/04/2024			Deposit	West Hennepin Crime Prevention	√	503 G - Miscellaneous	960.00
General Journal	11/04/2024	727		monthly requisition, November 2024	West Hennepin Public Safety	√	1701 - Capital Improvement Fund	-10,000.00
Check	11/12/2024	35658	HealthPartners Inc	medical ins premiums	West Hennepin Public Safety	√	-SPLIT-	-23,270.62
Check	11/12/2024	35659	Tedder Industries LLC	gun holster	West Hennepin Public Safety	√	105 C - WHPS Expense	-180.19
Check	11/12/2024	35661	Loffler - Leasing	copier lease	West Hennepin Public Safety	√	203 - Office/Opr Equip Maintenance	-240.91
Check	11/12/2024	35662	ODP Business Solutions, LLC	office supply order	West Hennepin Public Safety	√	204 - Office/Operating Supplies	-162.32
Check	11/12/2024	35663	Winning Edge	officer name plates	West Hennepin Public Safety	√	204 - Office/Operating Supplies	-23.60
Check	11/12/2024	35664	City of Independence	shared utility reimbursement	West Hennepin Public Safety	√	207 - Utilities/Gas/Electric	-663.75
Check	11/12/2024	35665	CenterPoint Energy	office gas usage	West Hennepin Public Safety	√	207 - Utilities/Gas/Electric	-135.53
Check	11/12/2024	35671	Thomson Reuters - West	software subscription fee	West Hennepin Public Safety	√	302 A3 - Investigative IT Fees	-125.03
Check	11/12/2024	35673	Davis Chevrolet of Delano	squad maintenance expense	West Hennepin Public Safety	√	303 - Auto Maintenance	-75.23
Check	11/12/2024	35674	Ryan AutoMall	squad maintenance expense	West Hennepin Public Safety	√	303 - Auto Maintenance	-166.75
Check	11/12/2024	35675	Suburban Tire Wholesale Inc.	squad tires	West Hennepin Public Safety	√	303 - Auto Maintenance	-236.52
Check	11/12/2024	35676	Employee	expense reimbursement	West Hennepin Public Safety	√	304 - Fuel and Oil	-75.69
Check	11/12/2024	35677	Mid-County Coop	fuel tank rent & fill	West Hennepin Public Safety	√	-SPLIT-	-650.60
Check	11/12/2024	35679	Peterson Counseling & Consulting	monthly retainer fee	West Hennepin Public Safety	√	307 F - Wellness Program	-125.00
Check	11/12/2024	35680	Delano True Value	firearms supplies	West Hennepin Public Safety	√	403 F - Firearms	-76.73
Check	11/12/2024	35681	Faul Psychological PLLC	internal hiring expense	West Hennepin Public Safety	√	-SPLIT-	-2,300.00
Check	11/12/2024	35660	West Hennepin Public Safety Petty Cash	replenish office petty cash	West Hennepin Public Safety	√	-SPLIT-	-200.00
Check	11/12/2024	35678	North Memorial	training registrations	West Hennepin Public Safety	√	-SPLIT-	-150.00
Check	11/12/2024	35672	Hennepin County Accounts Receivable	radio/MDC fees	West Hennepin Public Safety	√	302 F - Radios, MDCs	-1,066.20
Check	11/12/2024	35670	Element Technologies, LLC	monthly computer support	West Hennepin Public Safety	√	-SPLIT-	-7,497.90
Check	11/12/2024	35669	Tegrete	carpet cleaning	West Hennepin Public Safety	√	205 - Office Rent & Cleaning	-1,014.00
Check	11/12/2024	35666	City of Independence	VOID: shared utility reimbursement	West Hennepin Public Safety	√	207 - Utilities/Gas/Electric	0.00
Check	11/12/2024	35667	CenterPoint Energy	VOID: office gas usage	West Hennepin Public Safety	√	207 - Utilities/Gas/Electric	0.00
Check	11/12/2024	35668	City of Independence	VOID: shared utility reimbursement	West Hennepin Public Safety	√	207 - Utilities/Gas/Electric	0.00
Liability Check	11/15/2024	B-MP	Bank of Maple Plain - Paychecks	November 15, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-37,578.92
Liability Check	11/15/2024	IRS	Internal Revenue Service	November 15, 2024 payroll	West Hennepin Public Safety	√	-SPLIT-	-8,556.68
Liability Check	11/15/2024	EJ	John Hancock	November 15, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-350.00
Liability Check	11/15/2024	MN REV	MN Dept. of Revenue	November 15, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-2,656.00
Liability Check	11/15/2024	HSA	Optum Bank	November 15, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-1,379.62
Liability Check	11/15/2024	PERA	PERA	November 15, 2024 payroll	West Hennepin Public Safety	√	-SPLIT-	-15,099.20
Liability Check	11/15/2024	EJ	TASC	November 15, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-73.83
Check	11/15/2024	35682	Elan Financial Services	monthly credit card charges	West Hennepin Public Safety	√	-SPLIT-	-4,900.94
Deposit	11/19/2024			Deposit	West Hennepin Public Safety	√	503 V3 - Other	8,614.32
General Journal	11/19/2024	728		FFP JUSTICE Funds, Asset ID #22-DEA-686323	503 V3 - Other		West Hennepin Public Safety	8,614.32
General Journal	11/19/2024	729		transfer FFP JUSTICE Funds, Asset ID #22-DEA-686323	West Hennepin Forfeiture Fund	√	503 N6 - Justice Funds	8,614.32
Check	11/19/2024	35683	Hennepin Technical College	tuition	West Hennepin Public Safety	√	611 A - ICPOET	-10,955.00
Check	11/21/2024	35684	City of Independence	shared expenses reimbursement	West Hennepin Public Safety	√	-SPLIT-	-2,174.15
Check	11/21/2024	35686	Streicher's Police Equipment	uniform expense	West Hennepin Public Safety	√	105 A - Full-Time Employee	-12.00
Check	11/21/2024	35687	Verizon Wireless	cell phone/aircard bill	West Hennepin Public Safety	√	201 - Telephone	-581.64
Check	11/21/2024	35688	Winning Edge	office sign, 2 name plates	West Hennepin Public Safety	√	204 - Office/Operating Supplies	-151.55
Check	11/21/2024	35689	Tegrete	replenish office supplies	West Hennepin Public Safety	√	204 - Office/Operating Supplies	-360.66
Check	11/21/2024	35690	Office of MNIT Services	monthly WAN services	West Hennepin Public Safety	√	206 - Books/Dues/Subscriptions	-52.88
Check	11/21/2024	35691	Total Printing Services	business cards	West Hennepin Public Safety	√	301 - Printing	-90.00
Check	11/21/2024	35692	Mid-County Coop	fuel tank fill	West Hennepin Public Safety	√	304 - Fuel and Oil	-892.20
Check	11/21/2024	35693	MHSRC/Range	training registrations	West Hennepin Public Safety	√	-SPLIT-	-1,050.00
Check	11/21/2024	35694	Melanie Koenen	officer wellness expense	West Hennepin Public Safety	√	307 F - Wellness Program	-120.00
Check	11/21/2024	1687	Galls, LLC	Reserve uniform expense	West Hennepin Reserves	√	601 D - Uniform	-81.00
Check	11/21/2024	35685	City of Independence	VOID: shared expenses reimbursement	West Hennepin Public Safety	√	-SPLIT-	0.00
Check	11/21/2024	35695	Standard Insurance Company	life & std ins premiums	West Hennepin Public Safety	√	-SPLIT-	-580.88
Check	11/25/2024	1688	Employee	View Santa expenses	West Hennepin Reserves	√	601 A - View Santa	-499.84
Check	11/26/2024	35696	Employee	VOID: uniform expense	West Hennepin Public Safety	√	-SPLIT-	0.00
Check	11/26/2024	35699	Mid-County Coop	fuel tank fill	West Hennepin Public Safety	√	304 - Fuel and Oil	-957.30
Check	11/26/2024	35700	MN Chiefs of Police Assoc.	member dues	West Hennepin Public Safety	√	307 B4 - Officer Schools	-23.17
Check	11/26/2024	35702	Employee	expense reimbursement	West Hennepin Public Safety	√	609 - Community Policing	-231.80
Check	11/26/2024	35697	Streicher's Police Equipment	uniform expenses	West Hennepin Public Safety	√	105 C - WHPS Expense	-57.98
Check	11/26/2024	35698	Davis Chevrolet of Delano	squad maintenance	West Hennepin Public Safety	√	303 - Auto Maintenance	-172.35
Check	11/26/2024	35701	West Hennepin Public Safety Reserves	2025 events worked by Reserves	West Hennepin Public Safety	√	-SPLIT-	-675.00
Check	11/27/2024	35703	Employee	expense reimbursement	West Hennepin Public Safety	√	105 C - WHPS Expense	-411.01
Check	11/27/2024	35704	Reliance Standard Life Ins.	ltd ins premiums	West Hennepin Public Safety	√	104 H - Long Term Disability	-568.72
Deposit	11/27/2024			Deposit	West Hennepin Public Safety	√	-SPLIT-	11,217.41
Deposit	11/27/2024			Deposit	West Hennepin Public Safety	√	-SPLIT-	560.00
Deposit	11/27/2024			Deposit	West Hennepin Public Safety	√	503 B - Copies	0.50
Liability Check	11/29/2024	B-MP	Bank of Maple Plain - Paychecks	November 29, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-38,434.35
Liability Check	11/29/2024	IRS	Internal Revenue Service	November 29, 2024 payroll	West Hennepin Public Safety	√	-SPLIT-	-8,793.96
Liability Check	11/29/2024	EJ	John Hancock	November 29, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-350.00

Liability Check	11/29/2024	MN REV	MN Dept. of Revenue	November 29, 2024 payroll	West Hennepin Public Safety		2100 - Payroll Liabilities	-2,721.00
Liability Check	11/29/2024	HSA	Optum Bank	November 29, 2024 payroll	West Hennepin Public Safety	√	2100 - Payroll Liabilities	-1,379.62
Liability Check	11/29/2024	PERA	PERA	November 29, 2024 payroll	West Hennepin Public Safety	√	-SPLIT-	-15,480.53
Liability Check	11/29/2024	FSA	TASC	November 29, 2024 payroll	West Hennepin Public Safety		2100 - Payroll Liabilities	-73.91
Deposit	11/29/2024			Deposit	West Hennepin Reserves	√	503 I - Reimbursed OT	675.00
Check	11/29/2024	35705	Davis Chevrolet of Delano	squad maint.	West Hennepin Public Safety		303 - Auto Maintenance	-92.35
Check	11/29/2024	35706	Mid-County Coop	fuel tank fill	West Hennepin Public Safety		304 - Fuel and Oil	-710.70
Check	11/29/2024	35707	MN Chiefs of Police Assoc.	member dues	West Hennepin Public Safety		307 B4 - Officer Schools	-23.17
Check	11/29/2024	35708	Peterson Counseling & Consulting	officer wellness expense	West Hennepin Public Safety		307 F - Wellness Program	-290.00
Check	11/29/2024	35709	Streicher's Police Equipment	uniform expenses	West Hennepin Public Safety		-SPLIT-	-183.98
Deposit	11/30/2024			Interest	West Hennepin Public Safety	√	503 F - Interest	248.23
Deposit	11/30/2024			Interest	West Hennepin Reserves	√	503 F - Interest	0.51
Deposit	11/30/2024			Interest	West Hennepin Crime Prevention	√	503 F - Interest	0.86

AUDTED & APPROVED:

DATE:

West Hennepin Public Safety
Cash Assets
As of November 30, 2024

	<u>Nov 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
West Hennepin Public Safety	
1700 · Cash designated for Severance	73,735.70
1701 · Capital Improvement Fund	85,080.54
1704 · Military PERA Designation	25,284.34
1707 · State Public Safety Aid	168,141.74
West Hennepin Public Safety - Other	<u>419,850.80</u>
Total West Hennepin Public Safety	<u>772,093.12</u>
Total Checking/Savings	<u>772,093.12</u>
Total Current Assets	<u>772,093.12</u>
TOTAL ASSETS	<u><u>772,093.12</u></u>
LIABILITIES & EQUITY	0.00

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

	Jan - Nov 24	Budget	% of Budget
Ordinary Income/Expense			
Income			
501 · City of Maple Plain	637,663.65	688,370.00	92.63%
502 · City of Independence	1,436,039.20	1,550,160.00	92.64%
503 · Other Income			
503 A · Burn Permits	3,505.00	1,700.00	206.18%
503 B · Copies	334.50		
503 F · Interest	2,691.75		
503 G · Miscellaneous			
503 G1 · State Public Safety Aid	190,088.00	50,000.00	380.18%
503 G · Miscellaneous - Other	1,461.10	1,200.00	121.76%
Total 503 G · Miscellaneous	191,549.10	51,200.00	374.12%
503 I · Reimbursed OT	9,435.40	6,500.00	145.16%
503 O · POST Reimb./State Aid			
503 O1 · State Aid to LE	117,710.41		
503 O2 · POST Reimb	10,136.42	9,000.00	112.63%
503 O · POST Reimb./State Aid - Other	0.00	90,000.00	0.0%
Total 503 O · POST Reimb./State Aid	127,846.83	99,000.00	129.14%
503 P · Sale of Squad Cars	0.00	8,000.00	0.0%
503 S · Officer Disability Ins. Reimb.	8,229.36	19,500.00	42.2%
503 U · Donations-Reserves	50.00		
503 V · Expense Reimbursements			
503 V3 · Other	34,066.60		
503 V4 · Vest Reimbursement	4,593.49		
Total 503 V · Expense Reimbursements	38,660.09		
503 · Other Income - Other	0.00	500.00	0.0%
Total 503 · Other Income	382,302.03	186,400.00	205.1%
Total Income	2,456,004.88	2,424,930.00	101.28%
Gross Profit	2,456,004.88	2,424,930.00	101.28%
Expense			
101 · Payroll Expenses			
Overtime	0.00	17,000.00	0.0%
101 A · Other Overtime	38,068.19		
101 B · Court Overtime	680.85		
101 C · Reimbursable Overtime	10,412.96		
101 D · Severance Pay	2,421.74		
101 E · Uniform Allowance	2,976.57		
101 G · Court On-Call	386.64		
101 H · Payroll ACH Fees	127.25		
101 I · Holiday Pay	9,080.57		
101 J · Hourly Salary	38,255.10		
101 M · Investigator Incentive	2,200.00		
101 N · Social Security	9,401.77	9,837.00	95.58%
101 O · Medicare	16,073.11	18,651.00	86.18%
101 W · DTF Incentive	2,200.00		
101 · Payroll Expenses - Other	1,035,881.71	1,323,045.00	78.3%
Total 101 · Payroll Expenses	1,168,166.46	1,368,533.00	85.36%
103 · PERA			
103 A · WHPS PERA - Police	173,206.81		
103 B · WHPS PERA - Support Staff	11,700.61		
103 · PERA - Other	0.00	211,492.00	0.0%
Total 103 · PERA	184,907.42	211,492.00	87.43%

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

	Jan - Nov 24	Budget	% of Budget
104 · Health Insurance			
104 A · Disability Medical Insurance	16,458.72	19,800.00	83.13%
104 B · Medical Insurance	165,241.54	216,000.00	76.5%
104 C · Employer HSA Contributions	35,500.00	36,000.00	98.61%
104 D · Benefits Administration Fees	2,039.70		
104 E · Dental Insurance	14,134.60	21,180.00	66.74%
104 F · Life Insurance	1,866.78	780.00	239.33%
104 G · Short Term Disability	3,245.53		
104 H · Long Term Disability	6,917.56		
104 I · Post-Retirement HCSP	42,226.32	11,557.00	365.37%
104 · Health Insurance - Other	16,993.58		
Total 104 · Health Insurance	304,624.33	305,317.00	99.77%
105 · Uniform Expense			
105 A · Full-Time Employee	11,026.15		
105 B · Part-Time Employee	4,962.00		
105 C · WHPS Expense	5,728.50		
105 · Uniform Expense - Other	79.59	9,900.00	0.8%
Total 105 · Uniform Expense	21,796.24	9,900.00	220.16%
201 · Telephone	7,100.01	19,300.00	36.79%
202 · Postage	509.20	1,560.00	32.64%
203 · Office/Opr Equip Maintenance	5,776.60	10,280.00	56.19%
204 · Office/Operating Supplies	7,920.49	10,100.00	78.42%
205 · Office Rent & Cleaning	5,360.50	6,900.00	77.69%
206 · Books/Dues/Subscriptions	10,633.59	3,500.00	303.82%
207 · Utilities/Gas/Electric	11,031.37	24,400.00	45.21%
301 · Printing	2,322.55	2,200.00	105.57%
302 · Communications			
302 A · Computer Support			
302 A1 · RMS Fees	9,688.63	15,000.00	64.59%
302 A2 · IT Contracted Services/hdwr/sft	37,997.55	33,000.00	115.14%
302 A2a · IT Support & Fees	2,798.00		
302 A2b · Computer Software	10,554.82	2,300.00	458.91%
302 A2c · Computer Hardware	1,828.70	2,300.00	79.51%
302 A2d · Web Hosting/Email Spam Filterin	2,948.58	2,300.00	128.2%
302 A3 · Investigative IT Fees	1,388.30	1,700.00	81.67%
302 A4 · State IT Connection Fees	1,560.00	2,300.00	67.83%
302 A5 · Other Billable Services	5,380.00		
Total 302 A · Computer Support	74,144.58	58,900.00	125.88%
302 E · Squad Video System	0.00	1,200.00	0.0%
302 F · Radios, MDCs			
302 F2 · Net Motion Lic/Mtnc/Router Fees	0.00	9,100.00	0.0%
302 F · Radios, MDCs - Other	9,318.38	15,500.00	60.12%
Total 302 F · Radios, MDCs	9,318.38	24,600.00	37.88%
Total 302 · Communications	83,462.96	84,700.00	98.54%
303 · Auto Maintenance	55,342.28	21,800.00	253.86%
304 · Fuel and Oil	28,206.88	34,950.00	80.71%
306 · Insurance			
306 A · Municipal Prop/Liab, Vehicle	38,474.00	120,098.00	32.04%
306 B · Worker's Comp	84,005.00		
Total 306 · Insurance	122,479.00	120,098.00	101.98%

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

	Jan - Nov 24	Budget	% of Budget
307 - Schools & Training			
307 A - Chief's Training			
307 A1 - Chief's Lodging	2,270.51		
307 A2 - Chief's Meals	85.38		
307 A3 - Chief's Mileage	696.18		
307 A4 - Chief's School	2,221.00		
307 A - Chief's Training - Other	0.00	4,200.00	0.0%
Total 307 A - Chief's Training	5,273.07	4,200.00	125.55%
307 B - Officer Training			
307 B1 - Officer Lodging	992.95		
307 B2 - Officer Meals	185.73		
307 B3 - Officer Mileage	48.24		
307 B4 - Officer Schools	17,151.21		
307 B - Officer Training - Other	1,100.00	18,000.00	6.11%
Total 307 B - Officer Training	19,478.13	18,000.00	108.21%
307 C - Range Training			
307 C7 - Range Supplies	185.29		
Total 307 C - Range Training	185.29		
307 E - Support Staff Training			
307 E4 - Support Staff Schools	100.00		
307 E - Support Staff Training - Other	0.00	2,000.00	0.0%
Total 307 E - Support Staff Training	100.00	2,000.00	5.0%
307 F - Wellness Program	4,655.20	7,100.00	65.57%
Total 307 - Schools & Training	29,691.69	31,300.00	94.86%
308 - Audit	13,375.00	12,000.00	111.46%
4001 - Reconciliation Discrepancies	-26.50		
401 - Office Equipment	172.46	8,000.00	2.16%
402 - Capital Improvement Plan	54,165.33	120,000.00	45.14%
403 - Equipment			
403 B - Ticketwriter & Software	0.00	700.00	0.0%
403 C - Ticketwriter & RMS Hardware	0.00	500.00	0.0%
403 D - Squad MDC	0.00	4,500.00	0.0%
403 F - Firearms	12,225.90	5,500.00	222.29%
403 G - Misc Equipment	2,099.75	4,500.00	46.66%
403 H - Squad Equipment	162.91		
Total 403 - Equipment	14,488.56	15,700.00	92.28%
404 - Contingency Fund	4,032.35		
601 - Reserve Program			
601 A - View Santa	499.84	500.00	99.97%
601 B - Training	200.00		
601 D - Uniform	1,421.39	1,000.00	142.14%
Total 601 - Reserve Program	2,121.23	1,500.00	141.42%
608 - Citizens Academy	1,637.06	1,000.00	163.71%
609 - Community Policing	368.39	400.00	92.1%
610 - State Public Safety Aid	21,946.26		
611 - Grant Expenses			
611 A - ICPOET	10,955.00		
Total 611 - Grant Expenses	10,955.00		
Total Expense	2,172,566.71	2,424,930.00	89.59%
Net Ordinary Income	283,438.17	0.00	100.0%
Net Income	283,438.17	0.00	100.0%

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

	Jan - Nov '24
Ordinary Income/Expense	
Income	
501 · City of Maple Plain	0.00
502 · City of Independence	0.00
503 · Other Income	4,064.20
Total Income	<u>4,064.20</u>
Gross Profit	4,064.20
Expense	
101 · Payroll Expenses	0.00
103 · PERA	0.00
104 · Health Insurance	0.00
105 · Uniform Expense	0.00
201 · Telephone	0.00
202 · Postage	0.00
203 · Office/Opr Equip Maintenance	0.00
204 · Office/Operating Supplies	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
Total Expense	<u>12,009.88</u>
Beginning Balance	<u>10,252.04</u>
Ending Balance	<u>2,306.36</u>

West Hennepin Public Safety
Forfeiture Fund
January - November 2024

	JUSTICE FUNDS	TREASURY FUNDS
	Jan - Nov '24	Jan - Nov '24
Ordinary Income/Expense		
Income		
501 · City of Maple Plain	0.00	0.00
502 · City of Independence	0.00	0.00
503 · Other Income	41,271.07	0.00
	<hr/>	<hr/>
Total Income	41,271.07	0.00
Gross Profit	41,271.07	0.00
Expense		
101 · Payroll Expenses	0.00	0.00
103 · PERA	0.00	0.00
104 · Health Insurance	0.00	0.00
105 · Uniform Expense	0.00	0.00
201 · Telephone	0.00	0.00
202 · Postage	0.00	0.00
203 · Office/Opr Equip Maintenance	0.00	0.00
204 · Office/Operating Supplies	0.00	0.00
205 · Office Rent & Cleaning	0.00	0.00
206 · Books/Dues/Subscriptions	0.00	0.00
207 · Utilities/Gas/Electric	0.00	0.00
301 · Printing	0.00	0.00
302 · Communications	0.00	0.00
303 · Auto Maintenance	0.00	0.00
304 · Fuel and Oil	0.00	0.00
306 · Insurance	0.00	0.00
307 · Schools & Training	0.00	0.00
308 · Audit	0.00	0.00
401 · Office Equipment	0.00	0.00
402 · Capital Improvement Plan	0.00	0.00
403 · Equipment	0.00	0.00
601 · Reserve Program	0.00	0.00
608 · Citizens Academy	0.00	0.00
	<hr/>	<hr/>
Total Expense	0.00	0.00
Net Ordinary Income	41,271.07	0.00
	<hr/>	<hr/>
Beginning Balance	123,324.54	20,369.74
	<hr/>	<hr/>
Ending Balance	164,595.61	20,369.74 = 184,965.35

West Hennepin Public Safety
Budget vs. Actual - Reserves
January - November 2024

	<u>Jan - Nov '24</u>
Ordinary Income/Expense	
Income	
501 · City of Maple Plain	0.00
502 · City of Independence	0.00
503 · Other Income	680.76
Total Income	<u>680.76</u>
Gross Profit	680.76
Expense	
101 · Payroll Expenses	0.00
103 · PERA	0.00
104 · Health Insurance	0.00
105 · Uniform Expense	0.00
201 · Telephone	0.00
202 · Postage	0.00
203 · Office/Opr Equip Maintenance	0.00
204 · Office/Operating Supplies	0.00
205 · Office Rent & Cleaning	0.00
206 · Books/Dues/Subscriptions	0.00
207 · Utilities/Gas/Electric	0.00
301 · Printing	0.00
302 · Communications	0.00
303 · Auto Maintenance	0.00
304 · Fuel and Oil	0.00
306 · Insurance	0.00
307 · Schools & Training	0.00
308 · Audit	0.00
401 · Office Equipment	0.00
402 · Capital Improvement Plan	0.00
403 · Equipment	0.00
601 · Reserve Program	231.33
602 · Comm. Ed	0.00
608 · Citizens Academy	0.00
609 · Community Policing	0.00
Total Expense	<u>231.33</u>
Beginning Balance	<u>2,487.99</u>
Ending Balance	<u>2,937.42</u>

West Hennepin Public Safety
Capital Outlay Fund Report
January - November 2024

	<u>Jan - Nov '24</u>
Ordinary Income/Expense	
Income	
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
J.E., July Requisition	10,000.00
J.E., August Requisition	10,000.00
J.E., September Requisition	10,000.00
J.E., October Requisition	10,000.00
J.E. November Requisition	10,000.00
Total Income	<u>110,000.00</u>
Gross Profit	<u>110,000.00</u>
Expense	
J.E., squad 74 bumper fender wrap	869.00
J.E., squad 74 graphics expense	148.50
J.E., squad 79 graphics	1,587.43
J.E., purchased squad 81	51,560.40
Total Expense	<u>54,165.33</u>
Net Ordinary Income	<u>55,834.67</u>
Beginning Balance	29,245.87
Total Income	110,000.00
Total Expense	-869.00
Ending Balance	<u>85,080.54</u>

West Hennepin Public Safety
Military PERA Designation Report
January - November 2024

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

West Hennepin Public Safety
Severance Fund Report
January - November 2024

	<u>Jan - Nov '24</u>
Ordinary Income/Expense	
Income	
501 · City of Maple Plain	0.00
502 · City of Independence	0.00
503 · Other Income	
2023 under budget funds	<u>29,584.00</u>
Total Income	<u>29,584.00</u>
Gross Profit	<u>29,584.00</u>
Expense	
Total Expense	<u>0.00</u>
Net Ordinary Income	<u>29,584.00</u>
 Beginning Balance	 74,244.02
JE, Rick Denneson retirement	30,092.32
 Ending Balance	 <u>73,735.70</u>

West Hennepin Public Safety
State Public Safety Aid Report
January - November 2024

	Jan - Nov '24
Ordinary Income/Expense	
Income	
501 · City of Maple Plain	59,236.00
502 · City of Independence	130,852.00
503 · Other Income	0.00
Total Income	190,088.00
Gross Profit	190,088.00
Expense	
610 A Police State Aid	
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 physical, Micah Vorderbruggen	923.00
Elan Fin. Svcs, FB advertisements	265.10
Herald Journal Publishing	298.40
Hennepin Tech College	1,279.46
ECM Publishers	366.90
Herald Journal, police officer advertisement	266.40
Superior Background, Ashley Holtz	1,337.50
PwerDMS, FTO software & subscription	4,900.00
Superior Background, Avery Freeman	625.00
Superior Background, Micah Vorderbruggen	1,125.00
Faul Psychological, Avery Freeman	665.00
HealthPartners, pre-hire med exam, Avery Freeman	1,252.00
Faul Psych, pre-employment eval, Gabriela Williams	665.00
HealthPartners, pre-hire physical, Gabriela Williams	923.00
Total Expense	21,946.26
Net Ordinary Income	190,088.00
Beginning Balance	0.00
Ending Balance	168,141.74

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

November 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	223.46	52.25	275.71	13,906.81
KIM CURTIS	200	197.98	0.25	198.23	7,951.01
KAYLEN DWINELL	80	94.89	8.50	103.39	3,887.46
SHAWN EBELING	120	108.50	51.93	160.43	7,716.68
NICK ELDRED	80	35.94	34.50	70.44	3,289.55
AVERY FREEMAN	80	13.32	0.00	13.32	333.00
JON HOWES	200	153.30	53.25	206.55	12,293.86
GARY KROELLS	200	214.32		214.32	15,812.53
BEN RASKIN	200	228.21	64.50	292.71	14,764.29
CODY THOMPSON	120	102.08	1.88	103.96	4,988.00
MICAH VORDERBRUGGEN	80	26.64	41.25	67.89	2,403.98
GABBY WILLIAMS	80	13.32	6.00	19.32	684.12
LANCE ZILLES	160	147.33	57.75	205.08	9,864.35
TOTAL		<u>1,559.29</u>	<u>372.06</u>	<u>1,931.35</u>	<u>\$ 97,895.65</u>
				Maple Plain	30.75%
				Independence	69.25%
					<u>30,102.91</u>
					<u>67,792.73</u>
					97,895.65

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

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

November 2024

<u>EMPLOYEE</u>	<u>SICK HRS</u>	<u>TOTAL SICK</u>	<u>1/3 SICK</u>	<u>1/2 SICK</u>
Ben Anderson	917.00	46,253.48		23,126.74
Matt Collier	5.00	210.00		
Kim Curtis	709.00	28,437.99		14,219.00
Kaylen Dwinell	169.50	6,373.20	2,122.28	
Shawn Ebeling	471.50	22,679.15	7,552.16	
Nick Eldred	100.00	4,670.00	1,555.11	
Avery Freeman	16.00	400.00	133.20	
Jon Howes	961.00	57,198.72	19,047.17	
Gary Kroells	1,048.00	77,321.44		38,660.72
Dan Lueth	13.00	546.00		
Ben Raskin	1,048.00	52,861.12	17,602.75	
Cody Thompson	441.50	21,183.17	7,054.00	
Micah Vorderbruggen	40.00	1,416.40	471.66	
Gabby Williams	16.00	566.56	188.66	
Lance Zilles	652.50	31,385.25	10,451.29	
TOTAL	6,608.00	351,502.48	66,178.28	76,006.46

Total Sick: 142,184.73

Maple Plain 30.75% 43,721.81
Independence 69.25% 98,462.93

Severance as of November 1, 2024: \$44,151.70

Severance as of November 30, 2024: \$44,151.70

Severance is currently funded at: 31.05%

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



Dear Chief Kroells,

September 10, 2024

Thank you for speaking today at the WHCC meeting. You do such a great job ~~and~~^{oops} sharing WHPS story and rich history. You are a well respected leader in this community. I appreciate how you lead by example. We are so blessed to have you leading our public safety efforts and team. Take care and be safe!

Gratitude + Blessings,
Mayor Julie
HA



Cheif Kroells & Team -

Thank you so much for taking
the time to show the boys the
station & answer all of their
questions! They just loved it &
have been talking about you
ever since then. You make such
a difference! Thank you! Shannon
Strom

Oliver Strom

Chief Kroells,

Thanks for lunch and taking my boys for a ride.
I enjoyed the hunting conversation - I just shot a buck
tonight up by Elk River! Enjoy retirement!

Brian

Dear Chief K,
Thank you for
taking us to
lunch. Love B



DJ Goman

Superintendent of Public Works
City of Orono
2750 Kelley Parkway
Orono, MN 55356

Dear DJ Goman,

On behalf of the West Hennepin Public Safety Department and the Lake Minnetonka SWAT team, I would like to express our deepest gratitude to you and the entire Orono Public Works team for your exceptional support in maintaining our armored MRAP truck. Your team's willingness to take on the challenges of servicing such a unique and complex vehicle has not only ensured its operational readiness but also bolstered the safety and effectiveness of our critical incident response.

I want to specifically acknowledge the outstanding work of Brody Pool, Fleet Maintenance Supervisor, and Eric Boehlke, Fleet Mechanic. The MRAP, being a military surplus vehicle, presents a host of challenges, from sourcing service materials and parts to navigating the intricacies of maintaining a fully armored platform. Brody and Eric have met these challenges with ingenuity and professionalism, ensuring that the vehicle remains in peak condition and ready for deployment.

Their expertise and persistence have been invaluable, especially in a time when the need for armored vehicles has become increasingly critical. Beyond its operational benefits, the maintenance support provided by Orono Public Works has resulted in significant cost savings for WHPS and our partner agencies compared to civilian service providers. This has allowed us to allocate resources more effectively, further enhancing our ability to respond to high-risk situations.

The MRAP's readiness not only benefits West Hennepin Public Safety and Lake Minnetonka SWAT but also provides a crucial resource for surrounding agencies during critical incidents. The dedication of your team to this mission exemplifies the collaborative spirit and commitment to public safety that make our communities stronger.

Please extend our heartfelt thanks to Brody and Eric for their exceptional contributions. Their hard work and problem-solving abilities have directly enhanced our ability to protect and serve our community.

Thank you again for your leadership and for the continued support of Orono Public Works. Your partnership is greatly appreciated and plays a vital role in ensuring our shared commitment to community safety.

Sincerely,

A handwritten signature in black ink, appearing to read "Gary Kroells".

Gary Kroells
Director of Public Safety
West Hennepin Public Safety Department

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

Use of Force

300.1 PURPOSE AND SCOPE

This policy provides guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every member of this department is expected to use these guidelines to make such decisions in a professional, impartial, and reasonable manner (Minn. Stat. § 626.8452).

In addition to those methods, techniques, and tools set forth below, the guidelines for the reasonable application of force contained in this policy shall apply to all policies addressing the potential use of force, including but not limited to the Control Devices and Conducted Energy Device policies.

300.1.1 DEFINITIONS

Definitions related to this policy include:

Bodily harm - Physical pain or injury.

Deadly force - Force reasonably anticipated and intended to create a substantial likelihood of causing death or great bodily harm.

Feasible - Reasonably capable of being done or carried out under the circumstances to successfully achieve the arrest or lawful objective without increasing risk to the officer or another person.

Force - The application of physical techniques or tactics, chemical agents, or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed, or restrained.

Great bodily harm - Bodily injury which creates a high probability of death, or which causes serious, permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ or other serious bodily harm.

Imminent - Ready to take place; impending. Note that imminent does not mean immediate or instantaneous.

Totality of the circumstances - All facts and circumstances known to the officer at the time, taken as a whole, including the conduct of the officer and the subject leading up to the use of force.

300.2 POLICY

The use of force by law enforcement personnel is a matter of critical concern, both to the public and to the law enforcement community. Officers are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties.

Officers must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of law enforcement duties.

West Hennepin Public Safety

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The West Hennepin Public Safety recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation, and a careful balancing of all interests.

300.2.1 DUTY TO INTERCEDE AND REPORT

Any officer present and observing another law enforcement officer or a member using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force (Minn. Stat. § 626.8452; Minn. Stat. § 626.8475).

Any officer who observes another law enforcement officer or a member use force that is potentially beyond that which is objectively reasonable under the circumstances shall report these observations to a supervisor as soon as feasible (Minn. Stat. § 626.8452; Minn. Stat. § 626.8475).

300.2.2 ADDITIONAL REQUIREMENTS

An officer reporting a use of force by another law enforcement officer or member pursuant to this policy shall also make the report in writing to the Director of Public Safety within 24 hours (Minn. Stat. § 626.8475).

300.2.3 PERSPECTIVE

When observing or reporting force used by a law enforcement officer, each officer should take into account the totality of the circumstances and the possibility that other law enforcement officers may have additional information regarding the threat posed by the subject.

300.3 USE OF FORCE

Officers shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose.

The reasonableness of force will be judged from the perspective of a reasonable officer on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that officers are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain, and rapidly evolving.

Given that no policy can realistically predict every possible situation an officer might encounter, officers are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

It is also recognized that circumstances may arise in which officers reasonably believe that it would be impractical or ineffective to use any of the tools, weapons, or methods provided by this department. Officers may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose.

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While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires an officer to retreat or be exposed to possible physical injury before applying reasonable force.

300.3.1 USE OF FORCE TO EFFECT AN ARREST

An officer may use reasonable force (Minn. Stat. § 609.06 and Minn. Stat. § 629.33):

- (a) In effecting a lawful arrest.
- (b) In the execution of a legal process.
- (c) In enforcing an order of the court.
- (d) In executing any other duty imposed by law.
- (e) In preventing the escape, or to retake following the escape, of a person lawfully held on a charge or conviction of a crime.
- (f) In restraining a person with a mental illness or a person with a developmental disability from self-injury or injury to another.
- (g) In self-defense or defense of another.

An officer who makes or attempts to make an arrest need not retreat or desist from his/her efforts by reason of resistance or threatened resistance of the person being arrested; nor shall such officer be deemed the aggressor or lose his/her right to self-defense by the use of reasonable force to effect the arrest or to prevent escape or to overcome resistance.

300.3.2 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether to apply force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include but are not limited to:

- (a) Immediacy and severity of the threat to officers or others.
- (b) The conduct of the individual being confronted, as reasonably perceived by the officer at the time.
- (c) Officer/subject factors (e.g., age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers available vs. subjects).
- (d) The effects of suspected drug or alcohol use.
- (e) The individual's mental state or capacity.
- (f) The individual's ability to understand and comply with officer commands.
- (g) Proximity of weapons or dangerous improvised devices.
- (h) The degree to which the individual has been effectively restrained and his/her ability to resist despite being restrained.
- (i) The availability of other reasonable and feasible options and their possible effectiveness (Minn. Stat. § 626.8452).
- (j) Seriousness of the suspected offense or reason for contact with the individual.

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- (k) Training and experience of the officer.
- (l) Potential for injury to officers, suspects, and others.
- (m) Whether the individual appears to be resisting, attempting to evade arrest by flight, or is attacking the officer.
- (n) The risk and reasonably foreseeable consequences of escape.
- (o) The apparent need for immediate control of the individual or a prompt resolution of the situation.
- (p) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.
- (q) Prior contacts with the individual or awareness of any propensity for violence.
- (r) Any other exigent circumstances.

300.3.3 PAIN COMPLIANCE TECHNIQUES

Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Officers may only apply those pain compliance techniques for which they have successfully completed department-approved training. Officers utilizing any pain compliance technique should consider:

- (a) The degree to which the application of the technique may be controlled given the level of resistance.
- (b) Whether the individual can comply with the direction or orders of the officer.
- (c) Whether the individual has been given sufficient opportunity to comply.

The application of any pain compliance technique shall be discontinued once the officer determines that compliance has been achieved.

300.3.4 USE OF FORCE TO SEIZE EVIDENCE

In general, officers may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, officers are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, officers should not intentionally use any technique that restricts blood flow to the head, restricts respiration or which creates a reasonable likelihood that blood flow to the head or respiration would be restricted. Officers are encouraged to use techniques and methods taught by the West Hennepin Public Safety for this specific purpose.

300.3.5 ALTERNATIVE TACTICS - DE-ESCALATION

When circumstances reasonably permit, officers should use non-violent strategies and techniques to decrease the intensity of a situation, improve decision-making, improve communication, reduce the need for force, and increase voluntary compliance (e.g., summoning additional resources, formulating a plan, attempting verbal persuasion).

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300.3.6 STATE RESTRICTIONS ON THE USE OF OTHER RESTRAINTS

Officers may not use any of the following restraints unless the use of deadly force is authorized (Minn. Stat. § 609.06; Minn. Stat. § 609.066):

- (a) A chokehold. For purposes of this policy, a chokehold only refers to the method of applying sufficient pressure to an individual to make breathing difficult or impossible, and includes but is not limited to any pressure to the neck, throat, or windpipe that may prevent or hinder breathing, or reduce intake of air.
 1. If applied, a chokehold is subject to the same guidelines and requirements as a carotid control hold.
- (b) Tying all of an individual's limbs together behind the person's back to render the person immobile.
- (c) Securing an individual in any way that results in transporting the person face down in a vehicle.

300.4 DEADLY FORCE APPLICATIONS

When reasonable, the officer shall, prior to the use of deadly force, make efforts to identify themselves as a peace officer and to warn that deadly force may be used, unless the officer has objectively reasonable grounds to believe the person is aware of those facts.

Use of deadly force is justified only if an objectively reasonable officer would believe, based on the totality of the circumstances known to the officer at the time and without the benefit of hindsight, that such force is necessary (Minn. Stat. § 609.066):

- (a) To protect the officer or another from death or great bodily harm.
- (b) To effect the arrest or capture, or prevent the escape, of an individual whom the officer knows or has reasonable grounds to believe has committed or attempted to commit a felony and the officer reasonably believes that the person will cause death or great bodily harm to another person unless immediately apprehended.

In both scenarios, the use of deadly force is only authorized provided that the threat (Minn. Stat. § 609.066):

- Can be articulated with specificity.
- Is reasonably likely to occur absent action by the officer.
- Must be addressed through the use of deadly force without unreasonable delay.

However, an officer shall not use deadly force against a person whose actions are a threat solely to themselves or property unless the person poses an imminent danger of death or serious physical injury to the officer or others in close proximity (Minn. Stat. § 609.066).

300.4.1 MOVING VEHICLES

Shots fired at or from a moving vehicle are rarely effective and involve considerations and risks in addition to the justification for the use of deadly force.

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When feasible, officers should take reasonable steps to move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants.

An officer should only discharge a firearm at a moving vehicle or its occupants when the officer reasonably believes there are no other reasonable means available to avert the imminent threat of the vehicle, or if deadly force other than the vehicle is directed at the officer or others.

Officers should not shoot at any part of a vehicle in an attempt to disable the vehicle.

300.5 REPORTING THE USE OF FORCE

Any use of force by a member of this department shall be documented promptly, completely, and accurately in an appropriate report, depending on the nature of the incident. The officer should articulate the factors perceived and why he/she believed the use of force was reasonable under the circumstances.

To collect data for purposes of training, resource allocation, analysis, and related purposes, the Department may require the completion of additional report forms, as specified in department policy, procedure, or law. See the Report Preparation Policy for additional circumstances that may require documentation.

300.5.1 NOTIFICATIONS TO SUPERVISORS

Supervisory notification shall be made as soon as practicable following the application of force in any of the following circumstances:

- (a) The application caused a visible injury.
- (b) The application would lead a reasonable officer to conclude that the individual may have experienced more than momentary discomfort.
- (c) The individual subjected to the force complained of injury or continuing pain.
- (d) The individual indicates intent to pursue litigation.
- (e) Any application of the conducted energy device or control device.
- (f) Any application of a restraint device other than handcuffs, shackles, or belly chains.
- (g) The individual subjected to the force was rendered unconscious.
- (h) An individual was struck or kicked.
- (i) An individual alleges unreasonable force was used or that any of the above has occurred.

300.5.2 STATE REPORTING REQUIREMENTS

The Director of Public Safety shall provide for the filing of a report with the Bureau of Criminal Apprehension (BCA) on a monthly basis and in the form required by BCA (Minn. Stat. § 626.5534).

There may be additional reporting requirements regarding misconduct (see the Standards of Conduct Policy) (Minn. Stat. § 626.8457).

Use of Force

300.6 MEDICAL CONSIDERATIONS

Once it is reasonably safe to do so, medical assistance shall be obtained for any person who exhibits signs of physical distress, has sustained visible injury, expresses a complaint of injury or continuing pain, or was rendered unconscious. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until the individual can be medically assessed. Individuals should not be placed on their stomachs for an extended period, as this could impair their ability to breathe.

Based upon the officer's initial assessment of the nature and extent of the individual's injuries, medical assistance may consist of examination by an emergency medical services provider or medical personnel at a hospital or jail. If any such individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practicable, should be witnessed by another officer and/or medical personnel. If a recording is made of the contact or an interview with the individual, any refusal should be included in the recording, if possible.

The on-scene supervisor or, if the on-scene supervisor is not available, the primary handling officer shall ensure that any person providing medical care or receiving custody of a person following any use of force is informed that the person was subjected to force. This notification shall include a description of the force used and any other circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

Individuals who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics, and imperviousness to pain, or who require a protracted physical encounter with multiple officers to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Officers who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away.

See the Medical Aid and Response Policy for additional guidelines.

300.7 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to a reported application of force resulting in visible injury, if reasonably available. When a supervisor is able to respond to an incident in which there has been a reported application of force, the supervisor is expected to:

- (a) Obtain the basic facts from the involved officers. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.
- (b) Ensure that any injured parties are examined and treated.
- (c) When possible, separately obtain a recorded interview with the individual upon whom force was applied. If this interview is conducted without the individual having voluntarily waived his/her *Miranda* rights, the following shall apply:
 1. The content of the interview should not be summarized or included in any related criminal charges.

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2. The fact that a recorded interview was conducted should be documented in a property or other report.
3. The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired.
- (d) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas.
 1. These photographs should be retained until all potential for civil litigation has expired.
- (e) Identify any witnesses not already included in related reports.
- (f) Review and approve all related reports.
- (g) Determine if there is any indication that the individual may pursue civil litigation.
 1. If there is an indication of potential civil litigation, the supervisor should complete and route a notification of a potential claim through the appropriate channels.
- (h) Evaluate the circumstances surrounding the incident and initiate an administrative investigation if there is a question of policy noncompliance or if for any reason further investigation may be appropriate.

In the event that a supervisor is unable to respond to the scene of an incident involving the reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

300.7.1 SHIFT SERGEANT RESPONSIBILITY

The Shift Sergeant shall review each use of force by any personnel within his/her command to ensure compliance with this policy and to address any training issues.

300.8 TRAINING

Officers shall receive training on this policy, including the learning objectives as provided by the Board of Peace Officer Standards and Training (POST), and demonstrate their knowledge and understanding at least annually (Minn. Stat. § 626.8452, Subd. 3).

Subject to available resources, officers should receive periodic training on guidelines regarding vulnerable populations, including but not limited to children, elderly, pregnant persons, and individuals with physical, mental, or intellectual disabilities.

300.8.1 STATE-SPECIFIC TRAINING REQUIREMENTS

Warrior-style training, as defined in Minn. Stat. § 626.8434, whether provided directly by the Department or through a third party, is prohibited (Minn. Stat. § 626.8434).

300.8.2 TRAINING REQUIREMENTS

Required annual training shall include:

- (a) Legal updates.

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- (b) De-escalation tactics, including alternatives to force.
- (c) The duty to intercede.
- (d) The duty to request and/or render medical aid.
- (e) Warning shots (see the Firearms Policy).
- (f) All other subjects covered in this policy (e.g., use of deadly force, chokeholds and carotid holds, discharge of a firearm at or from a moving vehicle, verbal warnings).

300.9 USE OF FORCE ANALYSIS

At least annually, the Patrol Sergeant should prepare an analysis report on use of force incidents. The report should be submitted to the Director of Public Safety. The report should not contain the names of officers, suspects, or case numbers, and should include:

- (a) The identification of any trends in the use of force by members.
- (b) Training needs recommendations.
- (c) Equipment needs recommendations.
- (d) Policy revision recommendations.

300.10 POLICY REVIEW

The Director of Public Safety or the authorized designee should annually review and update this policy to reflect developing practices and procedures.

Firearms

307.1 PURPOSE AND SCOPE

This policy provides guidelines for issuing firearms, the safe and legal carrying of firearms, firearms maintenance and firearms training.

This policy does not apply to issues related to the use of firearms that are addressed in the Use of Force or Officer-Involved Shootings and Deaths policies.

This policy only applies to those members who are authorized to carry firearms.

307.1.1 AUTHORIZATION TO CARRY FIREARMS

All licensed personnel shall successfully complete department training regarding the use of force, deadly force, and the use of firearms before being issued a firearm or being authorized to carry a firearm in the course of their duties (Minn. Stat. § 626.8452, Subd. 3; Minn. Stat. § 626.8463).

307.2 POLICY

The West Hennepin Public Safety will require officers to carry firearms to address the risks posed to the public and department members by violent and sometimes well-armed persons. The Department and officers will ensure the firearms are appropriate, in good working order and that relevant training is provided by West Hennepin PSD as resources allow.

307.3 AUTHORIZED FIREARMS, AMMUNITION AND OTHER WEAPONS

Members shall only use firearms that are issued or approved by the Department and have been thoroughly inspected by the Fire Arms Instructor. Except in an emergency or as directed by a supervisor, no firearm shall be carried by a member who has not qualified with that firearm at an authorized department range.

All other weapons not provided by the Department, including, but not limited to, edged weapons, chemical or electronic weapons, impact weapons or any weapon prohibited or restricted by law or that is not covered elsewhere by department policy, may not be carried by members in the performance of their official duties without the express written authorization of the member's Sergeant. This exclusion does not apply to the carrying of a single folding pocketknife that is not otherwise prohibited by law.

307.3.1 HANDGUNS

The authorized department handgun is the Officer Preference of Glock Model handguns in Full-Frame, Compact, or Sub-Compact chambered in 9mm or .45 caliber approved by the Director of Public Safety and the firearms training officer. Uniformed patrol officers are required to carry full-frame or compact models. Plain clothes or special detail officers are authorized to carry sub-compact models.

307.3.2 AUTHORIZED SECONDARY FIREARMS

Officers desiring to carry a secondary firearm/handgun are subject to the following restrictions:

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- (a) The firearm shall be in good working order and on the department's list of approved calibers.
- (b) Only one secondary firearm may be carried at a time.
- (c) The purchase of the firearm shall be the responsibility of the officer.
- (d) The firearm shall be carried out of sight at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.
- (e) The firearm shall be inspected by the Fire Arms Instructor prior to being carried and thereafter shall be subject to inspection whenever deemed necessary.
- (f) Ammunition shall be the same as department issue. If the caliber of the firearm is other than department issue, the Director of Public Safety or the authorized designee shall approve the ammunition.
- (g) Prior to carrying the secondary firearm, personnel shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Officers must demonstrate proficiency, safe handling, and that the firearm functions properly.
- (h) Personnel shall provide written notice of the make, model, color, serial number and caliber of a second firearm to the Fire Arms Instructor and West Hennepin PSD.

307.3.3 PATROL RIFLES

The authorized department-issued patrol rifle is currently a AR15 style rifle.223 caliber/5.56x45mm approved by West Hennepin PSD . The following additional patrol rifles are approved for on-duty use:

Members may deploy the patrol rifle in any circumstance where the member can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include, but are not limited to:

- (a) Situations where the member reasonably anticipates an armed encounter.
- (b) When a member is faced with a situation that may require accurate and effective fire at long range.
- (c) Situations where a member reasonably expects the need to meet or exceed a suspect's firepower.
- (d) When a member reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.
- (e) When a member reasonably believes that a suspect may be wearing body armor.
- (f) When authorized or requested by a supervisor.
- (g) When needed to euthanize an animal.

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When not deployed, the patrol rifle shall be properly secured in a locking weapons rack in the patrol vehicle with the chamber empty, magazine loaded and inserted into the magazine well, the bolt forward with the dust cover closed, and the selector lever in the safe position.

307.3.4 PERSONALLY OWNED DUTY FIREARMS

Members desiring to carry an authorized but personally owned duty firearm must receive written approval from the Director of Public Safety or the authorized designee. Once approved, personally owned duty firearms are subject to the following restrictions:

- (a) The firearm shall be in good working order and on the department list of approved firearms.
- (b) The firearm shall be inspected by the Fire Arms Instructor prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.
- (c) Prior to carrying the firearm, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Members must demonstrate proficiency and safe handling, and that the firearm functions properly.
- (d) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Fire Arms Instructor, who will maintain a list of the information.

307.3.5 AUTHORIZED OFF-DUTY FIREARMS

The carrying of firearms by members while off-duty is permitted by the Director of Public Safety but may be rescinded should circumstances dictate (e.g., administrative leave). Members who choose to carry a firearm while off-duty, based on their authority as peace officers, will be required to meet the following guidelines:

- (a) A personally owned firearm shall be used, carried and inspected in accordance with the Personally Owned Duty Firearms requirements in this policy.
 - 1. The purchase of the personally owned firearm and ammunition shall be the responsibility of the member.
- (b) The firearm shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge, or loss of physical control.
- (c) It will be the responsibility of the member to submit the firearm to the Fire Arms Instructor for inspection prior to being personally carried. Thereafter the firearm shall be subject to periodic inspection by the Fire Arms Instructor.
- (d) Prior to carrying any off-duty firearm, the member shall demonstrate to the Fire Arms Instructor that the member is proficient in handling and firing the firearm and that it will be carried in a safe manner.
- (e) The member will successfully qualify with the firearm prior to it being carried.
- (f) Members shall provide written notice of the make, model, color, serial number, and caliber of the firearm to the Fire Arms Instructor, who will maintain a list of the information.

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- (g) If a member desires to use more than one firearm while off-duty, the member may do so, as long as all requirements set forth in this policy for each firearm are met.
- (h) Members shall only carry department-authorized ammunition
- (i) When armed, officers shall carry their badges and West Hennepin Public Safety identification cards under circumstances requiring possession of such identification.

307.3.6 AMMUNITION

Members shall carry only authorized ammunition. Members shall be issued fresh duty ammunition in the specified quantity for departmentthe officers firearms during the member's firearms qualification. This ammunition will be replaced once per year, usually at the department night shoot. Replacements for unserviceable or depleted ammunition issued by the Department shall be dispensed by the Fire Arms Instructor when needed, in accordance with established policy.

Members carrying authorized firearms of a caliber differing from authorized firearms shall be responsible for obtaining fresh duty ammunition in accordance with the above. Replacements for unserviceable or depleted ammunition issued by the Department shall be dispensed by the Fire Arms Instructor when needed, in accordance with established policy.

307.4 EQUIPMENT

Firearms carried on- or off-duty shall be maintained in a clean, serviceable condition. Maintenance and repair of authorized personally owned firearms are the responsibility of the individual member.

307.4.1 REPAIRS OR MODIFICATIONS

Each member shall be responsible for promptly reporting any damage or malfunction of an assigned firearm to a supervisor or the Fire Arms Instructor.

Firearms that are personally owned firearms that are approved for department use may be repaired or modified only by a person who is department-approved and certified as an armorer or gunsmith in the repair of the specific firearm. Such modification or repair must be authorized in advance by the Fire Arms Instructor.

Any repairs or modifications to the member's personally owned firearm shall be done at his/her expense and must be approved by the Fire Arms Instructor.

307.4.2 HOLSTERS

Only department-approved holsters shall be used and worn by members. Members shall periodically inspect their holsters to make sure they are serviceable and provide the proper security and retention of the handgun.

307.4.3 TACTICAL LIGHTS

Tactical lights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Fire Arms Instructor. Once the approved tactical lights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

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307.4.4 OPTICS OR LASER SIGHTS

Optics or laser sights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Fire Arms Instructor. Any approved sight shall only be installed in strict accordance with manufacturer specifications. Once approved sights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

Except in an approved training situation, a member may only sight in on a target when the member would otherwise be justified in pointing a firearm at the target.

307.5 SAFE HANDLING, INSPECTION AND STORAGE

Members shall maintain the highest level of safety when handling firearms and shall consider the following:

- (a) Members shall not unnecessarily display or handle any firearm.
- (b) Members shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the Fire Arms Instructor. Members shall not dry fire or practice quick draws except under Fire Arms Instructor supervision or while off duty as part of training .
- (c) Members shall not clean, repair, load or unload a firearm anywhere in the Department, except where clearing barrels are present.
- (d) Rifles removed from vehicles or the equipment storage room shall be loaded and unloaded in the parking lot and outside of the vehicle.
- (e) Members shall not place or store any firearm or other weapon on department premises except where the place of storage is lock. .
- (f) Members shall not use any fully automatic firearm, heavy caliber rifle, gas or other type of chemical weapon or firearm from the armory, except with approval of a supervisor.
- (g) Any firearm authorized by the Department to be carried on- or off-duty that is determined by a member to be malfunctioning or in need of service or repair shall not be carried. It shall be promptly presented to the Department or a Fire Arms Instructor approved by the Department for inspection and repair. Any firearm deemed in need of repair or service by the Fire Arms Instructor will be immediately removed from service. If the firearm is the member's primary duty firearm, a replacement firearm will be obtained by the employee until the duty firearm is serviceable.

307.5.1 INSPECTION AND STORAGE

Handguns shall be inspected regularly and upon access or possession by another person. Shotguns and rifles shall be inspected at the beginning of the shift by the member to whom the weapon is issued. The member shall ensure that the firearm is carried in the proper condition and loaded with approved ammunition. Inspection of the shotgun and rifle shall be done while standing outside of the patrol vehicle. All firearms shall be pointed in a safe direction or into clearing barrels.

Personally owned firearms may be safely stored in lockers at the end of the shift. Department-owned firearms shall be stored in the appropriate equipment storage room. Handguns may remain

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loaded if they are secured in an appropriate holster. Shotguns and rifles shall be unloaded in a safe manner outside the building and then stored in the appropriate equipment storage room.

307.5.2 STORAGE AT HOME

Members shall ensure that all firearms are secured while in their homes, vehicles or any other area under their control, and in a manner that will keep them inaccessible to children and others who should not have access. Members shall not permit department-issued firearms to be handled by anyone not authorized by the Department to do so. Members should be aware that negligent storage of a firearm could result in civil and criminal liability (Minn. Stat. § 609.666; Minn. Stat. § 609.378, .

307.5.3 ALCOHOL AND DRUGS

Firearms shall not be carried by any member, either on- or off-duty, who has consumed an amount of an alcoholic beverage, taken any drugs or medication, or has taken any combination thereof that would tend to adversely affect the member's senses or judgment.

307.6 FIREARMS TRAINING AND QUALIFICATIONS

All members who carry a firearm while on-duty are required to successfully complete training with their duty firearms as required by Minnesota POST Board Standards. In addition to this training, all members will qualify at least annually with their duty firearms (Minn. Stat. § 626.8452). Officers will also receive training on this policy, including the learning objectives as provided by POST, at least annually (Minn. Stat. § 626.8452, Subd. 3).

Members will qualify with off-duty and secondary firearms annually..

Training and qualifications must be on an approved range course.

At least annually, all members carrying a firearm should receive practical training designed to simulate field situations including low-light shooting.

307.6.1 NON-CERTIFICATION OR NON-QUALIFICATION

If any member fails to meet minimum standards for firearms training or qualification for any reason, including injury, illness, duty status or scheduling conflict, that member shall submit a memorandum to his/her immediate supervisor prior to the end of the required training or qualification period.

Those who fail to meet minimum standards or qualify on their first shooting attempt shall be provided immediate remedial training and will be given a second opportunity to qualify and or subject to the following requirements:

- (a) Additional range assignments may be scheduled to assist the member in demonstrating consistent firearm proficiency.
- (b) Members shall be given credit for a range training or qualification when obtaining a qualifying score or meeting standards after remedial training.
- (c) No range credit will be given for the following:

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1. Unauthorized range make-up
2. Failure to meet minimum standards or qualify after remedial training

Members who repeatedly fail to meet minimum standards will be removed from field assignment and may be subject to disciplinary action.

307.7 FIREARM DISCHARGE

Except during training or recreational use, any member who discharges a firearm intentionally or unintentionally, on- or off-duty, shall make a verbal report to their supervisor as soon as circumstances permit. If the discharge results in injury or death to another person, additional statements and reports shall be made in accordance with the Officer-Involved Shootings and Deaths Policy. If a firearm was discharged as a use of force, the involved member shall adhere to the additional reporting requirements set forth in the Use of Force Policy.

In all other cases, written reports shall be made as follows:

- (a) If on-duty at the time of the incident, the member shall file a written report with their Sergeant or provide a recorded statement to investigators prior to the end of shift, unless otherwise directed.
- (b) If off-duty at the time of the incident, the member shall file a written report or provide a recorded statement no later than the end of the next regularly scheduled shift, unless otherwise directed by a supervisor.

307.7.1 DESTRUCTION OF ANIMALS

Members are authorized to use firearms to stop an animal in circumstances where the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

In circumstances where there is sufficient advance notice that a potentially dangerous animal may be encountered, department members should develop reasonable contingency plans for dealing with the animal (e.g., fire extinguisher, conducted energy device, oleoresin capicum (OC) spray, animal control officer). Nothing in this policy shall prohibit any member from shooting a dangerous animal if circumstances reasonably dictate that a contingency plan has failed, becomes impractical, or if the animal reasonably appears to pose an imminent threat to human safety.

307.7.2 INJURED ANIMALS

An officer may euthanize an animal that is so badly injured that human compassion requires its removal from further suffering and where other dispositions are impractical.

307.7.3 WARNING AND OTHER SHOTS

Generally, shots fired for the purpose of summoning aid are discouraged and may not be discharged unless the member reasonably believes that they appear necessary, effective, and reasonably safe.

Warning shots shall not be used.

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307.7.4 REPORTING FIREARMS DISCHARGE

The Director of Public Safety shall notify the Commissioner of Public Safety within 30 days of an on-duty firearm discharge, except when the discharge is in the course of training or destruction of animals (described in this policy). The notification shall contain information concerning the reason for and circumstances surrounding the discharge (Minn. Stat. § 626.553).

307.8 FIRE ARMS INSTRUCTOR DUTIES

The range will be under the exclusive control of the Fire Arms Instructor. All members attending will follow the directions of the Fire Arms Instructor. The Fire Arms Instructor will maintain a roster of all members attending the range and will submit the roster to the Training Sergeant after each range date. Failure of any member to sign in and out with the Fire Arms Instructor may result in non-participation or non-qualification.

The range shall remain operational and accessible to department members during hours established by the Department.

The Fire Arms Instructor has the responsibility of making periodic inspection, at least once a year, of all duty firearms carried by members of this department to verify proper operation. The Fire Arms Instructor has the authority to deem any department-issued or privately owned firearm unfit for service. The member will be responsible for all repairs to his/her personally owned firearm; it will not be returned to service until inspected and approved by the Fire Arms Instructor.

The Fire Arms Instructor has the responsibility for ensuring each member meets the minimum requirements during training shoots and, on at least a yearly basis, can demonstrate proficiency in the care, cleaning and safety of all firearms the member is authorized to carry.

The Fire Arms Instructor shall complete and submit to the Training Sergeant documentation of the courses provided. Documentation shall include the qualifications of each instructor who provides the training, a description of the training provided and, on a form that has been approved by the Department, a list of each member who completes the training. The Fire Arms Instructor should keep accurate records of all training shoots, qualifications, repairs, maintenance or other records as directed by the Training Sergeant.

307.9 FLYING WHILE ARMED

The Transportation Security Administration (TSA) has imposed rules governing law enforcement officers flying armed on commercial aircraft. The following requirements apply to officers who intend to be armed while flying on a commercial air carrier or flights where screening is conducted (49 CFR 1544.219):

- (a) Officers wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure, and must have a need to have the firearm accessible, as determined by the Department based on the law and published TSA rules.
- (b) Officers must carry their West Hennepin Public Safety identification card bearing the officer's name, a full-face photograph, identification number, the officer's signature, and the signature of the Director of Public Safety or the official seal of the Department and must present this identification to airline officials when requested. The officer

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should also carry the standard photo identification needed for passenger screening by airline and TSA officials (e.g., driver's license, passport).

- (c) The West Hennepin Public Safety must submit a National Law Enforcement Telecommunications System (NLETS) message prior to the officer's travel. If approved, TSA will send the West Hennepin Public Safety an NLETS message containing a unique alphanumeric identifier. The officer must present the message on the day of travel to airport personnel as authorization to travel while armed.
- (d) An official letter signed by the Director of Public Safety authorizing armed travel may also accompany the officer. The letter should outline the officer's need to fly armed, detail the itinerary, and include that the officer has completed the mandatory TSA training for a law enforcement officer flying while armed.
- (e) Officers must have completed the mandated TSA security training covering officers flying while armed. The training shall be given by the department-appointed instructor.
- (f) It is the officer's responsibility to notify the air carrier in advance of the intended armed travel. This notification should be accomplished by early check-in at the carrier's check-in counter.
- (g) Any officer flying while armed should discreetly contact the flight crew prior to take-off and notify them of the officer's assigned seat.
- (h) Discretion must be used to avoid alarming passengers or crew by displaying a firearm. The officer must keep the firearm concealed on the officer's person at all times. Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.
- (i) Officers should resolve any problems associated with flying armed through the flight captain, ground security manager, TSA representative, or other management representative of the air carrier.
- (j) Officers shall not consume alcoholic beverages while aboard an aircraft, or within eight hours prior to boarding an aircraft.

307.10 CARRYING FIREARMS OUT OF STATE

Qualified, active, full-time officers of this department are authorized to carry a concealed firearm in all other states subject to the following conditions (18 USC § 926B):

- (a) The officer shall carry the officer's West Hennepin Public Safety identification card whenever carrying such firearm.
- (b) The officer may not be the subject of any current disciplinary action.
- (c) The officer may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.
- (d) The officer will remain subject to this and all other department policies (including qualifying and training).

Officers are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property,

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installation, building, base, or park. Federal authority may not shield an officer from arrest and prosecution in such locally restricted areas.

Active law enforcement officers from other states are subject to all requirements set forth in 18 USC § 926B.

Field Training Officer Program

415.1 PURPOSE AND SCOPE

The Field Training Officer Program is intended to provide a standardized program to facilitate the officer's transition from the academic setting to the actual performance of general law enforcement duties of the West Hennepin Public Safety.

It is the policy of this department to assign all new police officers to a structured Field Training Officer Program that is designed to prepare the new officer to perform in a patrol assignment and to acquire all of the skills needed to operate in a safe, productive and professional manner.

415.2 FIELD TRAINING OFFICER - SELECTION AND TRAINING

The Field Training Officer (FTO) is an experienced officer trained in the art of supervising, training and evaluating entry-level and lateral police officers in the application of their previously acquired knowledge and skills.

415.2.1 SELECTION PROCESS

FTOs will be selected based on the following requirements:

- (a) Desire to be an FTO.
- (b) Minimum of four years of patrol experience, two of which shall be with this department.
- (c) Demonstrated ability as a positive role model.
- (d) Participate and pass an internal oral interview selection process.
- (e) Evaluation by supervisors and current FTOs.
- (f) Possess an FTO certificate of completion from a Minnesota POST Board-approved course.

415.2.2 CONTINUED TRAINING

All FTOs must complete a POST-approved FTO update course every three years while assigned to the position of FTO.

415.3 FIELD TRAINING OFFICER INCENTIVE

Field Training Officers (FTO's) shall receive two (2) hours of Straight Comp Time for each FTO shift worked. To qualify for FTO incentive, the shift must be a minimum of eight (8) hours. Comp Time is subject to policy 1018.1.3.

415.4 FIELD TRAINING OFFICER PROGRAM SUPERVISOR

The Field Training Officer Program Supervisor will be the Sergeant or designee.

The responsibilities of the FTO Program Supervisor include the following:

- (a) Assignment of trainees to FTOs.
- (b) Conduct FTO meetings.

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- (c) Maintain and ensure FTO/trainee performance evaluations are completed.
- (d) Maintain, update and issue the Field Training Manual to each trainee.
- (e) Monitor individual FTO performance.
- (f) Monitor overall FTO Program.
- (g) Maintain liaison with FTO coordinators of other agencies.
- (h) Develop ongoing training for FTOs.

The FTO Program supervisor should obtain a Field Training Officer Supervisory certificate from a Minnesota POST Board-approved course within one year of appointment to this position.

415.5 TRAINEE DEFINED

Trainee - Any entry level or lateral police officer newly appointed to the West Hennepin Public Safety who possesses a Minnesota POST license or is eligible to be licensed.

415.6 REQUIRED TRAINING

Entry level officers shall be required to successfully complete the Field Training Program.

The training period for lateral officers may be modified depending on the trainee's demonstrated performance and level of experience, but shall consist of a minimum of eight weeks.

The required training will take place on at least two different shifts and with at least two different FTOs if reasonably possible.

415.6.1 FIELD TRAINING MANUAL

Each new officer will be issued a Field Training Manual at the beginning of his/her Primary Training Phase. This manual is an outline of the subject matter and skills necessary to properly function as an officer with the West Hennepin Public Safety. The officer shall become knowledgeable of the subject matter as outlined. He/she shall also become proficient with those skills as set forth in the manual.

The Field Training Manual will specifically cover those policies, procedures, rules and regulations enacted by the West Hennepin Public Safety.

415.7 EVALUATIONS

Evaluations are an important component of the training process and shall be completed as outlined below.

415.7.1 FIELD TRAINING OFFICER

The FTO will be responsible for the following:

- (a) Completing and submitting a written evaluation on the performance of the assigned trainee to the trainee's immediate supervisor on a daily basis.
- (b) Reviewing the Daily Trainee Performance Evaluations with the trainee each day.

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- (c) Completing a detailed end-of-phase performance evaluation on the assigned trainee at the end of each phase of training.
- (d) Signing off all completed topics contained in the Field Training Manual, noting the method of learning and evaluating the performance of the assigned trainee.

415.7.2 IMMEDIATE SUPERVISOR

The immediate supervisor shall review and approve the Daily Trainee Performance Evaluations and forward them to the Field Training Administrator.

415.7.3 FIELD TRAINING ADMINISTRATOR

The Field Training Administrator will review and approve the Daily Trainee Performance Evaluations submitted by the FTO through his/her immediate supervisor.

The Field Training Administrator will hold periodic meetings with all FTOs to ensure understanding and compliance with the requirements of the Field Training Program. At least annually, the Field Training Administrator will hold a process review meeting with all FTOs to discuss changes needed in the FTO Program. A summary of this meeting, with any recommendations or changes made, will be documented and forward to the Director of Public Safety for review and approval.

415.7.4 TRAINEE

At the completion of the Field Training Program, the trainee shall submit a performance evaluation of each of his/her FTOs and of the Field Training Program.

415.8 DOCUMENTATION

All documentation of the Field Training Program will be retained in the officer's training files and will consist of the following:

- (a) Daily Trainee Performance Evaluations.
- (b) End of phase evaluations.
- (c) A Certificate of Completion, certifying that the trainee has successfully completed the required number of hours of field training.

Recruitment and Selection

1000.1 PURPOSE AND SCOPE

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the West Hennepin Public Safety and that are promulgated and maintained by the Personnel Department.

1000.2 POLICY

In accordance with applicable federal, state, and local law, the West Hennepin Public Safety provides equal opportunities for applicants and employees regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law. The Department does not show partiality or grant any special status to any applicant, employee, or group of employees unless otherwise required by law.

The Department will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

1000.3 RECRUITMENT

The Administration Sergeant shall employ a comprehensive recruitment and selection strategy to recruit and select employees from a qualified and diverse pool of candidates.

The strategy shall include:

- (a) Establishment of a written recruitment plan.
 - 1. The plan shall include an outline of steps for recruiting candidates who are representative of the community. This should include candidates who live in or are from the community, if appropriate and consistent with applicable laws, memorandum of understandings, or collective bargaining agreements.
- (b) Identification of racially and culturally diverse target markets.
- (c) Use of marketing strategies to target diverse applicant pools.
- (d) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive department website and the use of department-managed social networking sites, if resources permit.
- (e) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities, and the military.
- (f) Employee referral and recruitment incentive programs.
- (g) Consideration of shared or collaborative regional testing processes.

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The Administration Sergeant shall avoid advertising, recruiting, and screening practices that tend to stereotype, focus on homogeneous applicant pools, or screen applicants in a discriminatory manner.

The Department should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of their status in the recruiting process.

1000.4 SELECTION PROCESS

The Department shall actively strive to identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects. Minimally, the Department shall employ a comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

- (a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)
- (b) Driving record
- (c) Personal and professional reference checks
- (d) Citizenship eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents (Minn. R. 6700.0700, Subp. 1). This required documentation should not be requested until a candidate is hired. This does not prohibit obtaining documents required for other purposes.
- (e) Information obtained from public internet sites
 - 1. This review should include the identification of any activity that promotes or supports unlawful violence or unlawful bias against persons based on protected characteristics (e.g., race, ethnicity, national origin, religion, gender, gender identity, sexual orientation, disability).
- (f) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)
- (g) Local, state, and federal criminal history record checks
- (h) Polygraph or voice stress analyzer examination (when legally permissible)
- (i) Medical and psychological examination (may only be given after a conditional offer of employment)
- (j) Review board or selection committee assessment
- (k) Relevant national and state decertification records, if available, including the National Decertification Index
- (l) Any relevant information in the National Law Enforcement Accountability Database

1000.4.1 VETERAN'S PREFERENCE

Veterans who are candidates for job openings shall receive preference recognizing the training and experience, loyalty and sacrifice not otherwise readily assessed by examination pursuant

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to Minn. Stat. § 197.455. The following preference, credit and requirements shall be applied as applicable (Minn. Stat. § 197.455):

Nondisabled Veteran's Credit - There shall be added to the competitive open examination rating of a nondisabled veteran, who so elects, a credit of 10 points, provided that veteran obtained a passing rating on the examination without the addition of the credit points.

Disabled Veteran's Credit - There shall be added to the competitive open examination rating of a disabled veteran, who so elects, a credit of 15 points, provided that the veteran obtained a passing rating on the examination without the addition of the credit points. There shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, a credit of five points provided that:

- (a) The veteran obtained a passing rating on the examination without the addition of the credit points.
- (b) The veteran is applying for a first promotion after securing public employment.

For the purpose of the preference to be used in securing appointment from a competitive open examination, "disabled veteran" means a person has a compensable service-connected disability as adjudicated by the U.S. Veterans Administration, or by the retirement board of one of the several branches of the armed forces, that is existing at the time preference is claimed.

For purposes of the preference to be used in securing appointment from a competitive promotional examination, "disabled veteran" means a person who, at the time of election to use a promotional preference, is entitled to disability compensation under laws administered by the Veterans Administration for a permanent service-connected disability rated at 50 percent or more.

Preference for Spouses - A preference available pursuant to Minn. Stat. § 197.455 may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.

Ranking of Veterans - An eligible applicant with a rating augmented by veteran's preference shall be entered on an eligible list ahead of a non-veteran with the same rating. When notifying eligible applicants that they have passed examinations this department shall show the final examination ratings and preference credits and shall notify eligible applicants that they may elect to use veteran's preference to augment passing ratings.

When this department rejects a certified eligible applicant who has received veteran's preference, the appointing authority shall notify the eligible applicant in writing of the reasons for the rejection and file the notice with the West Hennepin Public Safety Personnel Department.

1000.5 BACKGROUND INVESTIGATION

Every candidate shall undergo a thorough background investigation to verify the candidate's personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the West Hennepin Public Safety.

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The background investigation must determine whether the candidate meets the standards established by the Minnesota Board of Peace Officer Standards and Training (POST) as well as the security standards established to access state and national computerized record and communication systems (Minn. Stat. § 626.87; Minn. R. 6700.0670; Minn. R. 6700.0700).

A background investigation is valid for six months after completion. If the candidate is not hired during the six months, the background investigation must be updated before a final offer of employment to the candidate is made (Minn. R. 6700.0670, Subp. 2).

1000.5.1 RECORDS RETENTION

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule (Minn. R. 6700.0670, Subp. 2; Minn. R. 6700.0700, Subp. 2).

1000.5.2 REVIEW OF SOCIAL MEDIA SITES

Due to the potential for accessing unsubstantiated, private, or protected information, the Administration Sergeant should not require candidates to provide passwords, account information, or access to password-protected social media accounts (Minn. R. 6700.0670, Subp. 1).

The Administration Sergeant should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches and/or review information from social media sites to ensure that:

- (a) The legal rights of candidates are protected.
- (b) Material and information to be considered are verified, accurate, and validated.
- (c) The Department fully complies with applicable privacy protections and local, state, and federal law.

Regardless of whether a third party is used, the Administration Sergeant should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

1000.5.3 NOTICES

Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA and Minnesota law (15 USC § 1681d; Minn. Stat. § 13C.02).

1000.5.4 STATE NOTICES

Upon initiation of a candidate's background investigation, the Director of Public Safety or the authorized designee shall provide written notice to POST as soon as practicable, but no later than ten days thereafter that includes the candidate's full name and date of birth and the candidate's peace officer license number, if applicable (Minn. Stat. § 626.87; Minn. R. 6700.0670, Subp. 3).

If the background investigation identifies a disqualification under the minimum selection standards in Minn. R. 6700.0700, the Director of Public Safety or the authorized designee shall provide

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written notice to POST as soon as practicable, but no later than ten days (Minn. R. 6700.0670, Supb. 3).

1000.5.5 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file.

1000.6 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

1000.7 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law. Candidates will be evaluated based on merit, ability, competence and experience, in accordance with the high standards of integrity and ethics valued by the Department and the community.

Validated, job-related and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation. The Personnel Department should maintain validated standards for all positions.

1000.7.1 STANDARDS FOR OFFICERS

Candidates shall meet the minimum standards established by Minnesota POST (Minn. R. 6700.0700):

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Recruitment and Selection

- (a) Citizen of, or eligible to work in, the United States (Minn. R. 6700.0700, Subp. 1)
- (b) Possess a valid driver's license
- (c) Free of any felony conviction
- (d) Not be required to register as a predatory offender under state law
- (e) Free of conviction of any controlled substance law or of any misdemeanor offense listed in Minn. R. 6700.0700
- (f) Have no record of engaging in discriminatory conduct, involvement with a hate or extremist group, or criminal gang
- (g) Fingerprinted for purposes of disclosure of any felony convictions
- (h) Submit to a medical examination and psychological evaluation required by Minn. R. 6700.0675 to ensure that the candidate is free from any physical, emotional, or mental condition which might adversely affect the candidate's performance of peace officer duties
- (i) Successfully complete a physical strength and agility examination
- (j) Successfully complete an oral examination

1000.7.2 NOTIFICATION TO POST

The Director of Public Safety shall notify the POST Board of any candidate appointed to the position of peace officer before the first day of employment on a form provided by POST. The appointee may not exercise peace officer powers until the notification form is received and approved by POST Board (Minn. R. 6700.0800).

1000.8 PROBATIONARY PERIODS

The Administration Sergeant should coordinate with the West Hennepin Public Safety Personnel Department to identify positions subject to probationary periods and procedures for:

- (a) Appraising performance during probation.
- (b) Assessing the level of performance required to complete probation.
- (c) Extending probation.
- (d) Documenting successful or unsuccessful completion of probation.

PERSONNEL EMPLOYMENT POLICIES

1029.1 PURPOSE AND SCOPE

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

1029.2 WORK SCHEDULE

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

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

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

1029.2.1 SALARY

A salary schedule has been developed which reflects the annual and anniversary salary increases for employees, including adjustments for Prior Service Credit (PSC) where applicable. Effective January 1, 2025, all staff will receive a 5% wage increase. Effective January 1, 2026, all staff will receive an additional 3% wage increase. Employees eligible for PSC will have their adjusted years of service factored into the salary schedule for both base pay and longevity steps. Annual increases beyond 2026 will follow standard approval by the West Hennepin Public Safety Commission as recommended by the Director of Public Safety.

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

1029.2.2 OVERTIME

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

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

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

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

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

1029.2.3 COMP TIME

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

1029.2.4 COURT TIME

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

1029.3 SPECIAL ASSIGNMENT INVESTIGATOR INCENTIVE

Effective January 1, 2025, investigators will receive an annual incentive of \$3,600.00, distributed equally across all pay periods. This incentive will be prorated for any period during which an individual does not serve as an investigator for the entire year.

1029.4 PRIOR SERVICE CREDIT (PSC)

Effective January 1, 2025, Prior Service Credit (PSC) allows officers with three (3) years of verifiable full-time sworn experience with another Local, State, Tribal, or Federal agency to receive PSC benefits after completing three (3) full years of service with WHPS. Officers qualifying for PSC will receive 75% credit for each qualifying year of prior service to determine pay scale placement, longevity, and vacation accrual. For example, an officer hired with 10 years of qualifying prior service who had completed 3 years at WHPS will be credited for 7.5 years of prior service, resulting in a total of 10.5 years for determining pay scale, longevity steps, and vacation accrual rates.

When an officer meets the qualifications and WHPS service requirement they be placed on the pay scall according to their total years of service, including WHPS time and adjusted prior service.

1029.5 SICK LEAVE ACCRURAL

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

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

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

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

1029.6 SEVERANCE PAY

A. Upon death, retirement, layoff, or voluntary termination, full-time employees will receive severance or termination pay based on accumulated sick leave as follows:

1. If employed continuously for at least three (3) years, thirty-three and one-third (33-1/3) percent of accumulated sick leave not to exceed three hundred twenty (320) hours paid in cash.

2. If employed continuously for at least twenty (20) years, fifty (50) percent of accumulated sick leave will be paid into the employee post-employment Health Care Savings Plan account administered by the Minnesota State Retirement System.

B. Employees will be paid for maximum of 40 hours of accrued comp time, accrued vacation time not to exceed employees current vacation benefit and any accrued holiday pay. Employees continuously employed for at least (20) years, their accrued vacation time, not exceeding the current vacation benefit, comp time, and accrued holiday pay will be paid into the employee post-employment Health Care Savings Plan administered by the Minnesota State Retirement System.

C. All severance hours will be paid using the employees wage for that year.

D. In case of death of an employee such severance pay as provided for shall be paid to the employee's beneficiary or spouse.

1029.7 VACATION BENEFITS

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

Officers who meet Prior Service Credit (PSC) eligibility as outlined in 1029.2.4 will be placed on the total service calculation based on the PSC formula for years of service.

Vacation is to be accrued as follows:

1-4 years 80 Hours per year

5-10 years 120 Hours per year

11-15 years 160 Hours per year

16 plus years 200 Hours per year

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

1029.7.1 VACATION OFF REQUEST

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

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

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1. January 1 ,“ March 31 vacation requests need to be submitted by December 15th of the previous year.

2. April 1 ,“ December 31 vacation requests need to be submitted by March 15th. All requests will have a priority ranking of each vacation allotment.

3. The request will be submitted to the scheduling sergeant on or before December 15 or March 15.

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

1029.8 HOLIDAYS

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

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

New Year's Day (January)

Martin Luther King Day (January)

President's Day (February)

Easter (March)

Memorial Day (May)

Juneteenth (June)

Independence Day (July)

Labor Day (September)

Veterans Day (November)

Thanksgiving Day & Friday after Thanksgiving (November)

Christmas Day (December)

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

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

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1029.8.1 INSURANCE BENEFITS

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

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

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

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

1029.8.2 RESIGNATIONS

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

1029.8.3 LEAVE OF ABSENCE

A. LEAVE OF ABSENCE

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

1. Employees must request a leave of absence in writing at least 14 days prior to effective date to the Director of Public Safety.

2. Employees on leave must submit formal application for reinstatement at least 14 days prior to termination of leave. If an employee is found to be able to satisfactorily perform their former assignment, they will be rehired in his/her former rank.

3. Leaves may be granted for only the most serious reasons such as leaves in the Department's interests, including attendance at police schools, or other leaves. Leaves of absence for business reasons or to try out other employment will not be granted.

4. The length of the leave of absence will be determined by the Director of Public Safety based on the Department needs and the availability of Department members to perform the tasks of the Department member requesting leave of absence.

B. MILITARY LEAVE

Any employee of the Department who is conscripted or who enlists in the armed forces during periods of national emergency shall be carried on military leave of absence. For military service of more than two months, vacancies will not be carried on personnel rosters. Returning officer

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still capable of performing the full functions of their former position must make formal written application for reinstatement within two weeks of discharge or separation. Employees will be rehired in their former rank.

C. BONE MORROW DONATION

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

D. FUNERAL LEAVE

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

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1034.1 DIRECTOR OF PUBLIC SAFETY

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

1034.2 SCOPE OF IMPACT

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

1034.3 ESSENTIAL DUTIES AND RESPONSIBILITIES

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

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

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

Minimum Qualifications:

The Director of Public Safety must possess at least a two-year degree from an accredited college in law enforcement, public administration, or a related field, or an equivalent combination of education and progressively responsible experience. A bachelor's degree is preferred. Candidates should have a minimum of 15 years of progressively responsible work experience in public safety, demonstrating leadership and operational expertise. Experience as a supervisor or in a higher-level leadership role within a public safety or law enforcement agency is required. Certification as a licensed peace officer in the State of Minnesota, or eligibility for such certification upon hire, is mandatory. Candidates must also successfully complete a comprehensive background investigation and meet all physical and psychological requirements set by the department.

Desired Qualifications:

Preferred qualifications include a bachelor's, master's, or higher degree in law enforcement, public administration, criminal justice, or a related field. The ideal candidate will have proven experience managing large-scale operations, overseeing budgets, and engaging in strategic planning within public safety or law enforcement. Strong interpersonal and communication skills are essential, including the ability to engage with diverse communities and establish effective partnerships. Advanced training in leadership, organizational management, or crisis response is highly desirable. Additionally, candidates should demonstrate the ability to develop and implement innovative policies and programs that enhance public safety services.

Knowledge, Skills and Abilities Required for Successful Job Performance:

- Comprehensive knowledge of modern police methods, management, administration, and demonstrated ability to apply the same;

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

Physical and Mental Requirements:

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

Working Conditions:

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

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

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

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

1034.4 SERGEANT

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

1034.5 SCOPE OF IMPACT

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

1034.6 ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides leadership to department officers and support staff.
 - o Directs and leads subordinates in enforcing laws and ordinances;
 - o Assumes command of the department in absence of the Director;
 - o Effectively utilizes available resources by assigning personnel and monitoring their work to ensure proper performance of police functions; assigns work activities and projects; monitors work flow; coordinates department work schedules for officers in order to ensure coverage;
 - o Participates in employee development and any discipline process; assists the Director with performance reviews; reviews and evaluates work products, methods and procedures;
 - o Coordinates equipment and technology maintenance and purchases; assists with estimates and bids;
 - o Interprets policies and procedures for application;

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- o Meets with staff to identify and resolve problems;
 - o Assigns and evaluates specialty duties;
 - o Coordinates and supervises field training;
 - o Participates in department budget development;
 - o Researches, develops, and manages department grant applications;
 - o Maintains and participates in the development of department policies;
 - o Assists in the planning, training, and implementation of the City's Emergency Operations Plan;
 - o Works closely with police support staff to provide guidance, training and any other assistance that may assist them in the performance of their duties.
- Engages community members in identifying and resolving neighborhood problems through community-oriented governance techniques.
- o Actively builds and maintains positive relationships throughout the community;
 - o Analyzes crime trends;
 - o Utilizes inclusive problem-solving strategies;
 - o Facilitates communication with all areas of local government to address residents' quality of life concerns;
 - o Firmly, tactfully, and courteously handles situations with respect for the rights of others;
 - o Consults with local businesses and individuals to provide best practices for crime reduction and crime prevention through environmental design;
 - o Participates in crime prevention, community policing, and neighborhood watch activities;
 - o Manages and participates in public education programs as assigned.
- Patrols City streets, parks, commercial, and residential areas to preserve peace and enforce the law through traffic control and the prevention, detection, and investigation of criminal conduct.
- o Works rotating shifts;
 - o Works within constitutional, statutory, case law, and policy boundaries;
 - o Maintains appropriate licenses and certifications such as Minnesota P.O.S.T. Board, Minnesota Driver's License, medical certifications, etc. as necessary to perform the duties of the position;
 - o Determines whether probable cause exists for stopping drivers or entering and/or searching property;
 - o Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, alarms, abuse of drugs, etc., and takes appropriate law enforcement action;
 - o Requests checks on car registrations, warrants, firearms, and issues tickets, citation or tags for illegal violations;
 - o Takes written and oral statements from victims and witnesses;
 - o Apprehends, transports, and temporarily holds violent and non-violent prisoners and suspects;
 - o Interrogates suspects and takes sworn statements, formal confessions or depositions;
 - o Preserves and collects evidence as needed;
 - o Provides life-saving first aid measures;
 - o Testifies at court trials, hearings or grand juries;

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- o Develops, composes, and presents detailed written investigative reports to the appropriate authorities;
 - o Faces dire situations and is prepared to use deadly force when justified;
 - o Accurately fires and maintains departmental handgun and rifle as needed;
 - o Prepares for and responds to severe weather incidents;
 - o Maintains roadway safety by assisting stranded motorists, removing hazards, and notifying responsible authorities of repair needs;
 - o Monitors crime areas, makes business checks or vacation checks of private dwellings;
 - o Effectively and professionally communicates with members of the public and City staff;
 - o Expertly operates a variety of motor vehicles;
 - o Cleans, maintains, and fuels department vehicles;
 - o Appropriately utilizes a variety of electronic communication devices including portable radios, computers, and cellular telephones;
 - o Manages public safety functions at community events;
 - o Exercises sound judgment;
 - o Conducts field training;
 - o Completes departmental operation and maintenance duties as assigned.
 - Responds to inquiries from the public on the phone or in person such as complaints, law interpretation, or referrals to the proper agency.
 - o Provides literature and resources to the public as requested;
 - o When unable to directly resolve the issue, facilitates an appropriate answer or direction;
 - o Recognizes opportunities to counsel, provide guidance and service to the public as a means of developing community understanding and cooperation in matters related to public safety and law enforcement.
- Performs other duties and activities as apparent or assigned.

Minimum Qualifications:

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

Desired Qualifications:

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

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Knowledge, Skills and Abilities Required for Successful Job Performance:

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

Physical and Mental Requirements:

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

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

Working Conditions:

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

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

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

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

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

1034.7 POLICE OFFICER

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

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1034.8 SCOPE OF IMPACT

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

1034.9 ESSENTIAL DUTIES AND RESPONSIBILITIES

- Engages community members in identifying and resolving neighborhood problems through community-oriented governance techniques.
 - o Actively builds and maintains positive relationships throughout the community;
 - o Analyzes crime trends;
 - o Utilizes inclusive problem-solving strategies;
 - o Facilitates communication with all areas of local government to address residents' quality of life concerns;
 - o Firmly, tactfully, and courteously handles situations with respect for the rights of others;
 - o Consults with local businesses and individuals to provide best practices for crime reduction and crime prevention through environmental design;
 - o Participates in crime prevention, community policing, and neighborhood watch activities;
 - o Manages and participates in public education programs as assigned.

- Patrols City streets, parks, commercial, and residential areas to preserve peace and enforce the law through traffic control and the prevention, detection, and investigation of criminal conduct.
 - o Works rotating shifts;
 - o Works within constitutional, statutory, case law, and policy boundaries;
 - o Maintains appropriate licenses and certifications such as Minnesota P.O.S.T. Board, Minnesota Driver's License, medical certifications, etc. as necessary to perform the duties of the position;
 - o Determines whether probable cause exists for stopping drivers or entering and/or searching property;

 - o Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, alarms, abuse of drugs, etc., and takes appropriate law enforcement action;
 - o Requests checks on car registrations, warrants, firearms, and issues tickets, citation or tags for illegal violations;
 - o Takes written and oral statements from victims and witnesses;
 - o Apprehends, transports, and temporarily holds violent and non-violent prisoners and suspects;
 - o Interrogates suspects and takes sworn statements, formal confessions or depositions;
 - o Preserves and collects evidence as needed;
 - o Provides life-saving first aid measures;
 - o Testifies at court trials, hearings or grand juries;

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- o Develops, composes, and presents detailed written investigative reports to the appropriate authorities;
 - o Faces dire situations and is prepared to use deadly force when justified;
 - o Accurately fires and maintains departmental handgun and rifle as needed;
 - o Prepares for and responds to severe weather incidents;
 - o Maintains roadway safety by assisting stranded motorists, removing hazards, and notifying responsible authorities of repair needs;
 - o Monitors crime areas, makes business checks or vacation checks of private dwellings;
 - o Effectively and professionally communicates with members of the public and City staff;
 - o Expertly operates a variety of motor vehicles;
 - o Cleans, maintains, and fuels department vehicles;
 - o Appropriately utilizes a variety of electronic communication devices including portable radios, computers, and cellular telephones;
 - o Manages public safety functions at community events;
 - o Exercises sound judgment;
 - o Conducts field training;
 - o Completes departmental operation and maintenance duties as assigned.
- Responds to inquiries from the public on the phone or in person such as complaints, law interpretation, or referrals to the proper agency.
 - o Provides literature and resources to the public as requested;
 - o When unable to directly resolve the issue, facilitates an appropriate answer or direction;
 - o Recognizes opportunities to counsel, provide guidance and service to the public as a means of developing community understanding and cooperation in matters related to public safety and law enforcement.
- Performs other duties and activities as apparent or assigned.

Minimum Qualifications:

The minimum educational requirement for the position is a two-year associate degree in law enforcement, criminal justice, or a related field. The job requires the ability to be licensed under the MN

P.O.S.T. selections standards. A valid driver's license is required. Candidates must pass a background check and appropriate physical and psychological screening. Employees must continuously maintain job related licenses, certifications, and memberships. Employees must maintain physical conditioning commensurate with the performance of all job duties.

Desired Qualifications:

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

Knowledge, Skills and Abilities Required for Successful Job Performance:

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

Physical and Mental Requirements:

Physical effort varies from low to very high with intermittent and indeterminate periods of rest. The position requires the ability to perform rescue work, arrests, and emergency response where

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handling or dragging a person is required in all weather conditions. This position will require smelling, feeling, sitting, standing, twisting, turning, walking, repetitive movements, bending, crouching, kneeling, squatting, reaching overhead, grasping, lifting and carrying of heavy objects, pulling, sustained holding, climbing, foot chases, grappling, and manipulating objects requiring manual dexterity.

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

Working Conditions:

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

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

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

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

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1034.10 OFFICE ADMINISTRATOR

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

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

1034.11 SCOPE OF IMPACT

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

1034.12 ESSENTIAL DUTIES AND RESPONSIBILITIES

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

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- Process handgun applications, permits and licenses for the police chief's approval and signature
- Plan and control the filing and maintenance of all departmental records
- Enter incidents, review supplements and enter MOC codes in the records management system for CJRS state reporting
- Maintain departmental historical and media records
- Monitor and purge department files and records in accordance with applicable legal regulations and local retention schedules
- Maintain squad video recording records; exports required squad and body camera videos for case files and data retention
- Maintain all training records
- Support community programs and volunteer reserve program
- Maintain records and order necessary materials for Citizens Police Academy
- Maintain department roster for employees, including volunteer reserve officers
- Attend and record meeting minutes of the police commission and department meetings
- eFile search warrants for department cases and the department's officer assigned to the West Metro Drug Task Force (WMDTF)
- Maintain and utilize Criminal Justice Terminal Operator certification to data enter stolen/recovered property, missing persons, etc., into the MINCIS/NCIC system.
- Provides human services support;
 - Perform all payroll and payment services, including completion of and filing quarterly federal, state, and unemployment payroll tax reports
 - Submit employee benefit withholdings to the appropriate benefit company
 - Track and update employee step increases and salary adjustments
 - Create and ensure the accuracy of and submit annual employee W-2's to appropriate state and federal organizations and distribute W-2's to employees
 - Handle all employees' health benefits, HSA and 457 contributions, and short and long-term disability contracts and ensure employee withholdings are correctly invoiced and categorized as pre- and post-tax
 - Perform new employee orientation, explain benefits and assist in completing enrollment forms
 - Complete and submit online the annual Creditable Coverage Disclosure form
 - Prepare all employee insurance benefits enrollments, changes and terminations and work directly with the insurance broker throughout the year and during open enrollment, ensuring all forms are completed correctly
 - Create and maintain annual employee timesheets

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- Create, distribute, collect and review annual employee benefit forms during open enrollment before forwarding change forms to the insurance benefits broker
- Create and submit an annual Employee Salary Census to the insurance benefits broker
- Report and maintain Worker's Comp claims for reports of injuries on duty and maintain files
- Complete all OSHA forms related to Worker's Comp claims and maintain post OSHA Form 300A in a public place as required by U.S. Department of Labor
- Provide the department's W-9 and ST3 tax exempt certificate to vendors as requested
- Maintain all aspects of the Federal Forfeiture Program (FFP) Program
- Complete and submit bi-annual healthcare savings plan contract renewal with Minnesota State Retirement System
- Attend training and refresher trainings as needed
- Responsible for finance administration;
 - Handle all accounts payable and receivable and monthly financial reports
 - Prepare and records monthly deposits for multiple bank accounts
 - Reconcile multiple bank checking accounts and office petty cash
 - Prepare requested documents and assist the accountants with the department's annual financial audit
 - Prepare and submit required financial documents for the annual workers compensation audit
 - Assist the police chief with the preparation of the department's annual budget
 - Computes the annual fringe benefits rate for the Safe and Sober Program
- Prepare and submit the following reports and forms annually;
 - POST Board Training Reimbursement application
 - PERA Exclusion Report
 - PERA Annual Leave Report
 - PERA Police and Fire Certification Report
 - Minnesota Department of Revenue's Certification of Peace Officers PA-1 form for police state aid reimbursement
 - Minnesota Department of Public Safety Disability Insurance Benefit Claim form for reimbursement
 - grant application for the Federal Bulletproof Vest Partnership (BVP) program, and submit a request for reimbursement from the BVP and State of Minnesota when officers receive a new vest

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Job Descriptions

- Equitable Sharing Agreement & Certification (ESAC) form
- Minnesota Department of Employee Relations (DOER)'s Pay Equity Implementation Report
- Non-Discrimination Assessment
- LMC's annual property/casualty insurance renewal for the department
- LMC's annual property/casualty insurance renewal for and the Lakes Area ERU Team
- LMC's annual Worker's Compensation insurance renewal for the department
- Law Enforcement Labor Services Insurance Benefit Report
- System Award Management (SAM) Renewal, an official website of the U.S. federal government, to be eligible for federal awards
- Bureau of Criminal Apprehension's Law Enforcement Employee Count
- Equitable Sharing Agreement and Certification (ESAC) report for the U.S. Department of Justice's Federal Forfeiture Program
- Performs additional duties and activities as assigned.

Minimum Qualifications:

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

Desired Qualifications:

- Experience in a public safety office setting
- Be highly motivated in police services and customer service skills
- Finance skills that include accounts payable/receivable and payroll experiences for over three years
- Skills in radio communications and dispatching
- BCA training in criminal history and hot files
- Police records management system provider experience of data entry and activity reports
- Customer service skills in person and phone

Knowledge, Skills and Abilities Required for Successful Job Performance:

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

Physical and Mental Requirements:

Physical effort is light, with lifting or carrying up to 25 pounds intermittently in an office setting. Report preparation and word processing will at times require extended use of a keyboard. Work interruptions are frequent. May be the first person to whom a complaint is delivered by a citizen and may involve dealing with and calming individuals who are emotionally charged over an issue. Hearing and vocal communication is required for expressing or exchanging ideas and conveying detailed or important instructions to others accurately, loudly or quickly.

Working Conditions:

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

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

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

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1034.13 COMMUNITY SERVICE OFFICER

To provide a variety of public safety and other municipal services, including, but not limited to, crime prevention, animal control, packet deliveries, equipment maintenance, property control, limited code enforcement, investigation, and follow up on nuisance complaints, and other duties not requiring a sworn police officer.

1034.14 ESSENTIAL DUTIES AND RESPONSIBILITIES

- Patrols City streets and responds to non-emergency calls assigned.
- Works with the City Planning Department to observe, report, and enforce the City's nuisance ordinance.
- Impounds at-large dogs and found dogs.
- Assists the public with questions involving community service related topics.
- Investigates and writes reports on animal bites, medical emergencies, found property, and other miscellaneous complaints.
- Assists the public in the recovery of lost or stolen animals.
- Assists in identifying found animals, notifying owners when necessary.
- Provides emergency medical assistance and life support as a first responder.
- Transports police evidence to appropriate agency for examination.
- Assists in squads upkeep; takes the squads in for scheduled maintenance.
- Performs housekeeping duties, (ie. garage, booking room, evidence room.)
- Performs house checks.
- Assists officers with traffic control.

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- Delivers necessary paperwork to the City attorney's office, Ridgedale Court, and City officials.
- Observes and reports violations of the nuisance ordinance.
- Performs other duties as assigned.

1034.15 OTHER DUTIES AND RESPONSIBILITIES

- Assists with general office duties, typing and filing reports, entering data, and answering phones.
- Works with the CJIS and NCIC systems.
- Assists the administration as directed.
- Assists public at the front window with report request, burn permits, and hunting permits.
- Assists with inventory of recovered property.
- Maintains the inventory of need forms and equipment.
- Maintains business directories for CAD.
- Coordinates Crime Prevention programs.
- Assists with evidence preparation for court.
- Provides good working habits and a willingness to cooperate with others and contribute in a positive way to a pleasant working climate.

1034.16 HIRING AND PERFORMANCE ASSESSMENTS WILL INCLUDE THE FOLLOWING KNOWLEDGE, SKILLS, AND ABILITIES

- Assists with general office duties, typing and filing reports, entering data, and answering phones.
- Works with the CJIS and NCIC systems.
- Assists the administration as directed.
- Assists public at the front window with report request, burn permits, and hunting permits.
- Assists with inventory of recovered property.
- Maintains the inventory of need forms and equipment.
- Maintains business directories for CAD.
- Coordinates Crime Prevention programs.
- Assists with evidence preparation for court.
- Provides good working habits and a willingness to cooperate with others and contribute in a positive way to a pleasant working climate.

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1034.17 AUTHORITY

This position is specifically limited to aiding and assisting regular police officers and the administrative staff in the performance of their duties or acting upon the rights as a citizen of the State of Minnesota. By ordinance this position has limited authority to issue citation for certain misdemeanor violations. Conduct and actions are controlled by department policy.

1034.18 FIREARMS

The use of a firearm will be limited to the use of a rifle for the dispatching of injured or sick animals. Each Community Service Officer will be trained in the use of the rifle. They will have to qualify and show proficiency annually.

1034.19 MINIMUM JOB REQUIREMENTS

- A minimum of 18 years of age.
- Enrolled in a post-secondary two or four year criminal justice or law enforcement degree program.
- Possess a valid Minnesota Driver's License.
- Possess good judgment and common sense.
- Must be able to tolerate stress in a multitude of forms, such as taking enforcement action, dealing with anxious and emotional persons.
- Work rotating shifts.
- First responder training.

1034.20 DESIRABLE QUALIFICATIONS

Experience with community service, computer maintenance, working with animals, public relations and public presentations.

1034.21 WORKING CONDITIONS

Combination of outside environment and office environment. Outside environment, exposure to inclement weather conditions. Office environment exposure to computers and working closely with others.



WEST HENNEPIN PUBLIC SAFETY DEPARTMENT

1918 County Road 90

Maple Plain, MN 55359

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

www.westhennepin.com

Employment for Chief Law Enforcement Officer

Application Deadline: January 10, 2025

West Hennepin Public Safety (WHPS) is currently accepting applications and seeking an accomplished visionary leader to serve as the Director of Public Safety. This multifaceted position combines the responsibilities of Chief Law Enforcement Officer (CLEO), Emergency Management Director, and Chief Executive Officer for the joint powers' agreement serving the Cities of Maple Plain and Independence.

The Director oversees all police operations, emergency preparedness, and administrative functions, including personnel management and financial oversight. This role requires a strategic leader capable of shaping department policy, responding to the evolving needs of the community, and ensuring compliance with federal, state, and local laws. As the face of WHPS, the Director is integral to maintaining public safety, fostering trust, and building strong community partnerships.

This FLSA exempt position serves as the chief executive officer for West Hennepin Public Safety Department and reports directly to the Police Commission, which is comprised of the mayor and one selected council member from each city.

At West Hennepin Public Safety Department, we are proud to have the support of Maple Plain and Independence. Community support allows us to provide our team with advanced training, up-to-date equipment, a stellar fleet, comfortable and modern facilities, and competitive wages and benefits.

Please refer to our website for minimum qualifications, full job description, & examples of work performed.

Annual Salary: \$145,354 to \$161,143 depending on qualifications (2025 Salary Schedule).

Benefits: Full benefits package. Documentation available upon request.

Applicants can apply by submitting an application, letter of interest, & resume to Administrator Kaylen Dwinell at kdwinell@westhennepin.com. You will receive a confirmation e-mail within 48 hours that your application has been received. Applications can be found at our website, www.westhennepin.com.



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

www.westhennepin.com

DATE: December 6, 2024

TO: West Hennepin Police Commissioners

FROM: Chief Gary Kroells

SUBJECT: Updated Timeline for hiring a new Director of Public Safety in 2025.

The following outlines the updated timeline and process for hiring a new Director of Public Safety/Police Chief, reflecting an earlier application deadline of January 10, 2025.

Timeline and Key Steps

1. Position Announcement and Application Period

- **Start Date:** December 11, 2024
- **End Date:** January 10, 2025 (Friday)
- **Details:**

The position will be posted publicly through law enforcement-specific platforms, local government channels, and professional networks. Applications will include:

 - A completed application form
 - Cover letter
 - Résumé
 - Completed questionnaire provided by WHPS

Candidates must submit all materials by the January 10, 2025, deadline for consideration.

2. Application Review

- **Start Date:** January 13, 2025 (Monday)
- **End Date:** January 17, 2025 (Friday)
- **Details:**

The current Director of Public Safety will review applications to ensure candidates meet the required qualifications and will identify the most qualified individuals for initial interviews.



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3. Initial Interview Panel (Department Heads and Community Leaders)

- **Date:** January 22, 2025 (Wednesday)
- **Details:**
Shortlisted candidates will interview with a panel comprising:
 - City administrators from Maple Plain and Independence
 - West Hennepin Public Safety Director Kroells
 - Two community leaders selected by the Police CommissionThis panel will assess candidates' leadership, collaboration, and community engagement skills.

4. Police Commission Interviews

- **Start Date:** January 27, 2025 (Monday)
- **End Date:** January 31, 2025 (Friday)
- **Details:**
Candidates advancing from the initial panel will participate in structured interviews with the Police Commission. These interviews will focus on strategic leadership, operational readiness, and alignment with WHPS goals.

5. Selection and Conditional Offer

- **Date:** February 3, 2025 (Monday)
- **Details:**
Following interviews, the Police Commission will deliberate and extend a conditional offer to the selected candidate, contingent upon successful completion of evaluations.



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6. Background Investigation, Psychological and Physical Evaluations

- **Start Date:** February 4, 2025 (Tuesday)
- **End Date:** February 28, 2025 (Friday)
- **Details:**

The selected candidate will undergo:

 - **Background Investigation:** A thorough review of the candidate's professional history, references, and any relevant records to confirm qualifications and integrity.
 - **Psychological Evaluation:** To assess temperament, decision-making, and suitability for the role.
 - **Physical Evaluation:** To ensure fitness for duty as per departmental standards.

7. Onboarding and Start Date

- **Start Date:** April 1, 2025 (Tuesday)
- **Details:**

The selected candidate will officially begin as Director of Public Safety/Police Chief. Onboarding will include a formal introduction to the department, review of policies, and a transition plan for integration into the role.

This updated timeline ensures a comprehensive and rigorous evaluation of the candidates while adhering to the planned April 1, 2025, start date. Please review and provide feedback or suggest additional refinements as necessary.



WEST HENNEPIN PUBLIC SAFETY DEPARTMENT

1918 County Road 90

Maple Plain, MN 55359

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

www.westhennepin.com

DATE: December 6, 2024

TO: West Hennepin Police Commissioners

FROM: Director Gary Kroells

SUBJECT: Director of Public Safety Application Announcement

ANNUAL SALARY: \$145,354 - \$161,143

APPLICATION DEADLINE: January 10, 2025

Position Objective:

West Hennepin Public Safety (WHPS) is currently accepting applications and seeking an accomplished visionary leader to serve as the Director of Public Safety. This multifaceted position combines the responsibilities of Chief Law Enforcement Officer (CLEO), Emergency Management Director, and Chief Executive Officer for the joint powers agreement serving the Cities of Maple Plain and Independence.

The Director oversees all police operations, emergency preparedness, and administrative functions, including personnel management and financial oversight. This role requires a strategic leader capable of shaping department policy, responding to the evolving needs of the community, and ensuring compliance with federal, state, and local laws. As the face of WHPS, the Director is integral to maintaining public safety, fostering trust, and building strong community partnerships.

Key Responsibilities:

- Provide strategic leadership and oversight of WHPS operations, policies, and personnel.
- Supervise and develop police staff while fostering a professional and collaborative culture.
- Manage department finances, budgets, and resources as part of WHPS's unique internal administrative structure.
- Ensure compliance with federal, state, and local laws while addressing public safety challenges proactively.
- Coordinate mutual aid requests and interagency collaboration.



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-
- Serve as the Emergency Management Director for Maple Plain and Independence, overseeing preparedness and responses aligned with the National Incident Management System (NIMS).
 - Represent the department to the Police Commission (WHPS governing body), city officials, and the public.
 - Promote community-oriented policing strategies and build strong relationships with residents and stakeholders.
 - For a detailed list of responsibilities, refer to the **Director of Public Safety job description** at www.westhennepin.com.
-

Minimum Qualifications:

- Currently Licensed as a Minnesota Peace Officer with the Minnesota POST Board.
 - Minimum of 15 years of full-time law enforcement experience, including experience in a supervisory role at the rank of sergeant or higher within an agency of 10 or more officers.
 - A minimum of a two-year degree in criminal justice, public administration, or a related field. An advanced degree is preferred, or an equivalent combination of education, training, and experience.
 - Completion of advanced executive-level police training through institutions such as:
 - Federal Bureau of Investigation (FBI)
 - Southern Police Institute
 - Northwestern University Center for Public Safety
 - Minnesota Bureau of Criminal Apprehension
 - Minnesota Chiefs of Police Association*Other comparable executive-level training will be considered.*
 - Knowledge of emergency management principles, with NIMS certification. (State of Minnesota Emergency Manager certification preferred.)
 - Strong character, integrity, and proven ability to lead and manage a joint powers law enforcement entity.
 - Participate in a selection process determined by the West Hennepin Public Safety Police Commission to identify the most qualified candidate.
-



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Desirable Qualifications:

- Bachelor's, master's or higher degree in education, public administration, criminal justice, or related field.
- Demonstrated success in leadership and administrative roles.
- Excellent oral and written communication skills, including public speaking and media relations.
- Knowledgeable in contemporary policing strategies, operational best practices, and community engagement.
- Experience managing joint powers or multi-jurisdictional law enforcement agencies.
- High achiever with a commitment to excellence and innovation.

Application Process:

To apply, please submit the following materials to **Administrative Assistant Kaylen Dwinell** at **kdwinell@westhennepin.com**:

- Completed WHPS Application Form (available at www.westhennepin.com).
- Letter of Interest.
- Professional Resume.

Application Deadline: All application documents must be received no later than **January 10, 2025**. For additional information, contact WHPS at **763-479-0500**.

About WHPS:

West Hennepin Public Safety is a joint powers entity providing law enforcement and emergency management services to the Cities of Maple Plain and Independence. WHPS is committed to professionalism, integrity, and community-oriented policing to ensure a safe environment for residents and visitors alike.

WHPS is an Equal Opportunity Employer and does not discriminate based on race, color, creed, religion, national origin, gender, disability, age, marital status, sexual orientation, or status with regard to public assistance.

WEST HENNEPIN PUBLIC SAFETY DEPARTMENT AGREEMENT

1. General Purpose. The general purpose of this Agreement is to establish, equip and operate a Joint Municipal Police Department pursuant to Minnesota Statutes Annotated, §§436.06 and 471.59.

The Joint Municipal Police Department shall protect and safeguard life and property and furnish police protection within the Cities which are Members under this Agreement. The Members agree that the powers jointly exercised herein will result in a higher standard of police service, a Police Department more responsive to each City's elected officials and the citizens thereof, and in a police organization in which quality, efficiency and economy are given priority.

2. Definitions. The terms contained in this section shall have the meanings ascribed to them:

- (a) Commission. The Board of Police Commissioners created under this Agreement, pursuant to MSA §436.06(2), the title of which is the West Hennepin Public Safety Department Commission.
- (b) Commissioner. A member of the Commission.
- (c) Council. The governing body of any City which is a Member of the Commission.
- (d) Member. A City which enters into this Agreement.
- (e) Original Member. A City which enters into this Agreement on or before the _____ day of 11/16/78, 1978.
- (f) Later Member. A City which enters into this Agreement after the _____ day of 11/16/78, 1978.
- (g) WHPSD. West Hennepin Public Safety Department.

3. Membership. The Original Members of the Commission are the Cities of Independence and Maple Plain. Any City having a contiguous boundary

with any Original Member may become a Later Member of the Commission upon consent of all Members then existing.

4. Commission Established. The Members hereby establish the Commission which shall consist of two Commissioners from each Member. All decisions of the Commission shall be by majority vote. Each Commissioner shall have one vote.

5. Selection of Commissioners. The Mayor of each Member shall be a Commissioner. Each Member, in addition, shall appoint a second Commissioner from among the members of its Council. All Commissioners shall serve without compensation from the Commission.

6. Quorum. A majority of Commissioners shall constitute a quorum at meetings of the Commission.

7. Rules. The Commission adopts the League of Minnesota Cities, Handbook for Statutory Cities, Chapter 6, Chart IX, Principal Rules Governing Motions, which shall be used as its Rules of Order and shall be referred to as the Rules of Order.

8. Execution of Agreement. Each Member shall execute this Agreement by authorizing the signature of its Mayor and City Clerk and the City Clerk shall file said executed copy of this Agreement together with a certified copy of the Resolution approving the same, with the City Clerk of each member and with the Secretary of the Commission.

9. Meetings. A schedule of regular meetings shall be set by the Commission and all meetings shall be open to the public. The Commissioners shall elect a Chairman, Vice Chairman, Treasurer, and Secretary.

Special meetings shall be called by the Chairman at the request of any two Commissioners, upon such notice as the Commission may establish.

- (a) The Chairman shall preside at all meetings of the Commission and shall act as the Administrative Head of the Commission.
- (b) The Vice Chairman shall exercise all powers of the Chairman in the Chairman's absence.
- (c) The Treasurer shall be responsible for all financial affairs of the Commission, shall sign all checks, drafts, and other disbursement of funds and shall be bonded in the amount of \$10,000.
- (d) The Secretary shall keep an accurate record of all proceedings of the Commission.

10. Powers and Duties of the Commission.

- (a) The Commission shall establish the qualifications for and prescribe the duties of the position of Director of Public Safety of WHPSPD.
- (b) The Commission shall recruit and appoint, on the basis of merit and fitness, a Director of Public Safety at such salary and in accordance with such terms of employment as the Commission shall determine. The Commission may suspend, discipline, or remove, upon the basis of merit and fitness, and upon the provisions of all applicable Ordinances and Statutes, the Director of Public Safety.
- (c) Upon recommendation of the Director of Public Safety, the Commission may appoint, on the basis of merit and fitness, such persons as may be required to assist the Director of Public Safety in creating a full-time Department of Public Safety capable of enforcing the Ordinances of each Member and the laws of the State of Minnesota to the full extent of the Statutory Authority of each Member.
- (d) The Commission shall provide office space and such equipment and supplies as are necessary to carry out the purposes of this Agreement.
- (e) The Commission shall make an accounting of all receipts and expenditures and other financial matters of the Commission to the Council of each Member once each month. All financial records, reports and books shall be open and available for inspection by any Member or any citizen at all reasonable times.
- (f) The Commission may accumulate such reserve funds as are reasonably necessary to defray the expenses of operating

the Department of Public Safety and the Commission and may invest such funds not needed for immediate use in a manner and subject to the laws of the State of Minnesota applicable to Statutory Cities. The Commission shall forthwith collect any monies due from Members of the Commission, together with any penalties assessed.

- (g) Within the scope of the authority granted to it by the Members, the Commission shall be the sole judge of all legislative matters and shall exercise all legislative power in connection with the operation of WHPSD. The Commission shall have full authority over all financial affairs of WHPSD. The Commission shall exercise general supervision over internal procedures and policies of WHPSD but shall not encroach upon or interfere with the administrative duties of the Director of Public Safety and shall deal with WHPSD only through its duly appointed Director of Public Safety.
- (h) Upon recommendation of the Director of Public Safety, the Commission may promote, suspend, discipline, or remove, upon the basis of merit and fitness, and upon the provisions of all applicable Ordinances and Statutes, all persons appointed to assist the Director of Public Safety.

11. Officers and Employees.

- (a) The Director of Public Safety shall exercise all administrative authority and shall act as the Chief Administrative Officer of WHPSD and shall have the duties and be vested with the authority set forth on Exhibit A which is attached hereto and entitled Job Description for Director of Public Safety.
- (b) All employees of the Commission shall be subject to the administrative direction of the Director of Public Safety and shall have the duties and shall be vested with the authority as set forth on Exhibit B and entitled Job Description of Sworn and Non-sworn Police Personnel.
- (c) The Director of Public Safety shall communicate directly with the Mayor of each Member in the event the Director of Public Safety deems it necessary for the enforcement of a particular law or the solving of a particular police problem which affects a particular Member of the Commission. All other communication on police matters of a general nature shall be through the Chairman of the Commission.

12. Authorized Signatures. Upon motion or resolution duly passed by the Commission, the Commission may expend budgeted funds in accordance

with Minnesota Statutes applicable to Statutory Cities. Orders, checks, and drafts shall be signed by the Treasurer and the Director of Public Safety. During the absence of the Treasurer or the Director of Public Safety, the Commission may appoint one of its number to sign orders, checks, and drafts. All other legal instruments of the Commission shall be authorized by motion of the Commission and executed by the Chairman and the Secretary.

13. Definitions. The terms contained in this section shall have the meanings ascribed to them:

- (a) Member's Assessed Valuation. An amount derived by averaging the Assessed Valuation of a Member as shown on the Hennepin County Assessor's Books on April 30 of each of the three years next preceding the Budget Year.
- (b) Total Assessed Valuation. The sum of the Assessed Valuation of all Members.
- (c) Member's Population. The population of a Member as estimated or determined by the Metropolitan Council on April 30th of the year next preceding the Budget Year.
- (d) Total Population. The sum of the population of all Members.
- (e) Member's Police Calls. A number derived by totaling the Police Calls recorded as follows:
 - (1) For Budget Year 1979, Police Calls recorded by each Member in 1977.
 - (2) For Budget Year 1980, Police Calls recorded by each Member in 1977 and 1978 and divided by two.
 - (3) For Budget Year 1981 and thereafter, Police Calls recorded during the three years next preceding the current calendar year during which the Budget is considered, and divided by three.
- (f) Total Police Calls. The sum of Police Calls of all Members.
- (g) Budget Year. The period from January 1st through December 31st of the year next succeeding the current calendar year.

- (h) Budget. A written document prepared by the Director of Public Safety and presented to the Council of each Member prior to August 1 of the current calendar year, which document sets forth the expenditures, purchases, contracts, and the various costs thereof, proposed to be made during the Budget Year, to establish, equip and operate WHPSD, said written document to include, without limitation, the following Line Items:

1. Salaries of Law Enforcement Personnel
2. Salaries of Clerical Staff
3. Salaries for Holiday Pay
4. Salaries for Overtime
5. Telephone
6. Postage
7. Printing and Publications
8. Conferences, Training and Schools
9. Radio Rental
10. Equipment Maintenance
11. Automobile Maintenance
12. Fuel and Lubricants
13. Equipment, Parts and Accessories
14. Office Supply
15. Training Supply
16. Wearing Apparel
17. Books and Periodicals
18. Worker's Compensation Insurance
19. PERA
20. Automobile Casualty Insurance
21. Public Liability Insurance
22. Life Insurance
23. Hospitalization Insurance
24. Legal Counsel
25. Office Rent
26. Office Equipment Capital Cost
27. Automobile Capital Cost
28. Automobile Equipment Capital Cost
29. Unallocated Reserve

- (i) Member's Assessed Valuation Factor. The ratio which the Member's Assessed Valuation bears to the Total Assessed Valuation, expressed in per centum calculated to the nearest 100th of 1 per centum.
- (j) Member's Population Factor. The ratio which the Member's Population bears to the Total Population, expressed in per centum calculated to the nearest 100th of 1 per centum.
- (k) Member's Police Calls Factor. The ratio which the Member's Police Calls bears to the Total Police Calls, expressed in per centum calculated to the nearest 100th of 1 per centum.

- (l) Member's Total Cost Factor. The per centum obtained by adding the Member's Assessed Valuation Factor, the Member's Population Factor and the Member's Police Calls Factor and dividing by three.
- (m) Annual Share. The dollar value obtained by multiplying the Member's Total Cost Factor times the dollar value of the Budget which receives final approval by the Commission.

14. Budget Approval Procedure. The Council of each Member shall approve the Budget on or before September 15th of each current calendar year, making such changes as it deems necessary. Such approval may be made by joint resolution of the Councils of all of the Members, made at a joint meeting thereof. The draft or drafts of the Budget approved shall be forwarded immediately to the Commission which shall have full authority to resolve any differences among the draft Budgets approved by the Councils of the Members.

15. Expenditures Authorized. Submission of the approved draft or drafts of the Budget to the Commission, and final approval by the Commission is deemed to authorize the expenditures as they are set forth on each Line Item of the Budget, provided that the actual purchases and contracts shall be carried out by the Commission in accordance with the Uniform Municipal Contracting Law, except that any expenditure in excess of \$10,000 shall be carried out by joint resolution of the Councils of all Members.

16. Funding of Commission Expenditures. Commission Expenditures for the Budget Year shall be funded by the payment of the Annual Share by each Member. Such Annual Share shall be made in equal installments on January 1, April 1, July 1 and October 1 during the current calendar year to which the Budget applies. A 10% penalty shall be added to any

quarterly payment which is more than 30 days overdue. Said penalty so assessed shall be repeated on each subsequent quarterly due date that the default continues, unless the defaulting Member commences an appropriate action in the District Court to resolve any dispute causing the default.

17. Property Ownership and Contracts. All property, including leases, contracts, real estate, personal property, and all other property of all kinds shall be held in the name of the Cities who are Members at the time of the purchase, as tenants in common. Contracts for budgeted purchases shall be executed by the Chairman and the Secretary of the Commission in the name of the Cities who are Members at the time of the Contract. Upon dissolution of this Agreement or the withdrawal of a Member, the current market value of any tangible personal or real property shall be determined by the Commission. Each withdrawing Member shall receive, as full payment for its proprietary interest in said property, in cash or in kind as the Commission may determine, an amount derived by multiplying the Member's Total Cost Factor for the year of purchase times the current market value of all tangible personal or real property purchased while the withdrawing City was a Member.

18. Duration. This Agreement shall take effect upon the date of its execution and shall continue for a period of three years from the date thereof, and is automatically renewable for one year periods thereafter, seriatim. No Member shall have the right to withdraw from this Agreement prior thereto. All withdrawals shall be effective on January 1 of a given year and shall be valid only if notice of withdrawal is given 367 days, or more, prior to said effective date. Notice

of withdrawl shall be effective only by filing with the Secretary of the Commission and the City Clerk of each Member, a certified copy of the Resolution of the Member so intending to withdraw. This Agreement may be amended at any time upon the mutual consent of all Members.

19. Prosecution of Ordinance and Statutory Violations. Each Member to this Agreement shall be responsible for the cost of the prosecution of violations which occur within their respective boundaries, and all fines, revenues and other refunds from the Hennepin County Municipal Court shall be in accordance with the Statute in such case made and provided.

IN WITNESS WHEREOF, the following Cities, by Resolution of their respective City Councils, hereby declare themselves to be Members of the West Hennepin Public Safety Department Agreement.

CITY OF MAPLE PLAIN

Marcene Shaffer
By: Marcene Shaffer, Its Mayor

Executed this 14 day of
NOVEMBER, 1978.

Donald Loebrick
By: Donald Loebrick, City Clerk
City of Maple Plain

CITY OF INDEPENDENCE

Jerry Mevissen
By: Jerry Mevissen, Its Mayor

Executed this 14 day of
NOVEMBER, 1978.

Earl H. Taylor
By: Earl Taylor, City Clerk
City of Independence

WEST HENNEPIN PUBLIC SAFETY AGREEMENT

1. General Purpose. The general purpose of this Agreement is to establish, equip and operate a Joint Municipal Police Department pursuant to Minnesota Statutes Annotated, SS436.06 and 471.59. The Joint Municipal Police Department shall protect and safeguard life and property and furnish police protection within the Cities which are Members under this Agreement. The Members agree that the powers jointly exercised herein will result in a higher standard of police service, a Police Department more responsive to each City's elected officials and the citizens thereof, and in a police organization in which quality, efficiency and economy are given priority.

2. Definitions. The terms contained in this section shall have the meanings ascribed to them.

- (a) Commission. The board of Police Commissioners created under this Agreement, pursuant to MSA S436.06(2), the title of which is the West Hennepin Public Safety Department Commission.
- (b) Commissioner. A member of the Commission.
- (c) Council. The governing body of any City which is a Member of the Commission.
- (d) Member. A City which enters into this Agreement.
- (e) Original Member. A City which enters into this Agreement on or before the 16 day of November, 1978.
- (f) Later Member. A City which enters into this Agreement after the 16 day of November, 1978.
- (g) WHPSD. West Hennepin Public Safety Department.

3. Membership. The Original Members of the Commission are the Cities of Independence and Maple Plain. Any City having a contiguous boundary with any Original member may become a Later Member of the Commission upon consent of all Members then existing.

4. Commission Established. The Members hereby establish the Commission which shall consist of two Commissioners from each Member. All decisions of the Commission shall be by majority vote. Each Commissioner shall have one vote.

5. Selection of Commissioners. The Mayor of each Member shall be a Commissioner. Each Member, in addition, shall appoint a second Commissioner from among the members of its Council. All other council members of each Member may be appointed to serve as an alternate in the absence of one of the appointed Commissioners. All Commissioners shall serve without compensation from the Commission.

6. Quorum. A majority of Commissioners shall constitute a quorum at meetings of the Commission.

7. Rules. The Commission adopts the League of Minnesota Cities, Handbook for Statutory Cities, which shall be used as its Rules of Order and shall be referred to as the Rules of Order.

8. Execution of Agreement. Each Member shall execute this Agreement by authorizing the signature of its Mayor and City Clerk and the City Clerk shall file said executed copy of this Agreement together with a certified copy of the Resolution approving the same, with the City Clerk of each member and with the Secretary of the Commission.

9. Meetings. At the first meeting of each year, after Member appointments are made by the Councils, the Commission shall establish a schedule of meetings for the upcoming year (set quarterly at a minimum or as necessary). The Commissioners shall elect a Chairman and Vice Chairman, Treasurer, and Secretary and other officers deemed necessary by the Commission. Special meetings shall be called by the Chairman at the request of any two Commissioners, upon such notice as the Commission may establish.

- (a) The Chairman shall preside at all meetings of the Commission and shall act as the Administrative Head of the Commission.
- (b) The Vice Chairman shall exercise all powers of the Chairman in the Chairman's absence.
- (c) The Treasurer shall be responsible to keep all financial records of the Commission. Any Commission Member and the Director of Public Safety shall have authority to sign and issue checks for the Commission, except that payroll checks, only if necessary, may be signed by each clerk of the Member City and the Director of Public Safety; all Commission Members and the Director of Public Safety shall be bonded in the amount of \$10,000.00.
- (d) The Secretary shall keep an accurate record of all proceedings of the Commission; the Commission may appoint a Recording Secretary (non-commission member or staff member) to assist the appointed Secretary.

10. Powers and Duties of the Commission.

- (a) The Commission shall establish the qualifications for and prescribe the duties of the position of Director of Public Safety of WHPSD.
- (b) The Commission shall recruit and appoint, on the basis of merit and fitness, a Director of Public Safety at such salary and in accordance with such terms of employment as the Commission shall determine. The Commission may suspend, discipline, or remove, upon the basis of merit and fitness, and upon the provisions of all applicable Ordinances and Statutes, the Director of Public Safety.

- (c) Upon recommendation of the Director of Public Safety, the Commission may appoint, on the basis of merit and fitness, such persons as may be required to assist the Director of Public Safety in creating a full-time Department of Public Safety capable of enforcing the Ordinances of each Member and the Laws of the State of Minnesota to the full extent of the Statutory Authority of each Member.
- (d) The Commission shall provide office space and such equipment and supplies as are necessary to carry out the purposes of this Agreement.
- (e) The Commission shall make an accounting of all receipts and expenditures and other financial matters of the Commission to the Council of each Member once each month. All financial records, reports and books shall be subject to the Data Practices Act, Minnesota Statutes SS13.01, et sec.
- (f) The Commission may accumulate such reserve funds as are reasonably necessary to defray the expenses of operating the Department of Public Safety and the Commission and may invest such funds not needed for immediate use in a manner and subject to the laws of the State of Minnesota applicable to Statutory Cities. The Commission shall forthwith collect any monies due from Members of the Commission, together with any penalties assessed.
- (g) Within the scope of the authority granted to it by the Members, the Commission shall be the sole judge of all legislative matters and shall exercise all legislative power in connection with the operation of WHPSD. The Commission shall have full authority over all financial affairs of WHPSD. The Commission shall exercise general supervision over internal procedures and policies of WHPSD but shall not encroach upon or interfere with the administrative duties of the Director of Public Safety and shall deal with WHPSD only through its duly appointed Director of Public Safety.
- (h) Upon recommendation of the Director of Public Safety, the Commission may promote, suspend, discipline, or remove, upon the basis of merit and fitness, and upon the provisions of all applicable Ordinances and Statutes, all persons appointed to assist the Director of Public Safety.

11. Officers and Employees.

- (a) The Director of Public Safety shall exercise all administrative authority and shall act as the Chief Administrative Officer of WHPSD and shall have the

duties and be vested with the authority set forth on Exhibit A which is attached hereto and entitled Job Description for Director of Public Safety.

- (b) All employees of the Commission shall be subject to the administrative direction of the Director of Public Safety and shall have the duties and shall be vested with the authority as set forth on Exhibit B and entitled Job Description of Sworn and Non-sworn Police Personnel.
- (c) The Director of Public Safety shall communicate directly with the Mayor of each Member in the event the Director of Public Safety deems it necessary for the enforcement of a particular law or the solving of a particular police problem which affects a particular Member of the Commission. All other communication on police matters of a general nature shall be through the Chairman of the Commission.
- (d) The Director of Public Safety shall maintain up-to-date job descriptions of Director, Sergeant and Officer to include basic licensing to meet Minnesota State licensing requirements.
- (e) The Director of Public Safety shall develop and maintain a Long Range Strategic Plan for the purpose of identifying new policies and procedures or enhancing current policies and procedures.

12. Authorized Signatures. Upon motion or resolution duly passed by the Commission, the Commission may expend budgeted funds in accordance with Minnesota Law. Orders, checks and drafts shall be signed by the persons designated in paragraph 9(c). All other legal instruments of the Commission shall be authorized by motion of a majority of the Commission and executed by the Chairman and the Secretary.

13. Definitions. The terms contained in this section shall have the meanings ascribed to them:

- (a) Member's "Tax Capacity". An amount derived by averaging the Tax Capacity of a Member as shown on the Hennepin County Assessor's Books on January 1 of each of the three years next preceding the Budget Year.
- (b) Total "Tax Capacity". The sum of the Tax Capacity of all Members.
- (c) Member's Population. The population of a Member as estimated or determined by the Metropolitan Council on January 1st of the year next preceding the Budget Year.
- (d) Total Population. The sum of the population of all Members.

- (e) Member's Police Calls. A number derived by totaling the Police Calls recorded during the three years next preceding the current calendar year during which the budget is considered, and divided by three.
- (f) Total Police Calls. The sum of Police Calls of all Members.
- (g) Budget Year. The period from January 1st through December 31st of the year next succeeding the current calendar year.
- (h) Budget. A written document prepared by the Director of Public Safety and presented to the Council of each Member prior to August 15th of the current calendar year, which document sets forth the expenditures, purchases, contracts and the various costs thereof, proposed to be made during the Budget Year, to establish, equip and operate WHPSD, said written document to include, but not limited to, the following Line Items or equivalent breakdown:
 - 1. Salary/Regular
 - 2. Salary/Overtime
 - 3. P.E.R.A.
 - 4. Health Benefits
 - 5. Uniform Allowance
 - 6. Telephone
 - 7. Postage
 - 8. Office/Operations Equipment Maintenance
 - 9. Office/Operations Supplies
 - 10. Office Rent & Cleaning
 - 11. Books/Dues/Subscriptions
 - 12. Printing
 - 13. Communications
 - 14. Auto Maintenance
 - 15. Fuel & Oil
 - 16. Squad Setup & Parts
 - 17. Insurance Costs
 - 18. Schools & Training
 - 19. Audit
 - 20. Office Equipment
 - 21. Squad Cars
 - 22. Squad Equipment
 - 23. Contingency Fund
 - 24. Reserve Program
 - 25. D.A.R.E. Program
 - 26. Other Programs
- (i) Member's Tax Capacity. The ratio which the Member's Tax Capacity bears to the Total Tax Capacity, calculated to the nearest 10th of one percent.
- (j) Member's Population Factor. The ratio which the Member's Population bears to the Total Population, calculated to the nearest 10th of one percent.

- (k) Member's Police Calls Factor. The ratio which the Member's Police Calls bears to the Total Police Calls, calculated to the nearest 10th of one percent.
- (l) Member's Total Cost Factor. The calculation to the nearest 10th of one percent obtained by adding the Member's Tax Capacity Factor, the Member's Population Factor and the Member's Police Calls Factor and dividing by three.
- (m) Annual Share. The dollar value obtained by multiplying the Member's Total Cost Factor times the dollar value of the Budget which receives final approval by the Commission.

14. Budget Approval Procedure. The Council of each Member shall approve the Budget on or before November 15th of each current calendar year, making such changes as it deems necessary. Such approval may be made by joint resolution of the Councils of all of the Members, made at a joint meeting thereof. The draft or drafts of the Budget approved shall be forwarded immediately to the Commission which shall have full authority to resolve any differences among the draft Budgets approved by the Councils of the Members.

15. Expenditures Authorized. Submission of the approved draft or drafts of the Budget to the Commission, and final approval by the Commission is deemed to authorize the expenditures as they are set forth on each Line Item of the Budget, provided that the actual purchases and contracts shall be carried out by the Commission in accordance with the Uniform Municipal Contracting Law, except that any expenditure in excess of \$10,000 shall be carried out by joint resolution of the Councils of all Members, unless previously approved at the time of budget approval, i.e. squad cars.

16. Funding of Commission Expenditures. Commission Expenditures for the Budget Year shall be funded by the payment of each Member as requisitioned on a monthly basis by the Director of Public Safety.

17. Property Ownership and Contractors. All property, including leases, contracts, real estate, personal property, and all other property of all kinds shall be held in the name of the Cities who are Members at the time of the purchase, as tenants in common. Contracts for budgeted purchases shall be executed by the Chairman and the Secretary of the Commission in the name of the Cities who are Members at the time of the Contract. Upon dissolution of this Agreement or the withdrawal of a Member, the current market value of any tangible personal or real property shall be determined by the Commission. Each withdrawing Member shall receive, as full payment for its proprietary interest in said property, in cash or in kind as the Commission may determine, an amount derived by multiplying the Member's Total Cost Factor for the year of purchase times the current market value of all tangible personal or real property purchased while the withdrawing City was a Member.

18. Duration. This Agreement shall take effect upon the date of its execution and shall continue for a period of three years from the date thereof, and is automatically renewable for one year periods thereafter, seriatim. No Member shall have the right to withdraw from this Agreement prior thereto. All withdrawals shall be effective on January 1 of a given year and shall be valid only if notice of withdrawal is given 367 days, or

more, prior to said effective date. Notice of withdrawal shall be effective only by filing with the Secretary of the Commission and the City Clerk of each Member, a certified copy of the Resolution of the Member so intending to withdraw. This Agreement may be amended at any time upon the mutual consent of all Members.

19. Prosecution of Ordinance and Statutory Violations.

Each Member to this Agreement shall be responsible for the cost of prosecution of violations which occur within their respective boundaries, and all fines, revenues and other refunds from the Hennepin County District Court shall be in accordance with the Statute in such case made and provided.

IN WITNESS WHEREOF, the following Cities, by Resolution of their respective City Councils, hereby declare themselves to be Members of the West Hennepin Public Safety Department Agreement.

CITY OF MAPLE PLAIN

By: Jeff D. Walton
Its Mayor

Executed this 17th day of August, 1995.

By: Donald Kallbeck
City Clerk
City of Maple Plain

CITY OF INDEPENDENCE

By: Mawin D Johnson
Its Mayor

Executed this 17th day of August, 1995.

By: Mary L. Lenty
City Clerk
City of Independence

LIABILITY COVERAGE WAIVER FORM

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

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. *The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.* The decision has the following effects:

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

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

LMCIT Member Name: West Hennepin Public Safety Department

Check one:

☐ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).

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

Date of member's governing body meeting: _____

Signature: _____

Position: Police Commission Chairperson