



Brownsburg Police Department 2007 Annual Report

Highlights

- New Police Department Occupied in March
- Night Out Against Crime Huge Success Despite Intense Heat
- Brownsburg ERT Trains Other Hendricks County Teams In Special Weapons and Tactics
- Dispatchers Make the Move to Hendricks County Communications Center
- Brownsburg PD Successfully Copes with Aftermath of Severe Summer Storms
- Drug Interdiction Team Intensifies Efforts and Continues on the Path of Great Success

Reports

Chief of Police	2
Investigations Division	3
Uniform Division	4
Administrative Division	5
Records	6
Accreditation	6
Public Information	6
Unusual Occurrence	7
Underwater Search & Rescue	7
Honor Guard	7
Community Relations	8
Training	9
Juvenile Officer	10
Annual Employee Awards	10
Drug/Tactical Interdiction	11
K9 Program	12
Emergency Response Team	13

MESSAGE FROM THE CHIEF

During 2007, the Brownsburg Police Department officers and employees worked in partnership with the community to ensure that our town continued to be a safe and secure place in which to live and work.

The year brought a magnitude of change like none other the department has ever experienced. The entire infrastructure in which it operates drastically transitioned to include occupation of a brand new state-of-the-art facility, entirely different formats and styles of radio communication, voiceless dispatching, and paperless field reporting and records management. While the department continues to adapt, significant headway has been made towards settling into our new environment and methods.

The Brownsburg Police Department continues to be a leading example in the delivery of effective law enforcement services and its employees remain some of the best-trained and most achieved. I would like to extend my heartfelt thanks to all of the officers and civilian staff for their hard work, dedication and triumph of 2007.



In this report, we again outline the activities of another year of service to the Town of Brownsburg, the police department's 58th and my 32nd.

Our commitment to service to the community remains foremost as we continue to carry out our daily duties. Working together, we will meet the public safety needs and generate the community support necessary to continue on our path of excellence.

Chief Stephen M. Carroll

CHIEF OF POLICE

Stephen M. Carroll

OPERATIONS

2007 brought several significant undertakings. The department made the move to the newly constructed and state of the art facility. As expected, the project was considerable. But with the hard work and dedication of the employees, all went smoothly.

Also in 2007, our communications center operations and staff made the move to Plainfield to join dispatchers from all over the county and become part of the Hendricks County Communications Center. The target date was originally June, but had to be delayed until September 17th. Dispatchers now have the privilege of working in a premiere communications center with an entirely new infrastructure and equipment. The integration successfully allowed for interoperability among all law enforcement in Hendricks County by way of an 800 mhz radio system and linked mobile data terminal service. As a result, the department has made and continues to make operations adjustments to accommodate for the changes. The adjustments appear to be slowing with increased familiarity.

PERSONNEL

The department lost three of its members in 2007. Officer Matthew McCarty and Detective Corporal Travis King resigned to take employment elsewhere. Lt. David Stumm retired after 34 years of service. However, the department hired two new officers. Officers Toby Deaton and Matthew Plummer started in April.

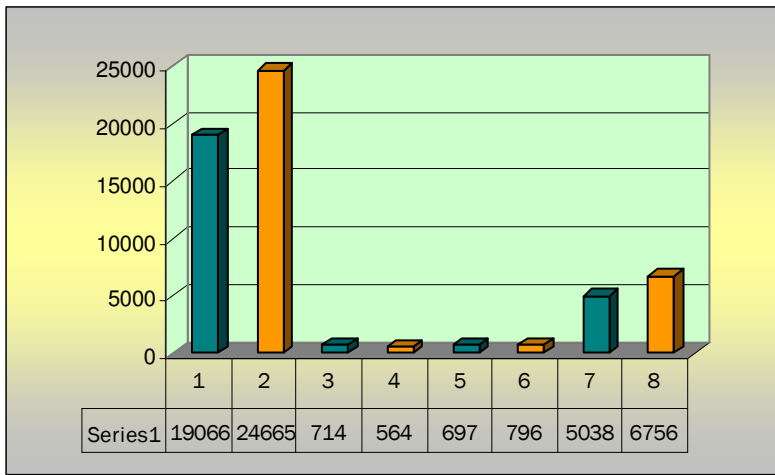


ACTIVITY

Calls for service totaled 19,066, reflecting a 22.7% decrease from the 2006 calls for service.

Accident numbers arose from 564 for 2006 to 714 for 2007, reflecting a 26.5% increase.

Adult arrests decreased by 12.4%, from



1. 2007 Calls for Service
2. 2006 Calls for Service
3. 2007 Accidents
4. 2006 Accidents
5. 2007 Adult Arrests
6. 2006 Adult Arrests
7. 2007 Traffic Stops
8. 2006 Traffic Stops

796 bookings in 2006 to 607 bookings in 2007.

Traffic stops also decreased from 6756 stops in 2006 to 5,038 stops in 2007.

It should be noted that the tracking of activity has changed dramatically and that the previous numbers reflect a combination of statistics generated from the old system until September 2007 and the new system from that point forward.

FISCAL MANAGEMENT

Budget constraints continue to remain at the forefront of consideration in many areas. The department was able to take

delivery of nine (9) new 2007 Dodge Chargers. The Dodge Charger police vehicles have proven very beneficial in gas mileage savings with cost benefits anticipated to continue as the fleet transitions into predominantly Chargers.

The department was able to procure three (3) grants in 2007, one of which will assist in establishing our new Bicycle Patrol Unit.

As the department budget allows for additional personnel, the department looks forward to increasing manpower.

*“Working In
Partnership
With The
Community To
Solve
Community
Problems”*

COMMUNITY

As with most communities in Hendricks County, we continue to experience growth. Commercial, industrial and residential expansion extended into 2007. In response, the department has met with local government to discuss and project law enforcement needs.

The department continues directed patrols in the communities based on crime analysis information. The anticipated launch of the new Bicycle Patrol Unit is expected to increase our public-friendly image and allow for increased close relations with the public. Our philosophy centers around providing the highest level of service and protection to the community using the principles of community policing. The Brownsburg Police Department remains committed to establishing and maintaining a productive partnership with the community to enhance our ability to fight crime

INVESTIGATIONS DIVISION

Captain Jeff Scott

During the latter part of 2007, the department accepted the resignation of Detective Corporal Travis King, leaving a vacant position in the Investigations Division. Shortly afterwards, Officer Mike Gill was assigned to the position bringing with him prior knowledge and experience involving the evidence collection function. Since his appointment, Detective Gill has received, and continues to receive, both formal and practical investigative training. Although Detective Gill is in the early stages of his new assignment, it is quite clear he will prove to be an asset to the Division.

There were a total of 632 cases assigned in 2007, which reflects slightly less than an 11% increase over 570 cases in 2006. However, as a new practice in 2007, cases that required less investigation or had few leads began to be assigned back to the initial reporting officer for follow-up. This change allowed Detectives to concentrate on more critical cases or cases that had an increased solvability potential, resulting in 359 cases being assigned to the Investigations Division, 327 of which were resolved. Two-hundred seventy-three (273) of the 632 cases were assigned back to the initial reporting officer. Detective call-outs for the year totaled 51, a 41.6% increase over 2006 call-outs, which totaled 38.

NOTEWORTHY 2007 CASES

Detectives worked 167 hours of over-time investigating a homicide that occurred on October 15th. The on-going investigation remains active with several leads.

\$310,000 of merchandise was recovered from a warehouse theft case with an arrest being made.

Child Pornography case was worked involving 1 suspect and 15 counts.

Detectives worked with a United States District Attorney involving Child Pornography.

Suspect in a Child Solicitation case received 4 years in prison.

Four (4) adults were charged with battery and neglect of a child causing bodily injury.

NOTEWORTHY CASES CONTINUED...

Arrest made in an inter-agency theft case involving an individual scamming Wal-Mart throughout Indiana, Kentucky and Ohio.



Detective Division Monday Meeting

Charges filed in a breaking and entering of a home involving 5 juveniles. Of 10 charges, 5 were B felonies and 5 were D felonies.

Two (2) search warrants were executed and \$4,000 in property was recovered.

Four juveniles were arrested in another breaking and entering of a residence while the homeowners were sleeping.

TRAINING

Detectives continued training throughout 2007. Training hours for the Division totaled 398. Classes attended included:

Pre-Basic Child Molestation

Pre-Basic Child Abuse

Child Solicitation, Exploitation & Obscenity

Indiana Coalition Against Domestic Violence

National Crimes Against Children

Project Safe Childhood

New GPS Surveillance Equipment Training



Inside the New Property & Evidence Room

In addition to their investigative duties, detectives remain active in specialties within the department such as the Emergency Response Team, Honor Guard, Underwater Search and Rescue, Field Training, the Training Committee, the Policy Review Committee and the Evaluation System Committee.

Outside of the police department, detectives are active on various committees and boards such as the Indiana Chief's Association, Indiana Intelligence Fusion Center, Rotary Club, Chamber of Commerce, Hendricks County Leadership, National Association of Drug Diversion Investigators, and Internet Crimes Against Children.

2007 STATISTICS

Cases Assigned to Detectives:

359

Cases Resolved:

327

Total Arrests:

67

Total Charges:

107

2007 PUBLIC SERVICE ACTIVITY

Domestic Violence Seminars

Bank Robbery Training With Local Banks

Elder Abuse Training

Night Out Against Crime Booth

Sheltering Wings Fashion Show

UNIFORM DIVISION

Lieutenant Pat Bullock



As the new Uniform Division Commander, one of my goals was to increase interaction and communication between the Uniform Division and the department's Administration. One method was the inclusion of the Chief of Police and Assistant Chief of Police in the monthly Supervisor meetings where Sergeants and Corporals are present. The idea was to create a partnership between the two entities and allow the uniformed officers to have some involvement and ownership in the overall direction of this department.

Throughout 2007, officers promoted to supervisory rank the previous year continued to become more comfortable and effective in their new roles.

In anticipation of the retirement of Lieutenant Dave Stumm, the department reassigned Sergeant Karen Creekbaum to his position beginning in November. As a result of her reassignment, two more officers, Corporal Bryan Fultz and Officer Tony West were promoted to the ranks of Sergeant and Corporal.

Again in 2007, the Uniform Division was called upon to participate and organize various large scale events such as the Fourth of July Extravaganza and National Night Out Against Crime. Due to previous success with the high school boy's basketball sectionals,

officers of the department were asked to assist Avon Police Department with organizing their response to the event.

One challenge for members of the division was the funeral detail of retired Brownsburg Police Lieutenant Stanley Warner who passed away on Sunday, December 30th. Many officers who knew and worked with Stan overcame heavy emotions and personal heartbreak to bestow the honor and respect due Lieutenant Warner.

New in 2007, officers started being dispatched by Hendricks County Communications dispatchers via their assigned mobile data terminal. In addition, the responsibility of data entry of calls for service is now shared by the dispatcher and the responding officer. Officers are now able to arrive themselves on-scene, back other officers up, enter call for service notes and enter their own officer-initiated activity. The function of the mobile data terminal has now far surpassed the singular ability of requesting Bureau of Motor Vehicle information. The awareness of other Hendricks County law enforcement activity and interoperability options at the officer's fingertips has proven dramatically invaluable.

With the new Reserve Academy completion, the Reserve Division expanded to nine (9) officers, who began field training after graduation in November.

Brownsburg Police Officers continue to remain at the forefront of law



enforcement trends in Hendricks County. Our officers benefit from some of the best law enforcement training and equipment available.

The Uniform Division successfully stepped up to the challenges of 2007 and will continue to look for new and better ways

of enforcing the law and protecting the citizens of Brownsburg. I look forward to leading the division into 2008 and doing whatever I can to assist the Division in achieving this mission.



Using His Assigned Mobile Data Terminal, Officer Kevin Hunstman Was Able to Retrieve Driver Information Without Dispatch Assistance and Within Seconds.



ADMINISTRATIVE DIVISION

Captain Jeff Gray

The Administrative Division is comprised of several different facets of the agency, such as Records, Accreditation and Purchasing. These functions are in addition to the specific duty assignments of the Administrative Captain which include time tracking, human resources, information technology, facilities management, Dive Team Commander, Chaplain liaison and Public Information. Throughout 2007, all components of the Administrative Division continued to flourish and perform quite efficiently despite major changes.

It should be noted that the Administrative Division of the department was the lead division tasked with the move to the new facility. This was accomplished by several planning meetings which served to prepare documents and offices for the move as much as possible. With an ever-changing schedule for the move, it was sometimes a difficult planning process. The Administrative Civilian personnel are to be commended for their efforts, in both maintaining active offices in two buildings and for helping to move many offices not directly related to their specific duties.

HUMAN RESOURCES & MANAGEMENT

Recruiting was conducted under the new format this year and appeared to work well. A year end review of the process by Command Staff further supported the assumption. The new method was going back to the use of pre-applications. This allows interested persons to fill out a simple booklet with very basic information and have their name on file when testing is to be conducted. This was as opposed to handing out entire applications at a substantially higher cost and not receiving over 50% of them back. The testing is conducted and the list of candidates reduced to the point where applications are offered to those actually interested in employment with the department. The website was also utilized and proved very effective in the recruiting effort. Recruiting actively began January 1st and ended with pre-applications due in August. After a short time for review and

one week for those with incomplete information to correct, physical agility and



written testing were conducted. We also performed some "on-air" interviews and recruiting spots with the AM/FM sides of the Spanish radio station WEDJ. The department was only able to attend one job fair this year due conflict in the timing of the fairs.

INFORMATION TECHNOLOGY & FACILITIES MANAGEMENT

These were two similar and large challenges of 2007. The challenges in both instances were maintaining functional operations, updating-fixing-purchasing as necessary to maintain effective operations in a building we were moving out of and a computer system that required continued data entry while entertaining the transition to an entirely new system with very little information as to what the new system would seamlessly provide or what it wouldn't. These issues, along with attempting to balance several dates for both to be accomplished proved quite difficult.

For Information Technology, it was a tough transition period in that we had to try to learn and balance two systems and determine the need for additional equipment and training. We also had to try to determine which programs would remain available as part of the new package and which were not. More often than not, we found additional programs and equipment were necessary to function at the same level. Another challenge was presenting monthly statistics with any accuracy by use of various reports. While doing so, we

discovered that an additional program was necessary and through considerable efforts, corrected the problem and purchased the program. As the year culminated, several meetings were held resulting in the department dedicating a portion of the computer maintenance budget to support the hiring of a full-time IT person for the Town of Brownsburg.

In regards to the move, Facilities Management for 2007 involved getting the majority of the offices packed, moved and set up in the new building while maintaining functionality in the old. Again, this was planned and implemented primarily by Administrative staff. While going into a new building with all new office setups can be nice, experience from the past move determined that we should bring as much office equipment as possible to compensate for things that would inevitably be overlooked in the planning phases. Coordination of training on new systems and equipment, lock systems and various new building issues along with completion, documentation and follow-up of punch lists was primarily handled by Administrative staff as well. Again, toward the end of the year, several things on the lists had not been accomplished with the department having to move forward to repair or replace as necessary. As with Information Technology, the department was presented with the opportunity to commit budget money to the hiring of a full-time person to perform light maintenance and cleaning of our building and the Town's.

PURCHASING

2007 was the first full year the department had a person dedicated to the function of purchasing and coordinating the purchase system with the Clerk Treasurer's office. This was also the first year of no complaints. An in-house tracking system was developed and on several occasions comments were made regarding its efficiency. The system was so efficient that when the Town hired a full-time purchasing agent, the computer program was adapted to town use and training was conducted by our

ADMINISTRATIVE DIVISION COMPONENTS

Captain Jeff Gray

Records

As is typical, the Records Division remained busy in 2007. However, with the new data entry and records management changes, the division's responsibilities have changed. Functionality has significantly transitioned from data entry to data retrieval with less paperwork and need for filing of hard copy information. The division continues to perform records release, gun permits, alarm permits, warrant entry, fingerprints and criminal history inquiries. In the course of their duties, records personnel provided in excess of 400 reports upon request,

completed 166 handgun permits and performed 204 notaries. There were an undetermined number of citizen inquiries for 2007 that are handled routinely by the records window.

Source of Funds	2007	2006
Report Copies	\$3,732	\$4,054
Handgun Permits	6,630	3,850
Out of State Motor Checks	55	95
Notary & Photo Fees	440	189
Totals	\$10,857	\$8,188

RECORDS RETENTION

Records personnel, the Purchasing Agent and Accreditation Manager made significant progress in 2007 with developing a Records Retention Schedule.

A schedule was presented to the Board of Police Commissioners, was approved and then filed with the Hendricks County Clerk's Office. During the process, it was discovered that in the State of Indiana, there was no specific retention schedule for a police agency. As a result, the County Clerk has filed our agency-generated retention schedule with the State as a benchmark to develop an official schedule for law enforcement agencies.

Accreditation



Accreditation continues to be a significant task coordinated by the departments assessor-certified Accreditation Manager.

Throughout 2007, meetings were held routinely with Kim Shupert for briefings and updates regarding the accreditation process. The department's fourth re-accreditation on-site assessment will take place from April 26th to the 30th. On-site assessors include a Chief of Police from Centerville, Ohio, a Lieutenant from Hershey, Pennsylvania and a previous CALEA Commissioner from University Park, Texas. On-site preparations are moving forward

and on schedule. A Mock Assessment is scheduled for March 3rd and 4th by area agency accreditation managers. Mock assessments are a preparatory step that provides a pre-assessment of the standards files. For the actual on-site, in addition to assessors reviewing 459 standards files, the five-day assessment will include a static display, agency tour, public meeting, phone-in session and multiple interviews. At the conclusion of the assessment, the department looks forward to receiving a positive recommendation to CALEA for official re-accreditation. Assuming this occurs, department members will travel to Boca Raton, Florida in July for a final commission review and award.

Chaplain Program



2007 found the Chaplain Program reaching a level it had not previously achieved with the addition of three new Chaplains. The new Chaplains attended the International Chaplain Conference training in Indianapolis at the department's expense. They have been involved in several different agency programs including the Night Out Against Crime, September 11th ceremonies and the Reserve graduation. They have counseled agency personnel on personal matters and assisted sworn personnel in delivering death notification. In addition, Chaplains now maintain their own office in the new facility.

Public Information

The department generated 17 news releases in 2007 between Captain Gray and Sergeant Brandt. While the numbers of news releases were down from 2006, the numbers of routine media contact whether it was answering questions or helping to generate stories, was up to roughly 80 media contacts. The number of on-camera interviews also increased. In 2007, there were two county Public

Information Officer meetings and three Media and Emergency Services Organization (MESO) meetings. Also in 2007, the relationship with the school corporation's Communications Director evolved with



several coordinating conversations regarding newsworthy events involving both departments. It should also be noted that there was effective cooperation with the Brownsburg Fire Territory's PIO Ryan Miller throughout the year and especially during the August storm. Mr. Miller proved critical in organizing press conferences and subsequent briefings during the event.

ADMINISTRATIVE DIVISION SPECIALIZED AREAS

Captain Jeff Gray

Unusual Occurrences and Emergency Management



In 2007 the department was very much able to display the results of the last couple of year's efforts to better utilize the Incident Command system in response to and planning of events. There were several opportunities throughout the year where pre-planning and Incident Command with post-incident review and reporting were implemented. Various events at the schools, parades, special

events and funeral details required the more organized approach. The Town of Brownsburg had a major storm with high winds pass through in August, causing emergency conditions in the town proper. By the time senior staff responded to the situation, Incident Command had already been implemented using the department's mobile command bus. As the event continued throughout the night, it was moved to the designated Emergency Operations Center for the town, located in the courtroom. The EOC allowed for coordination and communication among various critical personnel and outside services. During the two days of the initial

storm results, civilian staff were assigned various tasks in support of the emergency including serving as a scribe to the Incident Commander, maintaining accurate records and fielding questions and media calls.

Also in 2007, previous attempts finally gave way to success in organizing a standing Town of Brownsburg Emergency Planning Group for the purposes of updating the town's emergency plan and maintaining the planning and updating process throughout the year and into the future.

Underwater Search and Rescue

The Underwater Search and Rescue Team (USRT) was challenged again in 2007 by the departure of Co-Team Leader, Travis King. A recruiting effort for non-probationary employees wishing to participate did not yield any interest, leaving half of the year with only three active divers and one dive tender. This number is sufficient, but not optimal to conduct a safe dive. However, the remaining divers did continue to train and toward the latter part of the year were joined by a Conservation Officer who is an experienced diver and continues to train with the Brownsburg team. The team was also contacted by the Hendricks County Sheriff's Department, as well as the Brownsburg Fire Territory regarding the possibility of a joint team. The only dive call-out for

the team this year occurred in December with a report of a vehicle into the water. An intoxicated driver was able to remove himself to the shore and indicated there were no other occupants. However, the obligation of the department is to ensure as such, so a search dive ensued. Divers determined no other persons were either inside or immediately around the vehicle and then assisted in retrieving the vehicle.



Honor Guard



The Honor Guard for the department remains a viable specialized assignment with 6 members. The team participated in multiple events in 2007, which included the Fourth of July Extravaganza parade, an annual engagement. They also participated in the presentation of colors for the United Drug Task Force and a September 11th Ceremony. One of the

most important details for the team in 2007 was providing a casket watch and flag folding ceremony for an officer's funeral. Honor Guard Practice was held four times throughout the year.

COMMUNITY RELATIONS

Lt. David Stumm and Sgt. Karen Creekbaum

Due to the retirement of 33-year veteran and Community Relations Officer Lt. David Stumm, the community relations responsibility is now assigned to Sgt. Karen Creekbaum, who began her duties in November. This report reflects activities of both individuals.

2007 proved to be a relatively busy year for Community Relations. Events such as the Fourth of July Extravaganza, the Haunted Police Station and the Christmas Under the Stars Parade continue to be annual commitments and successes. Attendance for the Haunted Police Station was down this year at approximately 1,300 from last year's 1,600. This is most likely due to the move and will improve as families become more familiar with our location.

Approximately 257 child identification and fingerprint kits were completed this year, reflecting an increase of 46.8% over last year's 175. Eleven (11) tours were also given to various organizations such as Boy Scouts, Cub Scouts, high school Students and day cares. This also reflects an increase over 6 tours in 2006.

During 2007, both Lt. Stumm and Sgt. Creekbaum continued participation in area neighborhood Crime Watches, the Hendricks County Substance Abuse Task Force, and the Chamber of Commerce.



4th of July Extravaganza and Parade



2007 CALENDAR OF ACTIVITY

- Jan. 15** Talk about 911 to Boy Scout Den 377
- Jan. 28** Boy Scout Pinewood Derby at West Middle School
- Feb. 12** Teddy Bear Daycare Fingerprint Program
- Feb. 14** HC Substance Abuse Task Force Meeting
- Mar. 1** Opening Night at Starbucks
- Mar. 15** Creekside Commons Crime Watch Meeting
- April 7** Easter Egg Hunt At Arbuckle Acres Park
- May 2** Police and Fire Games Meeting
- May 12** Fire Department Health & Safety Fair
- May 19** HC Fairgrounds Salute to Soldiers
- June 3** Antique Power & Engine Show Police & Fire Games
- June 9** Hornaday Heights Crime Watch Block Party
- June 9** O'Reiley Auto Parts Grand Opening
- June 22** Recreation Center Safety Talk for Kids
- July 1–7** Fourth of July Extravaganza and Parade
- July 14** Arts in the Park
- Aug. 7** Night Out Against Crime
- Sep. 28** Homecoming Parade
- Oct. 13** Wal-Mart Safety Day
- Nov. 25** Christmas Under the Stars Parade
- Dec. 16** Shop With a Cop

National Night Out Against Crime

On August 7, 2007 from 5:30 pm to 8:30 pm, the Brownsburg Police Department again participated in the National "Night Out Against Crime". It was the most successful "Night Out Against Crime" the department has ever had. Nearly 500 citizens attended the event despite intense heat. Many facets of the police department were on display such as the Emergency Response Team, K9, USRT, the new Dodge Chargers and the Command Bus. Also at the event, was a children's play area, a Child Identification booth and a racecar from John Force Racing.



Information booths were set up to provide citizens with various information covering topics such as identity theft, domestic

violence, the Crimewatch program and other crime awareness or prevention topics.

Other organizations that participated in the event included the Optimist Club, Kiwanis, the Rotary, the Chamber of Commerce, the Lions Club and the Hendricks County Prosecutors Office.

Sponsors of the event included Wal-Mart, Elegance Restaurant, Hendricks County Bank and the State Bank of Lizton.

The department received very positive feedback as a result of the event and we are looking forward to improving on it even more next year.

TRAINING

Lieutenant Mike Campbell



Although training hours were lower for 2007 the Brownsburg Police Department maintained its ability to far surpass the minimum training hours required by Indiana State Statute. Sworn

and Reserve personnel received an average of 76.7, down from last year's 138. Total training hours for the year were 3,915, down from 2006's 5,528 hours. The reduction in training is a result of the time-consuming move into the new police department and adaptation to the new field reporting and records management system.

The total cost of training in 2007 was approximately \$11,000, indicating an average cost of \$215.68 per employee.

Various training topics in 2007 included specialty training for various ranks and responsibilities within each division, mandatory training topics, and training required to maintain specific certifications.

In order to meet the 16-hour in-service training requirement, three-day training sessions were conducted in November and December. Much of the training was video-taped to limit overtime costs.

The Brownsburg Police Department hosted its first Reserve Academy that consisted of approximately 350 hours of structured training. Topics covered during the academy included Use of Force, Human Behavior, Emergency Vehicle Operations, Criminal Law and Traffic Law. The academy graduated nine recruits, seven of which were Brownsburg Police Reserve Officers.

TRAINING FACILITY

In 2007 the Training Facility only produced \$600 in usage fees, but saved \$2,525 in training fees due to host

agency free seat benefits. By hosting seminars and taking advantage of the Central Indiana Law Enforcement Training Council, the department can significantly reduce the strain on the training budget. To promote increased usage of the facility, availability information continues to be posted on the department website.

Hosted training also assists with facility promotion. The Training Facility was host to all of the intra-department training. The features of the building such as the shoot house and bay area heavily enhance the training experience. The Training Facility offers great versatility and will meet future training needs for the Brownsburg Police Department indefinitely.



If made possible in 2008, training and the facility would benefit from the purchase of a shooting simulator. The funding for this project can be taken from our current Law Enforcement Continuing Education Fund. This piece of equipment would benefit all of Hendricks county and surrounding agencies. The simulator would also enhance the proposed Citizen and Youth Academies by eliminating the liability of live fire or simmunition activities. In addition, actual range activities can be conducted with the simulator.



JUVENILE OFFICER

Officer Ginnie Wing

In 2007, Brownsburg Police Department Reserve Officer Ginnie Wing continued to act as the Juvenile Officer. Officer Wing continued to provide diversionary and education information to students including the “Choices and Consequences” program to the eighth grade. “Choices and Consequences is a program that covers a variety of topics such as drug abuse, alcohol abuse, driving privileges, moped safety and curfew. This program was presented to 350 students. Another program Officer Wing was involved in was the Student Assistance Program, which is a team that works together to help at-risk youth through various social, behavioral, and educational problems. Officer Wing also continued with an informational newsletter and website for both students and parents.

Officer Wing continued to assist the department in investigating juvenile crime when reported and maintained regular contact with the juvenile probation department.



Also in 2007, the task of administering the School Crossing Guard program was reassigned to the department's Uniform Division Commander.

At the end of the school year, the school corporation's Director of Security resigned. Officer Wing was offered and accepted the position. After assuming her duties as the new Director, it was apparent Officer Wing would not be able to continue her tasks as the Juvenile Officer for the Brownsburg Police Department. As a result, the department revisited the process for juvenile record keeping. This function became a part of the Records Division. Towards the end of 2007, Officer Steve Sentany was then appointed as the department's Juvenile Officer to attend to other tasks required of the position. Officer Sentany received basic instruction from Officer Wing and has since been acclimating to the position. The department is currently reviewing the position of Juvenile Officer .

Annual Employee Awards



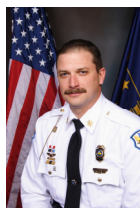
2007 Reserve(s) of the Year

Sergeant Jim Saunders
Officer Andy Marsh



2007 Top Gun Award

Major Mike Dove



Officer Steve Sentany received the **2007 Officer of the Year Award**. Steve has been with the department for 3 1/2 years, is a member of the USRT, the Juvenile Officer and serves on the Policy Review Committee.

Accreditation Manager Kim Shupert received the **2007 Civilian of the Year Award**. Kim has been with the department for 7 1/2 years, is a certified accreditation assessor and serves as the Chairperson for the Policy Review Committee

DRUG AND TACTICAL INTERDICTION

This past year the Drug and Tactical Interdiction patrol unit made great strides in improving the overall operation. The unit set goals for 2007 to include, increasing the amount of narcotics seized, increasing the amount of forfeited money, increasing the units network with other agencies, increasing practical training and increasing manpower assigned to the unit. These goals were met in 2007 and the unit looks forward to the challenge of increasing overall production in 2008.



In the Spring of 2007, Officer Dave Pyatt, Officer Ben Pyatt and Major Dove organized a ride along with the Memphis City and Shelby County, Tennessee Interdiction Unit. The intent was to obtain first-hand knowledge on interdiction tactics from one of the best interdiction units in the country. The officers rode with the unit for two full days. As a result, much information and experience in interdiction methodology was gained. In addition, the unit learned what administrative functions are needed to establish a proper and professional interdiction unit. The training also allowed for network expansion and a positive relationship with the Memphis and Shelby County Unit. A comprehensive report entitled "Interdiction Training in Memphis" has been compiled

detailing the experience.

While working interdiction in 2007,

were added to the unit full-time.

In December of 2007, officers were also granted permission to expanded operations on Interstate 74 and to begin a par-time working relationship with the Indiana State Police along Interstate 65. This program was approved on a trial period basis and a complete analysis will be conducted in December of 2008.

The success of the unit in 2007 includes several arrests, 8 of which were Class A felonies and 3 of which were Class B felonies. Officers filed

for forfeiture on several vehicles during the course of their investigations and seized over \$92,000 in U.S. currency. The Interdiction unit was also responsible for making apprehension of two armed robbery suspects.

for forfeiture on several vehicles during the course of their investigations and seized over \$92,000 in U.S. currency.

The Interdiction unit was also responsible for making apprehension of two armed robbery suspects.

In a short period of time, the Brownsburg Police Department has gained significant notoriety, not only from other law enforcement agencies, but from the public for their professional and successful Drug and Tactical Interdiction unit. The department is certainly leading the way in the State of Indiana on the proper techniques of narcotics investigation. Officers of the unit look forward to improving the unit even more in 2008.

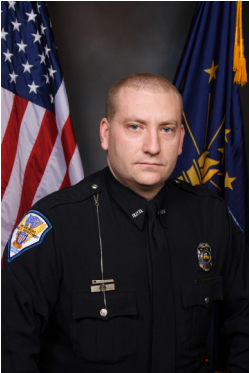


officers assigned to the unit identified a need for an additional officer. Interdiction officers also prepared a proposal to establish guidelines to expand the area for working interdiction. Extensive research and

information was obtained to support the proposal. During the course of discussion among the Brownsburg Police Commission and the Town Council, new guidelines were established to expand the operation to include Interstate 65 in the northeast portion of Hendricks County. As a result of the proposal approval, Officer John Maples and his police canine, Kai,



K9



The department purchased a fourth canine in 2007 and selected Officer Derek Heller as a handler. Officer Heller and his new partner, Manu, received six weeks training in patrol work and three weeks training in narcotics detection.

Searches by Brownsburg Police Department canines resulted in over 29 pounds of narcotics and over \$90,000 in U.S. currency seized.

One canine alert resulted in the Indianapolis Metropolitan Police Department's Bomb Squad detonating a suspicious package left in Arbuckle Acres Park.

Canine tracks in 2007 totaled seven (7), with two (2) ending in apprehension and arrest of a fleeing suspect.

For 2007, K9 teams logged 182 hours of narcotics training, 378 hours of patrol training and 55 hours of explosive detection training for a total of 615 hours of training for the year.



2007 K9 PROGRAM

ACTIVITY

Narcotics Searches.....	135
Explosive Searches.....	5
Alerts.....	76
Arrests.....	45

TRAINING HOURS

Narcotics.....	182
Patrol.....	378
Explosive.....	55

TOTAL TRAINING HOURS615

Emergency Response Team



During 2007, the Emergency Response Team focused on training that covered deployment with other agency Emergency Response Teams. This training was in response to the problematic issue of each team having individual

tactical deployment methodology resulting in the inability to work together under stressful conditions. Structured training, both lecture and practical, was provided by Major Dove at the Brownsburg Training Facility and at the Indiana Law Enforcement Academy. The collaboration was a great success and positive feedback was received by each agencies Chief Executive Officer.

The Emergency Response Team continued regular training throughout 2007.

In Brownsburg, the team responded to an armed and suicidal person on Enderly Avenue. The team was also deployed at the request of the Hendricks County Sheriff's Department, the United

Drug Task Force and the Avon Police Department for such incidents as bank robbery surveillance and high-risk search warrants.

2007 brought changes in Emergency Response Team personnel. It included the addition of Lieutenant Scott King from the Pittsboro Police Department and the reassignment of Sergeant Joe Grimes as the team's Commander. Due to Major Dove's increase in duties as the Assistant Chief of Police, the department made the decision to begin preparing an ERT Commander replacement. Sergeant Joe Grimes has been with the team since inception and has acted as the Team Leader on multiple occasions with great success. As a result, he was appointed Team Commander in December.



The Emergency Response Team has begun the process for adding more personnel which includes physical agility testing specific to special weapons and tactics, a psychological evaluation, review

of work history and an oral interview.

The Brownsburg Emergency Response Team will continue to train in tactical operations to increase efficient responses to critical incident situations in the future.

2008

Goals
&
Objectives

As Submitted by Assigned Personnel

Chief of Police

1.) Secure Grant Monies When and Where Available:

Plan of Action

- A.) Continue to seek grants for equipment, training, overtime and manpower
- B.) Continue grant writing training for our Department designated grant writer

Measure of Plan

- I.) Make notifications to Commission of grant requests as well as procurement and implementation
- II.) Document training of Grant Officer

2.) Develop Future Leaders Within the Department :

Plan of Action

- A.) Seek training on leadership for Officers on multiple levels
- B.) Develop a career development program to be implemented along with a new evaluation/performance system
- C.) Bring Shift Supervisors into Staff meetings to develop ownership and buy-in

Measure of Plan

- I.) Documentation of training along with evaluations of leadership abilities
- II.) Implementation of our career development program through committees linked with our new performance evaluations
- III.) Staff minutes will reflect supervisors involvement

3.) Develop a Community Policing Program:

Plan of Action

- A.) Bicycle Patrol Unit to patrol neighborhoods, shopping center, parks along with their trails and special details
- B.) Night Out Against Crime-making it bigger and better than last year
- C.) Officer presence in neighborhoods being better observed by stopping and talking with citizens and kids
- D.) Increasing neighborhood Crime Watch Programs with better participation
- E.) Establish a Community Policing Committee to detect ways to reach the public and get them to open up to us

Measure of Plan

- I.) Feedback from the Community in citizen surveys and participation in our events
- II.) Media coverage

4.) Increase the Community Awareness:

Plan of Action

- A.) Continue interaction with local press such as "Ask the Chief" column in Brownsburg Week
- B.) Arrange more press to get information out to the public such as public education articles
- C.) Having Officers put on training to the Community
- D.) Establish and put on a Citizens Awareness Academy to teach the public what we do and why and how we do it
- E.) Establish a Youth Academy to better educate our youth to the same things our Citizens Academy does for adults
- F.) Set up Youth activities such as bike rodeos, and other youth involvement programs
- G.) Participate in public speaking events at local organizations

Measure of Plan:

- I.) Keeping annual press info for scrap booking at end of year
- II.) Tracking the Community training offered and participation
- III.) Graduation of Citizens Academy
- IV.) Graduation of Youth Camp
- V.) Tracking Public Service Activity forms

5.) Improving the Reporting System:

Plan of Action

- A.) Compile more statistical information from our new records system
- B.) Prepare more graphic depictions of data collected

Measure of Plan

- I.) Commission reports improving as more data is compiled throughout the year

Investigations

- Increase Division Staffing
 - * Obtain an Evidence Tech (new addition for the division)
 - * Obtain a fifth Detective (as had in 2002, 2003, 2004 & 2005)

- Establish direction and goals for each individual investigator and a system for follow up on them
 - * Create a division assessment form to include some of the following areas: self, supervisor and division
 - * Enact the division assessment form in the following manner: complete it every 6 months, present it as a discussion between division commander/assessor and supervisor/assessor, come up with goals to be completed by the assessor and/or the commander and/or the supervisor and review those set goals at the next evaluation period
 - * Discuss and enact areas of specialty for investigators and make a plan (i.e. training, activities, reports, etc) for progression in the area of specialty

- Increase positive, open, business-related communication within Division
 - * Continue weekly meetings to discuss cases, weekly activity, goals
 - * Division assessment form as described above

- Increase Division related public service activities
 - * Each Detective should attempt to arrange at least 2 public speaking events (ex: training to certain public members, speaking on certain topics to clubs, etc)

- Improve response and preparedness for crime scene callouts
 - * Create monthly list of equipment for checklist on crime scene callouts

Uniform Division

- Increase manpower to better serve Brownsburg's growing community
- Continue to strive for up-to-date technology
- Increase strength in the reserve division to a full staff
- Emphasize budget increases for divisions of the department
- Concentrated training on Incident Command
- Maintain department instructor status

Increased Manpower

With the Brownsburg community's booming growth it is only natural to presume that calls for service will increase. Brownsburg, being a subsidiary of Indianapolis, would also experience a rise in crime. Not only would everyday petty crimes increase but violent crime and crimes against persons would also expect to rise. Brownsburg citizens have become accustomed to quick and personal response from their police department. The current national standard is around 2.5 officers per 1000 residents of the community. With the proposed annexation of recent properties the total population for 2007 would be around 22,000 residents. This would dictate that a police department would need 55 officers to effectively patrol its community for the year of 2008. Increased manpower is a must for future planning.

Technology

As we entered the new millennium technology has developed into a much more sophisticated system and will continue to become more and more advanced. It only makes sense to utilize these technological advancements towards efforts of fighting crime. We have already begun to implement some of these advancements in specialized fields; i.e., ERT, USRT, investigations and some aspects of the road. It is crucial that we dedicate officers to constantly keep up with the cutting edge of technology to bring that knowledge and equipment back to the department.

Reserve Division

As the community and department grow, the need for the Reserve Division grows with it. The Reserve Division performs an essential function in assisting on special details in the town where large gatherings occur. This allows road officers to remain on the road and give attention to other calls from citizens of the community who may not be in attendance of the special event. It needs to be kept in mind that just because there is a large event taking place other people still elect to proceed with their daily routine and still may be in need of some type of assistance provided by the police department. Although the Reserve Division helps tremendously, there still is insufficient manpower and full time officers are still pulled from shift duties to assist in the detail. The goal would be to get the Reserve Division to full strength so that sworn officer involvement would be minimal. Along with special details and functions, reserve officers would also be requested to work the road to cover shift which would ease frustration of supervisors when it comes to minimum staffing.

Budget Increases

As any organization grows, budgets must also grow. It is no easy task to convince a committee that a department or a division needs more money and needs a budget increase. The department has already taken steps in sending officers to grant writing schools to help alleviate budget restraints. A goal should be set to send a few selected officers to such schools to form a team that can help the budget. Quite often departments are sending officers to tactical schools, leadership classes, survival training and courses related to patrol techniques to increase the officer's chance of success on the street. It should also be a goal to send selected officers to business type courses so that department heads can better cope with budget crunches and become more educated on how to create reports and present information that can justify the need for a budget increase. It is only common sense that a 10 man department budget will not be as large as a 20 man department and a 20 man department budget will not be that of a 50 man department. Budget increases and the request for more money will be a never ending endeavor and we must constantly strive to educate ourselves for the best alternatives on how to achieve this goal.

Uniform Division Continued

Incident Command Training

All you have to do is turn on the news and see that everyday there is a major incident of some type going on in America. If Brownsburg has a concern on a major incident the question should not be "If it were to happen, what would I do?" but "When it happens, what will I do?" The better that we etch this into our frame of mind the better off we will be and the better we will handle conflict. Look at any department head that has been on the national news over an incident and you can see that they are the focus of the nation for a while. The main question seems to be, "What could you have done better to save more lives?" It is imperative that each officer and division knows their job and what they do in a time of crisis. This can only be done in training and role playing. Any military division will train for an exercise before they are deployed to execute it. If they don't train and don't do their job right, it costs lives. In a time of crisis, when seconds matter, if a police officer does not do his job right, it can cost lives. Incident command training is a must.

Maintaining Instructors

I believe that maintaining department instructor status will help alleviate some of the need to send officers to schools. By using the departments certified in-house instructors the department can save this money to utilize in other areas. With the addition of a reserve academy at the department, it would be a necessity to have department instructors on hand to create the staff for this academy. When you take into consideration all of the other topics discussed in this plan, a dedicated employee of the department is what is needed, so that they may bring back and instruct these topics.

Administrative Division

Public information officer -- continue to foster media contact and MESO attendance. Semi-annual county PIO meetings. Will personally drive the issue of basic PIO training for command and supervisor staff. Have had preliminary contact with Ruth Ann Gordon of CH8.

Dive Team -- recruit additional department non-probationary personnel for training. Continue discussion with fire territory, sheriff's department and other agencies for personnel. Seek underwater investigations training for all team members.

Human resources/recruiting -- attend or assure personnel attend more job fairs. Continue efforts with bi-lingual and minority recruiting. Have recruiting team meeting to develop new avenues and ideas for this effort.

Unusual occurrence/emergency planning -- continued participation in Town of Brownsburg emergency group in an effort to have town plan updated by middle of year and then continual review. Help conduct town exercise by mid-year.

In-house computer -- by the middle of '08 have programs established and in place to enable the department to terminate any data input into the information emergency system which will then cause this to be a data maintenance issue of old computerized records. Further direct the development of the Crystal reporting program. Work closely with town IT person to further develop efficiency programs for the reporting and retrieval systems of the agency.

Building maintenance -- still a problem area this year. However, critical issues have been or are being addressed and department is now fine tuning much smaller less critical problems.

Honor Guard -- recruit additional non-probationary personnel to participate. Review and update of honor guard uniforms to make distinctive to task. Assign the development of honor guard S.O.P. Establish team training in conjunction with county wide concept and continue progress to county wide team.

Purchasing -- continue to develop and fine tune the access program and train additional person on utilization of system.

Accreditation -- continue preparations for successful mock assessment in February and on site in April. After on site continue data entry for full implementation of Power DMS program.

Staff -- continue staff meetings as a method of keeping civilian/admin staff "in the loop".

Community Relations and Resource Officer

To implement new programs to benefit the community and provide participation between police and their community through training and knowledge of police work. Examples: Citizen's Academy, Youth Academy, Neighborhood Crime Watches, programs for grade school and high school students, Night Out Against Crimes, various programs for holidays. Examples: Valentine contest, Mother's Day contest, Bicycle Rodeo, Eat Lunch With A Cop Program.

To further educate the public in identity thefts, telemarketing fraud, crime prevention, alcohol related offenses and prevention through talks to various groups, and to meet with all local businesses in the community to offer programs to benefit the general public. Example: Child ID program, handouts for crime prevention.

The goal of 2008 is to improve relations between community and police and to offer not only educational programs, but to offer fun activities for the public so that they may see our police department and our officers in a more personable light so that our main goal of crime prevention can go forward with everyone involved.

Training

Increase the Quality of In-service Training

1. Input from Shift Supervisors as to what training topics should be covered based on high frequency events.
2. Shift Supervisors need to utilize roll call training time more to discuss various topics and policy.
3. Randomly review in-car video to evaluate training needs.
4. Schedule mandated training throughout the year to make it more convenient for shift coverage and attendance.
5. Open scheduled in-service training to surrounding agencies to better agency cooperation and consistency.

Time Frame: 2nd quarter of 2008

Measurement: Feedback from supervisors and in-car video reviews of actual field performance. Critique the training event for feedback and improvement.

Increase Training Facility usage

1. Continue to advertise the facility capabilities.
2. Acquire a firearms simulator using the Law Enforcement Continuing Education Fund. The simulator will enhance existing firearms training and possibly increase facility usage.
3. Use the facility to educate the public through the establishment of a Civilian Police Academy and Youth Academy
 - a. The Civilian Police Academy has been schedule for June 3rd thru September 9th.
 - b. Curriculum has been established and a training schedule disseminated to Police Department Instructors.
 - c. Waiver for the program is being reviewed by the Town Attorney for approval
 - d. The Youth Academy curriculum has been established and awaiting advertisement.
 - e. Hire and utilize a part-time secretary for filing and training entry.

Time Frame: Established and listed.

Measurement: Periodic review of progress measured by means of an Excel spreadsheet. The attendance at both academies can be measured and hopefully meet the class attendance limits.