



Village of Shepherd Police Department

2009 Year Review

Overview

The following information will outline the last twelve months of the Shepherd Police Department. When I started shortly after the first quarter as the Chief of Police there was little documentation that I could find on previous statistics from the police department. With out these baseline statistics it is hard to gauge the productivity of the department but I certainly feel we have been very proactive in several areas involving the police department and Village. When I started I had the following mission and vision statement:

To serve the residents of the Village of Shepherd in a manner that provides a professional and timely response to requests for service; fair and equitable enforcement of laws; and respect for the constitutional rights of all persons.

The Village of Shepherd Police Department shall lead in developing collaborative working partnerships with all of the local community and public safety agencies. Personalized community service shall be provided directly through community policing, liaison, juvenile intervention and law enforcement cadet programs

Through our leadership, courage, and relentless pursuit of service and excellence the Village of Shepherd Police Department will lead the community through the 21st century.

I believe we have taken a very positive step towards these statements. We have moved forward on several areas such as positive and constructive connection with the business district of the Village. The department has established an email network with the majority of the business that has chosen to participate. This network has allowed quick communication between the department and local business owners including the Shepherd School's. The department has had very good feed back from this communication network and will continue persuade those not participating to join this partnership. The department has also worked with several different local businesses at times on issues that have arisen.

Department Accomplishments

The department has taken steps to increase its professional image. These steps included a re-organization of offices and office equipment. The offices outlay was designed as to have people who needed law enforcement services feel comfortable and confident that they could sit down and speak with an officer in a clean and professional environment. The offices were cleaned and office supplies organized to help portray that image. The department has painted the office(s) to show a neutral but yet professional image.

The department took steps to become as transparent as possible with the Village and governing board. The department established documents which outlined monthly activities which included criminal and non-criminal matters in the Village, ordinance issues, traffic related issues along a general synopsis of what the officers of the department were accomplishing throughout the month. There has been an ongoing attempt to keep council members and employees of the Village up to date on a daily basis through email and other sources when applicable.

There is also a positive effort underway to establish a policy and procedure manual for the police department. This manual will benefit the Village and the law enforcing officers that work for the Village, with set standard of rules that both parties have agreed upon.

The department also took a proactive stance on training for its employees. The training budgeted line item was very minimal but with interaction of other agencies the Shepherd Police Department has been able to acquire free or nearly free training which has brought the department into compliance with some Michigan State standards. The Shepherd Police Department will continue to strive to educate and train its employees aggressively to assure the best quality of law enforcement of its officers and create the best officer safety skills possible. The department has also been able to attend seminars and conferences which allow the best and latest working knowledge of police practices and other law enforcement related matters.

The Shepherd Police Department has strived to have a community philosophy which included community events and activities. The police department attempted to be part of all activities within the Village and surrounding area. The department used this time to foster good community relationships and build for future community involvement and trust.

The Shepherd Police Department has worked very hard to establish a professional image for other law enforcement departments in Isabella and surrounding departments. The Shepherd Police Department currently is involved with countywide projects and capital improvement opportunities. These include such things as grant funding through the emergency operations center, countywide records management and future communications compliance needs. The Shepherd Police Department receives frequent calls from other jurisdiction for advice and assistance with issue they have within their jurisdictions.

The department has been able to gain open communications with the Shepherd Argus news paper and The Morning Sun news paper. The Shepherd Police Department exchanges crime blotter on a daily basis with both papers.

The department has been able to audit records held by the department along with the evidence that it holds. The department has also been able to inventory all items that are possessed by the department with a replacement cost provided. The police records have been organized and audited as well.

Capital / Other Improvements

The Shepherd Police Department has been very fortunate this year to have been able to take advantage of very good pre-planning by current and previous Village council members and staff. The department has been able to purchase a fully loaded police package patrol unit. This patrol unit has been a very good success since it was placed into service. There has been good positive feed back from the community. The vehicle has allowed a safe working environment for the officers who use the vehicle on a day to day basis.

Another area in which a capital improvement has been obtained is the class A uniforms that the officer are now wearing. This change in uniforms has been received extremely well from law enforcement and non-law enforcement related people. It also gives the officers a sense of pride and professionalism to have a uniform that looks respectful.

The department has been able to secure the ability with the help of the Clerk's office to update its records management system, computer hardware and shared server. These items will be completely installed and online by March 2010. This improvement will allow the police department to become complaint with the State laws that require mandatory reporting not to mention the ability to access files and records from remote locations. The purchase of two computer terminals and one laptop computer will ensure stability for what we need to accomplish.

The department was also awarded grant opportunities which involved two mobile police radios for the patrol units, community policing supplies, breaching tools, closed caption television security system/interview room, equipment for bicycle unit and in car video camera. The radio's have yet to arrive but have been ordered and are anticipated soon. These radios's will allow us to become compliant in the patrol cars and will have the capable of a large volume of technically enhanced options. They are also compatible with the radio system that the Shepherd Tri-Township Fire Department recently purchased. These radios will assure that we have better then adequate communication with our fire department companions. The second grant award was for community involvement with the youth of Shepherd. This allowed the department to create an inventory of community policing supplies for the upcoming year. The breaching tools were awarded through Region Six Home Land Security monies. Confirmation of this equipment has just recently occurred and equipment will be in the department's possession very soon. The department was awarded a Byrne JAG and Governors Discretionary Grant. This will allow the purchase of the following three items. The first is a closed caption security system will be installed for the entire building allows officer, staff and visitor safety. The system will be used designed as a instant interview room when needed with audio and video recording capabilities. The second is for the purchase of a state of the art in car video recording system to be installed in the new patrol unit.

The last part of this grant will allow the purchase of emergency equipment to complete the equipping of two police bicycles for patrol purposes.

The department has self educated themselves on a new Village website. The department utilizes and promotes the Village of Shepherd website. The department has posted wanted persons, missing children, financial scam alerts and pertinent Village ordinances on the website. The department will continue to use this valuable tool to assist in the day to day operations of the department and Village.

Maple Syrup Festival

The Maple Syrup Festival (MSF) is without doubt one of the most notable events for the Village. The department was able to make an aggressive approach to visibility and community involvement. The department was able to institute an off road vehicle registration that allowed a better flow of traffic and created some revenue for the police department. A positive approach to incidents on this weekend assisted the department in providing a safe and enjoyable event.

Future Goals

The department understands that this has been an exceptional year for capital improvements and that such purchases are not necessarily the norm. The capital improvements that have been secured thus far will allow the department to reach out and do some positive things in the next several years. Some of the future goals of the department are as follows;

The department recently was given an employee from the Michigan Works department program to assist with organizing old police records along with a variety of other tasks. The department will be able to not only have all the records in one area but it also has them chronologically in order. Those records that have passed the retention period will be properly disposed in accordance with the Village policy. This goal is almost completed as of now and will benefit the department in locating old reports and files when needed.

The department will be formulating a process that will allow people to file non-emergency police reports via the website during times that a Shepherd Police Department officer is not on duty. These reports will be forwarded to the first on duty officer who will respond or contact the complainant. This will allow the department to serve the community better and when officers are not on duty.

The department also will begin an aggressive program to develop and recruit positive community members for the purpose of a neighborhood watch program. The department will sponsor the beginning meetings to assure their success and then will be take more of a partnership role. The department would also like to use this as a pathway into providing community programs such as contractor fraud seminar, substance abuse signs and symptoms of youth, home security tips and tasks etc. The department will provide power point presentations to the community via the lap top that has been purchased.

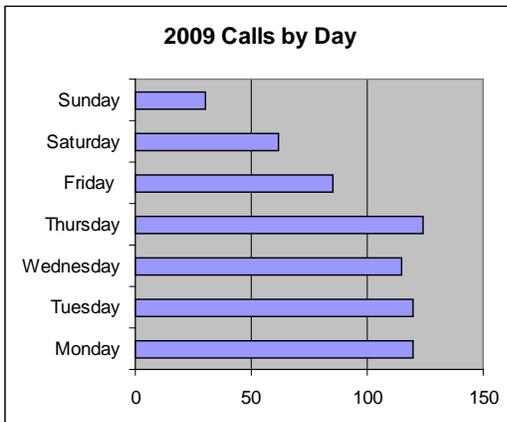
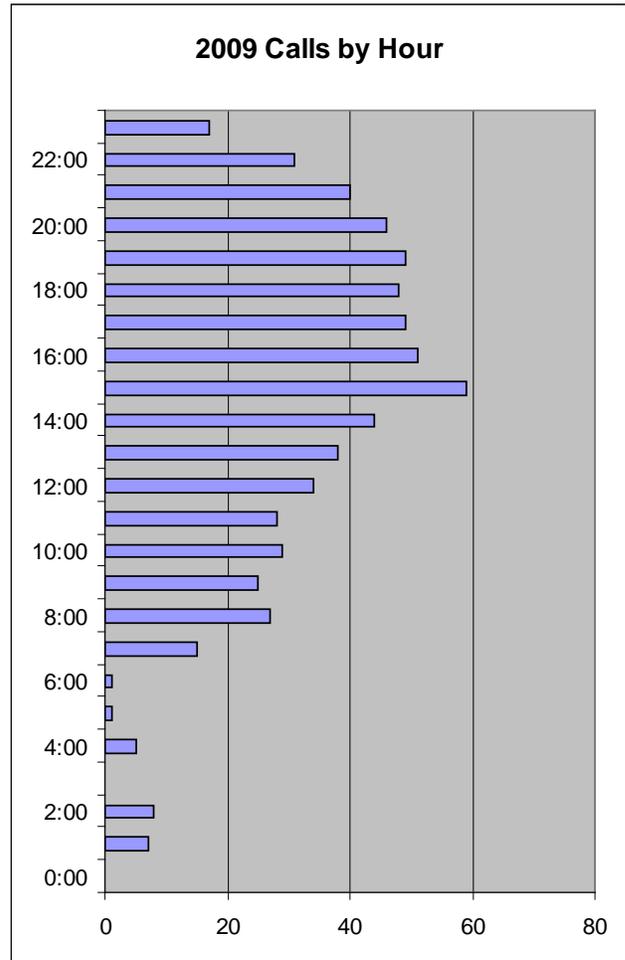
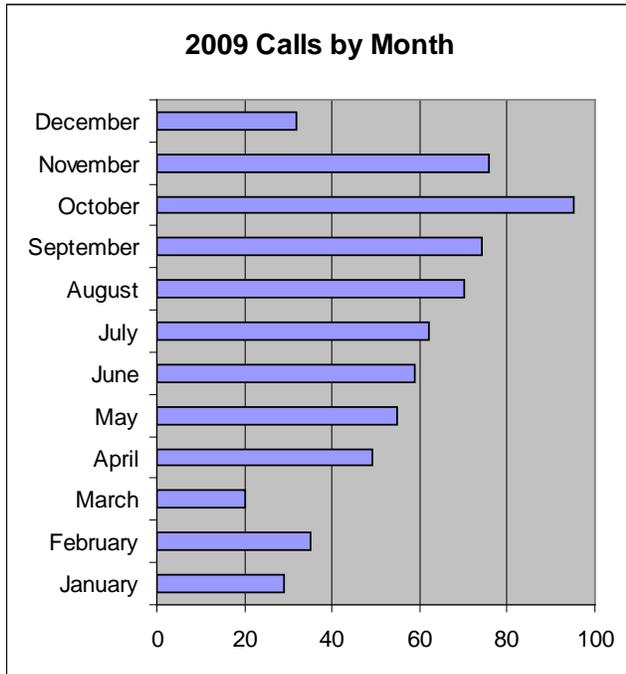
Another area in which the department would like to enhance will be the utilization of the police bicycle program throughout the riding months. The current grant funding

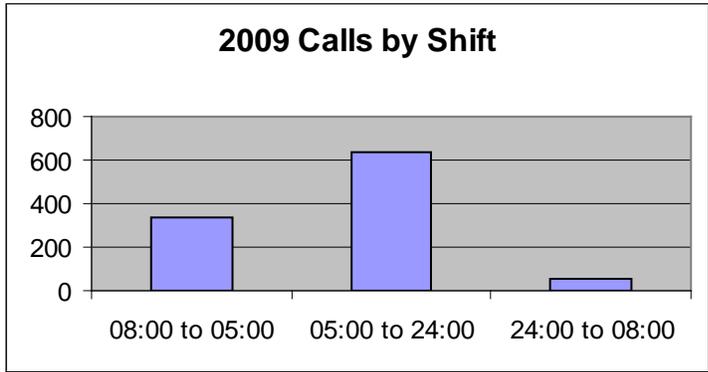
will allow the department to purchase the properly equipped two bicycles so that they can be used for this purpose. These bicycles will prove to be a valuable asset to community oriented policing.

The department will continue to provide community oriented policing during special events such as the Maple Syrup Festival, Public safety days and any other attraction that the Village of Shepherd will host.

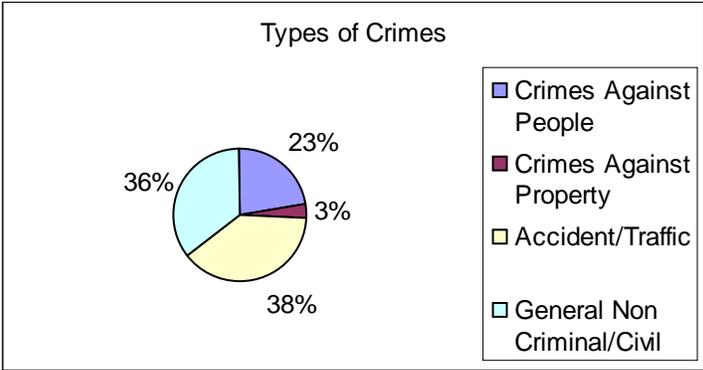
Calls for Service

The department took an aggressive approach to document calls of service including those that the offers self initiate and any walk in complaints. This was simply to show the workloads and allow crime analysis to occur. The department will use the new records management system in the future to hopefully and successfully track these calls for service. The department has listed in the following statistics for the calendar year of 2009. It must be noted that the first quarter of 2009 was not documented in the same manner as the remaining nine months.





Year Total	
Information Only	6
ICSD	68
MSP	25
Other	21
SPD	543
No Response	8
YSU	1
TPD	3
Total	675
Total 2008	556
Year Increase	119



Conclusion

I could not end without saying that the department staff has been very helpful in making this year a success. The entire Village staff including the DPW, Clerk and treasurers office has made the transition a very positive one. The cooperation of the Village council has been very refreshing and did not go un-noticed. All in all I believe it to have been a positive year for the department. I'm excited to start year two and see what positive outcomes can be accomplished with good cooperation and a little hard work.

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