



# 2012 Big Lake Police Department Annual Report





# MEMORANDUM

**To:** Mayor Raeanne Danielowski  
Big Lake City Council Members  
City Administrator Todd Bodem

**From:** Chief Joel D. Scharf

**Date:** March 12, 2013

**Subject:** Submittal of 2012 Annual Report

---

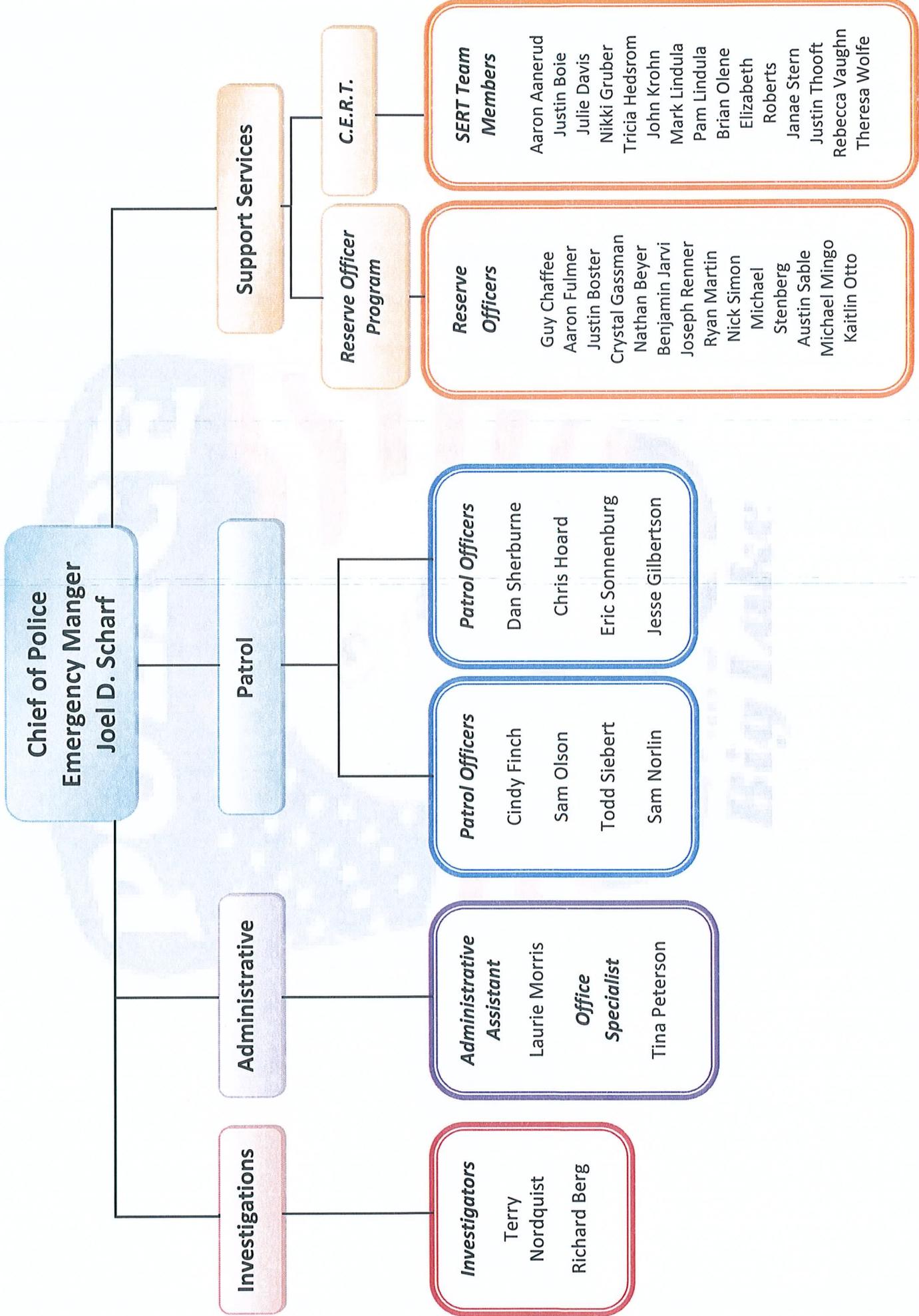
It is with my sincere pleasure that I present to you, our annual report for the 2012 year. 2012 was a year of massive change within the Big Lake Police Department, with its members emerging stronger, and even more committed than ever.

Leadership within the department transitioned through several phases throughout the year. I have to pay a sincere thank you to interim Chief of Police, Commander Steve Doran from the Sherburne County Sheriff's Department. Interim Chief Doran assumed his position in January. Through his leadership, he instituted change within the department, which made my transition as seamless as possible. At the same time, I have to pay thanks to the staff of the Big Lake Police Department for their teamwork and efforts through this period of transition.

I was fortunate enough to begin serving as your Chief of Police August 1, of 2012. I arrived in Big Lake not knowing what to expect, and rapidly became comfortable with the level of professionalism exemplified by members of the Big Lake Police Department. I also realized that the members of the Big Lake Police Department are a huge asset to our community, with 100 years of experience shared amongst them.

Much took place during this year, including a move to City Hall, many policy and procedural changes, a new look to squad cars, our staff adjusting to a new way of doing business, and a new Chief of Police. This is a great community, we are blessed with a solid team of professionals here at the Big Lake Police Department, and we can only look forward to what the future holds for us. At the same time we are grateful for the support given to us from the Big Lake City Council, City Administrator Todd Bodem, and the community of Big Lake as a whole.

It is a true pleasure to serve as your Chief of Police.



**Chief of Police**  
**Emergency Manger**  
**Joel D. Scharf**

**Investigations**

**Investigators**  
Terry Nordquist  
Richard Berg

**Administrative**

**Administrative Assistant**  
Laurie Morris  
**Office Specialist**  
Tina Peterson

**Patrol**

**Patrol Officers**  
Cindy Finch  
Sam Olson  
Todd Siebert  
Sam Norlin

**Patrol Officers**  
Dan Sherburne  
Chris Hoard  
Eric Sonnenburg  
Jesse Gilbertson

**Support Services**

**Reserve Officer Program**

**Reserve Officers**  
Guy Chaffee  
Aaron Fulmer  
Justin Boster  
Crystal Gassman  
Nathan Beyer  
Benjamin Jarvi  
Joseph Renner  
Ryan Martin  
Nick Simon  
Michael Stenberg  
Austin Sable  
Michael Mingo  
Kaitlin Otto

**C.E.R.T.**

**SERT Team Members**  
Aaron Aanerud  
Justin Boie  
Julie Davis  
Nikki Gruber  
Tricia Hedsrom  
John Krohn  
Mark Lindula  
Pam Lindula  
Brian Olene  
Elizabeth Roberts  
Janae Stern  
Justin Thooft  
Rebecca Vaughn  
Theresa Wolfe

## **Table of Contents**

**Our Mission Statement**

**Staff Directory – Assignments**

**Facilities – New Location**

**Patrol Division**

- **Towards Zero Death Program**
- **Traffic Safety Diversion Program**
- **Big Lake Night Out – Night to Unite**
- **Medical Response**

**Investigative Division**

- **Major Crimes Highlight**

**Records and Administrative Division**

**Departmental Training**

**Reserve Officer Program**

**Community Emergency Response Team - C.E.R.T.**

**Departmental Outreach and Promotion**

**Crime Free Housing**

**Departmental Fleet**

**Calls for Service and Crime Rates**

**Staffing Comparison**

**Asset Forfeitures**

**Budget Overview**

**OUR NEW MISSION STATEMENT WAS ESTABLISHED IN  
2012:**

**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 SERVE"**

## BIG LAKE POLICE DEPARTMENT STAFF

Badge	Name	Position	Start Date	Years
3701	Joel Scharf	Chief of Police	08/01/2012	.5
3706	Terry Nordquist	Investigator	08/17/1995	17
3707	Rich Berg	Investigator	01/02/1997	15
3710	Cindy Finch	Patrol Officer – Day Shift	11/01/2002	10
3711	Dan Sherburne	Patrol Officer – Day Shift	04/07/2003	9.5
3712	Sam Olson	Patrol Officer – Afternoon Shift	11/17/2003	9
3713	Chris Hoard	Patrol Officer – Afternoon Shift	01/30/2006	6
3714	Todd Siebert	Patrol Officer – Power Shift	11/26/2007	5
3715	Eric Sonnenburg	Patrol Officer – Power Shift	02/12/2008	4
3716	Jessie Gilbertson	Patrol Officer – Night Shift	06/20/2011	1.5
3717	Sam Norlin	Patrol Officer – Night Shift	07/18/2011	1.5
3740	Laurie Morris	Administrative Assistant	06/12/2000	12
3741	Tina Peterson	Secretary	10/08/2003	9
<b>Total Departmental Years of Service</b>				<b>100</b>

### Staff Assignments

**Laurie Morris**      **Administrative Assistant**

**Tina Peterson**      **Office Specialist**

**3706 Terry Nordquist**      **Investigator**

- General Investigations
- **Information Technology for Department**
- Computer Forensics
- Cornerhouse Interviews
- Crimes Against Family
- Predatory Offender Registration
- Secondary to Shift Shortages – Covering Patrol

**3707 Rich Berg**      **Investigator**

- 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
- Medical Supplies
- C.E.R.T. Program
- Big Lake Night Out - Night to Unite
- Dangerous Dog Process
- Field Training Officer

**3711 Dan Sherburne                      Patrol Officer – Day Shift**

- Drug Recognition Expert

**3712 Sam Olson                      Patrol Officer – Afternoon Shift**

- Traffic Safety Program – Towards Zero Death Program
- Night to Unite - Big Lake Night Out Program
- SERT Program
- TZD Traffic Project Program – Enforcement – Agency Coordinator
- Field Training Officer

**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**

- Firearms Instruction – Rifle
- Firearms Maintenance

**3716 Jessie Gilbertson                      Patrol Officer – Night Shift**

- Union Steward
- Traffic Project Program - Enforcement

**3717 Sam Norlin                      Patrol Officer – Night Shift**

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

---

## FACILITIES - RELOCATION

In October of 2012 the Big Lake Police Department relocated to the City Hall Building, at 160 Lake Street North. This move provided several benefits to the Police Department, and in turn to City Hall.

- \$15,000 in budgetary savings from turning prior police building into cold storage, and consolidating services with City Hall.
  - “One stop shop” for our citizens. Police and City Hall Services can now be completed at one location. For those only using City Hall services, they are still provided exposure to police department staff, enhancing our accessibility to our citizens.
  - Staff from City Hall and Police working together. Staff are assisting one another with coverage of the front counter, and at the same time working effectively together on tasks.
  - Allows administrative staff from Police and City Hall to be accessible to one another, versus traveling between buildings.
  - More attractive, professional office space. The Police Department is now occupying vacant space, previously used by the Planning Department. This space is modern and professional, and provides a much more efficient work space for all staff.
- 

## PATROL DIVISION

### 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. 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.

- 0600-1800 Day Shift
- 1200-0000 Afternoon Shift
- 1600-0400 Power Shift
- 1800-0600 Night Shift
- Officers work 12 hours shifts – bid by seniority
- Rotation – 3 on – 2 off – 2 on – 3 off
- Allows for every other weekend off shift
- 4 hours owned back each 2 weeks



### Towards Zero Death Program

The Big Lake Police Department remains committed to traffic safety within our City. In 2012, 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 the months of May through December, Big Lake Police Officers that were involved in the TZD Shifts had the following activity during the 162.5 hours they worked:

- 243 vehicles were stopped
- 55 citations were issued
- 203 warnings were given
- 2 warrant arrests
- 1 vehicle pursuit
- 2 vehicle forfeitures
- 8 DWI arrests

The Big Lake Police Department, along with the agencies mentioned above, will continue enforcement efforts through 2013. With the dedication of our officers and the continued support from our citizens, Sherburne County will be working towards a goal of being removed from the 13 Deadliest Counties in Minnesota list.

### **Traffic Safety Diversion Program**

In October of 2012, the Big Lake Police Department initiated a Traffic Safety Diversion 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. From October through December 36 individuals attended the program.



### **Big Lake Night Out and Night to Unite**



Two events that the Big Lake Police Department comes out in full force are Night to Unite, and Big Lake Night Out. Night to Unite consists of block club parties throughout the community, in which residents have an opportunity to meet and great one another. In this busy time, neighbors rarely have time to meet, and socialize with one another, this event fosters this. It also builds the importance of neighbors watching their neighborhoods, and reporting suspicious activity to police. Big Lake and Police, and members of the Big Lake Fire Department stopped at the 15 block club parties taking place.

Big Lake Night Out is a social event hosted at the Big Lake Fire Department, in which the community has an opportunity to socialize with one another, and most importantly to interact with the Big Lake Police Department. This event was a huge success as well.

## Medical Responses

All officers within Big Police Department are hold certified a 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 2012, officers responded to 325 requests for medical assistance. In addition to the 325 medical calls for assistance, officers responded to reports of 25 mental health concerns, 10 suicide attempts, 1 suicide and 6 deaths. 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.

---

## INVESTIGATIVE DIVISION

The Big Lake Police Department Investigations Division currently is at full staff, with two 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.

Big Lake Police continues to build on the collected data into its web-based records management system which is hosted by the sheriff's office, with its online database accessible by all county law enforcement agencies. Historical agency data is still accessible via its archived records system.

In 2012, there were over 7,100 calls for service within the Big Lake Police Department. The Investigators handled the following work load:

- 320 of calls for service, many of them felony level crimes, including, but not limited to fraud, forgery, burglary, theft and rape cases.
- 140 child maltreatment reports forwarded through intake from Sherburne County Social Services.
- 18 vulnerable adult cases, several of which involved financial exploitation allegations.
- 17 predatory offenders, including level one and two offenders living in the City of Big Lake were tracked and monitored by investigators with the assistance of the Patrol Division. An additional eight offenders who work in the city but live elsewhere were also tracked. There were no level three offenders working or living in the city during 2012.
- 220 background checks were conducted, with more than 120 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 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:**

- Saron Church Vandalism and Burglary – 3 individuals charged with causing \$160,000 in damage to the Saron Church, along with burglary and theft for items stolen. Convictions were obtained on all suspects.
- Verizon Store Burglary – 2 individuals charged with multiple burglaries throughout a multi-county area, court appearances and dispositions are pending.
- Guevara Child Pornography Case – Full year of case work to this extensive case completed in 2013, involving 1000's of child pornography images.
- Zuniga Child Criminal Sexual Contact Case – Involved victim under 13 years of age, resulted in a conviction and sentence of 7 years in prison for 1<sup>st</sup> Degree Criminal Contact with a Minor.

---

## **RECORDS AND ADMINISTRATION**

There are currently two full-time employees, Police Administrative Assistant and Police Secretary, staffing the Administrative Records Office. The primary role of the Administrative Records Office is to 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 secretarial 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 CJIS (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 2012**

<b>Approximate number of statements transcribed</b>	<b>362</b>
<b>Approximate number of narrative and supplement reports</b>	<b><u>817</u></b>
<b>Approximate total documents transcribed</b>	<b>1,179</b>

**DEPARTMENTAL TRAINING**

**Use of Force Training**

In 2012, the Big Lake Police Department conducted (1) department qualification shoot, (1) year Taser qualification, and a 4 hour use of force training session.

In May, 2012 officers completed a firearms qualification at Wild Marsh range and Training Center. Officers qualified with their "duty" pistol (Glock 17), squad rifle (M-16) and shotgun. This shoot also satisfied the inclement weather qualification. All officers qualified at 80% or higher. Officers also completed a low light qualification at this same time. Officers were subjected to several "shoot", "don't shoot" scenarios. Officers received instructor feedback following each scenario. Officers were also instructed in use of force, use of force continuum and department policy as it relates to use of force.

In May, 2012 Officers completed a 4 hour use of force refresher class. This training consisted of extensive hands on use of force training and refresher training of state statute and department policy. Officers were faced with scenarios and situations that forced them to use different techniques to successfully deal with those situations. All officers then critiqued those scenarios to help improve officer's ability to respond and handle calls for service in the City of Big Lake.

Throughout 2012, 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. Officers 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. Completing qualification, officers were instructed as to department policy and state statute.

In addition to the training in 2012, firearms instructors also cleaned and maintained 6 shotguns and 5 M-16's and inspected officers' weapons.

## **Specialty Training**

- PATROL Training: The Big Lake Police Department subscribed to PATROL, and online training module established and maintained by the League of MN Cities. Courses contained in the program are all mandatory training courses by statute 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. These course encompass about 15 hours per year, which enables Officers to complete all necessary training from an hour standpoint to maintain their POST License.
- Chief Law Enforcement Officers Command Academy: Attended by the Chief of Police, program for new Chiefs. No cost, covered under grant proceeds.
- DWI Webinar Update: 1 hour.
- Landlord Tenant Issues: 3 hours, Officer Cindy Finch.
- Terrorism Awareness: 4 hours, Officer Cindy Finch.
- Towards Zero Death Traffic Safety Program: 10 hours paid by State of MN, Officers Sam Olson and Dan Sherburne.
- Sex Assault Update Training: 2 hours, instructed by Sherburne County Attorney's Office to all staff.
- Patrol Rifle AR 15 Maintenance: 16 hours, Investigator Berg.
- Standardized Field Sobriety Testing: 24 hours, Officers Jesse Gilbertson and Sam Norlin.
- Basic and Advanced Union Steward Training: 4 hours, Officers Jesse Gilbertson and Sam Norlin.
- Bulletproof Mind Street Survival: 16 hours, Officers Cindy Finch and Sam Norlin.
- Advanced Data Practices: 16 hours, Laurie Morris.
- Standardized Field Testing Update: 4 hours, Officers Chris Hoard and Eric Sonnenburg.

---

## RESERVE OFFICER PROGRAM

This past year has been an exciting, and very productive year. In 2012, the Big Lake Police Department Reserve Unit met and surpassed the goal of 5,000 hours of volunteer service. The unit saw the departure of 2 reserve officers and the appointment of 7 new members. Field Training Officer Nick Prigge resigned after being hired by the Bismarck ND Police Department as a Full-time Police Officer. In 2012 we welcomed the promotions of Officer Follmer to Sergeant and Sergeant Chaffee to Reserve Captain. At the end of 2012 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 2012. The Reserve Unit is currently made up of 12 Reserve Officers.



The reserve unit completed 5,383.5 hours of volunteer hours to the Big Lake Police Department and City of Big Lake. The unit surpassed the lofty goal of 3,500 hours set at the beginning of 2012. 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 2012. The list of reserve activities and areas of assistance is huge. All members of the reserve unit completed OSHA "on-line" training and are NIMS compliant. The reserve unit assisted the police department with a huge office move from the old facility back

to City Hall and the reorganization of the Big Lake Police Department archival file system. Personally and with the assistance of Sergeants and Follmer, and Captain Chaffee we completed the Reserve Officer Field Training Course for new reserve officers appointed by the City of Big Lake. This was a huge undertaking that was completed and will assist in the training of all new reserve officers. The Big Lake Reserves were also all trained as certified Project Lifesaver searchers. This accomplishment allowed the reserves to reach or exceed every goal set for 2012

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. The reserve unit set a goal of 6,000 service hours for themselves. The department has set goals to recruit and maintain our volunteer staff. It would be another goal to increase reserve staffing to 15 members and complete all training for those new reserves.

- **3760 Captain Guy Chaffee**
- **3761 Sergeant Justin Boster**
- **3762 Sergeant Aaron Follmer**
- **3764 Crystal Gassman**
- **3773 Nathan Beyer**
- **3768 Benjamin Jarvi**
- **3770 Joseph Renner**
- **3771 Ryan Martin**
- **3766 Nick Simon**
- **3767 Austin Sable**

- 3769 Michael Mingo
  - 3772 Kaitlin Otto
  - 2012 Service Hours to Date
  - Hours donated in 2012=5,385.5
  - Volunteer Value (\$15) \$80,782.50
- 

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

After initialing starting our Big Lake area C.E.R.T. Team in 2011 with 20 participants, we ended the year in 2012 with 14 team members remaining. Those that left the program did so either because they moved out of the area or decided they were not able to give enough time and effort to the program. During this past year, we held seven meeting-training sessions. We usually have approximately  $\frac{3}{4}$  of the total team in attendance at each meeting. At each meeting, we discuss other departmental area trainings that are being offered around the state which all C.E.R.T. members can attend, as well as bring up any departmental events that C.E.R.T. members can assist with, such as SpudFest, Night To Unite, and Big Lake Night Out. During the year, we offered several video trainings such as Disaster Psychology, Fire Safety, and Safety "In the after Disaster." We also held other trainings, some of which speakers were brought in to give presentations. These included such topics as radio usage, traffic control, Project Lifesaver, and Skywarn. The C.E.R.T. Team will begin meeting bi-monthly during the upcoming year. There are no current plans for adding more C.E.R.T. members; however when feasible, this will be explored in greater detail at a later date.

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

- Aaron Aanerud
  - Justin Boie
  - Julie Davis
  - Nikki Gruber
  - Tricia Hedsrom
  - John Krohn
  - Mark Lindula
  - Pam Lindula
  - Brian Olene
  - Elizabeth Roberts
  - Janae Stern
  - Justin Thooft
  - Rebecca Vaughn
  - Theresa Wolfe
- 

## OUTREACH AND PROMOTION

The Big Lake Police Department has a 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 undertake to facilitate this in 2012.

**Facebook:** A Facebook account was created, 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 4,000 Facebook Subscribers.

**Web Page:** The Big Lake Police Department acquired the domain name of: [www.biglakepolice.com](http://www.biglakepolice.com). Extensive updates were made to the Big Lake Police Department Web Page to include; full coverage of the department, staff over view, department structure, services, press releases, and activity reports. This site continues to grow each week.

**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 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.

**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. This new look, speaks of the professionalism of those operating them. A 2013 Police Interceptor put into service in 2012 was the first to show the new look, and 2007 Crown Victoria operated by the Reserve Officers was painted through a donation to match.

---

## 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 four Crime Free Multi-Housing meetings in 2012. 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 eight 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, Police Chief, and the Fire 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. This past year, we offered Terrorism Awareness and Prevention (TAP) Training to all participants. This was offered through a video presentation and talked about the different aspects of what property managers and owners can be aware of regarding terrorism in their buildings and the surrounding community.

---

## DEPARTMENTAL FLEET



One of the largest capital 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 2012 the following vehicles comprised the fleet;

Unit	Vehicle	01/2012	12/2012	Total	Assignment
Unit 727	2013 Interceptor	N/A	4,627	4,627	Day Shift
Unit 726	2011 Crown Victoria	1,000	23,957	22,957	Afternoon Shift
Unit 725	2010 Crown Victoria	25,560	48,568	23,008	Power Shift
Unit 724	2009 Crown Victoria	62,622	85,863	23,241	Spare
Unit 723	2008 Crown Victoria	119,579	138,999	19,420	Chief
Unit 722	2007 Crown Victoria	134,980	152,562	17,582	Reserve Officers
Unit 718	2004 Tahoe	47,944	63,518	15,574	Nights / Investigators

In 2012, a 2005 Crown Victoria was retired, Unit 727 was the replacement for that vehicle. Unit 723 was assigned to a shift, but due to mechanical problems pulled and assigned to the Chief. A Nissan Ultima, and Chevrolet ¾ Pickup were retired from the fleet and sent to auction, bringing the size of the fleet from 9 to 7 vehicles the end of 2012. A continued emphasis will remain on fewer, but better vehicles. In 2012, 126,409 miles were put on the vehicles assigned to the Big Lake Police Department, patrolling our roadways and responding to calls for service. This is equivalent to the life span of a vehicle, and necessitates the continued replacement of a minimum of one car per year.

---

## CALLS FOR SERVICE AND CRIME RATES

### Total Calls for Service by Staffing Levels:

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

### 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 on 2011 and 2012 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	% Change
Robbery	1	0	-100%
Burglary	28	23	-18%
Theft	217	226	+5%
Assault	32	28	-12%
Narcotics	7	14	+100%
Crimes against Family	161	141	-12%
DWI	29	39	+26%
Disturbing the Peace	96	114	+16%
Harassment	132	118	-11%
Property Damage	132	142	+8%
Criminal Sexual Contact	11	11	0%
Trespass	16	28	+43%
Fraud	40	51	+22%
Missing Person(s)	22	21	-5%
Animal at Large	100	62	-38%
Traffic Accident-Property Only	125	100	-25%
Traffic Accident-Injury	38	27	-29%
Traffic Accident-Fatal	0	1	+100%
Animal Complaint	186	132	-19%
Suicide Attempt	10	11	+10%
Death	7	6	-14%
Medical Emergency	324	325	0%
Mental Health	28	25	-11%
Domestic Disturbance	150	143	-4%
Public Assist	232	190	-18%
Agency Assist	163	218	+25%
Security Alarm	185	183	0%
Civil Complaint	273	305	+10%
Traffic Stop	1,375	1,956	+30%
Traffic Complaint	251	241	-4%
Suspicious Person	77	100	+33%
Suspicious Vehicle	105	124	+13%
Juvenile Complaint	153	177	+14%
Fight in Progress	20	20	0%
Noise Complaint	41	37	-10%
Welfare Check	135	166	+19%
Suspicious Activity	140	165	+16%
Predatory Offender	34	45	+25%
Vehicle Lock Out	190	189	0%
All Other Calls	1,429	1,200	N/A
<b>Total Calls For Service:</b>	<b>6,501</b>	<b>7,104</b>	<b>+9%</b>

## Total Calls for Service by Time of Day:

00:00 – 01:00	218	267
01:00 – 02:00	178	254
02:00 – 03:00	142	148
03:00 – 04:00	76	85
04:00 – 05:00	66	95
05:00 – 06:00	72	76
06:00 – 07:00	84	99
07:00 – 08:00	140	128
08:00 – 09:00	237	251
09:00 – 10:00	249	294
10:00 – 11:00	333	317
11:00 – 12:00	336	293
12:00 – 13:00	272	339
13:00 – 14:00	317	368
14:00 – 15:00	392	387
15:00 – 16:00	401	449
16:00 – 17:00	393	432
17:00 – 18:00	430	392
18:00 – 19:00	356	390
19:00 – 20:00	411	429
20:00 – 21:00	377	442
21:00 – 22:00	397	454
22:00 – 23:00	343	378
23:00 – 00:00	281	346

## Major Crimes Reported Years 2003 – 2012

2003   2004   2005   2006   2007   2008   2009   2010   2011   2012

### PART I Crimes:

Criminal Sexual Conduct	25	18	19	11	19	10	35	12	9	11
Robbery	1	2	2	0	1	1	1	0	1	0
Assault / Terroristic Threats	118	160	163	108	100	100	70	75	32	28
Burglary	30	27	31	43	49	29	20	21	28	23
Theft	185	206	254	357	318	219	179	158	211	220
Motor Vehicle Theft	16	11	11	9	15	9	1	8	6	6
Arson	0	0	0	1	0	2	1	1	0	0

**PART II Crimes:**

Forgery / Counterfeiting	8	16	23	33	18	11	11	13	1	1
Fraud	33	38	59	61	54	45	35	40	40	51
Stolen Property (possession of)	3	5	9	8	8	6	1	0	0	1
Criminal Damage to Property	140	153	152	161	151	165	96	110	132	142
Weapons	10	26	16	13	10	4	3	1	0	0
Prostitution	1	1	0	1	0	0	0	1	0	0
Narcotics	179	264	198	173	116	51	30	31	7	14
Family/Child - Neglect/Malic Punish/Endanger cases	19	22	22	19	16	23	3	4	5	4
DUI	63	117	91	120	114	49	44	43	29	39
Liquor Laws	68	101	134	117	103	31	54	38	3	8
Disorderly (Harassment)	261	233	289	270	244	172	163	160	152	118
Other Crimes - Such as fleeing officer, juvenile runaway, curfew, obscenity, trespass, crimes against admin of justice	181	238	307	248	184	99	90	74	80	168
<b>CRIME TOTALS</b>	<b>1339</b>	<b>1638</b>	<b>1780</b>	<b>1753</b>	<b>1520</b>	<b>1026</b>	<b>837</b>	<b>790</b>	<b>736</b>	<b>834</b>

Big Lake continues to be amongst the safety communities in our state, there are no trends that stand out as disturbing for 2012. 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.

---

## Comparable Agencies Study

During the 2012 Budget Process, an informal study of police departments in similar sized communities was undertaken. The survey includes sworn staff, budget allocations versus total city budgets, citizen to officer ratios, and supervisory structures. Comparing similar sized communities, and their police resources, provides useful insight, but yet we still recognize every community has unique needs and demands.

Cities that were used in the comparison 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>
<b>Big Lake:</b>	<b>10,157</b>	<b>11</b>	<b>\$1,231,064</b>	<b>1.08</b>	<b>\$121</b>
<b>Average:</b>	<b>9,827</b>	<b>14</b>	<b>\$1,713,282</b>	<b>1.44</b>	<b>\$178</b>

What this chart illustrates 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.

---

## Forfeitures

In 2012, the Big Lake Police Department forfeited the following vehicles:

### VEHICLE

### STATUS

1995 Buick Roadmaster  
2004 Saab Convertible

Awaiting Judicial Notice  
Awaiting Judicial Notice

### WEAPON

### STATUS

Sig Sauer  
Ruger P89  
Accutek .380  
Smith and Wesson 9mm X3  
Taurus  
Ruger

Traded to Streichers  
Traded at Streichers

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 2012 the Big Lake Police Department began a program to dispose of firearms through Streichers Police Supply in Minneapolis. Firearms are traded for their wholesale value towards store credit, which can be used for the needs of the department.

In 2012, forfeitures grossed a total of \$4,500. Of course, 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 2012 the Big Lake Police Department's forfeiture inventory included 3 vehicle pending further action.

---

## BUDGET OVERVIEW

### Revenue-Highlights

- \$72,816 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.

- \$22,800 in fines were received, this is in contrast to the \$15,000 budgeted.
- \$3,782 was received from the State of Minnesota Post Board, this is used to offset the cost of training Police Officers.
- \$5,800 from sale of fixed assets, two patrol cars and a Ford Ranger Pickup were sold at auction.
- \$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.
- \$10,258 was received from the COPS Grant, this position was not filled so a projected revenue of \$60,000 will not be realized, at the same time it will not be an expense so it's a neutral budget issue.
- Forfeiture accounts were created, as required by State Law, for DWI and Narcotics Forfeitures. These funds have to be separated from general fund revenue. As a result two vehicles sold, were deposited into these accounts, totaling \$7,550. This creates a shortage of about \$3,000 in this projected revenue source.

### **2012 Budget Expenditures and Issues:**

- \$145,230 overage expenditure to the Police P.E.R.A., this is the account that was utilized for settlement payout to the prior Chief, a non-budgeted expenditure.
- \$2,500 engine in 722 – hail damage repaired created a \$4,900 overage in vehicle maintenance.
- \$11,798 overage in fuel expense – this was the result of fuel being at or over \$4.00 per gallon most of the year. Changes have also been implemented to end the practice of allowing vehicles to idle when unoccupied.
- \$6,700 in contractors hired for interim Chief of Police Steve Doran, this created an overage in this category.
- \$12,841 overage in Other Operating Expenses – Non-budgeted unemployment benefits were charged to this account.
- \$3,528 expense for Audit which was not budgeted for.
- \$9,752 overage to court fines. This is the cost shared expenditure to the County Attorney for prosecution services. This has been moved to the category legal for 2013, there was \$0 budgeted for this category for 2012.
- \$1,926 in overages to uniform allowance. About \$1,000 of this is for bullet proof vests replaced, this was offset by state reimbursement on the revenue side. About \$900 was attributed to not tracking individual uniform allowance amounts accurately. This has been corrected, and will be recovered in 2013.

### **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

\$5,000 Elk River Lions – Carried over to 2013.

- \$1400 Wall at City Hall
- \$2300 Clothing/Equipment for new reserves.

- \$700 Digital Camera for Investigations/Patrol
- \$500 Additional Digital Recorders
- \$500 Upgrade to Interview Room – Reusing Digital Recorder from old PD
- \$1,600 Replace 2 Tasers

\$2,500 value of a traffic laser donated by the MN Office of Traffic Safety.

### **Final Result:**

The 2012 Police Department Budget was: \$1,285,450, and our ending expenditures were: \$1,382,228. Removing non-budgeted settlement amounts paid for through other funding sources outside the Police Budget leaves an ending expenditure of: \$1,227,087 or 4.5% under budget.

---

## **Future 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. Because law enforcement is a technology based profession, many capital needs fall in that category. Future capital needs include:

- Replacement of laptops in squad cars.
  - Replacement of at least 1 squad car per year, over the next 5 years.
  - Replacement of 2 desktop computers per year for office work.
  - Replacement cycle for Tasers, currently 8 are at their life span limit.
  - Replacement of in-squad video system.
  - Replacement of server for in squad video, and departmental data.
- 

## **Departmental Goals for 2013**

Goals for the coming year include;

- Continue to review and implement policies, rules, and regulations.
- Add and implement a supervisor within the department.
- Evaluate current structure and assignments for most efficient use of staff.
- Continue on a path of building bridges within our community.
- Grow revenue sources and look for donations – cost efficiencies.
- Increase departmental training including; firearms, driving safety, and pursuit intervention.
- Add a firearms instructor.
- Paint and re-decal all patrol cars to the new configuration.
- 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.
- Reduce calls for service for gas drive off complaints.
- Evaluate vehicle unlock procedures.

---

## 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.

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

