

# 2021

ANNUAL REPORT

## ELM GROVE POLICE DEPARTMENT



Jason J. Kubiak  
Chief of Police

April 8<sup>th</sup>, 2022



04/8/2022

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 2021 Elm Grove Police Department Annual Report. I am very proud of the excellent work of all the employees of the Elm Grove Police Department as they worked through a year of continued staffing challenges, as well as a transition in command staff. The Village Board approved the hiring of two replacement officers early in 2021 due to anticipated retirements. Our department was finally able to fill those positions at year end. The delay was due to a very limited applicant pool of qualified candidates, as well as competing with other agencies also trying to satisfy their staffing needs. Fortunately, our department was able to hire two previously experienced officers and we look forward to their future contributions to the department and the community.

On January 6, 2022, Chief Gage, with 36 years of service, and Assistant Chief Jason Hennen, with 26 years of service, retired from the department. These retirements did provide the opportunity of new promotions within and the Police and Fire Commission approved five new promotional appointments in the fall of 2021. This led to the shifting of organizational responsibilities, as well as a significant amount of training as these officers prepared for their new positions. The new command staff is committed to continuing a high level of quality service and excited to lead the department into the future.

As we progressed throughout 2021, the elimination of various COVID related restrictions and social distancing produced a slight increase in overall activity. This past year showed a 1.9% increase in police activity, with a .4% decrease in criminal activities investigated by our department. Part I offenses showed a decrease of 47.11%, mostly due to a significant decrease in thefts. The public started to frequent businesses and other establishments again with an obvious increase in vehicular traffic, resulting in more traffic related offenses. Also, the trend of police departments working cooperatively together continued as our department assisted nearby agencies with a number of critical incidents. As a result, members on the Civil Disturbance Unit (CDU), Suburban Mutual Aid Response Team (SMART), Major Investigations Unit (MIU), and Suburban Critical Incident Team (SCIT) were deployed numerous times.

I wish to thank the citizens of Elm Grove for the opportunity to serve them in 2021 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 groups. We would also like to thank Chief James Gage and Assistant Chief Hennen for their many years of service and wish them well in retirement. Finally, I wish to express my appreciation to Administrative Secretary Mary Doyne and Lt. Natalie Riley for their diligence and hard work in preparing this annual report.

Sincerely,

*Jason J. Kubiak*

Jason J. Kubiak  
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;

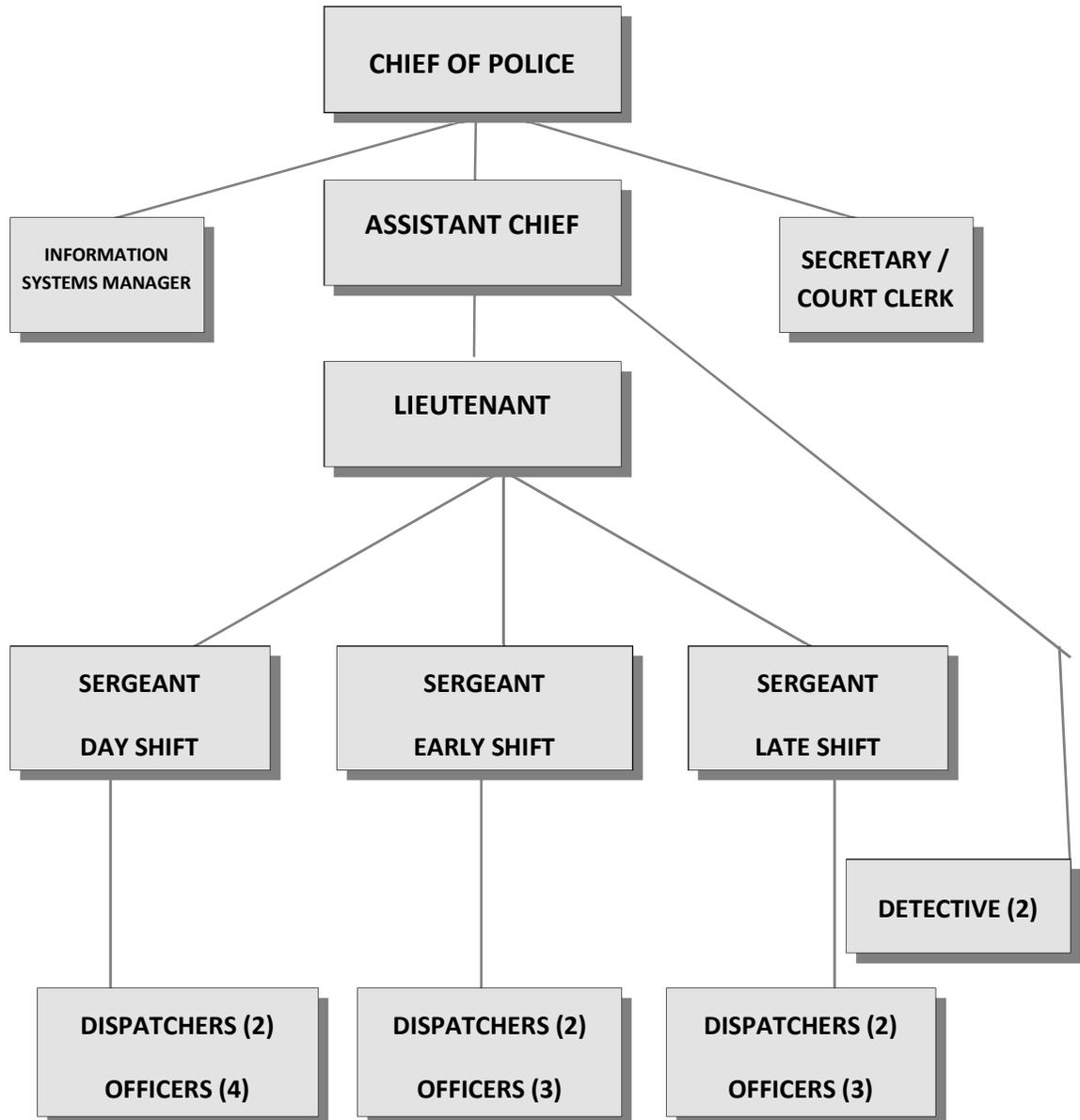
Cooperate with related public and private agencies in pursuit of their major goals; and

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

**\*\*ALL SWORN POLICE STAFF ARE AT MINIMUM EMERGENCY MEDICAL TECHNICIANS (EMTs)\*\***

## Command Staff

Chief of Police –	(retired Jan. '22)	James Gage
Assistant Chief – Administrative and Investigations Command	(retired Jan. '22)	Jason Hennen
Lieutenant of Police – Operations and Communications Command, Firearms Instructor		Jason Kubiak
Sergeant of Police - TASER Instructor, Field Training Officer Supervisor, equipment manager		Ryan Unger
Sergeant of Police - Evidence Technician, Field Training Officer		Natalie Riley
Sergeant of Police -DAAT & Vehicle Contacts Instructor, FTO, TASER Instructor, Evidence Technician		Preston Nobile

**[The above reflects the command staff of 2021; a new command staff was appointed Jan. 2022]**

## Investigations

Detective – Evidence technician	Craig Mayer
Detective -	Sean Lenardic

## Patrol

Police Officer – Field Training Officer, Firearms Instructor, SCIT Operator	Evan Schano
Police Officer – Civil Disturbance Unit	Steven Weber
Police Officer – Metro Drug Unit (NEW), Evidence Technician	Hannah Martin
Police Officer – SCIT Operator (NEW)	Robert Gilbreath
Police Officer – Civil Disturbance Unit	Alexander Hockett
Police Officer –	Christopher Douglas
Police Officer –	Patrick Sykes
Police Officer --	Samuel Fisher
Police Officer – [Hired Feb. 2021]	Benjamin Dolnick
Police Officer- [Hired Nov. 2021]	Jacob Grewe

## Communications

Dispatcher – TIME Agency Coordinator, Advanced TIME certified, Emergency Medical Technician, EMD	Carolyn Gasse
Dispatcher – Emergency Medical Dispatcher, Advanced TIME certified, Dispatcher trainer	Wendy Priest
Dispatcher – Advanced TIME certified, Paramedic, EMD [Resigned Aug.]	Emily Asmondly
Dispatcher – Advanced TIME certified, Emergency Medical Dispatcher. Dsp. Trainer [Resigned Nov.]	Breanne Kuklinski
Dispatcher – Emergency Medical Dispatcher, Advanced TIME Certified	Marissa Hipp
Dispatcher - Advanced Time Certified, Emergency Medical Dispatcher, Dispatcher Trainer	Lauren Carlton
Dispatcher- [Hired Nov. 2021]	Sophie Thompson

## Support Staff

Court Clerk/Administrative Assistant (shared position with Municipal Court)	Mary Doyne
Information Systems Manager (shared with Gen. Government) (Resigned Nov.)	Lorrie Hansen
Part-time court night assistant	Priscilla Rollmann

# Elm Grove Police and Fire Commission

## Members

Robert Haugh, President  
David Molter, Vice President  
Gus Moulas, Secretary  
Steven Nelson  
Allan Kasprzak

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:

Jan. 13, 2021 – The Commission interviewed police officer candidates and appointed Benjamin Dolnick to the position of patrol officer.

Feb. 22, 2021 – The Commission interviewed candidates for a second Detective position. The Commission unanimously appointed Officer Sean Lenardic to the position of Detective.

May 18, 2021 -- The Commission met for the annual election of officers. Mr. Moulas made motion to maintain current slate of officers: President Robert Haugh, Vice President David Molter, and Secretary Gus Moulas. Commission clarified eligibility list for recent Detective promotion. Commission indicated that they would update a review of the previously qualified candidate's performance from the last selection process, and either make an appointment or open a new process for future selection based on review. Chief Gage provided an update of personnel, departmental activities. Fire Chief David Kastenzholz provided an update on personnel and department activities.

August 25, 2021 – The Commission met to discuss police department succession planning, along with police selection process, as well as interview police officer candidates. The Commission unanimously appointed Stephanie Reither to the position of police officer (Stephanie Reither ended up not fulfilling position successfully). Fire Chief Kastenzholz provided an update to personnel and department activities. Chief Kastenzholz put forward Bruce Ratay for Assistant Fire Chief position and Brian Naylor for Deputy Fire Chief position which was approved unanimously.

September 30, 2021 – The Commission met to review and possibly act on police chief selection process. The Commission also set possible future meeting dates of October 8<sup>th</sup> and 21<sup>st</sup> and November 2<sup>nd</sup>.

October 8, 2021- The Commission met to interview and take possible action on police chief appointment. The Commission unanimously appointed Jason Kubiak as Chief of Police, effective on the retirement of Chief James Gage.

October 21, 2021- The Commission met to interview and take possible action on assistant chief, lieutenant, and police officer appointments. The Commission unanimously appointed Ryan Unger to Assistant Chief and Natalie Riley to Lieutenant effective upon the retirements of Chief James Gage and Assistant Chief Jason Hennen. The Commission also interviewed police officer candidates and unanimously appointed Jacob Grewe and Samuel Yanke to the position of patrol officer (Samuel Yanke ended up not taking the position).

November 2, 2021- The Commission met to interview candidates for sergeant and appointed Robert Gilbreath and Christopher Douglas to the position of Sergeant.

# 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*** – In 2019, the police department discontinued their partnership with the law enforcement explorer program. The department is currently reviewing starting a police cadet program in its place. Due to COVID restrictions the pursuit of the cadet program has been delayed.

***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 of volunteer hours to the police department, along with hundreds of thousands of dollars for donated items; to include patrol rifles, TASERS, flashlights, thermal imaging, radar / speed trailer, office remodeling and even a gazebo and brick 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.).

	2016	2017	2018	2019	2020	2021	2021 (-) 2020 Comparison	2021 vs Previous 5 Yr Average
<b>TOTAL ACTIVITY</b>	<b>7,644</b>	<b>7,743</b>	<b>7,435</b>	<b>6,725</b>	<b>6,362</b>	<b>6,481</b>	<b>+1.9%</b>	<b>-9.76%</b>
Complaints Investigated	4,031	3,847	3,734	3,867	3,971	3,955	-0.4%	1.67%
Traffic Stops	3,613	3,896	3,701	2,858	2,391	2,526	+5.6%	-23.27%

## 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 2021 the Crime Index for Elm Grove was 64. This figure represents a 47.11% decrease in crime, compared with 2020. The 2021 average vs. the previous five year average also shows an overall 17.10% decrease. When dealing with small numbers, changes in those numbers represent large percentage changes.

<b>PART I CRIMES:</b>	2016	2017	2018	2019	2020	2021	2021 (-) 2020 Comparison	2021 vs Previous 5 Yr Average
1. Homicide	0	0	0	0	0	0	0.00%	0.00%
2. Sexual Assault	0	1	2	1	2	3	50.00%	150.00%
3. Robbery	1	3	0	0	0	2	200.00%	150.00%
4. Assault	2	0	1	2	0	2	200.00%	100.00%
5. Burglary	10	4	1	3	5	2	-60.00%	-56.52%
6. Theft	70	49	53	46	113	48	-57.52%	-27.49%
7. Auto Theft	7	4	4	1	1	7	600.00%	105.88%
<b>PART I TOTALS</b>	<b>90</b>	<b>61</b>	<b>61</b>	<b>53</b>	<b>121</b>	<b>64</b>	<b>-47.11%</b>	<b>-17.10%</b>

# 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 2021 there was an increase in adult arrests and an increase in juvenile apprehensions. 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. **As of 2014, we no longer make custody arrests for some traffic offenses, resulting in slightly lower arrest numbers.**

Adult Arrests and Juvenile Apprehensions						
Offense	Adult		Juvenile		Total	
	2020	2021	2020	2021	2020	2021
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Sex Offenses - Forcible	0	1	0	0	0	1
Sex Offenses - Nonforcible	0	0	0	0	0	0
Aggravated Assault	0	1	0	0	0	1
Simple Assault	2	6	0	4	2	10
Kidnapping/Abduction	0	0	0	0	0	0
Intimidation	6	4	0	0	6	4
Human Trafficking	0	0	0	0	0	0
Robbery	0	1	0	0	0	1
Burglary	1	0	0	0	1	0
Theft	32	9	0	0	32	9
<i>Theft - Pocket-Picking</i>	0	0	0	0	0	0
<i>Theft - Purse Snatching</i>	0	0	0	0	0	0
<i>Theft - Shoplifting</i>	29	6	0	0	29	6
<i>Theft from Building</i>	3	3	0	0	3	3
<i>Theft from Coin Operated Machine</i>	0	0	0	0	0	0
<i>Theft from Motor Vehicle</i>	0	0	0	0	0	0
<i>Theft of Motor Vehicle Parts</i>	0	0	0	0	0	0
<i>Theft - All Other Larceny</i>	0	0	0	0	0	0
Motor Vehicle Theft	0	2	0	0	0	2
Stolen Property Offenses	0	0	0	0	0	0
Arson	1	0	0	0	1	0
Counterfeiting/Forgery	0	0	0	0	0	0
Fraud Offenses	2	2	0	0	2	2
<i>Fraud - False Pretenses</i>	1	0	0	0	1	0
<i>Fraud - Credit Card/ATM</i>	0	0	0	0	0	0
<i>Fraud - Impersonation</i>	0	2	0	0	0	2
<i>Fraud - Welfare</i>	0	0	0	0	0	0
<i>Fraud - Wire</i>	0	0	0	0	0	0
<i>Fraud - Identity Theft</i>	0	0	0	0	0	0
<i>Fraud - Hacking/Computer Invasion</i>	1	0	0	0	1	0
Embezzlement	2	2	1	0	3	2
Extortion/Blackmail	0	0	0	0	0	0
Bribery	0	0	0	0	0	0
Destruction/Vandalism	2	1	0	2	2	3
Weapon Law Violations	5	10	0	0	5	10
Prostitution Offenses	0	0	0	0	0	0
Drug/Narcotic Violations	16	34	1	2	17	36
Drug Equipment Violations	2	2	0	0	2	2
Gambling Offenses	0	0	0	0	0	0
Pornography	0	0	0	0	0	0
Animal Cruelty	0	0	0	0	0	0
Bad Checks	0	0	0	0	0	0

Curfew/Loitering/Vagrancy	1	0	8	8	8	8
Disorderly Conduct	17	12	1	3	18	15
Driving Under the Influence	21	24	1	0	22	24
Family Offenses, Nonviolent	1	0	0	0	1	1
Liquor Law Violation	1	3	4	2	5	5
Peeping Tom	0	0	0	0	0	0
Trespass of Real Property	0	0	2	1	2	1
All Other Offenses	12	21	3	11	15	32
TOTALS	123	135	21	33	144	168

## Traffic and Parking Enforcement Dispositions

The following table represents traffic and parking enforcement dispositions in the Village of Elm Grove. In 2021, there were 1,523 citations issued for traffic related violations which was a 16.53% increase in citations from the previous year. 1,331 warnings were issued for traffic related offenses. 89 parking citations were issued in Elm Grove which represents a 44.72% decrease in parking citations compared to the previous year.

<b>TOTAL CITATIONS</b>	<b>2020</b>	<b>2021</b>	<b>2021 (-) 2020 Comparison</b>
Traffic Citations	1,307	1,523	16.53%
Verbal Warnings	1,374	1,331	-3.13%
Parking Citations	161	89	-44.72%

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

<b>CITATION TYPES</b>	<b>2020</b>	<b>2021</b>	<b>2021 (-) 2020 Comparison</b>
Operate After Revocation/Suspension Registration	13	27	107.1%
Non-Registration of Vehicle	49	94	91.84%
Operate While Intoxicated	56	54	-3.57%
Operate Without Valid License	73	99	35.62%
Operate After Revocation/Suspension License	175	195	11.43%
Exceeding Speed Zones	631	657	4.12%
Seat Belt Violation	14	25	78.57%
Operate Motor Vehicle Without Insurance	61	69	13.11%

# 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 2021. The actual type of call could change or be deemed “unfounded” upon further investigation.

<b>CALLS FOR SERVICE BY CATEGORY</b>								
<b>Call Type</b>	<b>2020</b>	<b>2021</b>	<b>Call Type</b>	<b>2020</b>	<b>2021</b>	<b>Call Type</b>	<b>2020</b>	<b>2021</b>
911 Verify	374	402	Death Investigation	6	7	Ordinance Violation	49	36
911 Malfunction	0	0	Disabled Vehicle	118	127	Parking Complaint	20	34
911/TDD Test	45	48	Disorderly Conduct	23	27	Patrol Information	36	23
Abandoned Vehicle	8	7	Domestic Dispute	5	10	Prisoner Transport	0	0
Abducted	0	0	Duty Injury	1	0	Public Accident	0	4
Accident - Bike/F/PI/PDO	2	1	Court Order Violation - TRO/DOM/INJUNC	5	1	Public Service	539	395
Accident - Deer/F/PI/PDO	5	7	Open Door/Window Business	40	90	Recovered Property	41	43
Accident - Fatal	0	0	Open Door/Window Residence	109	66	Request Mutual Aid for Ambulance	4	2
Accident - Property Damage Only	91	99	Extra Patrol Request	55	62	Request Mutual Aid for Fire	1	2
Accident - Pedestrian F/PI/PDO	0	1	Fight	0	5	Request Mutual Aid for Police	79	108
Accident - Personal Injury	12	15	Fire Department Call	54	64	Robbery	0	2
Accident - Train F/PI/PDO	0	0	Fire Alarm	24	31	Sex Offense	5	10
Accident - Unknown	4	2	Fireworks Complaint	13	1	Snow Complaint - Plow/Throw	1	0
Alarm - Business	103	64	Fugitive Warrants - All	4	1	Speed Trailer Deploy	4	2
Alarm - Residential	60	78	Gas Skip	0	0	Suspicion-General	122	110
Alarm - Vehicle	4	2	General Transport	0	0	Suspicious Person	98	99
Ambulance Request	283	260	Harassment	4	4	Suspicious Phone Call	14	15
Animal Bite Dog / Cat	2	3	Help - Miscellaneous	1	0	Suspicious Vehicle	224	159
Animal Complaint	90	82	Liquor Law	1	0	Tavern/Tobacco Check	24	41
Area Check	29	58	Lock-out	38	38	Test Call	0	0
Assault	1	3	Lost Property	21	26	Theft	160	121
Assist Invalid	54	48	Assist Other: Ambulance Service	19	46	Transient Merchant	1	1
Bomb Threat	0	0	Assist Other: Fire Department	20	30	Trespassing	6	2
Burglary	2	2	Assist Other PD: CDU	14	8	Traffic Complaint	100	95
Burning Complaint	9	2	Assist Other PD: MIU	2	2	Traffic Stop	2391	2526
Criminal Damage to Property	13	8	Mutual Assist to Other PD	63	50	Traffic Hazard	120	181
Community Relations	438	537	Assist Other PD: SCIT	4	9	Weather Alert/Warning	14	20
Control Substance / Drugs	1	2	Missing Person	4	5	Zoning Complaint	4	0
Curfew	0	0	Noise Complaint	27	9	<b>TOTAL CALLS:</b>	<b>6363</b>	<b>6481</b>

## 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 are 121 theft offense **calls** reported above, but only 49 theft **cases** reported below. Presumably, 72 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.

<b>CASE ACTIVITY BY CALL FOR SERVICE CLASS</b>								
Class Type	2020	2021	Class Type	2020	2021	Class Type	2020	2021
01 - Homicide	0	0	18 - Narcotic Law Vio	20	33	35 - Fatal MV Accidents	0	0
02 -Sexual Assault	2	3	19 - Gambling	0	0	36 - Personal Injury Accident	9	10
03 - Robbery	0	2	20 - Family Offenses	1	0	37 - Prop Damage Accidents	67	83
04 - Battery/Agg Assault	0	2	21 - Drunken Driving	21	23	38 - Other Accidents	0	0
05 - Burglary	5	2	22- Liquor Laws	5	8	39 - Public Accidents	0	0
06 - Theft	113	49	23 - Drunkenness	0	0	40 - Home Accidents	0	0
07 - Motor Veh Theft	1	5	24 - Disorderly Conduct	27	23	41 - Industrial Accidents	0	0
08 - Other Assaults	6	10	25 - Vagrancy	0	0	42 - Firearm Accident	0	0
09 - Arson	1	0	26 - All Other Offenses	21	23	43 - Animal Bite	6	4
10 - Forgery/Counterfeit	3	0	27 - Suspicious	12	4	44 - Suicide	0	0
11 - Fraud	18	37	28 - Curfew Loiter - Juvi	4	4	45 - Suicide Attempt	0	0
12 - Embezzlement	4	3	29 - Runaways	0	0	46 - Death	7	7
13 - Stolen Property	1	3	30 - Lost / Missing	1	4	47 - Sick Cared For	0	0
14 - Vandalism	6	9	31 - Found/Recovered	41	45	48 - Mental Observation	15	35
15 - Weapons	4	10	32 - Traffic Vio Report	34	40	49-Misc Service Report	54	53
16 - Prostitution	0	0	33 - Parking Violation	0	0	50 - Ordinance Violation	4	3
17 - Sex Offenses	1	3	34 - Other Vio Traffic/MVD	11	19	90 - Administrative	28	16
						<b>TOTALS:</b>	<b>553</b>	<b>575</b>

### Other Activity:

	2016	2017	2018	2019	2020	2021	2021 (-) 2020 Comparison	2021 vs Previous 5 Yr Average
Business Checks	20,496	22,568	25,006	21,438	39,463	30,043	-23.87%	14.14%
Tavern Checks	75	22	24	27	24	41	70.83%	27.5%
Vacant Home Checks	896	734	966	522	578	278	-51.90%	-62.39%
Forfeiture & Fees Collected	\$287,170	\$271,138	\$286,281	\$201,985	\$170,419	\$183,921	7.92%	-24.44%

# 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 180 hours of classroom instruction with practical hands on care and 40 hours of refresher training every three years. 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 were primarily supplied to assist officers with devastating gunshot, stabbing injuries, or to assist victims of active shooters. This equipment is now attached to their tactical vests and 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, a citizen with a severe femoral artery bleed and a severe multi-injury suicide attempt. Two officers are currently trained in the Tactical Emergency Medical System advanced level (40 hour course), with all other officers having received basic 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 2021, officers responded to 260 calls for emergency medical service, along with providing assistance to seniors who may have fallen but did not require ambulance transport.

	2020	2021
Ambulance Calls	283	260

# Detective Bureau

The detective bureau is responsible for investigating all major crimes within the Village of Elm Grove and assisting patrol officers with investigations and at crime scenes. The detective bureau consist of two detectives, Detective Craig Mayer and Detective Sean Lenardic. The following represents the activity of the bureau in 2021:

**Criminal Investigations:** Patrol officers investigated approximately 575 calls for service involving case reports and approximately 50 were directly investigated by the detective bureau or forwarded to the detective bureau. This does not include continuing investigations from 2020.

Some major crimes from 2021 included:

- 2 Burglary investigations.
- 14 Theft cases
- 10 Forgery/ Counterfeit/Identity Theft investigations.
- 9 Sex Offense investigations. One investigation across state lines required going to Kentucky.
- 2 Robbery investigations.
- 5 Motor Vehicle Thefts investigations.
- 1 Fire Investigation.

In addition to criminal investigations, the Detective Bureau is responsible to conduct background investigations for new police officer candidates.

**Property Inventory:** The detectives maintain all evidentiary property and are responsible for the department's property room. In 2021, 566 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. Numerous pieces of evidence were transported to the state crime lab for further processing and destruction. There were a total of 102 pieces of evidence returned to owners. The Detectives are responsible for 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 responsible for submitting all case referrals to the Waukesha District Attorney's Office, social services, and corporation counsel. On average, the Detectives respond to the Waukesha County District Attorney's Office one time per week. There were 288 reports transported to the district attorney's office in 2021. In addition, the detectives work as liaisons between our department and the Waukesha County District Attorney's Office for court scheduling and officer subpoenas.

The detective bureau is also a member of the Major Investigation Unit (MIU) for Waukesha County. The MIU consist of membership from seven police jurisdictions in Waukesha County. The MIU responsibilities are to respond to major crimes in Waukesha County when called upon.

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 as well as transporting evidence to the Wisconsin State Crime Laboratory.

In addition, the detectives attends monthly meetings with the Wisconsin Area Fraud Investigators Group which discusses the trends of crimes committed in the Southeast Wisconsin area. The detectives also attend monthly meetings with Southeast Wisconsin Retail Theft Investigators Group. Detective Mayer and Detective Lenardic are also trained in the ERAD system for area wide jurisdictions. The detectives are also members of the International Association of Financial Crimes Investigators (IAFCI).

The detective bureau also conducted six background investigations for dispatcher and police officer positions in our department.

The detectives also attend the same firearms training, Wisconsin State in-service training, EMT training, and DAAT training as the patrol officers.

# COOPERATIVE LAW ENFORCEMENT SERVICES

## ***Suburban Critical Incident Team (S.C.I.T)***

This team of officers from the Brookfield, Chenequa, Delafield, Elm Grove, Hartland, Mukwonago, Muskego, New Berlin and Pewaukee Police Departments are trained to handle highly critical calls, such as barricaded persons, negotiations, servings high risk warrants, or conducting surveillances. This is a significant mutual aid agreement as the team serves as a back-up to other similar teams in the county, such as the Waukesha County Sheriff's Department and the City of Waukesha Police Department.

*2021 was busiest tactical deployment year since SCIT was founded. 19 deployments with two dignitary protection details. Activity was diverse with deployments on search warrants and the apprehension of homicide suspects, including the Waukesha Christmas Parade incident.*

## ***Major Investigations Unit (M.I.U.)***

This team of officers from Chenequa, Elm Grove, Delafield, Lannon and Pewaukee Police Departments are trained and prepared to investigate all major crimes that may occur in any of these communities. This mutual aid agreement allocates necessary resources to investigate major incidents and allows each community to maintain adequate police coverage for other activities, without interrupting investigative efforts. The sharing of equipment and resources makes this team cost-effective and provides a professional quality investigative product. The team also serves as a liaison to other investigative teams in the county.

*2021 Elm Grove personnel assisted with two MIU calls. Both calls were officers assisting with search warrants for involved theft investigations.*

## ***Suburban Mutual Assistance Response Team (S.M.A.R.T.)***

This is a cooperative effort between agencies in southeastern Wisconsin allowing for mutual aid during a significant event. Within sixty minutes, a community that is a member of S.M.A.R.T can expect up to sixty-five law enforcement agencies responding to help with an incident. The team currently encompasses agencies from Racine, Jefferson, Walworth, Milwaukee and Waukesha Counties.

*2021 Elm Grove personnel assisted in two SMART call outs. Both incidents were to assist Waukesha Police Department. The first incident involved the Christmas Parade Incident and the second involved assisting with the evacuation of an apartment building in danger of collapsing.*

### ***Waukesha County Metro Drug Unit –***

In Fall of 2013, the department started the process for membership with metro, gaining full membership in early 2014. As a result, the department has an officer assigned to this unit on a part-time basis. Illegal drug activity in our community is a significant and never ending problem. By being a member of the Metro Drug Unit, participating agencies have a global view of the drug issues in our region. By partnering with county and federal assets, participating officers are able to bring back information and training to patrol officers that will better equip officers to recognize and address drug related crimes, during their patrol assignments. Additionally, Metro assigned officers, working on active cases, may also take advantage of possible asset forfeiture funds that may then be used to enhance the local agency's enforcement efforts.

### ***Civil Disturbance Unit –***

This unit consists of specially trained officers from several law enforcement agencies in Waukesha County. The unit may be called upon by any community to assist with large gatherings and demonstrations, where law enforcement officials feel a large specially trained and equipped team of officers is needed.

*In 2021 the CDU responded to 10 deployments. Elm Grove Personnel assisted with 8 of those deployments: two to assist the Kenosha Police, five to assist Waukesha County Sheriff, and one to assist the Milwaukee Police Department.*

# 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

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 2021, 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 maintaining a level of service available only in Elm Grove.

# ADVANCED MANAGEMENT TRAINING

Command staff members that have attended advanced management ten week programs:

## The FBI National Academy:



Assistant Chief Gust W. Moulas (ret.), Session #153

Chief Jeffrey W. Haig (ret., deceased), Session # 159 [attended as a Fox Point Captain]

Chief James P. Gage (ret.), Session #252

## Northwestern University, School of Police Staff and Command:



Chief James P. Gage (ret.), SPSC Class #82

Assistant Chief Jason R. Hennen (ret.), SPSC Class #149

Lieutenant Jason Kubiak, SPSC Class #203

Sergeant Ryan Unger, SPSC Class #310

Sergeant Joseph Ipavec [deceased] SPSC Class #355

Sergeant Natalie Riley SPSC Class #462

# Firearms Training

The Elm Grove Police has a formal training program which is designed to test and enhance the skills of the police personnel. In 2021, in addition to the Firearms training received during their annual In-service training, most officers received an additional 5 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 force on force marking ammunition 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 February, officers trained at the Brookfield Police Department firearms range using their Sig Sauer P320 .40 caliber service handguns. Officers completed the WI Department of Justice qualification with their handguns. In addition, the officers were trained in reloading techniques and marksmanship.
- In May, officers trained at the WCTC firearms range using their Sig Sauer P320 .40 caliber service handguns and Sig Sauer 516 rifles. Officers completed training which involved clearing rifle malfunctions, shooting from cover, and conducting proper out of battery reloads.
- Due to Covid-19 safety precautions throughout the year, as well as staffing shortages there was no additional firearms training this year.

## **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, Taser deployments, Taser Policy/Procedure review, and Taser usage within the DAAT Intervention Options. Officers practiced and trained in these techniques, as well as, a review and discussion of the Police Department Aggression Response Policy. Sergeant Preston Nobile and Officer Alexander Hockett are the Department's certified DAAT instructors. Annually, each patrol officer receives approximately nine to twelve hours instruction.

- In April, officers reviewed, discussed, and performed Taser deployments. Along with this, officers performed handcuffing under the power of the Taser utilizing ground handcuffing techniques.
- In July, officers reviewed, discussed, and performed Less Lethal training utilizing 40mm less lethal training rounds.
- In August, officers reviewed, discussed, and performed Focused Strikes and blocking techniques.
- Officers also received 4 hours of DAAT training during Police In-Service Training held at Waukesha County Technical College throughout the year.

# **COMMUNITY SERVICES**

## ELM GROVE BIKE PATROL

The Elm Grove Police Department has several 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 2021, 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. Bike officers also 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.



## Drug Abuse Resistance Education



The D.A.R.E. program, which began in 1983, is a nationally acclaimed program in which specially trained police officers teach a 10-16 week anti-drug/anti-violence curriculum to elementary school students. D.A.R.E. teaches the 5<sup>th</sup> grade students the dangers of drug abuse, gives concrete ways to refuse peer pressure and teaches responsibility with risks and consequences, reinforces the concept that each person has a right to make their own healthy and wise choices, and gives the decision making life skills necessary to resist and stay away from any drugs, alcohol and violence. Studies show that students who have 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. The Elm Grove Police Department has been teaching DARE since the early 1990's.

**Currently, the DARE program has been suspended while the department awaits a training slot for a new DARE officer. Unfortunately, due to the 2020 and 2021 COVID issues, as well as staffing shortages, there has not been an enrollment in a DARE training class. Since classes are very limited, and are out of the state of Wisconsin, we anticipate a delay until the 2023 school year.**

## 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, Sergeant Natalie Hudzinski, Assistant Chief Gus Moulas [ret.] 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. **In 2019, the police department discontinued their partnership with the law enforcement explorer program. The department is currently reviewing starting a police cadet program in its place. Staffing shortages, as well as 2021 COVID protocols, has delayed development of this program.**

**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 "key holder" list.

**RESIDENTIAL (VACATION) HOUSE CHECKS** ... a program where a home owner can advise the police department that the residents will be away from the home and provide pertinent information about key holders and property condition, should something happen while the home owner is away. Officers will also check the home, from time to time, to ensure that there are no crime inviting issues or emergent problems with the property (i.e. burst water pipe, storm damage, etc.).

**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.

**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

2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 estimated	2022 Proposed
\$89,709	\$93,579	\$94,544	\$99,375	\$99,320	\$100,200

## **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
Court Assistant	.1 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 2021, 93 reportable traffic accidents occurred in the Village of Elm Grove. This represents a 1.08% increase in accidents compared with 2020. 55 resulted in property damage only, and 19 accidents resulted in personal injuries.

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	2020	2021	2021 (-) 2020 Comparison
Motor Vehicle Accident - Fatal	0	0	0.00%
Motor Vehicle Accident - Personal Injury	9	19	52.63%
Motor Vehicle Accident - Property Damage Only	70	55	-21.43%
Motor Vehicle Accident - Hit and Run	13	19	31.58%
<b>TOTAL MOTOR VEHICLE ACCIDENTS</b>	<b>92</b>	<b>93</b>	<b>1.08%</b>



# 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 2021 maintenance budget was \$8,000.00. The 2021 budgeted fuel costs were \$25,000.00. The vehicles are assigned, as follows:

- 2011 Ford Expedition. Assigned to primary use by the Detective and Assistant Chief. 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. This is a single use vehicle, currently assigned to the Police Chief.
- 2016 Ford Police Interceptor SUV. Used by the Lieutenant and Assistant Chief.
- 2016 Ford Police Interceptor SUV. **Transfer to Hwy Dept. Head**
- 2018 Ford Police Interceptor SUV. Tertiary patrol use.
- 2018 Ford Police Interceptor SUV. Used for school assignments, training and by volunteers for assigned functions.
- 2019 Ford Police Interceptor SUV. Shift Commander marked vehicle. Secondary front-line patrol use.
- 2020 Ford Police Interceptor SUV. Primary patrol use.
- 2020 Ford Police Interceptor SUV. Primary patrol use.
- 2021 No vehicle purchased. Equipment purchased for set up requirements of newer model squads, and replacement of out of date set up equipment of other squads.

## **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.

Access to prior deer sites has been limited, compared to past years. As a result, the Village Board approved the netting of deer. This will allow deer culling without having to gain neighbor approval, since no firearm is involved. In 2021 no deer count or culling was conducted.

# ELM GROVE POLICE DEPARTMENT

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MEMO

January 28, 2022

TO: DAVID DE ANGELIS, VILLAGE MANAGER

FROM: JASON J. KUBIAK, CHIEF OF POLICE

SUBJECT: 2021 CAR/DEER ACCIDENT UPDATE

The following is an update to the annual memo detailing car-deer accidents. The 2021 accidents have been added to the running totals listed below.

## Car-Deer Accidents

A review of such reported accidents from 1992 through 2021 reveals the following:

### FREQUENCY

<b>YEAR</b>	<b>CAR-DEER ACCIDENTS</b>	<b>TOTAL ACCIDENTS</b>	<b>CAR-DEER % OF TOTAL</b>
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
2013	7	183	3.8
2014	7	209	3.4
2015	7	167	4.2

2016	7	203	3.4
2017	4	205	1.7
2018	7	173	4.0
2019	6	216	2.7
2020	4	114	3.5
2021	7	119	5.9

**MONTH**

	<u>2021</u>	<u>1992-2020</u>	<u>1992-2021</u>		<u>2021</u>	<u>1992-2020</u>	<u>1992-2021</u>
JAN	0	21	21	JULY	0	13	13
FEB	0	15	15	AUG	1	15	16
MARCH	0	11	11	SEPT	0	14	14
<u>1st Qtr Total</u>	<u>0</u>	<u>47</u>	<u>47</u>	<u>3rd Qtr Total</u>	<u>1</u>	<u>42</u>	<u>43</u>
APRIL	1	12	13	OCT	1	25	26
MAY	0	11	11	NOV	3	57	60
JUNE	0	15	15	DEC	1	33	34
<u>2nd Qtr Total</u>	<u>1</u>	<u>38</u>	<u>39</u>	<u>4th Qtr Total</u>	<u>5</u>	<u>115</u>	<u>120</u>

**TIME OF DAY**

	<u>2021</u>	<u>1992-2020</u>	<u>1992-2021</u>		<u>2021</u>	<u>1992-2020</u>	<u>1992-2021</u>
12M - 1A	0	9	9	12N - 1P	0	6	6
1A - 2A	0	4	4	1P - 2P	0	3	3
2A - 3A	0	0	0	2P - 3P	0	2	2
3A - 4A	0	3	3	3P - 4P	0	7	7
4A - 5A	1	2	3	4P - 5P	0	13	13
5A - 6A	0	6	6	5P - 6P	0	25	25
6A - 7A	0	8	8	6P - 7P	2	15	17
7A - 8A	0	13	13	7P - 8P	1	23	24
8A - 9A	0	8	8	8P - 9P	1	30	31
9A - 10A	0	5	5	9P - 10P	0	27	27
10A - 11A	0	4	4	10P - 11P	2	9	11
11A - 12N	0	6	6	11P - 12M	0	14	14

**LOCATION**

	<u>2021</u>	<u>1992- 2020</u>	<u>1992- 2021</u>
Bluemound Rd: 12400 - Sunnyslope	5	111	116
Bluemound Rd: Sunnyslope - Moorland	2	34	36
TOTAL BLUEMOUND RD.	7	145	152

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Bluemound Rd.	7	145	152
Pilgrim Pkwy.	0	46	46
Highland Dr.	0	21	21
Elm Grove Rd.	0	7	7
Other	0	23	23
TOTAL	7	242	249

# **PROGRAM BUDGETS**

# Police Department Operations

2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Estimated	2022 Proposed
\$2,140,056	\$2,273,537	2,164,513	\$2,396,625	\$2,405,389	\$2,409,300

**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	2
Patrol Officers	9
Subtotal- sworn officers	17
Administrative Assistant (part-time court)	.5
IT manager (shared with General Government)	1
Total	18.5

# **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

2018 Actual	2019 Actual	2020 Actual	2021 Budgeted	2021 Estimated	2022 Proposed
\$490,687	\$522,106	\$539,975	\$556,580	\$553,995	\$557,625

## **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.

<b><u>PERSONNEL:</u></b>	<b>Full-time Equivalency FTE</b>
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: key holders, 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.

# POLICE FIVE YEAR CAPITAL BUDGET

Department/Capital Item	2022	2023	2024	2025	2026	total 22-26
<u>Police</u>						
Patrol Vehicles	91,000	50,000	76,000	39,000	76,000	332,000
Mobile Data Terminals (squad laptops )		30,000				30,000
Replacement radios for XTS/XTL	97,325					97,325
TIME Terminal Package	5,000					5,000
Taser and body cameras- ongoing annual cost \$47650				68,250	47,650	115,900
911 Equipment Replacement				60,000		60,000
ALPERS Cameras- could split and move squad 2026, road 2027					20,000	20,000
Video Cameras for squads and lockup areas					45,000	45,000
Security Fence					70,000	70,000
<b>Police Total</b>	<b>193,325</b>	<b>80,000</b>	<b>76,000</b>	<b>167,250</b>	<b>258,650</b>	<b>775,225</b>

*Viper 911 system- system meeting 9-2021 more specific cost info*

<u>New Equipment</u>
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8 ballistic vests at \$700	5,600
3 Laptop computers for court	5,100

# REVENUES

Account Title	2018/ Actual	2019 Actual	2020 Actual	2021			2022 Budget	
				Budget	YTD	Estimate		
<u>Fines, Forfeitures and Penalties</u>								
Court Fines Collected	276,633	193,412	164,913	250,000	126,496	165,000	200,000	-20%
Court Fine Expense	(98,595)	(70,396)	(58,577)	(85,000)	(41,190)	(62,571)	(75,000)	-12%
<b>Fines, Forfeitures and Penalties</b>	<b>178,038</b>	<b>123,016</b>	<b>106,336</b>	<b>165,000</b>	<b>85,306</b>	<b>102,429</b>	<b>125,000</b>	<b>-24%</b>