

2012

ANNUAL REPORT

ELM GROVE POLICE DEPARTMENT



James P. Gage

Chief of Police

05/28/2013



05/28/2013

Citizens of Elm Grove
President Neil Palmer
Members of the Village Board
Elm Grove Police Commissioners
Mr. David De Angelis, Village Manager

Dear Ladies and Gentlemen:

It is with great pleasure that I present the 2012 Elm Grove Police Department Annual Report. I am very proud of the efforts of all the employees of the Elm Grove Police Department, our Police Explorer Post and our Citizen's Police Academy Alumni. I would personally like to thank all of our employees and our volunteer staff for their dedication and strong sense of duty and commitment to the community. Without this sense of pride and commitment, we could not provide the high level of service that our citizens enjoy.

In 2012, overall police service and criminal activities investigated showed a small decrease of 2.88%. However, Part I offenses showed a dramatic decrease in the area of thefts (43%) and an increase in the Part II crime of fraud (22%). As expected, we have seen an increase on time consuming fraud cases (identity theft, contractor fraud, etc.), but none of these fraud cases are tallied as a Part I theft. A Part I theft must be the physical taking of an item with no element of false pretense.

We have added an awards and commendation section to the annual report, to highlight officers' extraordinary efforts throughout the past year. I am proud of our personnel. This section illustrates the exceptional examples of investigative initiative and acts of courage displayed, under hostile and dangerous conditions, throughout the year.

Our police department continues to be one of the few remaining agencies that require police officers to maintain a license, as a Basic Emergency Medical Technician (EMTs), with two officers licensed at the paramedic level. As EMTs, our officers provide the first level response to all medical and rescue calls. This year, officers responded to 261 ambulance calls, representing a 5.7% decrease over last year. We continue to utilize Tactical Emergency Medical training and have integrated non-law enforcement medical personnel to deal with specific trauma related injuries, as a result of an active shooter, or injuries received from hostile attacks on officers. This training continues to have an impact on aiding citizens directly, during medical calls. Tourniquets and haemostatic agents, carried by officers for use during an active shooter event, have been used to save citizens during regular ambulance calls. Quick reactions by our citizens, along with rapid dispatch and officer response, all contributed to the successful outcome of these incidents. See the Emergency Medical Services section of this report for more information.

I wish to thank the citizens of Elm Grove for the opportunity to serve them in 2012 and the Elm Grove Village Board for their continued support. The members of the Elm Grove Police Department would not be able to accomplish their goals without support from the Village Board, the citizens and community leaders. Finally, I wish to express my appreciation to Information Systems Manager Lorrie Hansen and Administrative Secretary Mary Doyne for their diligence and hard work in preparing this annual report.

Sincerely,

James P Gage

James P. Gage
Chief of Police

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POLICING AUTHORITY

Our policing authority and the standards by which our authority is exercised are regulated by provisions in the United States Constitution, the Constitution of the State of Wisconsin, relevant sections of the Wisconsin statutes, and Codified Village Ordinances.

How our police authority is exercised within the Department is governed by organizational written and verbal directives (e.g., rules, regulations, policies, procedures, general orders) and established customs and practices.

No member of this Department shall, while enforcing a law or while taking any action for or against another person, act contrary to the law and these granting authorities.

PROFESSIONAL CODE OF ETHICS

All sworn members are required to comply with the following Code of Ethics:

As a law enforcement officer, my fundamental obligation is to be a responsible public servant. My major duties are to safeguard lives and property, protect the innocent against violence and deception, and the weak against oppression and intimidation.

While I consider the way I choose to conduct my private affairs a personal freedom, I accept the responsibilities for my actions, as well as inactions, while on duty or off duty, when those actions bring disrepute on the public image of my employer, my fellow workers, and the law enforcement profession.

I vow to perform all my duties in a lawful, professional and competent manner. I consider the abilities to be courageous in the face of danger and to exercise restraint in the use of my powers and authorities to be the ultimate public trust. I accept that I must consistently strive to achieve excellence in learning the necessary knowledge and skills associated with my duties. I will keep myself physically fit and mentally alert so that I am capable of performing my duties according to the standards of quality expected of my position.

I vow to be fully truthful and honest in my dealings with others. I deplore lies and half-truths that mislead or do not fully inform those who must depend upon my honesty. I will obey the very laws that members of my Department are sworn to uphold. I will seek affirmative ways to comply with the standards of my Department and the lawful directions of my supervisors.

I vow to treat others with courtesy at all times. I consider it to be a professional weakness to allow another's behavior to dictate my response. I will not allow others' actions or failings to be my excuse for not performing my duties in a responsible, professional, and expected manner.

I vow to empathize with the problems of people with whom I come into daily contact. However, I cannot allow my personal feelings, prejudices, animosities, or friendships influence the discretionary authorities entrusted to my job. I will affirmatively seek ways to avoid conflicts and potential conflicts of interest that could compromise my official authority or public image.

I hold the authority inherent in my position to be an affirmation of the public's trust in me as a public servant. I do not take this trust lightly. As long as I remain in this position, I will dedicate myself to maintaining this trust and upholding all the ideals of my profession.

COMMENTARY

In the performance of duty to serve society, officers are often called upon to make difficult decisions.

They must exercise discretion in situations where their rights and liabilities and those of the Department hinge upon their judgment and conduct. An officer's decisions are not easily made and occasionally they involve a choice which may cause hardship or discomfort. An officer must be faithful to the oath of office, the principles of professional police service as expressed in this Code of Ethics, the objectives of the Department, and in the discharge of their duties.

They must not allow personal motives to govern their decisions and conduct.

CORE VALUES

Our values are expressed in our directives and daily practices. Every member is required to serve with dedication, integrity, courage, respect and empathy for others. Specifically, all members will:

Not violate the law while enforcing the law.

While on duty, observe all constitutional and statutory laws, as well as all lawfully established directives (i.e., rules, policies, procedures and established practices), whether such directives are written or established verbally or through customs of the Department.

While off-duty, conduct themselves in a manner that does not result in a direct and negative effect on the professional image or reputation of this Department.

Act with respect and courtesy at all times and under all circumstances. Personnel will never have a justifiable excuse for discourteous or disrespectful conduct or behavior towards another human being.

Work productively and perform all job tasks, duties and responsibilities in a thorough, complete and competent manner.

Not illegally discriminate in the performance of any assigned or assumed job task, duty, or responsibility.

Not let personal associations, relationships or situations create a conflict of interest or the potential of a conflict of interest with the values or goals of this Department, or with assigned or assumed job tasks, duties and responsibilities.

Conduct themselves, behave and perform in a manner that does not cause serious damage or create the potential of seriously damaging the trust, faith, and confidence of those to whom they are legally or fiducially accountable.

ORGANIZATIONAL VALUES

VISION

Police operations will exemplify social concern for the protection of individual freedoms, the general welfare and the development of humanitarianism in the community.

Police operations will be based upon the equality of all members of the community in the eyes of the law.

Police operations will be characterized by the meticulous adherence to constitutional, ethical and performance standards.

Police operations must always be based upon the explicit and broadly held notions of police services by the community.

Police operations will always reflect receptivity to development and change in order to better respond to the appropriate requests and needs of the community.

MISSION

The mission for every member of this Department is to affirmatively promote, within available resources and engaging in lawful police functions, a feeling of security and safety for every member of our community.

This mission requires positive effort based on self-initiative.

The goal is for every member in every contact to seek ways to achieve this mission.

This mission is a commitment to quality performance from all members. It is critical that members understand, accept and be aligned with the responsibilities established by this mission. It provides the foundation upon which all decisions and organizational directives will be based. Directives include rules, regulations, operating policies, procedures, customs and practices.

This mission represents the commitment of this administration to the concepts of quality performance management. In other words, members are expected to work consistently in a quality manner in the daily performance of those duties, job responsibilities and work tasks associated with this mission. Quality manner means that performance outcomes comply with our standards.

Examples of performance standards include the oath of office, code of ethics, rules, policies, procedures, directives, general and supervisory written and verbal orders, and work productivity.

Members are required to accept the responsibility for the achievement of this mission and publicly register their commitment to it and to the concepts of quality service.

OBJECTIVES

The objectives of the Department are:

To protect constitutional guarantees for all persons;

To create and maintain a feeling of security in the community; to reduce the opportunities for the commission of crime;

To aid individuals who are in danger of physical harm and assist those individuals who cannot care for themselves;

To resolve conflict;

To identify criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in subsequent court proceedings;

To identify problems that are potentially serious law enforcement or governmental problems; to facilitate the movement of people and vehicles; and

To provide other police services to the community.

In order to achieve the above objectives, the Department stands committed to:

Provide a continual training program to insure professional competence and development of personal and organizational discipline in order to carry out Departmental goals and objectives;

Recognize the importance of planning functions to develop programs which will address major goals and objectives of the Department;

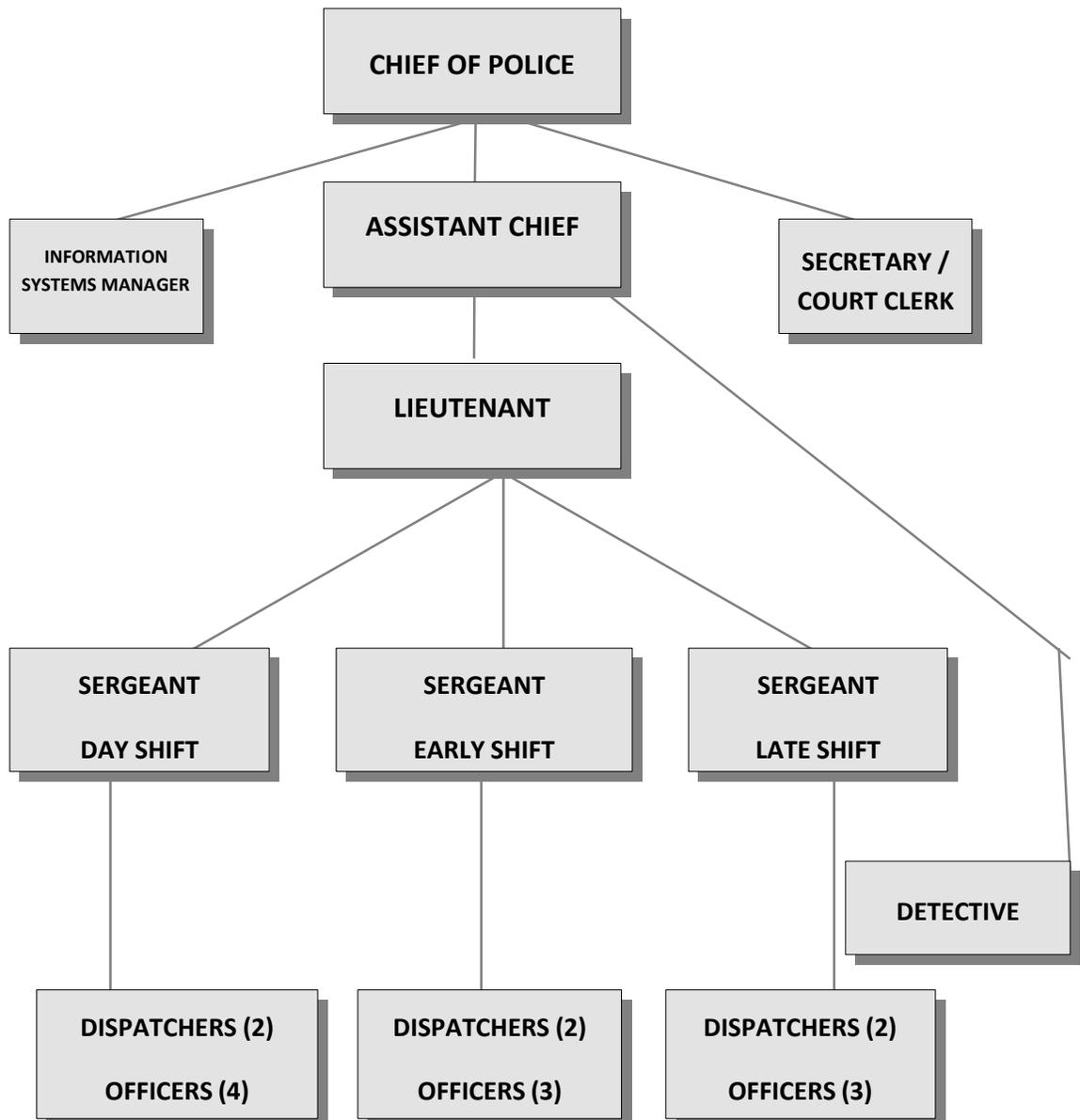
Cooperate with related public and private agencies in pursuit of their major goals; and

Emphasize a continual willingness to study and initiate new and better police services for the community.

PERSONNEL

ELM GROVE POLICE DEPARTMENT

ORGANIZATIONAL CHART



PERSONNEL ACTIONS

Command Staff

Chief of Police	James Gage
Assistant Chief – Administration, Investigations/K-9/ Public Info Officer	Gust Moulas
Lieutenant of Police – Operations, Communications	Jason Hennen
Sergeant of Police - TASER Instructor, FTO Supervisor, equipment manager	Ryan Unger
Sergeant of Police - Firearms Instructor, CPA Coordinator, Field Training Officer	Jason Kubiak
Sergeant of Police - Evidence Technician, Field Training Officer	Joseph Ipavec

Investigations

Detective	Craig Mayer
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Patrol

Police Officer - Firearms Instructor, Evidence Technician, Field Training Officer, Arson Investigator	Eric Schmitt
Police Officer - DAAT Instructor, Evidence Technician	Brian Gasse
Police Officer – Field Training Officer, Evidence Technician, fingerprint comparison	Phil Doney
Police Officer - Field Training Officer, Evidence Technician	Jamie Hawkins
Police Officer – DARE Officer, Evidence Technician, Arson Investigator	Sandra Brown
Police Officer	Raime Townsend
Police Officer – DAAT & Vehicle Contacts Instructor, Field Training Officer, Explorer Post Advisor	Preston Nobile
Police Officer – Field Training Officer and Firearms Instructor	Evan Schano
Police Officer	Brandon Pipp
Police Officer – Field Training Officer	Natalie Hudzinski

Communications

Dispatcher	Carolyn Gasse
Dispatcher	Wendy Priest
Dispatcher	Alaina German
Dispatcher	Liz Schlaefer
Dispatcher	Emily Carriveau
Dispatcher - Hired, January 4, 2013	Emily Dearth
Dispatcher - Resigned, August 2012	Jesse Kremer

Support Staff

Court Clerk/Administrative Assistant (shared position with Municipal Court)	Mary Doyne
Information Systems Manager (shared position with General Government)	Lorrie Hansen
Records Clerk (part-time)	Priscilla Rollmann

Awards and Commendations

The following are letters of awards and commendations, issued by the Chief of Police, for 2012. Letters of Appreciation, from the Chief of Police, are also noted in this section.

13600 Juneau Boulevard ■ Elm Grove, Wisconsin ■ 53122-1679 ■ Phone: 262 786-4141 ■ Fax: 262 782-8550

Officer Philip Doney
Elm Grove Police Department
Elm Grove, Wisconsin



MEDAL OF VALOR LIFESAVING AWARD

Dear Officer Doney:

On Sunday, October 21, 2012, the City of Brookfield Police Department requested mutual aid to assist at the Azana Salon and Spa for a reported active shooter. Upon your arrival, you equipped yourself with a patrol rifle and initially evacuated the nearby McDonald's restaurant. You then observed a Brookfield officer behind cover of a McDonalds sign, attempting to aid a victim who was shot in the neck and back. You assisted this victim into the back of a squad in order for her to be removed from the scene, which had the potential of being within range of the shooter. During this time, you maintained a perimeter point and continued to remain vigilant to the possibility that the shooter could emerge from the building or fire upon you and others from the second story level.

While on the northeast perimeter position, you observed a female victim attempt to crawl out of the spa entrance. You noticed that she was not capable of escaping on her own due to the injuries she sustained from gunfire. You, along with a state trooper, left cover and exposed yourself to the potential of an assault from the gunman as you approached the doorway where the victim laid. You assessed that the victim was seriously injured by what appeared to be gunshot wounds to the lower extremity. You performed a rescue and moved this victim to an area away from the building where other officers were able to assist by getting her to medical care. You then joined three other officers and formed a team to make entry to the building to perform a sweep for the suspect and to rescue any other victims who may be trapped and unable to escape the building. Upon entry to the building you discovered that several victims on the ground had received fatal gunshot wounds. Once inside, you were able to effect a safe evacuation of employees and patrons who were too fearful to leave the locked offices where they were hiding.

While you were inside the building, after having evacuated all known victims, you remained inside to cover an area which had not been searched. The condition of the interior of the building where you stood and knelt was very austere: water was continuously pouring from the overhead sprinkler system, the audible fire alarm system was blaring, and electrical power was still active. You were instrumental in deactivating the fire alarm system, turning off the power to the building and shutting off the flow of water. You remained inside the building, under adverse conditions, for a number of hours until relieved by tactical officers who subsequently arrived on the scene.

For your aforementioned acts of bravery, under extreme conditions, you are awarded the Departments Medal of Valor and Lifesaving Award.

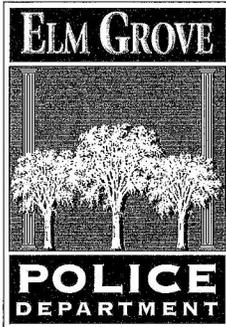
With sincerest appreciation,

A handwritten signature in black ink, appearing to read "James P. Gage".

James P. Gage
Chief of Police

JPG/gm

c: Mr. David De Angelis, Village Manager
Mr. Robert Haugh, President, Police & Fire Commission



July 10, 2012

Officer Natalie Hudzinski
Elm Grove Police Department
Elm Grove, Wisconsin

RE: LETTER OF COMMENDATION

Officer Hudzinski:

On Tuesday, May 29, 2012, at 4:19 a.m., the City of Waukesha Police Department responded to a homicide at the Petromart gas station, on Broadway Street. The nightshift clerk of the gas station, Mr. Nayyere M. Rana, was murdered and the gas station was ransacked. There was no evidence connecting a suspect to the scene. The only information known was the caliber of the weapon used in the homicide.

On May 30, 2012, at 1:35 a.m., while on patrol, you discovered two abandoned bags near a bus stop on the north side of the roadway, in the 13100 block of Bluemound Road. You noted that the bags were located near the route 10 bus stop and continued to check the area for the person or persons that may have abandoned the bags.

After checking the area, you were not able to locate the owner of the bags and thereby took custody of the abandoned items for safekeeping. You then returned to the police department and began to inventory the abandoned property.

While conducting an inventory search, you located items, inclusive of a bank card with the name of Billy Ingram. You also located several rolls of coins and a large quantity of cigarettes and cigars. You suspected that these items may have been stolen and notified your supervisor of this information. Following your suspicions, you continued to photograph and property inventory these items, now as potential evidence of a crime.

On May 30, 2012, at 1:56 a.m., you responded to a City of Brookfield mutual aid request of a burglary in progress. While on this assignment, you observed Brookfield officers interviewing a subject that was later identified as Billy Ingram. You then met with Brookfield officers advising them of the property / evidential items that you had discovered earlier, suspecting that the items may be tied to the Brookfield burglary call. At the scene, Mr. Ingram admitted to ownership of one bag, but not the second bag. Due to your thoroughness in completing the property inventory process, you discovered evidence in both bags that tied possession of these bags to Billy Ingram. Additionally, items in these bags were items discovered to have been taken from the Petromart and some of the items were personal property of Mr. Rana, the homicide victim.

Your attentiveness to detail, during your patrol duties, along with your thoroughness in processing this property, yielded the evidence needed to solve this homicide case for the City of Waukesha. You have clearly provided a great example of the importance of attention to detail and follow through on even the seemingly "minor" abandoned property cases. In this case, the abandoned property was evidence that led to the arrest of a dangerous homicide suspect. Your actions, in no small way, were integral in providing closure for Mr. Rana's family and friends, along with providing justice for the citizens of the City of Waukesha. I am very proud to have you as a member of our department.

You are hereby issued this **LETTER OF COMMENDATION** for your actions.

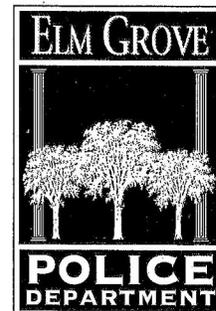
With sincerest appreciation,

James P. Gage
Chief of Police

JPG/mhs.

cc: Mr. David De Angelis, Village Manager
Mr. Robert Haugh, President, Police and Fire Commission

Officer Jamie Hawkins
Elm Grove Police Department
Elm Grove, Wisconsin



LETTER OF COMMENDATION

Dear Officer Hawkins:

On June 18, 2012 at approximately 8:32 a.m., you stopped a vehicle in the 1100 block of Pilgrim Parkway for equipment violations. When you made contact with the driver, he claimed the vehicle was owned by his girlfriend and he had recently dropped her off at work. During this contact, you observed that he appeared extremely nervous and "jittery", further noting he was having difficulty sitting still in his seat. In addition to making a standard drivers license check, you felt it prudent to make an additional criminal history check based on his obvious nervous behavior. You then learned that the subject had a significant criminal history of drug offenses and noted a felony conviction on his record as well.

After issuing a traffic citation to the subject for operating a vehicle while suspended, you were prepared to release him as required by law. However, instinctually, you believed there was the possibility of additional criminal activity afoot with this individual, based on his extremely nervous behavior and long criminal history. Instead of merely releasing him without further action, you asked if he would grant consent to conduct a search of the vehicle. This consent search resulted in the discovery of a .380 caliber semi-automatic pistol. Since the subject had a felony conviction which prohibits him from legally possessing a firearm, he was arrested. An initial search of his person did not result in the discovery of any other evidence. Before transport to the police station, he became extremely uncooperative, moving around in the back seat of the squad to the point where he was able to bring his handcuffed arms from his back to the front of his body, posing a great risk to you. He made threats to harm himself as well. You asked for assistance so that you could remove the subject from your car, re-handcuff him, and safely secure him with ankle cuffs. When the subject was removed from the squad, it appeared he was concealing something. During a secondary search, a baggy of cocaine and heroin fell from the bottom of his shorts.

You also discovered that this subject was a suspect in a drive-by shooting in the City of Milwaukee on June 10, 2012. The suspect weapon in this shooting was a .380 caliber semi-automatic pistol, similar to the one you recovered. Subsequent laboratory tests confirmed this gun matched the gun used in the Milwaukee shooting incident. Furthermore, because you were careful in preserving the weapon for latent prints, a match was made from a print found on the gun to that of the subject you arrested. The subject was subsequently federally indicted for weapons and drug charges. For your actions in this matter, you are hereby issued this **Letter of Commendation**.

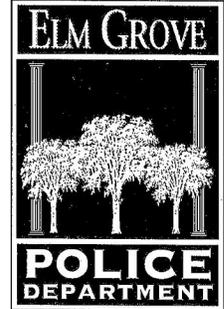
With sincerest appreciation,

James P. Gage
Chief of Police

JPG/gm

c: Mr. David De Angelis, Village Manager
Mr. Robert Haugh, President, Police & Fire Commission

Sergeant Ryan Unger
Elm Grove Police Department
Elm Grove, Wisconsin



LETTER OF COMMENDATION

Dear Sergeant Unger:

On Sunday, October 21, 2012, the City of Brookfield Police Department requested mutual aid to assist at the Azana Salon and Spa for a reported active shooter. At approximately 11:08 a.m., prior to any official request from the City of Brookfield, you were in the adjacent McDonalds parking lot when the lone gunman had entered the salon. After being advised by radio that an active shooter had entered the salon, you stood by in the McDonalds parking lot awaiting an official mutual aid request. While in the lot you observed from a distance a subject, described as a male wearing a dark colored top and carrying a bag, enter the east entrance of the salon. After receiving a request to assist the City of Brookfield, you exited your squad with a patrol rifle and began evacuating the McDonalds. You then moved to a position of cover to observe the north side of the salon. While in this position of cover, you observed several female citizens running from the building toward the police squads. You assisted in escorting these citizens to a point of cover and out of harms way.

You were instrumental in aiding officers inside the building by retrieving a set of bolt cutters from a Brookfield squad. These bolt cutters were needed to cut a lock to an electrical access panel. You then entered the building and handed them off to interior officers and returned to a perimeter position outside the salon.

You were also helpful in transferring critical information as it pertained to the suspect's method of getting to the salon. It was not known if he had driven a vehicle, which could not be located in the lot, or if he may have been picked up by an accomplice. You were told by Officer Brown that the shooter was observed arriving in a taxi cab. Your prompt relay of this information to the incident command officer saved time in continuing to search for a vehicle that didn't exist.

For the aforementioned actions, performed in a highly hostile environment, you are hereby awarded a **Letter of Commendation**.

With sincerest appreciation,

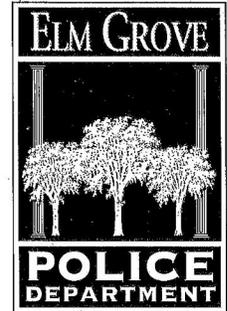
A handwritten signature in black ink, appearing to read "James P. Gage", is written over a printed name and title.

James P. Gage
Chief of Police

JPG/gm

c: Mr. David De Angelis, Village Manager
Mr. Robert Haugh, President, Police & Fire Commission

Officer Sandra Brown
Elm Grove Police Department
Elm Grove, Wisconsin



LETTER OF COMMENDATION

Dear Officer Brown:

On Sunday, October 21, 2012, the City of Brookfield Police Department requested mutual aid to assist at the Azana Salon and Spa for a reported active shooter. At approximately 11:10 a.m., you responded to the area of the Azana salon to establish a perimeter northeast of the scene. You initially positioned yourself near the AT&T building, preparing yourself should the shooter attempt to escape to the east. After hearing a radio call that you were needed to assist with evacuating McDonalds, you proceeded to assist Sgt. Unger who was on-scene. When you arrived, you were able to identify witnesses to the incident and eventually provided critical information to the City of Brookfield. These witnesses had provided you with a detailed description of what was believed to be the shooter. You armed yourself with a patrol rifle and took a perimeter position observing the salon building. You then observed a victim crawling out of the north doorway of the salon. You witnessed Officer Doney and a Wisconsin state trooper conduct a rescue of this victim. You remained at your cover position and heard radio reports that there was movement and shades being drawn in the upper level offices. This movement was presumed to be the shooter. You were positioned in a key location to provide cover fire while the officers completed a rescue of the victim. You remained at this perimeter position so that you could create a safe zone for victims and witnesses to escape.

While you were at cover, near the passenger side of your squad, you kept the driver's door open for other officers, witnesses or victims to seek cover. Witnesses escaping from the salon sought shelter near you and frantically revealed detailed events of the shooting. These witnesses had blood splattered about them and were inconsolable as you attempted to calm them after they witnessed a horrific event. You further confirmed that neither witness was physically injured. Since your interaction was at your squad and it was equipped with audio/video recording, your entire interaction with the witnesses was recorded. You later prepared a detailed report which was provided to the City of Brookfield for their criminal investigation.

You continued to hold your perimeter position as it was essential to provide a significant amount of cover to other officers who were advancing on the building unprotected, as well as providing cover for the witnesses and victims who were trying to escape from the building. You also provided cover for Sgt. Unger and Detective Roberson, from the City of Wauwatosa, as they advanced toward the building with a bolt cutter tool.

Later in the incident, you were further utilized as a guard at several locations at Brookfield Square Mall in order to protect this area due to erroneous reports that the shooter may have escaped the salon.

For the aforementioned actions, performed in a highly hostile environment, you are hereby awarded this **Letter of Commendation**.

With sincerest appreciation,

A handwritten signature in black ink, appearing to read "James P. Gage", is written over a printed name and title.

James P. Gage
Chief of Police

JPG/gm

c: Mr. David De Angelis, Village Manager
Mr. Robert Haugh, President, Police & Fire Commission

Letter of Appreciation – June 22, 2012 – Sergeant Jason Kubiak received a Letter of Appreciation for his extra duty assignment in managing and coordination the Citizen’s Police Academy and acting as liaison to the Citizen’s Police Academy Alumni Association.

Letter of Appreciation – June 22, 2012 – Officer Sandy Brown received a Letter of Appreciation for her work in improving the D.A.R.E. program and acquiring funding sources for the continuation of the program.

Letter of Appreciation -- September 6, 2012 – Sergeant Ryan Unger received a Letter of Appreciation for his work in researching and recommending a new style of patrol vehicle, in light of the discontinuation of the Ford Crown Victoria. He researched several models and makes of vehicles and further brought consensus among his fellow employees regarding color and decal design for the new vehicles.

Elm Grove Police and Fire Commission

Members

Robert Haugh, President
David Molter, Vice President
Allan Kasprzak, Secretary
Steven Nelson
Michael Steinle

Under Wisconsin State law, Elm Grove is required to have a Police Commission. The members of the Commission are appointed for five years by the Village President, with the confirmation of the Village Board, and serve on the Commission without compensation. The Police Commission has authority over all members of the police department who have arrest powers. The duties of the Police Commission, established under Wisconsin Statute, are:

- 1) Appoint, suspend or remove the Chief of Police.
- 2) Approve appointments and promotions of subordinates in the police department made by the Chief of Police.
- 3) Establish a selection process and eligibility list for entry level positions.
- 4) Establish a selection process and eligibility list for promotions within the police department.
- 5) Approve the examinations to be used to judge suitability for appointment.
- 6) Control examinations, designate and change examiners and establish compensation to be paid to the examiners.
- 7) Approve each list of individuals determined to be eligible for appointment to the police department.
- 8) Hear appeals from subordinates in the police department who have been suspended by the Chief of Police and who request a hearing.
- 9) Suspend the Chief of Police and subordinates pending the filing and hearing of charges.
- 10) Initiate charges against the Chief of Police or any subordinate.
- 11) Hear charges filed against the Chief of Police or a subordinate, make findings and determinations and impose penalties.
- 12) Adopt rules governing the administration of the disciplinary and appeal process.
- 13) Receive, investigate and resolve citizen complaints filed against sworn members of the police department.

The Commission met:

March 30, 2012 -- The Commission met for the annual election of officers. David Molter moved and Michael Steinle seconded the motion to nominate and cast a unanimous ballot for Robert Haugh as president, David Molter vice-president and Allan Kasprzak secretary, motion carried unanimously. Chief Gage provided an update of personnel and departmental activities.

POLICE VOLUNTEERS

The Elm Grove Police Department maintains volunteer programs that will allow qualified citizens to assist and support the police department personnel with their mission of providing service, protection and safety to the citizens and visitors of the Village of Elm Grove.

PURPOSE

To provide structure and guidelines for citizens to better utilize their unique skills and to guide their enthusiasm in helping the department meet its mission.

STRUCTURE

Citizens may assist the police department by gaining membership to one of two volunteer organizations:

Explorer Post #177 – a youth organization, chartered through the Boy Scouts of America. The program is open to young adults between the ages of fifteen and twenty-one years of age. Past members of this program have gone on to serve in local and federal law enforcement agencies.

Elm Grove Police Citizen's Police Academy Alumni – an adult organization consisting of graduates of the Elm Grove Police Department's Citizen's Police Academy. Alumni members are responsible for donating hundreds volunteer hours to the police department, along with generous monetary donations of hundreds of thousands of dollars of donated items; to include patrol rifles, TASERS, flashlights, thermal imaging, radar / speed trailer, office remodeling and even a gazebo and brink pathway for the village park. Many former CPA members have continued to serve in various areas of local government.

Both organizations are registered with the USA Freedom Corps, Volunteers in Policing program, sponsored by the U. S. Department of Justice and the International Association of Chiefs of Police. Each organization is governed by individual organizational by-laws and guidelines.

Members of both units help with Village Board packet deliveries, training exercises, low level surveillance, alcohol and tobacco compliance checks and traffic and crowd control duties for Memorial Day, Fourth of July, or other special events.



ENFORCEMENT STATISTICS



Activity Totals

Below are the basic summary totals for complaints investigated vs. traffic stops. Complaints investigated are generally “called in” complaints by citizens, while traffic stops are self-initiated officer based complaints, that may involve anything from a minor traffic violation to the discovery of a more serious crime (i.e. stolen vehicle, drug violation, warrant arrests, etc.).

	2007	2008	2009	2010	2011	2012	2012 (-) 2011 Comparison	2012 vs Previous 5 Yr Average
TOTAL ACTIVITY	10,231	10,271	9,614	10,031	9,077	8,816	-2.88%	-10.45%
Complaints Investigated	4,924	4,443	3,975	4,276	4,640	4,288	-7.59%	-3.68%
Traffic Stops	5,307	5,828	5,639	5,755	4,437	4,528	2.05%	-16.04%

Crime Index - Part I Offenses

The Elm Grove Police Department participates in the Uniform Crime Reporting (UCR) system. The crime statistics for the Village of Elm Grove are submitted monthly to the Wisconsin Department of Justice, Office of Justice Assistance. The information is then forwarded to the Federal Bureau of Investigation, Uniform Crime Reporting Division. The FBI compiles nationwide crime statistics and publishes *The Uniform Crime Reports* in November of each year.

The Crime Index is the total amount of Part I offenses. Part I offenses are comprised of the following crimes: homicide, sexual assault, robbery, assault, burglary, theft, and motor vehicle thefts. In 2012 the Crime Index for Elm Grove was 53. This figure represents a 36.91% decrease in crime, compared with 2011. The 2012 vs. the previous five year average shows an overall 37.35% decrease. The significant decrease occurs in the Theft (67 in 2011 vs. 38 in 2012) and Auto Theft (4 in 2011 vs. 0 in 2012) categories. When dealing with small numbers, changes in those numbers represent large percentage changes.

PART I CRIMES:	2007	2008	2009	2010	2011	2012	2012 (-) 2011 Comparison	2012 vs Previous 5 Yr Average
1. Homicide	0	0	0	0	0	0	XXXX	XXXX
2. Sexual Assault	0	1	0	1	1	1	0.00%	66.67%
3. Robbery	0	1	0	0	0	0	XXXX	XXXX
4. Assault	1	1	3	3	0	2	200.00%	25.00%
5. Burglary	10	11	12	16	12	12	0.00%	-1.64%
6. Theft	82	63	58	72	67	38	-43.28%	-44.44%
7. Auto Theft	1	2	0	1	4	0	XXXX	XXXX
PART I TOTALS	94	79	73	93	84	53	-36.91%	-37.35%

Adult Arrests & Juvenile Apprehensions

The following table represents a two year comparison of adult arrests and juvenile apprehensions in the Village of Elm Grove reported in the Uniform Crime Reports. In 2012 there was a 16.76% decrease in adult arrests and a 43.24% decrease in juvenile apprehensions. Total arrests decreased 21.43%. This table only includes arrests for Elm Grove offenses and does not include warrant arrests for other agencies and miscellaneous traffic offenses (not OWI) for our agency. **Total arrests inclusive of warrants and other traffic were 246 (previous year -243).**

Adult Arrests and Juvenile Apprehensions								
		Adult		Juvenile		Total		
Code	Offense	2011	2012	2011	2012	2011	2012	
01A	Murder	0	0	0	0	0	0	
01B	Negligent Manslaughter	0	0	0	0	0	0	
02	Forcible Rape	0	0	0	0	0	0	
03	Robbery	0	0	0	0	0	0	
04	Aggravated Assault	0	1	0	0	0	1	
05	Burglary	0	1	0	0	0	1	
06	Theft	16	12	3	0	19	12	
07	Motor Vehicle Theft	0	1	1	0	1	1	
08	Other Assaults	3	4	0	1	3	5	
09	Arson	0	0	0	0	0	0	
10	Forgery	3	2	0	0	3	2	
11	Fraud	6	4	0	0	6	4	
12	Embezzlement	0	0	0	0	0	0	
13	Stolen Property	2	0	0	0	2	0	
14	Vandalism	4	3	0	3	4	6	
15	Weapons	2	2	0	1	2	3	
17	Sex Offenses	0	2	1	0	1	2	
18A	Opium/Cocaine Sales	0	0	0	0	0	0	
18B	Marijuana Sales	0	2	0	0	0	2	
18C	Synthetic Narcotic Sales	0	0	0	0	0	0	
18D	Other Drug Sales	0	0	0	0	0	0	
18E	Opium / Cocaine Possession	2	1	1	0	3	1	
18F	Marijuana Possession	17	13	3	0	20	13	
18G	Synthetic Narcotic Possession	0	0	0	0	0	0	
18H	Other Drug Possession	0	0	0	0	0	0	
19C	All Other Gambling	0	0	0	0	0	0	
20	Family Offenses	1	0	0	0	1	0	
21	Driving While Intoxicated	70	59	2	3	72	62	
22	Liquor Laws	8	2	3	1	11	3	
24	Disorderly Conduct	13	14	6	4	19	18	
25	Vagrancy	0	0	0	0	0	0	
26	All Other (Except Traffic)	26	21	10	6	36	27	
28	Curfew and Loitering	0	0	7	2	7	2	
29	Runaways	0	0	0	0	0	0	
TOTALS:		173	144	37	21	210	165	

Traffic and Parking Enforcement Dispositions

The following table represents traffic and parking enforcement dispositions in the Village of Elm Grove. In 2012, there were 3,214 citations issued for traffic related violations which was a 2.43% decrease in citations from the previous year. 2,793 warnings were issued for traffic related offenses; meaning that approximately 61.68% of all traffic stops resulted in a warning. 56 parking citations were issued in Elm Grove which represents a 42.86 % decrease in parking citations compared to the previous year.

TOTAL CITATIONS	2011	2012	2012 (-) 2011 Comparison
Citations Issued	3,294	3,214	-2.43%
Warnings	2,624	2,793	6.44%
Parking Citations	98	56	-42.86%

The following table represents a two year comparison of various traffic citations issued by type of violation in the Village of Elm Grove.

CITATION TYPES	2011	2012	2012 (-) 2011 Comparison
Operate After Revocation/Suspension Registration	166	216	30.12%
Non-Registration of Vehicle	230	246	6.96%
Operate While Intoxicated	143	128	-10.49%
Operate Without Valid License	94	97	3.19%
Operate After Revocation/Suspension License	227	295	29.96%
Exceeding Speed Zones	866	862	-0.46%
Seat Belt Violation	137	130	-5.11%
Operate Motor Vehicle Without Insurance	436	301	-30.96%

SERVICES

Dispatch and Administrative Services



Core Dispatch and Administrative Support Functions

The core dispatch functions refer to those activities that relate directly to emergency 9-1-1 dispatching:

- Answer 9-1-1 telephone calls for police, fire and emergency medical services (EMS).
- Answer non-emergency telephone.
- Dispatch police, fire and EMS for calls for service; record time of call, time of arrival and time officer reports back in service.
- Query Department of Transportation records on registration and driver's file data as requested by officers.
- Record and maintain master index file on complaints, victims and other parties encountered by police.
- Query Crime Information Bureau (CIB) and National Crime Information Center (NCIC) on wanted subjects and stolen property information.
- Record and maintain daily activity calls of various police activities conducted each shift.
- Monitor radio traffic of surrounding jurisdictions for information of concern.
- Serve as a telephone communications link between officers on patrol and parties that must be contacted or notified, such as towing companies, hospitals, etc.
- Call in additional officers and support personnel as needed.

Essential Dispatch and Administrative Support Functions

Essential dispatch functions are those duties that require 24-hour monitoring or immediate response. These tasks include:

- Confirm wanted person warrants (locally generated) and stolen property hits as requested by other agencies within 10 minutes, as required by the Transaction Information for Management of Enforcement (TIME) system.
- Type reports for district attorney for lock-ups.
- Handle public walk-in service counter (citizen requests for information and report copies, dog licenses, bail and forfeiture payments, and complaints).
- Monitor officers in booking and cellblock area via video system, summoning assistance when appropriate.
- Monitor building security cameras.
- Control building security access doors, consisting of general government and main police station (public access) door, all booking and cell block area doors and prisoner unloading garage doors.
- Monitor building alarm panel for fire, pool and general government alarms.
- Provide dispatch service to highway department crews (snow removal, downed trees etc.) after business hours.
- Record overnight parking permission information and disseminate to patrol officers.

Secondary Dispatch and Administrative Support Functions

The third category is Secondary Dispatch Functions. These tasks include:

- Enter information on wanted persons and stolen property into NCIC and CIB systems and maintain appropriate related files.
- Keep record of officers' on-and off-duty.
- Assign complaint and booking numbers.
- Assist municipal court clerk (validate municipal warrants, run Department of Transportation queries, file citations and summons).
- Record and maintain vacation home check file.
- Monitor, review and distribute all teletype information received by the department.
- Prepare daily log information and important teletypes for roll call.

In addition to understanding the core, essential and secondary dispatching functions of the Elm Grove dispatcher there are three other areas of the dispatching position that are important. These three areas are staffing, division of tasks, and the difference between dispatching police, fire, and EMS.

Staffing

Elm Grove dispatching staffing levels currently call for six full time dispatchers. The full time employees fill three around the clock shifts, filling a work schedule of four days on, two off.

Difference between Dispatching Police, Fire and Emergency Medical Services

One of the important nuances of dispatching is the difference in the way the Elm Grove dispatchers dispatch police as compared to how they dispatch fire and emergency medical services (EMS). For example, the police communicate frequently, several times an hour with the dispatchers. When the officers are out on patrol the dispatcher is the officer's primary link to the police station. The dispatcher serves as the police officer's tether or lifeline from the street to the station. Elm Grove officers rely heavily on the dispatcher for their safety. As such police officers take the relationship between themselves and their dispatcher very seriously.

This relationship between dispatcher and police officer is contrasted with the relationship between dispatcher and firefighter or dispatcher and emergency medical technician EMT (for brevity sake firefighters and EMS personnel will be jointly referred to as rescue personnel). Foremost the dispatcher communicates very infrequently with rescue personnel. This is primarily due to the nature of the jobs. Rescue personnel do not patrol the streets of Elm Grove like police officers do. Therefore there is no need to keep in periodic communication with the rescue personnel. Communication between the dispatcher and rescue personnel occurs almost exclusively when there is an emergency. For Elm Grove, such an emergency occurs 34 times a month or approximately once a day. This means that on average, the dispatchers communicate with rescue personnel only once every 24 hours.

While communication between dispatchers and police officers is sometimes intense during an emergency situation it is most often characterized as normal interaction. This is not the case with communication between dispatchers and rescue personnel. Those infrequent communiqués are almost always filled with the tension of an emergency situation.

Calls for Service

The following table reflects the types of calls for service that Elm Grove Police Officers responded to in 2012. The actual type of call could change or be deemed “unfounded” upon further investigation.

CALLS FOR SERVICE BY CATEGORY								
Call Type	2011	2012	Call Type	2011	2012	Call Type	2011	2012
911 Verify	244	226	Death Investigation	3	6	Parking Complaint	89	65
911 Malfunction	14	7	Disabled Vehicle	202	242	Patrol Information	58	68
911/TDD Test	68	69	Disorderly Conduct	13	18	Prisoner Transport	38	57
Abandoned Vehicle	7	5	Domestic Dispute	17	13	Public Accident	11	4
Accident - Bike/F/PI/PDO	0	0	Open Door/Window Business	253	276	Public Service	694	632
Accident - Deer/F/PI/PDO	6	6	Open Door/Window Residence	75	52	Recovered Property	60	56
Accident Fatal	0	0	Duty Injury	2	2	Request Mutual Aid for Ambulance	7	8
Accident - Property Damage Only	146	147	Extra Patrol Request	47	44	Request Mutual Aid for Fire	4	1
Accident - Pedestrian F/PI/PDO	1	0	Fight	2	5	Request Mutual Aid for Police	88	97
Accident - Personal Injury	23	30	Fire Department Call	36	36	Robbery	0	0
Accident - Train F/PI/PDO	0	0	Fire Alarm	39	36	Sex Offense	5	2
Accident - Unknown	0	3	Fireworks Complaint	4	4	Snow Complaint - Plow/Throw	4	0
Alarm - Business	48	77	Fugitive Warrants - All	17	9	Speed Trailer Deploy	6	5
Alarm - Residential	80	106	Gas Skip	17	6	Suspicion-General	170	126
Ambulance Request	230	216	Harassment	15	7	Suspicious Person	65	81
Animal Bite Dog / Cat	3	0	Help - Miscellaneous	2	1	Suspicious Phone Call	12	10
Animal Complaint	126	169	Liquor Law	0	0	Suspicious Vehicle	147	168
Area Check	68	41	Lock-out	71	58	Tavern/Tobacco Check	145	85
Assault	3	0	Lost Property	26	14	Test Call	2	4
Assist Invalid	30	40	Assist Other Ambulance Service	7	12	Theft	103	84
Bomb Threat	0	1	Assist Other Fire Department	32	23	Transient Merchant	0	1
Burglary	13	10	Assist Other PD - K9	0	0	Trespassing	5	9
Burning Complaint	5	5	Mutual Assist to Other PD	51	68	Traffic Complaint	224	89
Criminal Damage to Property	16	27	Assist Other PD-Thermal Image	8	3	Traffic Stop	4437	4528
Community Relations	263	184	Missing Person	9	12	Traffic Hazard	175	133
Control Substance / Drugs	2	0	Noise Complaint	7	9	Weather Alert/Warning	19	13
Court Order Violation - TRO/DOM/INJUNC	7	12	Ordinance Violation	145	151	Zoning Complaint	3	2

CASE Classifications

All cases start as a call and become a case when a call results in additional investigation, a criminal action or arrest/custody action. For example, a “theft” call may end as a “fraud” case. This is why there may be eighty-five theft offense **calls** reported above, but only thirty-eight theft **cases** reported below. Presumably, forty-seven theft **calls** did not match the criteria for a theft crime and a **case** was not generated, or the **call** was reclassified as a fraud or some other **case** classification.

CASE ACTIVITY BY CALL FOR SERVICE CLASS								
Class Type	2011	2012	Class Type	2011	2012	Class Type	2011	2012
01 - Homicide	0	0	18 - Narcotic Law Vio	21	14	35 - Fatal MV Accident	0	0
02 - Sexual Assault	1	1	19 - Gambling	0	0	36 - Personal Injury Acc	24	31
03 - Robbery	0	0	20 - Family Offenses	0	0	37 - Property Damage Acc	123	126
04 - Battery/Agg Assault	0	2	21 - Drunken Driving	70	58	38 - Other Accidents	9	10
05 - Burglary	12	12	22 - Liquor Laws	7	1	39 - Public Accidents	0	0
06 - Theft	67	38	23 - Drunkenness	0	0	40 - Home Accidents	0	0
07 - Motor Veh Theft	4	1	24 - Disorderly Conduct	18	24	41 - Industrial Accidents	0	0
08 - Other Assaults	6	8	25 - Vagrancy	0	0	42 - Firearm Accident	0	0
09 - Arson	0	0	26 - All Other Offenses	53	85	43 - Animal Bite	0	0
10 - Forgery/Counterfeit	2	4	27 - Suspicious	0	0	44 - Suicide	0	0
11 - Fraud	27	35	28 - Curfew Loiter - Juvi	0	2	45 - Suicide Attempt	0	0
12 - Embezzlement	1	0	29 - Runaways	0	1	46 - Death	3	7
13 - Stolen Property	0	0	30 - Lost / Missing	11	7	47 - Sick Cared For	0	0
14 - Vandalism	14	15	31 - Found/Recovered	47	55	48 - Mental Observation	10	10
15 - Weapons	2	3	32 - Traffic Vio Report	34	32	49 - Misc Service Report	88	97
16 - Prostitution	0	0	33 - Parking Violation	0	0	50 - Ordinance Violation	19	10
17 - Sex Offenses	3	2	34 - Other Vio Traffic/MVD	0	0	TOTALS:	676	691

Other Activity:

	2007	2008	2009	2010	2011	2012	2012 (-) 2011 Comparison	2012vs Previous 5 Yr Average
Business Checks	35,324	34,861	30,242	28,815	25,352	30,047	18.52%	-2.82%
Tavern Checks	32	102	99	157	136	85	-37.50%	-19.20%
Vacant Home Checks	393	514	641	973	1,617	2,364	46.20%	185.65%
Forfeiture & Fees Collected	\$372,431	\$380,511	\$330,898	\$336,625	\$308,066	\$284,866	-7.53%	-17.60%

Emergency Medical Services



The Elm Grove Police Department’s commitment to the community goes beyond traditional policing services to include training in emergency medical services. All police officers are trained as Emergency Medical Technicians in emergency medical care and licensed by the State of Wisconsin. The initial training consists of over 140 hours of classroom instruction with practical hands on care and 30 hours of refresher training every two years. Two police officers are paramedics, with approximately 1000 additional hours of medical training, requiring 48 hours of annual in-service and certification in Advanced Life Support Care. The department’s medical program has oversight from an Emergency Room Physician to ensure appropriate current topics in medicine are being presented to officers. Officers responding to calls for medical services, at minimum, provide an initial patient assessment and basic life support, until an ambulance arrives. Elm Grove Police Officers are one of many medical providers a patient will encounter when suffering from a medical condition. This early intervention is provided to correct or slow any significant condition a patient is experiencing. In 2011, officers began carrying specialized trauma “go-bags” to address serious hemorrhage and penetrating trauma. The bags are primarily supplied to assist officers with devastating gunshot, stabbing injuries, or to assist victims of active shooters. They are designed to be carried on their person, while moving through a hostile environment. To date, officers have used this specialized equipment to help a construction worker, after a mishap with a circular saw, and a citizen with a severe femoral artery bleed. Two officers are currently trained in the Tactical Emergency Medical System (TEMS 40 hour course) level, with all other officers having received TEMS at in-service training. In addition to these trauma care “saves”, our officers are regularly an integral part of “cardiac saves” in our community. Combined with our rapid, emergency medical trained, dispatch staff, Elm Grove remains one of the best communities, in southeastern Wisconsin, at addressing your life threatening emergency.

During 2012, officers responded to 261 calls for emergency medical service, along with providing assistance to seniors who may have fallen but did not require ambulance transport. Compared to 2011, this is a decrease in total ambulance calls of approximately 5.7%.

	2011	2012
Ambulance Calls	277	261

Detective Bureau

The Detective is responsible for investigating all major crimes within the Village of Elm Grove and assisting the patrol officers with investigations and at crime scenes. The following represents the activity of the Detective Bureau in 2012:

Criminal Investigations: Patrol officers investigated approximately 691 calls for service involving case reports and approximately 42 were directly investigated by the detective bureau or forwarded to the detective bureau. This does not include continuing investigations from 2011. The detective bureau generated 89 written reports from cases in 2012.

Some major crimes from 2012 included:

- Two house fires resulting in both houses being destroyed and one death investigation.
- Nine theft by contractor investigations, eight involving numerous jurisdictions and over a million dollar loss for homeowners and subcontractors.
- One cleared sexual assault.
- One missing person/suicide case.
- One disorderly conduct case.
- Eight identity theft cases.
- Three credit card fraud cases.
- One possession of drugs and felon with a firearm case.
- Several check cases.
- Two burglary cases.
- Several theft cases.
- One domestic violence case involving a handgun.
- One embezzlement case.
- The detective also attended one autopsy in a death investigation.

Property Inventory: The detective maintains all evidentiary property and is responsible for the department's property room. In 2012, 459 pieces of property were entered into the computer as stolen, recovered, safe keeping, evidence for court, or evidence to be destroyed at the Wisconsin State Crime Laboratory. Nineteen pieces of evidence were transported to the state crime lab for further processing and destruction. There were a total of 117 pieces of evidence returned to owners. The detective bureau is also in charge of ordering and maintaining evidence supplies according to the detective bureau budget.

In addition to some of the major investigations, search warrants and subpoenas were requested, issued by the court, and executed.

The detective bureau is also in charge of submitting all reports to the district attorney's office, social services, and corporation counsel. When the reports are received and charged, the detective will respond to the district attorney's office and sign the complaints that are dictated for each charge. On average, the detective responds to the Waukesha County District Attorney's Office one to two times per week. There were 177 reports transported to the district attorney's office in 2012. In addition, the detective works as the liaison between our department and the district attorney's office for court scheduling and officer subpoenas for court.

The detective bureau is also assigned as an evidence technician to process major crime scenes and to process all evidence recovered and brought to the police department.

In addition, the detective attends monthly meetings with the Wisconsin Area Fraud Investigators Group which discusses the trends of crimes committed in the Southeast Wisconsin area.

In 2012, the detective gave two speeches to citizen groups on recent trends in crime and identity theft.

CROSSING GUARD SERVICES

The police department staff manages crossing guard services for the St. Mary's School.

For the first time, in 2009 and continuing through 2011, the Village of Elm Grove contracted with Twin City Security, Inc. to provide crossing guard services to St. Mary's School. This contract with Twin City Security, Inc. costs approximately \$3,000.00 per school year for crossing guard services. Twin City Security, Inc. reports that they assist approximately three children in crossing Watertown Plank Road, in the morning and afternoon, each school day.

In 2012, the village installed lighted crosswalks. As a result, the Village will not provide crossing guard services, beginning in 2012.

TRAINING

Training

The goal of the Elm Grove Police Department is to deliver the highest quality service to the community. In order to achieve this goal, our personnel must be familiar with the most recent changes in laws, court decisions, law enforcement techniques and technology. The Elm Grove Police Department utilizes many training programs presented by Federal, State, and local levels to accomplish this goal. In addition, the Elm Grove Police Department has many talented individuals who are certified as instructors in areas such as: field training, firearms, defensive tactics, and crime prevention. These individuals provide in-house training at roll call presentations and specialized training sessions. The information in this section highlights the department's in-house training and does not include the numerous off-site training events attended by our officers in their area of expertise.

Beginning in 2005, all members of the Elm Grove Police Department began an ongoing training program that will carry over into coming years. The National Incident Management System (NIMS) has been developed by the federal government to prepare responders in dealing with events that may occur in the community and stretch the available resources. During 2009 and continuing through 2012, all supervisory personnel continued the advanced training necessary to plan for and execute the long term management of a significant incident.

The Elm Grove Police Department continues to educate their personnel on the newest techniques and available technology with the hopes of providing a level of service available only in Elm Grove.

Firearms Training

The Elm Grove Police Department has a formal training program which is designed to test and enhance the skills of the police personnel. In 2012, most officers received 8 hours of firearms instruction. The training program is designed by our Firearms Instructors and is overseen by the Chief of Police. The instructors are certified as Firearms Instructors, by the Wisconsin Department of Justice. Having these instructors on staff enables the Department to train personnel while on duty.

The training sessions begin with basic techniques, and then progress into emphasizing the importance of split second decision making coupled with the proper and proficient use of the firearm. Actual scenarios are duplicated on the range to test and refine the skills of the personnel. High stress scenarios are also designed with the use of simmunitions and live ammunition to depict dangerous situations that officers may encounter while at a residence, business or while on a traffic stop. The instruction also includes officer safety tactics, weapons safety, weapon retention, verbal skills, legal considerations and proper documentation if deadly force is used.

- In March, officers trained at the Brookfield Police Department Firearms Range with their issued Sig Sauer .40 service handguns. Officers trained in close combat situations as well as engaging multiple adversaries in shoot and no shoot situations.
- In July, officers trained with Colt AR-15 rifles at the Menomonee Falls Police Department Firearms Range. Officers trained in shooting on the move, use of cover, and reviewed proper transitioning of weapons (rifle to handgun) and reloading.
- In September, officers trained at the Menomonee Falls Police Department Firearms Range, using their service handguns and Benelli shotguns. The lesson was a review of movement with the shotgun, shooting on the move, transitioning to handgun and clearing malfunctions.
- In December, officers trained at the Brookfield Police Department's Firearms Range with their issued service handguns. Officers trained in use of handgun with one hand, including reaction or strong hand only shooting, and clearing Phase 1 and Phase 2 malfunctions using one hand. Also had review of engaging multiple adversaries.

All of the above training is necessary and contributes in satisfying recommendations set by federal and state authorities requiring police officers to be trained in a variety of skills and scenario situations to help minimize the effects of stress on their performance and improve their decision making in use of force situations.

Defense and Arrest Tactics (DAAT)

The Elm Grove Police Department has a Defense and Arrest Tactics Training (DAAT) program which is designed so that officers will know and become efficient in the application of all the skills instructed in the DAAT curriculum. The DAAT system has a guideline which assists law enforcement officers to analyze a subject's behavior and to determine a reasonable level of force to use in response to that behavior. The techniques used in this system were adopted by the Wisconsin Department of Justice and the Law Enforcement Standards Board in 1987. There are five different modes contained in the system, they are: Presence, Dialog, Empty Hand Control Techniques, Intermediate Weapons, and Deadly Force. Each mode contains several techniques and skills which were instructed to the officers during the year, along with several other topics such as Vertical Suns, Decentralizations, Protective Alternatives, TASER, Handcuffing, Weapon Control Techniques, and also general officer fitness. Officers Preston Nobile and Brian Gasse are the Department's certified DAAT instructors. Annually, each patrol officer receives approximately nine to twelve hours instruction.

COMMUNITY SERVICES

Bike Patrol Unit



The Elm Grove Police Department has eleven officers that are trained as bicycle patrol officers. The Department has three fully equipped mountain bikes. The existence of the bike patrol program is due to generous donations from citizens and businesses. The donations provided funds for the purchase of three mountain bikes, all of which are sized differently to accommodate the different sized officers. The first donations also included funds to purchase state of the art equipment and lighting as well as provide uniforms and training for our first bicycle patrol officers.

In 2012, when staffing levels permitted, bike patrol officers spent time patrolling on bikes, including special events. The patrol bicycles are used at special events such as the Memorial Day Parade, the Fourth of July Fireworks and festivities in the park, Concerts in the Park, Safety Village, Elm Grove Bicycle Safety, and can also be seen patrolling the Park n Shop and downtown area. They are also utilized to target special crime watch areas that have unusual increases of incidents such as burglaries or thefts from motor vehicles. When staffing levels permit, the bike officers conduct periodic patrols of the village, including remote areas that squad cars cannot enter. The bike patrol allows the officers to have one on one contact with the public. Members of the public are encouraged to approach the bike officers so they may answer any questions or address concerns.

D.A.R.E.

Drug Abuse Resistance Education



The D.A.R.E. program is a nationally acclaimed program in which specially trained police officers teach a 12-week anti-drug/anti-violence curriculum to elementary school students. D.A.R.E. teaches the 5th grade students the dangers of drug abuse, gives concrete ways to refuse peer pressure and teaches responsibility, reinforces the concept that each person has a right to make their own healthy and wise choices, and gives the life skills necessary to stay away from drugs, alcohol and gangs. Studies show that students which completed the D.A.R.E. program were five times less likely to start smoking compared to kids who did not participate in D.A.R.E.

Police Officer Sandra Brown is the Department's D.A.R.E. officer, since 2009. In 2012, the D.A.R.E. program officer salary was funded by the Village of Elm Grove, with some supplies and materials funded by private donations.

The Elm Grove D.A.R.E. curriculum consists of 12-14 weeks of lessons. The D.A.R.E. course was presented to 119 Fifth grade students at Tonawanda Elementary School, St. Mary's Catholic School and Elm Grove Lutheran School. The course of instruction included:

- Completion of D.A.R.E. workbooks with a weekly D.A.R.E. assignment that reflected each lesson.
- "Family Talk" student and parent discussion sheets for more parent involvement in the D.A.R.E. program.
- Completing individual, pair, and group work in each lesson.
- Completing a "Taking a Stand" mandatory essay. The essay is a statement of each student's commitment to stay drug and violence free.
- Covering additional topics such as Over the Counter/Prescription medication safety, cyber bullying/internet safety, and students had a chance to wear the "drunk goggles" and try to walk a straight line while wearing them.
- All students took part in a graduation ceremony and received a DARE t-shirt, pin and certificate of completion of the D.A.R.E. program.
- Upon graduation of the D.A.R.E. program, the D.A.R.E. graduates were provided with a Wisconsin Dells discount card, valid for 20% off at 41 participating WI Dells attractions. The card is valid for the student and three other family members for the 2012 season. The cards are provided by the Wisconsin Dells Visitor & Convention Bureau.
- A special THANK YOU for the donations from Elm Grove Junior Guild, Silver Spur for the catered lunches for the graduates, Sendik's cakes, & McDonald's orange drink. The donations greatly help out our D.A.R.E. program! Please contact Officer Brown at sbrown@elmgrovewi.org if interested in donating to our program.

Elm Grove D.A.R.E. Pledge



Officer Sandy Brown & Daren the D.A.R.E. lion

I know who I am and know that I want to remain happy and healthy. I have learned of the devastation that drugs can do, not only to me but to the ones I love and care about. I know and have practiced the skills needed to make good, healthy decisions against drugs, gangs and violence. I am in charge and I will help others resist drugs in a time of weakness. I pledge to say NO to all illegal drugs and the abuse of substances

OTHER PUBLIC RELATIONS EFFORTS

CITIZEN POLICE ACADEMY ... began in 1998. It is safe to say each has come away with a greater understanding of what we do and the challenges we face. Our staff has learned from participants their perceptions, priorities, and concerns ... invaluable information to help us be more effective. Perhaps the best measure of success is the creation of an Alumni Association - by the graduates themselves - to continue their involvement with the Department. For more information about the Citizen's Police Academy, see the personnel section.

EXPLORER POST 177... has provided well over 120 teenagers the chance to learn about law enforcement and law enforcement officers. At least 25 alumni that we know of have pursued Criminal Justice careers, including, Dispatcher Alaina German, Officer Natalie Hudzinski, Assistant Chief Gus Moulas and Chief Jim Gage. Just as importantly, dozens more are going through their lives with positive insights and attitudes regarding the police because of their experiences in this program. For more information about Explorer Post #177, see the Personnel Section.

SAFETY VILLAGE ... each August we have the chance to positively influence several dozen preschool children (and their parents). The opportunity to work with the Junior Guild, as an important influence in the community, is seen as a real positive for us. Each year one officer is assigned to assist with instruction of important safety tips for our youngest of residents.

ANNUAL BICYCLE SAFETY PROGRAM ... each June the village has hosted this fun safety program for all area children, drawing 200-300 participants, and almost as many parents. The past few years, Park and Rec. has taken over the management of the program and the Brookfield Police Department and Elmbrook Hospital have joined us in making this a true community event. Our bicycle patrol officers and on-duty personnel always take advantage of meeting the public, by attending this program.

COLLEGE INTERN PROGRAM ... almost every semester, we host a Criminal Justice college student for a ride-along program in which we evaluate the student, and for which they receive three credits. UW-M, Marquette, WCTC and MATC all have placed students with us. This program helps our Field Training Officers maintain their skills, gives the student a positive, inside look at our Department, and maintains valuable relationships with the Universities and Voc- Techs.

BUSINESS SECURITY CHECKS ... we spend some 1100 hours each year checking the security of closed businesses, and the business community's sense of safety is well worth it. Though they rarely enjoy middle-of-the-night calls when doors or windows are found open, they realize and appreciate our vigilance. Through this function we maintain on-going relations with them, as we do through the process of updating and maintaining our "keyholder" list.

SECURITY NOTICES ... are another P.R. tool we use to encourage security awareness and assure citizens of our vigilance. Printed reminders inform them of open garage doors, mail & papers accumulated, or other crime-inviting situations.

AUTOMOBILE LOCK-OUT RESPONSES ... provide a convenient service to forgetful or careless motorists. Though very few Departments continue this function due to workload or liability concerns, it provides us the chance to perform as "rescuers" rather than our more common role as "enforcer": pure public relations!

AUTO SAFETY CHECKS ... certifications necessary for school personnel to transport students in their private vehicles. If we didn't do it, they would have to go to State Patrol Headquarters. Our image as "team players" is enhanced by this fairly simple service: the convenience is really appreciated by school staff.

FINGERPRINTING SERVICES ... is another convenient public service we offer to our residents or business people. These fingerprints are needed for securities licenses, adoptions, bartender licenses, and other employment requirements. While under no obligation to perform this service, we welcome the opportunity to meet and serve our citizens.

"NO PARKING" SIGN PROGRAM ... is yet another way we meet and serve our residents and service clubs. In what I believe is a unique program, we loan "No Parking" signs on posts to anyone holding special events that will likely generate parking problems. This system has citizens accepting joint responsibility with us for maintaining public peace and order - a concept all too rarely seen these days, and one of the main reasons, I'm convinced, of this community's low crime rate.

McGRUFF PROGRAM FOR YOUNGER CHILDREN ... gives us, in addition to Safety Village, positive contact with preschoolers on up to 4th graders, with age appropriate messages about "stranger danger", obeying rules, theft, etc.

SCOUTING CITIZENSHIP BADGE TOURS ... give us the chance to show off our facility and explain our role in society to Cub Scouts and Brownies, who earn merit badges for the exercises. We typically give 2-4 such tours each semester, showing the police as the "good guys" to some 70 children per year.

CIVIC GROUP PRESENTATIONS ... we regularly provide speakers to civic groups such as the Rotary, Legion Post, Business Association, St. Mary's Senior Center, and others on specific topics or areas of general safety concerns. We're always pleased to give these presentations, and regardless of the group or the topic, a common theme is always "working together to make this a better community."

SPECIAL EVENT COORDINATION ... is one of the "fun" public relations arenas in which we participate. In an environment of mutual respect and community service, we help plan and coordinate the Memorial Day parade, 4th of July activities, soccer and tennis tournaments, Easter egg hunts, Rec programs, large funeral processions, and special school activities, to name a few. Working with the civic groups, schools, business groups, and other Village Departments is most rewarding, as is contributing to the success of these events, which help make this the great community that it is.

NOTARY PUBLIC SERVICES ... are available to the community at no charge. We usually have a Notary available from 8:00 A.M. to 4PM.

"TRAUMA" TEDDY BEARS ... are stocked in all patrol cars, the ambulance, and a fire truck. The value to a traumatized youngster of a huggable stuffed animal amid the turmoil of an auto accident, medical emergency, fire, or domestic dispute must be seen to be appreciated. This is another two-level public relations program: we (and the kids) "win" when we hand out a teddy bear; and our interaction with the service organizations that provide the toys is great community public relations in and of itself.

RADAR TRAILER ... purchased with a private citizen donation, conveys to drivers our sincere interest in traffic safety. No tickets are written: the only goal is motorist awareness and voluntary compliance with speed laws. Our website & in-person request programs foster even more citizen involvement and create yet another opportunity for us to work side by side with residents toward a safer community.

CITIZEN CONCEALED CARRY TRAINING ... This past winter the Elm Grove Police Department conducted four Concealed Carry Weapons classes which were open to the public. The course consisted of a variety of topics including basic fundamental firearm safety, safe carry considerations, proper storage of weapons, legal implications of the Concealed Carry law and the use of deadly force. The course was taught by the Elm Grove Police department's state certified firearms instructors and provided the required instruction needed for citizen's to obtain their Wisconsin concealed carry weapons permit. Sixty citizens attended the classes, so far.

HIGH VISIBILITY ENFORCEMENT (HVE) IMPAIRED DRIVING TASK FORCE ... The Elm Grove Police Department is a participating agency in the Southeast Wisconsin Multi-Jurisdictional Drunk Driving Task Force. The task force is a group of agencies dedicated to the concentrated and coordinated effort to reduce impaired driving through high visibility enforcement (HVE) and education.

MUNICIPAL COURT

COURT BAILIFF DUTIES

The Court Bailiff duty assignment is performed by sworn police officers. Officer salary, while performing this function, is paid by the Municipal Court operating budget.

Officers assigned to Court Bailiff duties are responsible for, but not limited to, the following duties:

- Security and protection of all persons attending Municipal Court.
- Call to order the Municipal Court session and introduce the Judge.
- Maintain proper order and decorum as directed by the Court.
- Be available to Court personnel and be present in Municipal Court, during the duration of the assignment.
- Be accepting of learning new tasks to assist Court personnel in maintaining efficient and effective operations.
- Be able to answer basic questions about Court procedure without providing advice to defendants.
- Maintain a competent and professional uniformed presence.
- All other lawful duties as assigned by the Court Clerk and Municipal Judge.

Municipal Court Operations

2009 Actual	2010 Actual	2011 Actual	2012 Budget	2012 Estimated	2013 Proposed
\$99,616	\$105,067	\$86,277	\$92,860	\$102,005	\$98,010

Department Description:

Functions

This program provides for costs associated with the processing, prosecution, adjudication, and appeal of approximately 3700 municipal cases per year, and all associated record keeping.

Personnel

Judge	Part-time elected position
Court Clerk (police department employee)	.5 FTE
Records Clerk (part-time police employee)	.3 FTE
Bailiff- Police Officer (overtime)	75 hrs per yr

Services/Duties

- Track each municipal citation from issuance to final adjudication;
- schedule initial appearances and trials;
- reconcile fines collected and distribute funds as required by law;
- coordinate appeals and jury trial requests;
- reconcile and distribute bails collected;
- effect court-ordered drivers license/registration suspensions;
- maintain court docket;
- prepare for and manage court nights;
- provide trial transcriptions and discovery demand records;
- Coordinate all functions with Municipal Judge, Municipal Attorneys, Police Department, and defendants/defense attorneys.

MISCELLANEOUS

Reportable Traffic Accidents

In 2012, 157 reportable traffic accidents occurred in the Village of Elm Grove. This represents an 6.80% increase in accidents compared with 2011. One-hundred and twenty six accidents resulted in property damage only, and thirty one accidents resulted in personal injuries. There were no fatal accidents in 2011.

Reportable accidents are any accidents which involve at least one motor vehicle in transport and result in injury or fatality of a person, or total damage to one person's property to an apparent extent of \$1,000 or more, or damage to government-owned property to an apparent extent of \$200.00 or more (except government-owned vehicle which is \$1,000).

ACCIDENTS	2011	2012	2012 (-) 2011 Comparison
Motor Vehicle Accident - Fatal	0	0	XXXX
Motor Vehicle Accident - Personal Injury	24	31	29.17%
Motor Vehicle Accident - Property Damage Only	123	126	2.44%
TOTAL MOTOR VEHICLE ACCIDENTS	147	157	6.80%

Motor Vehicle Fleet

The Elm Grove Police Department maintains a fleet of nine vehicles. Vehicles are funded through the capital budget. Two cars are purchased during even years and one car is purchased during odd years. The 2012 maintenance budget was \$13,800.00. The 2012 budgeted fuel costs were \$44,000.00. Five out of the nine vehicles are used twenty-four hours per day. The vehicles are assigned, as follows:

- 1998 Chevy van. Received via the 1033 program at no cost to the Village. The transport van is shared between general government, park and recreation and the police department. Since almost all of our training is off-site, the van is used to haul firearms training equipment. It has also been used for surveillance assignments.
- 2004 Ford Crown Vic. This is a single use vehicle, currently assigned to the K-9 handler. This vehicle and associated equipment was funded by private donations, at no cost to the Village.
- 2003 Ford Crown Vic. This is a single use vehicle, currently assigned to the Police Chief.
- 2008 Ford Crown Vic. Used for school assignments, training and by volunteers for assigned functions.
- 2009 Ford Expedition. Shift Commander marked vehicle. Secondary front-line patrol use.
- 2010 Ford Crown Vic. Front-line marked patrol use.
- 2011 Ford Expedition. Assigned to primary use by the Detective and Lieutenant. Also, used by patrol for non-marked use, during inclement weather conditions, or when patrol vehicles are out of service, due to repairs
- 2013 Ford Police Interceptor SUV. Front-line marked patrol use.
- 2013 Ford Police Interceptor SUV. Front-line marked patrol use.

Car-Deer Accidents

A review of such reported accidents from 1992 through 2012 reveals the following:

FREQUENCY

YEAR	CAR-DEER ACCIDENTS	TOTAL ACCIDENTS	CAR-DEER % OF TOTAL
1992	11	250	4.4
1993	10	262	3.8
1994	11	301	3.7
1995	17	291	5.8
1996	10	296	3.4
1997	5	307	1.6
1998	13	297	4.4
1999	10	245	4.1
2000	8	293	2.7
2001	5	261	1.9
2002	13	232	5.6
2003	11	241	4.6
2004	11	202	5.5
2005	12	227	5.3
2006	3	234	1.3
2007	5	210	2.3
2008	4	222	1.8
2009	6	165	3.6
2010	17	155	10.9
2011	5	168	2.9
2012	6	170	3.5

MONTH

	2012	1992- 2011	1992- 2012		2012	1992- 2011	1992- 2012
JAN	0	16	16	JULY	0	10	10
FEB	2	10	12	AUG	1	12	13
MARCH	0	10	10	SEPT	0	8	8
<u>1st Qtr Total</u>	<u>2</u>	<u>36</u>	<u>38</u>	<u>3rd Qtr Total</u>	<u>1</u>	<u>30</u>	<u>31</u>
APRIL	0	10	10	OCT	1	22	23
MAY	0	7	7	NOV	1	47	48
JUNE	0	9	9	DEC	1	26	27
<u>2nd Qtr Total</u>	<u>0</u>	<u>26</u>	<u>26</u>	<u>4th Qtr Total</u>	<u>3</u>	<u>95</u>	<u>98</u>

TIME OF DAY

	2012	1992- 2011	1992- 2012		2012	1992- 2011	1992- 2012
12M - 1A	0	8	8	12N - 1P	0	6	6
1A - 2A	0	4	4	1P - 2P	0	1	1
2A - 3A	0	0	0	2P - 3P	0	2	2
3A - 4A	0	2	2	3P - 4P	0	5	5
4A - 5A	0	2	2	4P - 5P	0	10	10
5A - 6A	0	3	3	5P - 6P	0	16	16
6A - 7A	1	6	7	6P - 7P	1	9	10
7A - 8A	0	13	13	7P - 8P	0	19	19
8A - 9A	0	5	5	8P - 9P	2	25	27
9A - 10A	0	5	5	9P - 10P	0	24	24
10A - 11A	2	1	3	10P - 11P	0	8	8
11A - 12N	0	4	4	11P - 12M	0	9	9

LOCATION

	2012	1992- 2011	1992- 2012
Bluemound Rd: 12400 - Sunnyslope	<u>3</u>	<u>90</u>	<u>93</u>
Bluemound Rd: Sunnyslope - Moorland	0	25	25
TOTAL BLUEMOUND RD.	<u>3</u>	<u>115</u>	<u>118</u>

Bluemound Rd.	3	115	118
Pilgrim Pkwy.	1	40	41
Highland Dr.	1	14	15
Elm Grove Rd.	0	4	4
Other	1	14	15
TOTAL	<u>6</u>	<u>187</u>	<u>193</u>

DEER CULLING SAFETY MANAGEMENT

The goal population for deer within Village borders is 25 deer per square mile of habitat. This population goal was established by referencing the Milwaukee Metro Unit (77M) whose deer population had been similarly established (Southeastern Wisconsin Urban Deer Taskforce Final Report 1994). Population goals range from 10 – 35 deer per square mile of habitat throughout the state depending on habitat, climate and human condition. Monitoring of the deer population annually confirms the Village is achieving the determined goal population.

Elm Grove's deer habitat includes the area of .79 square miles or 504 acres. Therefore, if the deer population increases to more than 25 deer per square mile of habitat, or 20 deer, then the deer are actively managed. Deer may be managed to half the habitat amount, or 10 deer.

The police department, by direction of the Police Chief, oversees and inspects all deer sharpshooting locations. The Village contracts with Wildlife Management Services to maintain deer populations in Elm Grove.

In 2012, our deer count was 21. The annual culling program runs from approximately November through March of the following year. Access to prior deer sites was limited, compared to past years. This resulted in fewer opportunities to cull deer. As a result, no deer were culled in the 2012-2013 season. The cost for the aerial survey, site bait, and site setup was \$3,192.00 this season.

PROGRAM BUDGETS

Police Department Operations

2009 Actual	2010 Actual	2011 Actual	2012 Budget	2012 Estimated	2013 Proposed
\$1,923,002	\$2,041,513	\$2,124,077	\$2,169,175	\$2,104,000	\$2,179,910

Department Description:

This program provides funding for costs associated with preventative patrol; criminal and traffic law enforcement; investigations; requests for assistance; community problem-solving; maintenance of the peace; prosecution of offenders; community education and awareness; records maintenance; and assistance to other Village Departments.

PERSONNEL:	Full-time Equivalency FTE
Police Chief	1
Assistant Chief	1
Lieutenant	1
Sergeant	3
Detective	1
Patrol Officers	10
Subtotal- sworn officers	17
Administrative Assistant (part-time court)	.5
IT manager (shared with General Government)	1
Administrative clerk	.3
Total	18.8
<p>In 2011, the Department contracted for the services of two crossing guards that work ½ hour each day, during the school year, at Watertown Plank Road and Church Street. In 2012, the Village installed lighted crosswalks, and guard service was discontinued.</p>	

Services/Duties

PATROL: High-visibility preventative patrol establishes a police presence and sense of security in the community, while officers are on watch for

- traffic, criminal and Village code violations,
- hazardous conditions;
- crime-inviting situations;
- persons in need of assistance;
- opportunities for citizen interaction.

TRAFFIC: Activities aimed at maintaining and improving traffic safety and orderliness. Includes:

- accident investigation;
- traffic enforcement;
- parking enforcement;
- assisting motorists;
- investigating traffic complaints and suspicious vehicles;
- bicycle code enforcement;
- traffic management at special (planned or unplanned) events.

CRIMINAL:

- Investigation and reports on criminal activities;
- evidence processing and storage;
- felony and misdemeanor apprehensions;
- prisoner processing;
- non-arrest and juvenile dispositions;
- other investigations;
- field interviews;
- special details;
- case management;
- false alarm management.

ADMINISTRATIVE & GENERAL:

- Building and residential checks;
- animal calls;
- assist citizens;
- assist other Village Departments (including EMS as EMT-Basics and Paramedics);
- municipal & circuit court preparation and testimony;
- public relations;
- crime prevention;
- department administration- internal affairs, policy development, recruitment, coordination, training, personnel supervision and development;
- equipment service;
- planning and budgeting,
- records management
- supervision and management of dispatch
- management and scheduling of municipal court security.

Dispatch Department Operations

2009 Actual	2010 Actual	2011 Actual	2012 Budget	2012 Estimated	2013 Proposed
\$388,988	\$415,569	\$407,847	\$451,825	\$418,150	\$422,075

Department Description:

This program provides funding for costs associated with maintaining the Dispatch Center, the community's only 24 hour/day, 7day/week link with their local government. Program also provides clerical and record keeping function to police; and communication services to Police, Fire and EMS Departments; and off-hours communications to Public Works and General Government.

PERSONNEL:	Full-time Equivalency FTE
Dispatchers	6 FTE

Services/Duties

DISPATCH:

- Receive and react to all citizen calls for service, information and emergency (911) assistance.
- Provide communications for Police, Fire, EMS;
- Provide after-hours service to Public Works and General Government.

CLERICAL:

- Perform all routine clerical services for Police Department, including the time-critical transcription of reports needed for court proceedings.
- Maintain numerous databases (ie: keyholders, master name index, home check list, etc.)
- Perform initial record keeping for Fire and EMS calls.
- Provide walk-in service for Police, EMS, and Fire.
- Provide after-hours security monitoring for entire complex, and at all times for officer's prisoner processing.

CAPITAL

Department/Capital Item	2013	2014	2015	2016	2017	Totals 2012-2017
<u>Police</u>						
Patrol Vehicles	35,000	69,000	35,000	62,000	35,000	236,000
TIME Terminal Package				5,000		5,000
Mobile Data Terminals (laptops for squads)		35,000				35,000
Trunked radio replacement-	245,724					245,725
Replacement of 911 Phone System		105,000				105,000
Replacement of sidearms				18,000		18,000
Replacement TASERS					8,000	8,000
Fingerprint Scanner					17,000	17,000
Police Total	280,725	209,000	35,000	85,000	60,000	669,725

REVENUES

Fines, Forfeitures and Penalties	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Budgeted
Court Fines Collected	331,662	325,475	292,846	325,500	277,833	295,000
Court Fine Expense	(120,174)	(123,207)	(102,641)	(123,200)	(118,814)	(110,500)
Fines, Forfeitures and Penalties	211,488	202,268	190,205	202,300	159,019	184,500