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Big Lake Police Department

Mission Statement:

The members of the Big Lake Police Department are committed to maintaining the highest quality of life by providing professional services to our citizens and visitors in an efficient and cost effective manner. We will accomplish our goals by working in partnership with our citizens, organizations, and entities we serve. In order to protect life and property, and prevent crime, we will provide service with understanding, response with compassion, performance with integrity, and law enforcement with vision. We will create a work environment in which we retain and develop an exceptional team of employees.

Core values: "TO PROTECT AND TO SERVE"

BIG LAKE POLICE DEPARTMENT STAFF

Badge	Name	Position	Start Date	Years
3701	Joel Scharf	Chief of Police	08/01/2012	1.5
3712	Sam Olson	Patrol Lieutenant	11/17/2003	10
3706	Terry Nordquist	General Investigator	08/17/1995	18
3707	Rich Berg	Patrol Investigator	01/02/1997	16
3710	Cindy Finch	Patrol Officer – Day Shift	11/01/2002	11
3711	Dan Sherburne	Patrol Officer – Day Shift	04/07/2003	10.5
3713	Chris Hoard	Patrol Officer – Afternoon Shift	01/30/2006	7
3714	Todd Siebert	Patrol Officer – Power Shift	11/26/2007	6
3715	Eric Sonnenburg	Patrol Officer – Power Shift	02/12/2008	5
3716	Jessie Gilbertson	Patrol Officer – Night Shift	06/20/2011	2.5
3717	Sam Norlin	Patrol Officer – Night Shift	07/18/2011	2.5
3740	Laurie Morris	Administrative Assistant	06/12/2000	13
3741	Tina Peterson	Administrative Assistant	10/08/2003	10

Total Departmental Years of Service

112

STAFF ASSIGNMENTS

3701 Joel Scharf Chief of Police

- Departmental Administrative Functions
- Budget Management
- Grant Administration
- Emergency Manager
- Patrol Shift Coverage
- Formulate and Implement Policy and Direction

3702 Sam Olson Patrol Lieutenant

- Patrol Shift Coverage
- Patrol Staff Scheduling
- Front Line Supervision
- C.E.R.T. Program Coordinator
- TZD Traffic Project Program – Enforcement – Agency Coordinator
- Assistant Emergency Manager

3706 Terry Nordquist General Investigator

- General Investigations
- Information Technology for Department
- Computer Forensics
- Cornerhouse Child Victim Interviews
- Crimes Against Family Investigations
- Predatory Offender Registration
- BCA Compliance and Management

3707 Rich Berg Investigator Assigned to Patrol Services

- General Investigations
- Reserve Officer Program
- Evidence Room Management
- Training Coordinator
- Firearms and Use of Force Instructor
- Fleet Maintenance
- Shift Shortage – Covering Patrol
- Background Investigations
- Administrative Forfeiture Proceedings
- Auction Sales

3710 Cindy Finch Patrol Officer-Day Shift

- Crime Free Housing Program
- Medical Supplies
- C.E.R.T. Program Coordinator
- Police Picnic Coordinator
- Dangerous Dog Process
- Field Training Officer

3711 Dan Sherburne Patrol Officer – Day Shift

3713 Chris Hoard Patrol Officer – Afternoon Shift

- Use of Force Instructor – Taser
- Field Training Officer

3714 Todd Siebert Patrol Officer – Power Shift

3715 Eric Sonnenburg Patrol Officer – Power Shift

- Field Training Officer
- Use of Force-Firearms Instructor
- Firearms Maintenance

3716 Jessie Gilbertson Patrol Officer – Night Shift

- Union Steward
- Traffic Project Program - Enforcement

3717 Sam Norlin Patrol Officer – Night Shift

- Traffic Safety Program Instructor
- Union Steward
- TZD Traffic Project Program – Enforcement

3740 Laurie Morris Administrative Assistant

- BCA and Records Compliance
- Internal Records Management
- Transcription
- Crime Reporting and Statistics

3741 Tina Peterson Administrative Assistant

- Internal Records Management
- Transcription
- Customer Service – Front Counter

FACILITIES – RELOCATION

In December of 2013 the Big Lake Police Department relocated a portion of its operations to the newly City acquired building at 790 Minnesota Avenue. Space utilized included a large suite of offices, heated garage space, and cold storage garage space. This move provided several benefits to the Police Department, and in turn to space needs at City Hall.



- Members of the Patrol Division and Reserve Officer Program were relocated to this building.
- Individual work stations for each Patrol Officer.
- Large workspace for Reserve Officer Staff who donate their time to the department.
- A large climate controlled evidence storage facility.
- Professional interview suite, with a discrete external entrance for victims and suspects.
- Locker room for Officers to change into uniforms at work.
- Large garage bay for storage of squad cars, indoors and heated.
- Large evidence processing/gun cleaning/maintenance room with push through lockers to the evidence room.
- More attractive, professional office space for staff assigned here. Conversion to this space required no cost, as all facilities were utilized “as it.”
- Directly across the street from the Big Lake School Complex, providing a high visibility location and immediate response to school emergencies.

RECORDS AND ADMINISTRATION

There are currently two full-time Big Lake Police Department Administrative Assistants. The primary role of the Administrative Assistants is to provide confidential assistance to the Police Chief and Officers along with responsibility for carrying out administrative details and other support services as required.

The Administrative Assistants collect, process, disseminate and maintain department records in accordance with Federal and State Data Practices laws and Records Retention requirements. The various administrative and support services include:

- Provide information and assistance to the public.
- Clerical / administrative support for the Police Department including confidential administrative duties for the Police Department and Police Chief.
- Typing / transcription / data entry and organizing and maintaining a variety of police records accurately and confidentially. Prompt processing of arrest and citation paperwork.
- Coordinate information with other law enforcement agencies, committees or other City departments. Refer information or materials to appropriate sources.
- Notify officers of court appearances and cancellations.
- Prepare reports, citizen letters, correspondence, etc. as needed and directed by the Police Chief.
- Provide communication necessary to ensure employee understanding of various Police Department policies, procedures, rules, and regulations.
- Dispatch or refer calls received in office by phone / in person as is necessary to officers on duty. Monitor radio for contacts by officers and sheriff's office.
- Send notification to schools that juvenile offender attends for all tobacco, alcohol or drug violations per Minnesota Statute.
- Perform criminal histories, background checks, driver's license and vehicle inquiries as necessary through the State MNCJIS (Minnesota Criminal Justice Information System) in compliance with BCA regulations in accordance with Data Practices.
- Prepare and update residential security watch list as requested by citizens and businesses. Obtain all pertinent information from resident for officer.
- Prepare crime and incident statistics and other activity reports.
- Perform all other necessary duties as apparent or assigned.



Transcriptions Completed in 2013: Approximate number of narrative, supplement reports and statements transcribed:

857

PATROL DIVISION

The Patrol Division continues to be the “backbone” of the Big Lake Police Department, providing all front line police services to the citizens, and visitors of Big Lake. Officers staff shifts which ensure proper staffing 24 hours per day, 7 days per week. All members of the department report for duty in full uniform, with the exception of the General Investigator, ready to respond to calls for duty as needed.

Shift Structure

Officers assigned to the patrol division work the schedule outlined below. This shift configuration is a solid fit for the department balancing staffing needs with Officers time off. In 2013 the Day Shift was moved back 15 minutes, to provide an overlap with the Night Shift. This change allows Day Car to be prepared for shift, and handle calls that would otherwise require the Night Car to be held over on overtime. 12 hour shifts allow consistent coverage balanced with call for service loads, in addition to the flexibility to adjust hours to meet time off needs for leave, and training. A second benefit, allows Officers to work a shift structure they enjoy, and provides every other weekend off.

- 5:45 a.m. to 5:45 p.m. Day Shift
- 12:00 p.m. to 12:00 a.m. Afternoon Shift
- 4:00 p.m. to 4:00 a.m. Power Shift
- 6:00 p.m. to 6:00 a.m. Night Shift
- Officers work 12 hours shifts – bid by seniority each year.
- Rotation – 3 on – 2 off – 2 on – 3 off
- Allows for every other weekend off shift.
- 4 hours owed back each 2 weeks.



Lt. Olson Promoted: In 2013 a new position was created within the Patrol Division, that of Patrol Lieutenant. The Police Department has only one supervisor prior to this, being the Chief of Police. Adding a second supervisor allowed for the delegation of supervisory responsibilities, along with after-hours supervision within the department. Lt. Olson also serves as the Assistant Emergency Manager for the City of Big Lake.



Bike Patrol Unit



In May of 2013 the Big Lake Police Department recognized the need for specialized police patrol to access many of the areas of our community that are not accessible by patrol car, including our 17 City Parks and 20 miles of bike trails. It was at this time Bike Patrol Unit was formed, and began utilizing bicycle patrols as a tool to:

- Deter criminal activity.
- Provide alternate enforcement methods.
- Promote public relations.
- For the education of area youth regarding bicycle safety.

The Bike Patrol Unit is now a formal part of the Patrol Division. The Bike Patrol Unit is comprised of 5 Patrol Officers and four Reserve Officers. In the short time they have been riding the streets and trails of Big Lake, the Bike Patrol Unit has proven to be an effective policing tool for the City and its citizens. Officers of the Bike Patrol Unit utilize 2 Smith and Wesson Police Bikes, specially equipped for police duty use. Another benefit of patrol by bike, is that it is of being a green friendly and cost effective mode of transportation. Bike Patrol is also part of the Big Lake Police Department's Community Policing Initiative. Officers find policing on bikes has enabled them to interact more closely with citizens allowing them: to be better informed as to what problems exist in a particular neighborhood to address these problems and make neighborhoods in our community safer places to live.

Towards Zero Death Program

The Big Lake Police Department remains committed to traffic safety within our City. In 2013, the Big Lake Police Department continued participation in the State Funded towards Zero Death Enforcement Program. Big Lake Police, along with Elk River Police Department, Sherburne County Sheriff's Office, Becker Police Department, Princeton Police Department, and the Minnesota State Patrol worked dedicated shifts patrolling areas of Sherburne County to make our streets safer.

During 2013, Big Lake Police Officers that were involved in the TZD Shifts had the following activity during the 254 hours they worked:

- 381 vehicles were stopped
- 21 seat belt citations were issued
- 53 speeding citations were issued
- 49 miscellaneous citations were issued
- 11 DWI arrests



The Big Lake Police Department, along with the agencies mentioned above, will continue enforcement efforts through 2014. With the dedication of our officers and the continued support from our citizens, Sherburne County achieved a long term goal of being removed from the 13 Deadliest Counties in Minnesota List.

DWI ALLSTAR AWARD: Officer Jesse Gilbertson, a 2 year veteran of the Big Lake Police Department, was named among 34 law enforcement representatives and prosecutors from the Twin Cities and Greater Minnesota. All-Stars were selected based on their total number of DWI arrests made in 2012. The all-stars were presented during pre-game festivities at Target Field on June 27.

Traffic Safety Diversion Program

In October of 2012, the Big Lake Police Department initiated a Traffic Safety Education Program, similar to ones already in place with the Sherburne County Sheriff's Department, and Becker Police Department. The program allows Big Lake Officers the option of referring traffic law violators to an education course, in lieu of a traditional traffic citation. This allows for positive interaction between our department and the violator, with a goal dedicated to changing driving habits in place of traditional cite and release practices. Participants pay a \$75 course fee,



and attend one 3 hour training session, which is held each month. For 2013 214 individuals attended the program.

Big Lake Night to Unite – Community Picnic



In 2013 the Big Lake Police Department took two prior very successful events, Night to Unite, Big Lake Night Out, and rolled them into one night of celebration. Our new event was the; Night to Unite – Big Lake Police Department Community Picnic. This event consisted of one large Community Picnic hosted at Lake Side Park. Members throughout the community had an opportunity to meet and great one another. In this busy time of the year, neighbors rarely have time to meet and socialize with one another. This event the entire community coming out for the Night to Unite against crime in our community. It also builds the importance of neighbors watching their neighborhoods, and reporting suspicious activity to police. Big Lake Police, members of the Big Lake Fire Department, CentraCare Paramedics, Sherburne County Sheriff's Staff, and many more participated in this event. Members of the Big Lake City Council, along with the Legacy Foundation did the cooking. This event was a huge success as well, and made possible by a donation from the Big Lake American Legion.

Emergency Management

The Chief of Police currently serves as the Emergency Manager for the City of Big Lake. This position requires the development, retention, and updates of the City of Big Lakes Emergency Operations Plans, and Continuity of Operations Plans. In 2013 Lt. Olson was also assigned the responsibility of the Assistant Emergency Manager for the City of Big Lake. In 2013 Emergency Operations Plans were updated and reviewed. As a part of Emergency Management, participation is undertaken with the newly formed Sherburne County All Hazards Response Team which meets monthly, Sherburne County Emergency Preparedness Committee which meets quarterly, and the Monticello Nuclear Safety Committee which meets quarterly. Chief Scharf and Lt. Olson have begun the process and training to become certified Emergency Managers in the State of Minnesota.

NIXLE: In 2013 the Big Lake Police Department joined the Nixle Community. Nixle is a free service that allows citizens to subscribe to emergency alerts which can be generated and disseminated by the Big Lake Police Department. Subscription can be completed on www.biglakepolice.com.



Medical Responses

All officers within Big Police Department are certified to First Responder Level of medical training. First Responder Certification is specifically designed for those in professions which respond to emergency medical requests, but is not mandatory for law enforcement officers. This program provides police officers lifesaving training in the use of various types of medical equipment; including, but not limited to, Automatic External Defibrillators (AED), oxygen equipment and management, bleeding control, and spine stabilization equipment. The Big Lake Police Department prides itself on the level of training and proficiency of our Officers, and rapid response rates to medical emergencies. For the year 2013, officers responded to 355 requests for medical assistance. In addition to the 355 medical calls for



assistance, officers responded to reports of 19 mental health concerns, 4 suicide attempts, and 11 death scenes. Our officers wish to recognize the support and assistance of the Big Lake Fire Department and New River Medical Center Ambulance Services. We are proud of the incredible team work done by these agencies and we are always striving to improve the service provided to communities.

Life Saving Award: On 08/28/2013 Officers Chris Hoard, Eric Sonnenburg, and Jesse Gilbertson were recognized by the Big Lake City Council for their rapid response and lifesaving actions taken during a cardiac arrest call in which they arrived on the scene in under 2 minutes.

Crime Free Multi-Housing

The Big Lake Police Department works hand in hand with the landlords of the City to facilitate crime free housing units. The Big Lake Police Department held 4 Crime Free Multi-Housing meetings in 2013. The meetings were held in the Council Chambers at the Big Lake City Hall, and comprised of Officer Cindy Finch and members from property management. Up to 8 local property managers and owners attended each meeting; however 31 property managers and owners from the Big Lake area are invited to every meeting, along with the City's Economic Development Specialist, and Police Chief. During the meetings, property owners and managers are given a listing of calls that police have responded to, in order to keep them up to date on activity at each of their buildings. The meetings also give each of the owners and managers the opportunity to talk to others about issues they may be having at their buildings, and how to solve problems that others may have already experienced. Occasionally these meetings have training sessions.

INVESTIGATIVE DIVISION

The Big Lake Police Department Investigations Division currently staffed, with 2 assigned Investigators. Their responsibilities include, but are not limited to: investigation of crimes against persons; sexual assaults; child and vulnerable adult / elder abuse reports; crimes against property; financial and computer crimes; possession crimes; identity theft / fraud cases; burglaries; assisting the county sheriff's office in homicide and death investigations; tracking predatory offenders; conducting background investigations of police officer and reserve candidates; and investigation of liquor and other vendor license applications, renewals and conducting liquor compliance checks. The Big Lake Police Investigators also assisted neighboring agencies' detectives when requested.



Restructuring: In 2013 a change in assignments took place within the Investigative Division. The two positions were separated into; General Investigator and Investigator Assigned to Patrol Services. The General Investigator is the primary investigator assigned to major case work, and is a plain clothes position working 08:00 to 16:00 hours. The Investigator Assigned to Patrol Services is a uniformed position who handles an overflow of case work, but is also assigned to coverage on the street during his shift.

Big Lake Police continues to build on the collected data being entered into its web-based records management system, which is hosted by the Sherburne County Sheriff's Office. This system is called ProPhoenix, it is an online database accessible by all county law enforcement agencies. Historical agency data is still accessible via our archived records system.

In 2013, there were over 7,600 calls for service within the Big Lake Police Department. The Investigators handled the following work load:

- 290 of calls for service, many of them felony level crimes, including, but not limited to fraud, forgery, burglary, theft and rape cases.
- 125 child maltreatment reports forwarded through intake from Sherburne County Social Services.
- 11 vulnerable adult cases, several of which involved financial exploitation allegations.
- 20 predatory offenders, including Level 1 and 2 offenders living in the City of Big Lake were tracked and monitored by investigators with the assistance of the Patrol Division. An additional 10 offenders who work in the city but live elsewhere were also tracked. There were no Level 3 Offenders in our City.
- 400 background checks were conducted, with more than 135 applications and renewals for liquor, massage, taxi, fireworks, daycare, employment, peddlers and gun permits that were investigated by police staff members. Alcohol and tobacco compliance checks were performed with the assistance of the County Public Health Department, with two alcohol and one tobacco violations cited.
- Big Lake Investigators also assisted the Patrol Division and Sherburne County Sheriff's Office on several deaths that occurred in the city.

Big Lake Investigators also shared in the everyday investigation of criminal cases forwarded to them by the Patrol Division. Officers' reports, teletypes, as well as crime alerts and other forms of communication from area agencies were reviewed by both investigators to develop "intelligence" directly related to the mission of the Big Lake Police Department. Both investigators conducted photo lineups; interviews of victims, witnesses and suspects; prepared regional crime alerts; criminal prosecution charging documents; signed in-custody

complaints; provided court testimony; prepared affidavits to permit the continued detention of arrestees; drafted and executed search warrants; collected evidence.

Both investigators have coordinated and assisted in both formal and informal investigative training and procedures to department personnel as opportunities arose, to better enable personnel capabilities during crime scene response and the documenting and gathering of potential, physical and direct evidence.

Both investigators continued to train and build upon their own unique and specialized skill sets. One investigator is a Certified Crime Scene Investigator and has achieved accreditation by the International Association for Identification, and is an active member of the Sherburne County Crime Scene Unit. One investigator is the department Training Officer and also coordinates and directs the activities of the Big Lake Police Reserve Unit. Both investigators report directly to the Chief of Police, and share the responsibilities of the department's evidence and property room, in-house technologies, and overall workload of case management and investigative assignments. They each contributed to the various projects and infrastructure that was needed to support the department in its day to day mission. Finally, both have assisted in providing ongoing appropriate, supplemental information to the city's website.

Major Case Highlights:

- Felony Assault on an Officer – Suspect charged with 1st Degree Felony Deadly Force Assault after dragging Lt. Olson over 100 feet, Lt Olson became entangled in the window opening of the suspect's vehicle while trying to effect an arrest for Violation of a Court Ordered Protection. Suspect also charged with Resisting Arrest and Stalking.
- Felony Criminal Vehicular Operation – Suspect charged with 2 counts of Felony Criminal Vehicular Operation after a narcotics deal went bad and a victim was drug by the suspects' vehicle over 100 feet.
- Felony Internal Theft- Theft investigation from Big Lake Women of Today-Treasurer Charged.
- Armed Robbery – Suspect was charged with an armed robbery at Subway, after displaying a handgun and ordering employees to empty a cash register.
- Armed Robbery – The gaming site at Tootsie's Bar was robbed by a suspect claiming to have a pistol under his sweater. Officers located the suspect and a high speed pursuit ensued. The suspect caused a serious crash in Monticello where a father and son were gravely injured. Suspect was charged with Armed Robbery in Big Lake, and a host of charges related to the crash in Wright County.
- Criminal Sexual Contact – Suspect charged with 2 counts of Criminal Sexual Contact after forcefully engaging in intercourse with a victim in Big Lake.
- Felony Property Damage – Suspect was charged with multiple counts of Felony Property Damage in tire slashings from multiple incidents, tracked by DNA.
- Armed Home Invasion – Multiple suspects charged in a home invasion in Big Lake, during the incident one suspect possessed a handgun used to force entry.
- Guevara Child Porn Case – Suspect charged with Possession of Child Pornography, after massive amounts of child pornography were found on his personal computer.

DEPARTMENTAL TRAINING

Use of Force Training



In 2013, the Big Lake Police Department moved to a new in-service training format. Training is now conducted as a department on a quarterly basis, in four hour blocks. Each quarterly training session will cover department firearms courses with duty side arms, and patrol rifles. All firearms courses have been updated to include components of shooting under stress, decision making, and other adverse factors. Three courses were instructed at the Sherburne County Sheriff's Department Indoor Range, and one at the St. Cloud Police Department Outdoor Range. A secondary training topic is also included at each training session.

Officer Eric Sonnenburg was selected as an additional Firearms-Use of Force Instructor and attended 3 development courses for firearms instructors, quickly putting his new skills to work along with the other Firearms Instructor Investigator Berg in these programs.

Throughout 2013, Officers completed Taser Qualification. This qualification is a yearly mandate set forth by department policy. Officers verbally demonstrated competency in the nomenclature of the Taser (mode X26). Officers completed qualification by shooting 2 cartridges at a target, then successfully completed a written exam. The Taser has been a very useful tool and has helped officers apprehend threatening subjects without causing substantial harm to subject or Officer. After completing qualification, Officers were instructed as to department policy and state statute.

In 2013 the Big Lake Police Department transitioned to a driving program instructed by the Brainerd International Raceway. This program is for emergency vehicle operations refresher courses, and pursuit intervention training. This program pairs each officer with a professional driver for a day, to enhance and improve upon their driving skills. 6 Officers attended the 10 hour training in 2013, Officers will attend the program every 3 years. The driving course is conducted on the raceway at BIR, and provides Officers with a realistic high speed environment for emergency vehicle operations.

PATROL Online – League of Minnesota Cities

The Big Lake Police Department subscribes to PATROL ONLINE, an online training module established and maintained by the League of Minnesota Cities. Courses contained in the program are all mandatory training courses by statute and OSHA that would traditionally have to be completed by physically attending the course. There are optional courses as well, that target areas of high liability in MN, and frequent court procedure and legal updates. These courses are cost effective, and allow Officers to complete training in their down time online, on duty. These courses encompass about 15 hours per year for each Officer, which enables them to complete all necessary training from an hour standpoint to maintain their POST License. Courses completed in 2013 include;

- 2013 Legislative Update
- Legal Issues in DWI Investigations
- Domestic Abuse Protective Orders
- Cops, Cameras, and Legal Trends
- To Protect and to Serve (Parts I and II)
- Harassment Restraining Orders
- Consent Searches
- Ethical Use of Computers and Data Bases
- Warrantless Searches of Vehicles
- Possession of Firearms
- Preventing In-Custody Deaths and Suicide
- Hazardous Material Awareness (Parts I and II)
- Use of Force – Readiness Aspects
- Use of Force – Legal Aspects
- Respiratory Protection of Law Enforcement
- AWAIR Employees Right to Know
- Blood Borne Pathogens
- Hearing Conservation

Specialty Training

It has become a new focus to provide the department's staff ample opportunities to seek out and attend quality career enhancement courses. Many of these courses either meet the departments changing needs, or the Officer professional development desires. In the 2013 the follow courses were selected and attended;

- Chief Law Enforcement Officers Command Academy: Program for new Command Staff sponsored by the Minnesota Chiefs of Police Association: 40 hours, Lt. Olson.
- Federal Bureau of Investigation-Law Enforcement Leadership: 24 hours, Lt. Olson.
- Street Survival-Officer Survival Skills: 16 hours, Officers Hoard and Gilbertson.
- Crisis Intervention Training-Communicating with the Mentally Ill: Officer(s) Cindy Finch, Eric Sonnenburg, Chris Hoard, Dan Sherburne, Rich Berg.
- Accident Scene Preservation: 3 hours; Chief Scharf, Lt. Olson, Investigator Berg, and Officer Finch.
- Sexual Assault Investigation: 3 hours; Officer Finch
- Landlord Tenant Issues: 3 hours; Officer Finch
- Laser for Traffic Enforcement: 4 hours; All Officers
- Emergency Vehicle Operations – Brainerd Raceway – Pursuit Intervention Tactic: 12 hours; Chief Scharf, Officers (s) Siebert, Gilbertson, Berg, Sherburne, and Norlin.
- First Responder Refresher: 16 hours; Officer(s) Finch, Sherburne, Olson, Hoard, Sonnenburg, Norlin.
- Intoxilyzer: 24 hours; Officer(s) Norlin and Gilbertson.
- Loss Control – League of Minnesota Cities: 4 hours; Chief Scharf
- Hennepin County Crime Scene Team – Internship: 40 hours; Investigator Berg.
- Field Training Officers: 40 hours; Officers Hoard and Sonnenburg.
- Firearms Instruction: 16 hours; Officer Sonnenburg
- Patrol Rifle Instruction and Maintenance: 16 hours; Officer Sonnenburg
- Shoot House Instruction: 24 hours; Officer Sonnenburg
- Professional Law Enforcement Assistants Conference; 16 hours, Laurie Morris

RESERVE OFFICER PROGRAM

This past year has been an exciting, and very productive year. In 2013, the Big Lake Police Department Reserve Officer Unit met and surpassed a self-imposed goal of 5,000 hours of volunteer service, by 1,300 hours. The unit saw several departures as members moved to careers in their chosen professions. In 2013, 3 Reserve Officers left for sworn positions in law enforcement. Captain Guy Chaffee resigned after being selected for a Part-Time Position starting in 2014 with the Big Lake Police Department. Sergeant Aaron Follmer resigned after being hired by the Aberdeen SD Police Department, and Officer Ben Jarvi after being hired by the Glencoe Police Department, both as a Full-time Police Officers. In 2013 we welcomed the promotions of Sergeant Justin Boster to Captain, and Reserve Officer Crystal Gassman to Sergeant. At the end of 2013 the Big Lake Reserve Unit was submitted as a whole and individually for the Presidential Volunteer Service Award. Each Reserve Officer as well as the Reserve Unit earned an award based on the amount of volunteer hours they completed throughout the 2013. The Reserve Unit is currently made up of 11 Reserve Officers, with an authorized strength of 15.



The Reserve Unit completed over 6300 hours of volunteer hours to the Big Lake Police Department and City of Big Lake. Placing a monetary value to the time, that is nearly \$100,000 of time donated to the department and community. The Reserves attended many community events, school functions as well as assisted the Big Lake Police Department with various tasks. The Reserves had monthly meetings and mandated training throughout 2013. The list of reserve activities and areas of assistance is huge. The Reserve Unit assisted the Police Department with a huge office move from the old facility and City Hall, to the new Substation Location. The Big Lake

Reserves were also all trained as certified Project Lifesaver searchers.

The Reserve Unit has set numerous goals for 2013 which includes the training of 7 new Reserve Officers, recertification of the Reserve Officers in First Responder Medical Training, along with other yearly mandated training and activities.

- **Captain Guy Chaffee (Retired 12-31-13)** **1,352 Hours**
- **Captain Justin Boster** **1,701.5 Hours**
- **Sergeant Crystal Gassman** **415 Hours**
- **Reserve Officer Nathan Beyer** **155.5 Hours**
- **Reserve Officer Nick Simon** **271 Hours**
- **Reserve Officer Austin Sable** **470 Hours**
- **Reserve Officer Michael Mingo** **257.5 Hours**
- **Reserve Officer Kaitlin Otto** **205 Hours**
- **Reserve Officer Cody Siebert** **New Member**
- **Reserve Officer Aaron Lee** **New Member**
- **Reserve Officer Joseph Kalla** **New Member**
- **Reserve Officer Ryan Barella** **New Member**
- **2013 Service Hours = 6,500**
- **Volunteer Value (\$15 / Hour)** **\$94,500**

COMMUNITY EMERGENCY RESPONSE TEAM (C.E.R.T.)

The Community Emergency Response Team (C.E.R.T.) Program educates people about disaster preparedness and will better prepare individuals to respond to and cope with the aftermath of a disaster. C.E.R.T. is about readiness, people helping people, rescuer safety, and doing the greatest good for the greatest number. In 2013 the Big Lake Police Department C.E.R.T Team merged with the Sherburne County Sheriff's Department C.E.R.T Team. This new large team allows for a more unified response and training arrangement for both departments, while allowing coordinators from each department to share duties and resources. Members of C.E.R.T. meet on a quarterly basis to cover a training topic including; radio usage, traffic control, Project Lifesaver, and Skywarn. Members of C.E.R.T. also assist with many community events including; SpudFest, Night to Unite, and weekly Big Lake Music in the Park Events.

In 2013 C.E.R.T. Members were integral to staffing security for the Legacy Foundation – City of Big Lake weekly Music in the Park Program. Members also responded to a missing child incident in Elk River, who was later tragically found deceased in the river.

Current C.E.R.T. Members Include:

- **Aaron Aanerud**
- **Greg Balowski**
- **Justin Boie**
- **Duane Clean**
- **Julie Davis**
- **Nikki Gruber**
- **Doug Hayes**
- **Tricia Hedstrom**
- **Rick Keenan**
- **John Krohn**
- **Pamela and Mark Lindula**
- **John Littman**
- **Tony Mikols**
- **Barb and Andy Miller**
- **Anne and John Nelson**
- **Chuck Nyberg**
- **Greg Ogden**
- **Brian Olene**
- **Elizabeth Roberts**
- **Suzanne Romine**
- **Janae Stern**
- **Justin Thooft**
- **Rebecca Vaughn**
- **Jan and Dave Wambeke**
- **Theresa Wolfe**

OUTREACH AND PROMOTION

The Big Lake Police Department continues its goal, to provide the community as much accessibility to the department operations as possible, and at the same time allow the community to provide input to our operations. A number of new avenues were undertaken or built upon to facilitate this in 2013.

Facebook: A Facebook account was created the end of 2012, and all departmental events are posted to this site. In addition it allows the community an avenue to provide feedback to our operations, and an open window to our operations. Facebook provides weekly reports of activity on our site. This has been a complete success, with some weeks reaching in excess of 16,000 Facebook Subscribers. In 2013 a forgery case was solved from Facebook, and several other crime tips received. This has proven to be an invaluable tool to the department.



www.biglakepolice.com: The Big Lake Police Department acquired the domain name of: www.biglakepolice.com in 2013 extensive updates were made to the Big Lake Police Department Web Page in 2013 to include; full coverage of the department, staff over view, department structure, services, press releases, interactive service, crime mapping, and activity reports. This site continues to grow, and a number of new additions will continue to be made in the future.

Media Releases: The department now completes and disseminates press releases on activities, or crimes that have occurred that appear to be of community interest. This allows the community to accurately see, what the Big Lake Police Department is doing, and what is occurring in our community. In 2013 a total of 26 media releases were completed and disseminated to Facebook, biglakepolice.com, and media outlets.

In Person: Foremost in importance, is to have Officers engaged in events within our community. It is a priority of the department to be present and approachable to our citizens. We actively seek out these opportunities. In 2013 the Officers of the Big Lake Police Department were involved in many events including; Shop with a Cop, Music in the Park, Big Lake Police Community Picnic, Big Lake Fire Department Open House, 4th of July, Chamber of Commerce Business Expo, Law Enforcement Torch Run, High School Mock Crash, and Safety Presentations just to name a few.



Badges: The department went to a new badge design that was selected by the Officers. The new badges have the Officers' name and rank. This project was generously funded by the Big Lake American Legion.

Rebranding: A new squad car design was implemented in 2012, the paint scheme returning to the traditional, and professional, black and white. The logo and decals were designed by the Officers, and provide a new look to the department. The most visible aspect of any police department, is its patrol fleet. Through the very generous donations from Auto Stop and J. C.'s Body Shop we were able to repaint the entire fleet, giving them all this new look which speaks of the professionalism of those operating them.



POLICE DEPARTMENT CAPITOL OVERVIEW

Fleet



One of the largest capitol and maintenance expenditures of a law enforcement agency is that of its fleet. Currently one marked patrol car is assigned to each shift, translating to two officers sharing the vehicle on opposite days. At the end of 2013 the following vehicles comprised the fleet;

Unit	Vehicle	01/2013	12/2013	Total	Assignment
Unit 728	2014 Ford Explorer	N/A	12,757	12,757	Nights / Investigators
Unit 727	2013 Interceptor	4,627	32,588	27,961	Day Shift
Unit 726	2011 Crown Victoria	23,957	55,132	31,175	Afternoon Shift
Unit 725	2010 Crown Victoria	48,568	75,080	26,512	Power Shift
Unit 724	2009 Crown Victoria	85,863	104,483	18,620	Spare
Unit 722	2007 Crown Victoria	152,562	173,303	20,741	Reserve Officers
Unit 718	2004 Tahoe	63,518	77,000	13,482	Retired to Fire Department

In 2013, a 2007 Crown Victoria was retired and sent to auction with 140,000 miles on it, this was squad 723, the vehicle previously assigned to the Chief. The elimination of 723 reduced the fleet size from 7 to 6 total squad cars. The Chief is currently utilizing his personal vehicle with a minor cost offset to the City for fuel expense. In 2013 a replacement squad car was eliminated from the budget through budget cuts. However a 2014 Ford Explorer was purchased through the sale of Unit 718 to the Fire Department and the use of Assigned Funds. A continued emphasis will remain on fewer, but better vehicles with a more aggressive replacement cycle aimed at reducing maintenance costs.

In 2013, 150,147 miles were put on the vehicles assigned to the Big Lake Police Department, patrolling our 70 miles of roadways and responding to calls for service. With the miles covered by our Officers, each City Street is statistically covered almost 6 times per day. This is equivalent to more than the life span of a vehicle, and necessitates the continued replacement of a minimum of one car per year.

Technology

MDC's: All of the mobile data computers in the squad cars were replaced in 2013. The previous computers had outlived their lifespan, and were no longer functional for their intended use. A Dell semi-ruggedized laptop with solid state hard drive, and back lit keyboard were selected at the replacements. Funding for the project was provided by current funds available in "assigned fund" balances.

MVR's: The mobile video recording system that was in use was purchased as early as 2003, the system was no longer upgradeable, and could not be integrated with the new Window 7 Platform. The Digital Ally system was selected as the replacement. This system integrates a video recorder, display, and transmitter into the rear view mirror taking up minimal vehicle space. The system wirelessly transmits video to a server at the police department. As a part of this upgrade, a new server was also purchased. All traffic stop and arrests are captured on mobile video, making a reliable system essential to successful prosecution of violators.

Firearms: All Big Lake Police Squad cars have a patrol rifle assigned to them. This has become an essential tool for law enforcement in our ever changing environments. All of the rifles were upgraded with new Aim Point electronic sights, new for-end's, led lights, and stocks. Funding for this project was generously provided by the Elk River Lions.

Go Bags: All Big Lake Police squad cars were equipped with "go bags." These bags contain extra ammunition, and emergency medical supplies for response to critical incidents. Purchased within the bags was a medical grade clotting agent used by the military, and other law enforcement agencies to stop life threatening bleeding. Funding for this project was generously provided by the Elk River Lions.

Computers: Several desk top computers were replaced, bringing all systems to a point of operating on a Windows 7 Platform. Funding for the project was provided by current funds available in "assigned fund" balances.

Forensic Computer: A desktop processing system used for computer forensics was updated with additional memory, processor capacity, and storage capacity making it more effective for ever more complex investigations. Funding for the project was provided by current funds available in "assigned fund" balances.

Online Schedule: Department scheduling was moved to a web based product provided by; "Schedule Anywhere." This new system allows staff to view schedules, and submit leave requests online. The system allows supervisors to query leave usage, and manages schedules in a much more effective manner.

High Speed Data Connection to BCA: Our T1 data connection to the State of Minnesota was replaced with a Virtual Private Network connection, hosted through our local cable provider, but secured through a new Cisco Firewall/Switch. This change has increased our connections speed for all systems from 1.5 mbs, to 100 mbs, making for a much more productive data processing environment.

CALLS FOR SERVICE AND CRIME RATES

Total Calls for Service by Staffing Levels

A large share of a department's total calls for service and activity levels are directly tied to sworn staffing levels, and Officer's self-initiated activity. This chart illustrates calls for service as they historically correspond to sworn staff levels within the Big Lake Police Department.

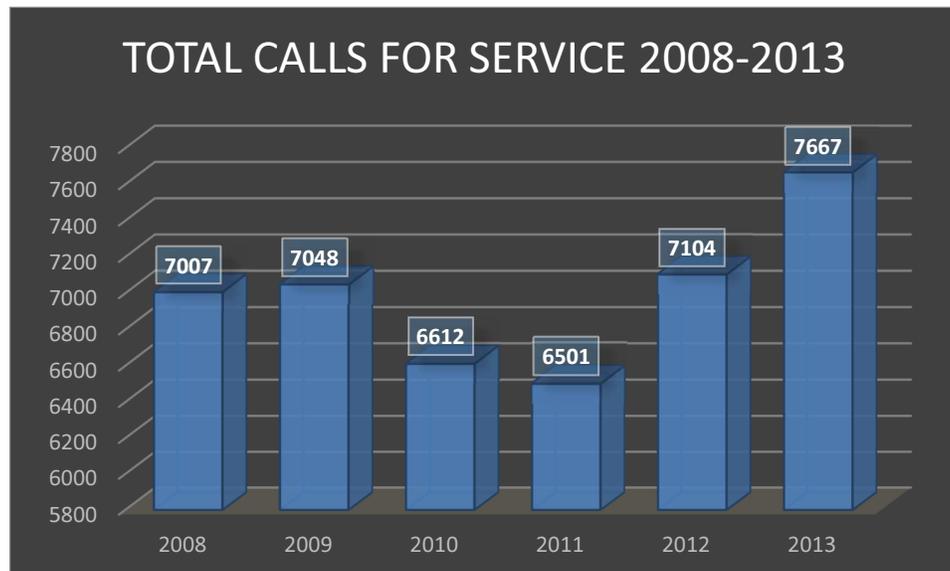
2002 - 7,376 - 8 officers
 2003 - 7,775 - 11 officers
 2004 - 8,942 - 12 officers
 2005 - 9,661 - 12 officers
 2006 - 9,188 - 14 officers
 2007 - 9,583 - 13 officers
 2008 - 7,007 - 12 officers
 2009 - 7,048 - 12 officers
 2010 - 6,612 - 11 officers
 2011 - 6,501 - 11 officers
 2012 - 7,104 - 11 officers
 2013 - 7,667 - 11 officers

Total Calls for Service by Service Category

The Big Lake Police Department migrated to a new dispatch and records system named ProPhoenix in 2011. This system is managed by the Sherburne County Sheriff's Department, and has been a giant step forward in data management. The new system classifies calls for service by service name, the following chart covers only 2011 through 2013 for that reason. Because there are up to 60 categories, this chart outlines the "major" calls for service categories, and places all other calls for service in the "other" category.

Call for Service Category	2011	2012	2013	% Change	
				2012 TO 2013	2011 TO 2013
Robbery	1	0	2	+200%	+100%
Burglary	28	23	13	-44%	-55%
Theft	217	226	213	-6%	-2%
Assault	32	28	27	.5%	-16%
Narcotics	7	14	16	+1%	+56%
Crimes against Family	161	141	125	-11%	-22%
DWI	29	39	62	+37%	+53%
Disturbing the Peace	96	114	98	-14%	+2%
Harassment	132	118	112	-5%	-15%
Obscenity	0	0	4	+400%	+400%
Property Damage	132	142	90	-47%	-32%

Criminal Sexual Contact	11	11	13	+15%	+15%
Trespass	16	28	32	+12%	+100%
Fraud	40	51	41	-20%	0%
Missing Person(s)	22	21	17	-19%	-23%
Animal at Large	100	62	90	+32%	-10%
Traffic Accident-Property Only	125	100	142	+42%	+22%
Traffic Accident-Injury	38	27	46	+41%	+17%
Traffic Accident-Fatal	0	1	0	-100%	0%
Animal Complaint	186	132	132	0%	-29%
Suicide Attempt	10	11	4	-60%	-60%
Death	7	6	11	+45%	+34%
Medical Emergency	324	325	355	+8%	+8%
Mental Health	28	25	19	-24%	-32%
Domestic Disturbance	150	143	143	0%	-5%
Public Assist	232	190	197	+6%	-15%
Agency Assist	163	218	283	+23%	+42%
Security Alarm	185	183	211	+13%	+22%
Civil Complaint	273	305	270	-10%	-1%
Traffic Stop	1,375	1,956	2459	+21%	+44%
Traffic Complaint	251	241	240	0%	-4%
Suspicious Person	77	100	101	+1%	+24%
Suspicious Vehicle	105	124	140	+25%	+35%
Juvenile Complaint	153	177	154	-13%	0%
Fight in Progress	20	20	21	0%	0%
Noise Complaint	41	37	28	-24%	-32%
Welfare Check	135	166	171	+3%	+23%
Suspicious Activity	140	165	155	-6%	+10%
Predatory Offender	34	45	51	+12%	+43%
Vehicle Lock Out	190	189	174	-8%	-8%
All Other Calls	1,429	1,200	1205		
Total Calls For Service:	6,501	7,104	7,667	+7%	+15%



Total Calls for Service by Time of Day

	2011	2012	2013
00:00 – 01:00	218	267	345
01:00 – 02:00	178	254	308
02:00 – 03:00	142	148	163
03:00 – 04:00	76	85	100
04:00 – 05:00	66	95	119
05:00 – 06:00	72	76	144
06:00 – 07:00	84	99	89
07:00 – 08:00	140	128	188
08:00 – 09:00	237	251	208
09:00 – 10:00	249	294	262
10:00 – 11:00	333	317	290
11:00 – 12:00	336	293	318
12:00 – 13:00	272	339	272
13:00 – 14:00	317	368	360
14:00 – 15:00	392	387	450
15:00 – 16:00	401	449	457
16:00 – 17:00	393	432	480
17:00 – 18:00	430	392	410
18:00 – 19:00	356	390	389
19:00 – 20:00	411	429	472
20:00 – 21:00	377	442	473
21:00 – 22:00	397	454	514
22:00 – 23:00	343	378	471
23:00 – 00:00	281	346	385

Major Crimes Reported 2008 - 2013 Below are a standardized set of crime reporting statistics provided to the State of Minnesota Criminal Bureau of Investigation on a quarterly basis. These numbers are used as a comparison to other jurisdictions as a general measure of the level of criminal activity. Big Lake continues to be amongst the safety communities in our state, there are no trends that stand out as disturbing for 2013. With this being said, given our proximity to major highways, and metropolitan population, the likelihood of “pass through” crimes committed by those not residing here remains a concern. Given this, it continues to be an ongoing goal of the Big Lake Police Department to see reductions in all Part I and Part II Categories. Numbers are formulated in terms of crimes per 100,000 residents, using this comparison the following numbers were available for the most current year, 2012:

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
<u>BCA PART I Crimes:</u>					
Criminal Sexual Conduct	35	12	9	11	13
Robbery	1	0	1	0	2
Assault / Terroristic Threats	70	75	32	28	43
Burglary	20	21	28	23	22
Theft	179	158	211	220	208
Motor Vehicle Theft	1	8	6	6	5
Arson	1	1	0	0	1

BCA PART II Crimes:

Forgery / Counterfeiting	11	13	1	1	5
Fraud	35	40	40	51	24
Stolen Property (possession of)	1	0	0	1	6
Criminal Damage to Property	96	110	132	142	90
Weapons	3	1	0	0	0
Prostitution	0	1	0	0	0
Narcotics	30	31	7	14	16
Family/Child-Neglect/Malic Punish/Endanger	3	4	5	4	6
DUI	44	43	29	39	63
Liquor Laws	54	38	3	8	20
Disorderly Conduct including Harassment	163	160	152	118	133

OTHER BCA REPORTABLE CRIMES:

Fleeing officer, juvenile runaway, curfew, obscenity, trespass crimes against admin of justice	90	74	80	168	72
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BCA CRIME TOTALS	837	790	736	834	729
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Agency	Population	Part I Crime Rate	Part II Crime Rate	Combined Rate
Big Lake Police	10,240	1,523	2,773	4,297
Becker Police	4,387	1,094	3,282	4,377
Sherburne County	45,333	1,187	2,852	4,039
Elk River Police	24,025	2,460	5,548	8,008
State of MN Average	5,344,861	2,775	4,042	6,818

FORFEITURES

In 2013, the Big Lake Police Department forfeited the following vehicles:

<u>VEHICLE</u>	<u>STATUS</u>
1995 Buick Roadmaster	Sold at Auction
2004 Saab Convertible	Civil Agreement-Sold to Owner
2005 Chevrolet Pickup	Sold at Auction
2001 Dodge Pickup	Sold at Auction
1999 Pontiac Bonneville	Sold at Auction
2001 Lincoln Continental	Pending
1999 Chevrolet Monte Carlo	Pending

CASH

\$776	Pending
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WEAPON

STATUS

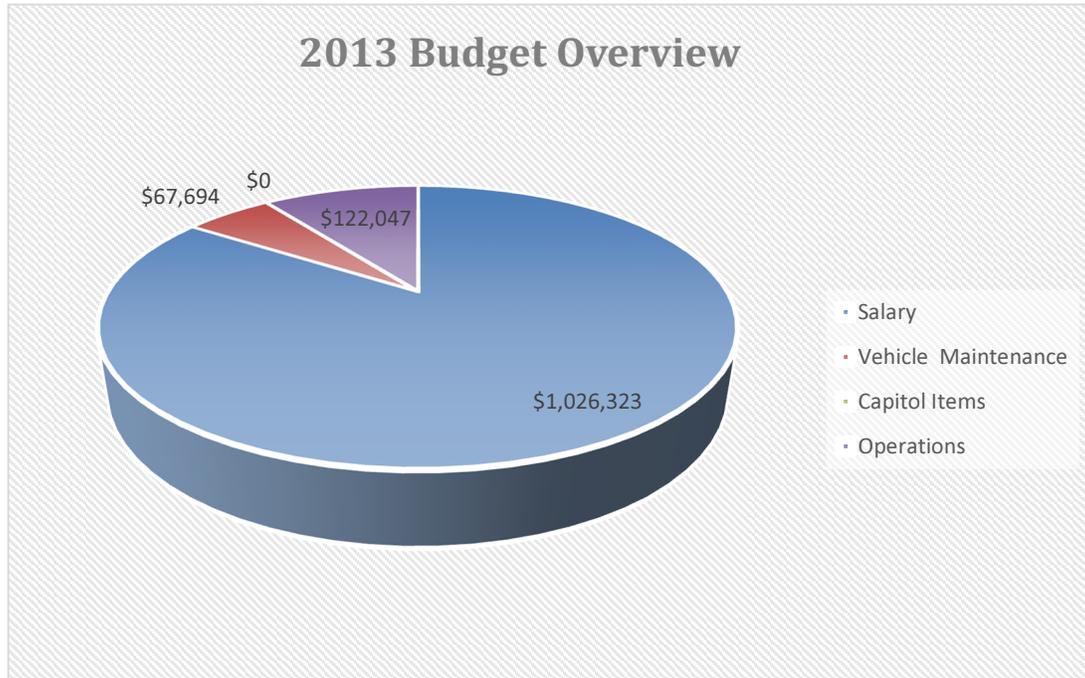
Remington Rifle	Pending
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The Big Lake Police Department seizes vehicles that are subject to forfeiture resulting from alcohol and drug related offenses, as well as for fleeing a police officer in a motor vehicle. The proceeds of alcohol related vehicle forfeitures when dispersed are divided as follows: 30% to the Sherburne County Attorney's Office and 70% to the department. Cash and other valuables are also eligible to be seized when determined to be associated with drug activity. The proceeds of drug related property forfeitures when dispersed are divided as follows: 10% to the State on MN, 20% to the Sherburne County Attorney's Office, and 70% to the department. The Big Lake Police Department also has the option to dispose of seized vehicles or property and to utilize them for police purposes.

In 2013, forfeitures grossed a total of \$8,650. There are various deductions, legal and judicial fees, towing and storage charges involved in running a forfeiture program that are deducted from these figures. At the close of 2013 the Big Lake Police Department's forfeiture inventory included 3 vehicles awaiting further action.

POLICE DEPARTMENT BUDGET

Budget Overview at a Glance



Revenue-Highlights

- \$79,622 P.E.R.A. State Aid to Police: Sworn law enforcement Officers currently belong to the State of Minnesota Police Pension Fund. The City contributes 12% of the Officers salary towards this fund, in return the City receives a reimbursement from the State of Minnesota known as State Aid to Police. This reimbursement is funded by a surcharge on auto insurance policies. The net cost to the City for its Police Officers pension costs is about \$27,000, or 2.5% of salary. Police Officers do not contribute to the Social Security System, therefore there is no Social Security Expense associated with sworn staff.
- \$24,439 in fines were received, this is in contrast to the \$12,000 budgeted.
- \$18,336 was received for intergovernmental revenue, \$4,000 was budgeted.
- \$11,065 from sale of fixed assets, one patrol car and a camper were sold at auction, \$0 was budgeted.
- \$4,800 was received as an insurance settlement for damage done to patrol cars in a hail storm, this offsets some of the overages reflected in vehicle maintenance.
- \$8,460 were collected in parking ticket revenue, \$0 was budgeted. 2013 was the first year parking tickets were implemented and enforced.

2013 Budget Challenges

As a portion of the 2013 budget, all capital improvement items were cut. In May, a capital improvement plan was created and presented to the Big Lake City Council, with a request for funding from a current fund known as Assigned Funds. All aspects of the plan were implemented, bringing all capitol items to a very modern state. A capitol replacement plan was also created, placing a lifespan and replacement cycle on all capitol items.

allowing for more accurate budgeting of these items. Because this plan was implemented and paid for by other than general fund sources, it reflects as a budget overage but is covered with a funds transfer.

Donations

The Big Lake Police Department wants to thank these generous donors, these proceeds allowed several essential projects to be undertaken.

- \$2,000 Eddy Foundation – Data Connection Router-Switch – Laptop Computer
- \$7,000 Elk River Lions – Go Bags for Patrol – Patrol Rifle Upgrades
- \$100 Alerus Foundation
- \$100 Big Lake Area Jaycees
- \$100 Varner Family
- \$1,000 Big Lake American Legion – Big Lake Police Community Picnic
- \$1,750 Big Lake American Legion – New Department Badges
- \$1,000 from the Greg Bratt Family – Evidence Supplies
- \$400 Truck Unlimited – Hitch for 2014 Explorer
- Forensic Computer – Sherburne County Sheriff's Department
- \$2,800 K and N – Cold air intakes for all squads.
- \$6,000 – J. C.'s Body Shop – Auto Stop – Donated hours for painting of squad fleet.

Grants

The following grants were awarded to the Big Lake Police Department in 2013.

- \$1,500 Centerpoint Energy – Emergency Management Tables
- \$500 Central EMS – Replacement Batteries for External Defibrillators
- \$450 State Vest Replacement Program - .5 cost of body armor.
- \$450 Federal Vest Replacement - .5 cost of body armor.
- \$3,759 Peace Officer Standards and Training – Training Reimbursement
- \$7,099 Officer of Traffic Safety – Officer Traffic Overtime

Township Offset

Within the City of Big Lake lies the development zones, in which there is a cost sharing arrangement with the Big Lake Township Board which divides estimated policing expenses between each jurisdiction by 50%. This area would be comprised of; The Marketplace, Industrial Park Phases I & II, and the Remmele Buildings I & II. In 2013 the cost sharing for police services was \$13,687. This area geographically encompasses 3 miles of roadways, or 4.4% of the 68 miles of roadways in the City. In addition this area is .58 square miles, or 7.4% of the City's 7.8 square miles.

Final Result

The 2013 Police Department Budget was; \$1,216,064, the leanest police budget in five years. Our ending expenditures were: \$1,284,865. Revenues for 2013 were \$175,875, but were budgeted at \$101,900 realizing \$73,975 in non-budgeted dollars. In addition, an approved capitol request of \$59,175 was approved to be funding with outside account sources.

BIG LAKE POLICE BUDGET HISTORY



Future Budgetary Needs

Like any business, the future needs of the Big Lake Police Department must be prepared well in advance to ensure the means to accomplish them are in place. All needs outlined for 2013 were accomplished in the capital outlay plan. Because law enforcement is a technology based profession, many capital needs fall in that category, and continued replacement is essential. Future capital needs include:

- Replacement of 2 desktop computers per year.
- Replacement of at least 1 squad car per year, over the next 5 years with the replacement of 2 in one year.
- Replacement of shared data storage for the police department.
- Replacement 2 Tasers per year.

A Look at Similar Agencies

As a benchmark to see how our resources compare to other similar sized communities, a survey is updated on a yearly basis looking at sworn staff, budget, and population. Comparing similar sized communities, and their police resources, provides useful insight. It is also recognized every community has unique needs and demands.

Cities that were used in the comparison in 2013 include; Alexandria, Becker, Buffalo, Cambridge, Cloquet, Elk River, Fairmont, Grand Rapids, Hermantown, Jordan, Little Falls, New Prague, North Branch, Princeton, St. Francis, and Wyoming.

<i>City</i>	<i>Population</i>	<i>Sworn Officers</i>	<i>Police Budget</i>	<i>Officers to 1,000 Citizens</i>	<i>Cost per Citizen per Year</i>
Big Lake:	10,157	11	\$1,231,064	1.08	\$121
Average:	9,827	14	\$1,713,282	1.44	\$178

What these numbers illustrate is that the City of Big Lake provides very cost effective police services to its community, but yet at the same time not sacrificing in quality or levels of services. We also enjoy a level of teamwork with adjoining agencies unique to our region.

Departmental Goals for 2014

Goals for the coming year include;

- Complete the new Big Lake Police Department Policy Manual.
- Continue to evaluate current structure and assignments for most efficient use of staff.
- Continue on our successful path of; “building bridges” within our community.
- Grow revenue sources and look for donations – cost efficiencies.
- Continue working with Accounting for better more accurate accounting practices.
- Work towards a leaner, fuel efficient, more cost effective fleet of vehicles requiring less maintenance costs.
- Fully implement a more rounded Emergency Management Program.
- Provide Officers with ample quality training opportunities.
- Implement strategies for the safety possible work environment, continue our path of reduction in instances of injuries, workers compensation rates, and vehicle liability insurance rates.
- Continue to grow interaction with our community via; social media, internet, and in person.
- Implement an iPad Program for sworn staff, which allows dictation, photos, statements, and video evidence to be processed with a single unit versus individually.

RECOGNITION FOR THIS DOCUMENT

Like all aspects of this department, no aspect succeeds without the contributions of many. All of the following members of the Big Lake Police Department contributed to the compilation of this report, for their respective assignments.

Investigator Terry Nordquist:	Investigations Division
Officer Sam Olson:	Towards Zero Death Program
Officer Cindy Finch:	C.E.R.T – Crime Free Housing
Administrative Assistant Laurie Morris:	Medical Responses – Crime Statistics
	Call for Service – Administrative Division
Investigator Richard Berg:	Reserve Officer Program – Use of Force Training
	Forfeitures
Officer Sam Norlin:	Traffic Safety Program

