



Village of Shepherd Police Department

2010 Year Review

Overview

The following information will outline the last twelve months of the Shepherd Police Department. This will be the first full year that complete statistical data was collected for 365 days. As you will read there was a large increase in calls for service and activities. It is unsure if there was in-adequate statistics kept over the last few years or just a large increase in call volume. Below is the vision statement that was created by the police department when I started. I believe that the department has continued this year to strive to meet these statement goals.

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.

The police department has continued throughout the year to be transparent on all levels and have open communications with all levels of government and the public. The department continued to build on open communications with email, website and Nixle. The police department updated the business contact list and continued to send pertinent safety and other related news to the local business through an email tree. The department also utilized the Village of Shepherd website to post and communicate matters to the general public which can be accessed world-wide. The Shepherd Police Department was proud to have joined forces with www.nixle.com. This communication portal allowed the police department to send emails and text messages to anyone who wished to sign up for the free service. This portal also was free to the Village and police department. Thus far we have over fifty community members signed up to the service. The police department is able to send weather related matters, safety issues and “week in review” of what occurred with the police department throughout the week. The department has used this to alert and request inquires about such things as suspicious persons, thefts and lost and found items. There has been a very positive response from the community while using this system.

Department Accomplishments

Again this year the department has taken steps to increase its professional image. The police department in conjunction with the Clerk's office was able to remodel the rest room facilities, clean and organize the second level of the building. This included painting walls and ceiling tiles, patching holes in drywall in the garage, installing drywall upstairs and painting. During this process the basement was cleaned with help from the department of public works.

The police department created a secure safe location for records and evidence. During the process of moving the evidence a complete audit and purge of the evidence occurred. All evidence was checked through court records and police department records. Evidence and property that was discovered to be "closed cases" were properly disposed off. A very accurate record of evidence now exists and can be easily checked year to year.

The police department continued to give a monthly review to the Village council of activities and statistics which I believe built trust and demonstrated very accurate list of what occurred month to month in the Village.

During the past twelve months the police department, police sub-committee and Village council continued to review and approve police policies. This procedure will continue until all policies have been reviewed and completed.

The department was also able to purchase some software which was used to create an online form. This form allows people to file non emergency reports online which can be submitted to the police department. This process will allow accessibility to the police department 24/7. The department has received several of these forms already and completed the follow up investigations as needed. The form can be obtained at www.villageofshepherd.org under the services section.

The department also was able to stay within its fiscal year budget that was approved by the Village council. The department was able to use fiscal responsibility throughout the year and return \$ 4,916.00 dollars back to the general fund that was not used or required.

Training and Conferences

The police department was able to take advantage of several conferences throughout the year. The department became members of the Delta College consortium which allowed several trainings to be free of charge. Other trainings were hosted by neighboring departments for no charge as well. The members of the department attended conferences which were paid through Region Six Homeland security, including lodging. The trainings and conferences attended were selected to enhance knowledge and skills of the police employees to provide the best possible police services available. The police department also submitted the necessary requirements to apply for state Law Enforcement Distribution (LED) funds in the amount of \$250.00. This money will be used to offset the cost of ammunition for the annual fire arms qualifications. The list below is some of the training and conferences attended during 2010. Through networking with other agencies, homeland security and the Delta College Consortium have allowed the department to attend all trainings free of charge.

- Forensic Interviewing of Children
- Large Scale Venue's Relating to Hazardous Weather
- Fire Arms Qualifications
- Legal Update
- Two Home Land Security Conference
- Forfeiture School
- Felony Stop/Pursuit Driving
- Community Anti Terrorism
- Active School Shooter
- Taser Update
- Pepper Spray Update
- Refresher on Standardized Sobriety
- Core Records Management
- Critical Infrastructure
- Interoperability
- Lien Audit training

Community Involvement

The Shepherd Police Department continued 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 department was involved with several events such as:

- Le Tour Race
- Presentation to for Eight Cap Pre-school
- Community day for IGA
- Breakfast on the Farm
- Blues Festival / Chicken Barbecue
- Cancer Motor Cycle Benefit Ride
- Special Olympics Law Enforcement Run
- Cub Scout Gun Safety
- Shepherd School games and recognitions.
- Maple Syrup Festival (see MSF section for further)
- The Shepherd Police Department initiated a bicycle patrol program. The department was awarded funds through a grant to outfit two existing bicycles which were used to patrol streets throughout the riding season. The program was received very positively.

Isabella County Law Enforcement Consortium

The Shepherd Police Department continued to present themselves as a professional image for other law enforcement departments in Isabella County and surrounding departments. The Shepherd Police Department currently is involved with countywide projects and capital improvement opportunities. One of the areas that the Shepherd Police department has been in involved in was the countywide records management system. Currently the consortium received a grant award of \$ 250,000.00 dollars for this project through the State of Michigan. The committee is working on

finalizing a vendor and to determine what components we need. The group was also able to obtain a grant for countywide crash reporting in the amount of around \$ 75,000.00 dollars. The systems will allow countywide interoperability and automatic transmission of data to the state and federal government.

The Shepherd Police Department also was part of the consortium's Western vs. CMU events. Several hundred law enforcement officers gathered to work through the earlier evening and night to keep a large venue event under control.

Capital / Other Improvements / Grants

The Shepherd Police Department once again had a successful year with capital improvement opportunities throughout the year. Some of these improvements are as follows:

- Core© TIMS records management system.
 - This system was installed and became operational in April. The system allowed the department to migrate all old digital police reports into the system
 - Another advantage of the system is it allowed the department to comply with Michigan Incident Crime Reporting (MICR). This makes us compliant with state and federal requirements.
- All new computers and lap tops were put on line along with the copy/fax/scanner integrated into the server.
 - The majority of the documents for the police department are now scanned into the system allowing an almost completely paper free environment. This has allowed the department to cut back drastically on paper and ink supplies throughout the year.
- The Shepherd server was also installed and made operational. This system allows council and staff to log into the system remotely from a computer offsite.
 - The police patrol unit was also synchronized to the system through wireless router and access point. This allows information to stay in sync between the police department and patrol unit.
- The police department was able, with new hardware and software, to complete a Law Enforcement Information Network (LEIN) audit. The previous audit conducted in 2004 failed. The department is now completely compliant in this with the State of Michigan and Federal government requirements.
 - The onsite inspection covered physical security, network security, record keeping, required trainings and policies.
- The department was able to organize and file all old police reports and records, these files have been secured in a locked area of the police department.
- Inventory of all equipment and supplies was completed and is now backed up on the server and offsite.
- Village unified traffic code was updated to the latest unified traffic controls issued by the State of Michigan.
- The Shepherd Police Department had an X26 Taser donated to the department by the Sherman Township Marshall. A value of around \$ 900.00 dollars.
- Laser Printer donated by the Think Learning Solutions owned by Marc Griffis. A value of \$ 350.00 dollars.

- Installation of two mobile radios in the patrol units and an additional purchase of two portables radios. A value of \$ 2,600.00 dollars
 - These items were grant items awarded through the Isabella County Emergency Management and Region Six homeland security.
- Purchased a live trap and dog catcher device (budgeted items) in anticipation of the new cat and dog ordinance that the village council is working on.
- AVL/GPS was purchased through existing funds for the in car computers from Isabella County. This system allows real time tracking of the patrol unit, speeds and locations.
- Shepherd Community Grant was obtained for almost \$ 600.00 dollars
 - The grant was used to purchase community policing supplies such as stickers, DNA kits and finger print kid cards.
- A Byrne Grant from the state was awarded in the amount of over \$ 12,000.00 dollars. This grant was used to purchase the following items:
 - Closed Caption Television System (CCTV) which has six camera locations and is recorded to a secure Digital Video Recorder (DVR).
 - Three cameras monitor activities inside the Clerk's office and police department.
 - Three Cameras monitor areas outside around the building.
 - There are three areas that have the ability to audio record upon request of the person sitting at that location creating an instant interview room for the police officers.
 - An in car video system was purchased for the new police unit. This video records internally to a DVR and to a Digital Video Disk (DVD). The system can record audio and video. The system can also record rear seat activities.
 - The grant also allowed the purchase of upgrades for the bicycles currently owned by the department. This equipment included emergency lights, sirens, duty bags, head gear and lighting for night riding.

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 continue 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. The entire break down of the 2010 Maple Syrup festival is located at the [Village of Shepherd website](#).

Future Goals

The department was again benefited from proper budgeting, grants and other resources. In doing so has increased the abilities to provide the best possible policing to the Village.

As the New Year is well underway the following goals will be strived for. The first will be to complete the process of organizing old police records. It will be the department's intent to move all old paper files into a digital format. This will allow quick

and easy access to these reports. It will also assure that all old reports will be properly stored and kept for the years determined by the Villages records retention schedule.

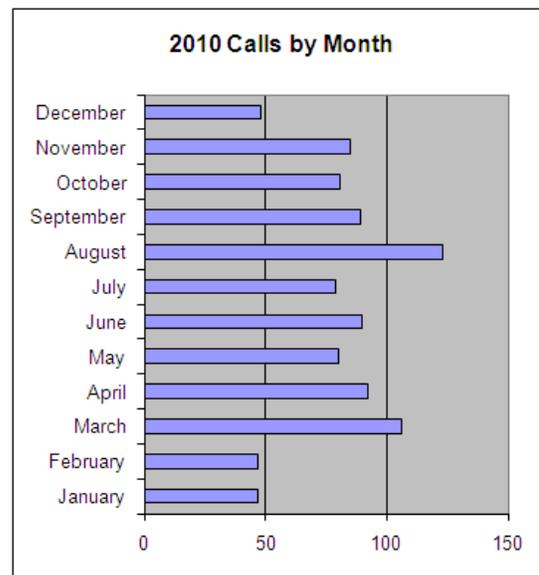
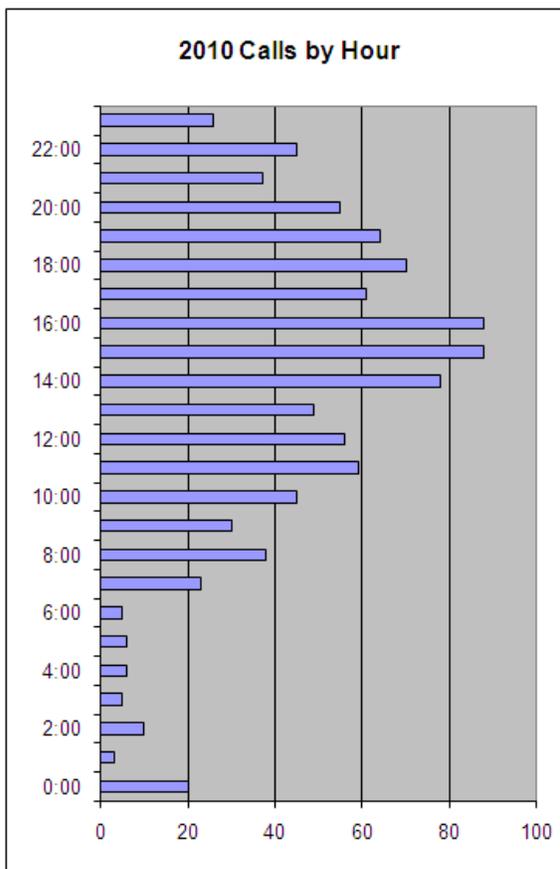
The department will also continue its goal of establishing a community policing concept including a neighborhood watch program. This program is a priority of the department but has been a difficult goal to accomplish due to time and man power requirements to initiate the program and run it.

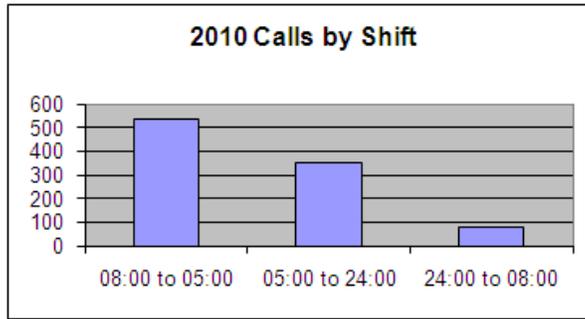
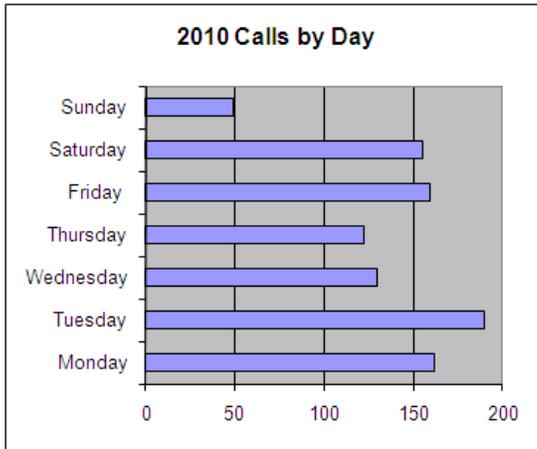
The department will focus on training for the upcoming year along with some new equipment for the officer which allows better trained personnel. The department will also focus on some new grants which include the Wal-Mart public safety grant, Bullet Proof Vest grant, Mt Pleasant/Shepherd Community Fund grant along with other local, state and federal grant opportunities.

The process and community involvement created thus far will be improved and strengthened as the year continues. The department will utilize all new equipment, training and experience to communicate and remain as transparent as possible with the Village government, residents and visitors.

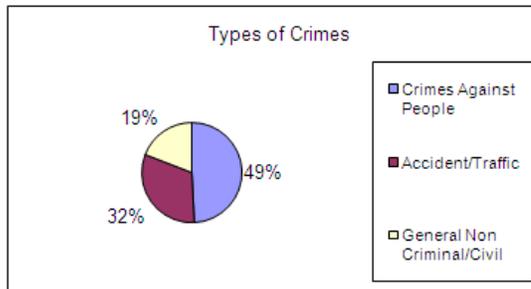
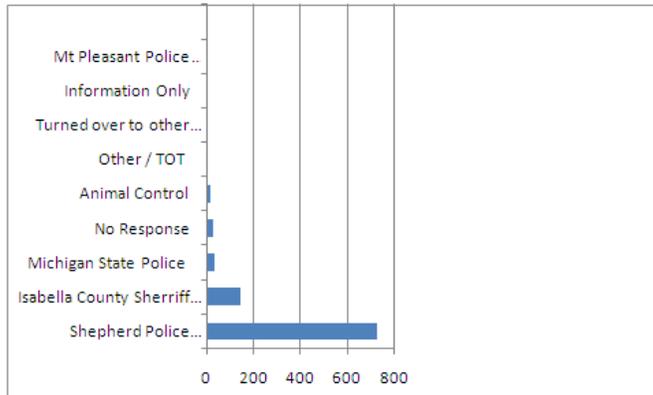
Calls for Service

The department continued its aggressive approach to document calls of service including those that the offers self initiated and walk in complaints to the department. This was simply to show the workloads and allow crime analysis to occur. The department's new records management system has become very useful with recording accurate data for this task. The department has listed in the following statistics for the calendar year of 2010. This is the first year that all calls for services were documented for the calendar year.





Shepherd Police Department	726
Isabella County Sherriff Department	144
Michigan State Police	34
No Response	28
Animal Control	16
Other / TOT	6
Turned over to other agency	5
Information Only	4
Mt Pleasant Police Department	2
Saginaw Chippewa Tribal Police	2
Total	967



Conclusion

As the second year ends I once again find myself realizing that everything the police department has accomplished throughout the year was with the strong inter departmental cooperation with the Clerk's office and Department of Public Works. It is also very important to recognize Ofc. Janofski and his family for their support and his dedication to this department and to the Village. As a team we have accomplished a great deal and will continue to improve as the New Year unfolds.

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