



Shepherd Police Department



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April 25th 2009

President Lee Coughlin
Law Enforcement Oversight Committee
Village of Shepherd Council

This document will be an overview of activities throughout the Maple Syrup Festival (MSF) Event for 2009. It will also address areas in need of attention and pre-planning for the 2010 event.

The 2009 Maple Syrup Festival officially started Thursday, April 23rd 2009 and continued on Friday, April 24, Saturday April 25th and Concluded on Sunday, April 26th. The official start times were nine o'clock in the morning until dark on most nights excluding Sunday. Sunday ended after the parade which was approximately four o'clock. There was a variety of activities within the village along with the carnival which was established outside of the village limits.

Law Enforcement Schedule

The Shepherd Police Department worked an aggressive schedule. The hours worked for officer Janofski and Police Chief Michael Main are as follows:

	Thursday		Total	Friday		Total	Saturday		Total	Sunday		Total	Total Per Officer
Main	7:30	0:01	16.5	10:00	2:00	16.0	10:00	2:00	16.0	10:00	16:00	6.0	54.5
Janofski	14:00	0:01	10.0	10:00	2:00	16.0	10:00	2:00	16.0	10:00	16:00	6.0	48.0
Total Hours	102.5		26.5			32.0			32.0			12.0	

Law Enforcement Mutual Aid

A discussion was held with the Isabella County Sheriff Leo Mioduszewski and the Michigan State Police Post Commander Lt. Chris Stolicker in regards to law enforcement activities for the three and half day event. This was broke down into two different areas –

1) The first area addressed mutual aid request for extra patrols including foot patrols, extra presence via patrol units and visibility in establishments selling alcohol. The Michigan State Police (MSP) and the Isabella County Sheriffs (ICSD) office did provide as much visibility as possible including foot patrols and vehicular patrols. Their ability to provide extra presence however was governed by complaint and call loads during this time. There was one liquor inspection performed by the Isabella County Sheriff's deputies on Saturday night at the Shepherd Bar and Grill.

2) The second area discussed with both ICSD and MSP was the jurisdiction matter involving the event. I informed the MSP and ICSD that the carnival rides were outside of the jurisdiction of the Shepherd Police Department. It was determined that the Shepherd Police Department would handle all non-essential complaints stemming from that area through the deputization from the ICSD. In the event of a major crime one of the proper jurisdictions would be contacted for direction on handling the matter.

The Shepherd Police Department was also granted permission by the Sherman Township Marshall Robert Hooker to use a Yamaha Rhino® side by side ORV. The ORV was outfitted with law enforcement lighting. This mode of transportation was highly effective in traffic control, law enforcement response in emergency situations and community relations.

Non-Law Enforcement Assistance

The Shepherd Police Department was assisted twice by the Isabella County Emergency Management and the Citizens Emergency Response Team (CERT). The CERT team guided by Isabella County Emergency Manager Marc Griffis assisted with traffic control at intersections with in the village during both the Emergency Vehicle parade on Friday night and the annual float and attraction parade on Sunday. The CERT team arrived one hour early for briefing on assignments. They also were equipped with their own communication, safety vests and other equipment. The Shepherd Police Department was given four (4) radios to distribute to officers to allow communication between the police department and CERT personnel. The CERT also provided several radios for the parade committee on Sunday to allow communication. These frequencies were also monitored by the Shepherd Police Department.

Law Enforcement Issues

During the event the Shepherd Police Department attempted to document all activities that were reported, dispatched or responded to. The Shepherd Police Department documented thirty incidents starting Thursday and ending Sunday. These incidents were general non-criminal, civil, criminal and assist in nature.

A total of ten actual complaint numbers were pulled and reports issued. Only two of the reports were criminal in nature. These two reports were disorderly persons which were handled on scene requiring no arrests.

There were several parking issues caused by yard sales throughout the village. The Shepherd Police Department took a proactive approach and was able to keep the streets open for emergency traffic. During all of the contacts made no citations were required to be issued nor were there any vehicles that required removal caused by the sales.

The break down listed below is a more detailed list of the incidents by day, time and description.

**Shepherd Police Department
Activity Sheet
Maple Syrup Festival**

Day	Officer	Disp	Clear	Event
Thursday	Main/Janofski	18:00	18:20	Health/Safety - Wright/First
Thursday	Main/Janofski	19:35	20:00	Civil Complaint - Threats
Thursday	Main/Janofski	20:00	20:15	Missing Child
Thursday	Main/Janofski	22:46	23:00	Traffic Stop
Thursday	Main	10:00	10:15	Parking Issue - Chippewa Street - No Issue
Thursday	Main	10:40	11:00	parking Issue - Fourth/Cottage
Thursday	Main	11:19	11:30	Health and Safety 741-22-09
Thursday	Main	13:00	13:20	Vehicle Fire 741-23-09
Thursday	Main	13:20	13:30	parking Issue - Fourth/Cottage
Thursday	Main	14:40	14:50	Parking Issue - Pleasant Valley/Shepherd
Thursday	Main	14:50	15:00	4 wheeler on the road (Wright Ave) Timber Creek
Thursday	Main	16:00	16:15	Child Locked in vehicle, service rendered
Friday	ICSD	1:32	1:36	Alarm
Friday	Main/Janofski	13:05	13:27	Medical Assist
Friday	Janofski	14:00	14:10	Notify Vendor of House Fire
Friday	Main	14:40	14:50	Health/Safety - BBP on side walk
Friday	Main/Janofski	17:51	18:00	Miscellaneous Issue - Questions about Juv Daughter
Friday	Main/Janofski	18:40	19:00	General Non Criminal - Harrasment Carnival
Friday	Main/Janofski	19:30	19:45	Lost Child
Friday	Main	20:26	20:27	Traffic Stop
Friday	Main/Janofski	23:30	23:37	Disorderly
Saturday	Janofski	9:55	10:10	Civil Matter - Tow issue by DPW
Saturday	Main/Janofski	10:00	12:00	Weather Issue for Event
Saturday	Main/Janofski	14:30	15:20	Weather Issue for Event
Saturday	Main/Janofski	16:00	16:20	Juvenile Issue - Under age smoking
Sunday	Non Dispacth	10:43	10:43	Suspicious Situation - Children on Telephone
Sunday	Main/Janofski	13:44	13:52	Disorderly
Sunday	Non Dispacth	16:29	16:29	Suspicious Situation - Someone walked around a house
Sunday	ICSD	17:29	17:39	Reckless Driving

Off Road Vehicle Permits

The Village of Shepherd council enacted a variance to the off road vehicle (ORV) requirements for the Maple Syrup event. The Variance allowed certain ORV's such as side by side carts, golf carts etc. The variance outlined some safety regulations such as hours of operation, certain streets and locations in which the ORV's were not allowed to travel on and a permit process.

During this permit process the Shepherd Police Department registered fifty-one (51) ORV's. There was one fire department, one police department and seven festival committee ORV's that were registered without charge. A total of two-hundred and fifteen dollars (\$ 215.00) were generated for the sale of permits. There were also ten dollars (\$10.00) dollars generated in this amount from the sale of Orange flags that Council Member Kevin Edwards had purchased for re-sale to people registering their ORV. These funds have been turned into the Village Clerk for processing.

Traffic Control Order(s)

There was one traffic control order signed for the Maple Syrup event. This order is listed below and was only active for the MSF. This order was to deny parking on the North side of Red Maple Lane from Chippewa Street to the turn around.

Traffic Control Order Number	09-0003
Issued by	Chief of Police Michael Main
Department Requesting Order	Dept of Public Works
Requesting Dept Head Signature	
Date Issued	4/20/2009
Date Filed with Clerk	4/21/2009
Date of Expiration	4/27/2009
Resolution Adopted	N/A
Status	Temporary

Issue Identified for Improvement

The Shepherd Police Department addressed the following areas for improvement related to the police department.

- 1) Pre-planning – the Shepherd Police Department will be very active with the planning team for the MSF in the next upcoming year. This will allow open communication involving events, staffing, scheduling, traffic related issues and law enforcement concerns.
- 2) It is highly recommended that the registration personnel obtain and/or distribute a name and emergency contact information for all campers, motor homes or equivalent that register for the weekend. This list will then be generated into a MS Excel© sheet and uploaded into the reverse dialing Citywatch© system available for Isabella County. This notification system can be used for inclement weather or other emergency situations.
 - a. This is also true for yard and garage sales. It is recommended that yard and garage sales be registered so that in emergency notifications can be made quickly and effectively.
- 3) Pre-Planning review between the Shepherd Police Department and the Shepherd Tri-Township Fire Department for emergency needs and response. This will also include evacuation routes to assure emergency vehicles can respond into or out of the Village of Shepherd.
- 4) Pre-Planning with Parade staff to assure all participants understand pre-line up, parade route and post line up procedures.
 - a. Also during this planning it should be communicated to all participants of the parade the inherent danger of throwing candy or other items from a moving vehicle into the crowd versus someone on foot distributing such items. All participants that wish to hand out items should be encouraged to do so on foot for safety reasons.
- 5) Off Road Vehicle Registrations- I believe that the permit policy was a success and should be reviewed in the upcoming year. However there are a few areas that should be addressed and they are as follows;
 - a. Handi-cap permits for restricted roadways during certain events such as the Car Show and Parade.
 - b. Review of Chippewa Street near Red Maple Lane. ORV's under the variance were not allowed on Chippewa Street which did not allow them to access Red Maple Lane.
 - c. Another area of discussion should be in regards to the event staff which use ORV's for the event. There were several ORV's that were not charged as they were being used for the event. However, these ORV's at times were being used for personal needs.
 - d. An aggressive effort to inform and pre-register ORV's should be taken. This could be done via online through the Shepherd Police Department website or other means. This was a time consuming effort for the police department and would be beneficial if there was a pre-registration procedure.

- e. The registration permit should be reviewed. It may be feasible to sell a flag and flag pole which could be sold as the permit. This would allow compliance with the variance and could be easily visible by law enforcement. A decorative design pertinent to the MSF or Village could be placed on the flags for a souvenir.
- 6) Communications – The Shepherd Police Department will need to address a communications plan and procedure for the upcoming year. At times officers were using three different radios along with cellular telephones to communicate with multiple stakeholders. This plan will include primary frequencies for emergencies (Police Main and LEIN), an event channel for day to day operation (TBD). This plan should include communications with outside law enforcement, internally for the Shepherd Police Department, Shepherd Tri-Township Fire Department (Fire South, DNR and STTFD repeated frequencies) and the CERT/Parade personnel.
 - a. This can be accomplished by creating a radio program list and re-programming law enforcement radios.

All in all the event related to the Shepherd Police Department was a positive experience. I believe long hours and pro-active law enforcement contributed to the overall success and safety of the event and village. There was a great positive working relationship between the police department and Department of Public works, ICSD, MSP, event staff, CERT, Shepherd School, visitors and community residents. I would also like to thank Officer Janofski and his family in regards to some very long hours served. The Shepherd Police Department looks forward to the next years planning and process, and to make the event a positive and safe time for all who attend.

Respectively, Chief of Police



Michael J. Main