

BROWNSBURG POLICE DEPARTMENT

2010 ANNUAL REPORT

HIGHLIGHTS

- New Chief Appointed
- Department split into two divisions - Operations & Support
- Two Majors Appointed as Division Chiefs
- Budget System Completely Overhauled using Zero-Based Budgeting Approach
- Complete Analysis of Job Assignments and Personnel Allocation
- Minimum Longevity for Promotion Pyramid Established

2010 was a year of significant change for the Brownsburg Police Department. Following the appointment of Michael Dove as Chief of Police in February, the department adopted an entirely new administration and infrastructure. For the first time in department history, two Majors, as opposed to one acting as Assistant Chief of Police were appointed. The department would now operate with only two main divisions encompassing all

other components and assignments. Many functions were reassigned and some functions such as Accreditation, Records and Recruitment Administration were combined. As a result, the department would again award a major promotion; but this time to a civilian, to manage these functions and the employees assigned to them. With such aggressive change administratively, comes significant change procedurally. Strategic adjustments were made in the areas of human resources, budgeting, record-keeping, and data-entry. The entire personnel structure of the department was analyzed and overhauled. All job descriptions were revised. Limitations were placed on the number of positions with rank and minimum years of experience to achieve certain ranks were clarified. The entire budget process was reinvented. Record-keeping became increasingly paperless and data-entry was significantly reduced.

In spite of such aggressive transition, the department continued its exceptional law enforcement services to the citizens of the Town of Brownsburg through routine and directed patrol and proactive investigation of crime. Community Policing also kept its momentum with neighborhood checks, business checks and crime prevention education. The annual Night Out Against Crime was again a record-setting event.

In the following pages, details of the activities and accomplishments of each division, department or specialized assignment throughout 2010 are outlined by the personnel in charge. Information contained therein will support a very productive, modern police department trending its way into the future of technically advanced, but traditionally grounded, law enforcement services.

"Internationally Accredited Law Enforcement Agency"



OFFICE OF THE CHIEF OF POLICE

TEAMWORK:

“The quality whereby, individuals unselfishly subordinate their own part to the general effort of the group with whom they are working.”

ORGANIZATION
Since my appointment in February, the department has implemented several changes in the way it not only conducts day-to-day activities, but overall operations. Early on, I set an aggressive tone for “moving forward” and developed an entirely new organization. After careful deliberation and seeking input from various members of staff, I chose to appoint two Majors and form two main divisions, Support Services and Operations. The individuals I chose, Major John Depinet and Major Joe Grimes were both selected for their strengths in ability and leadership specific to the role of managing each one’s division. From that point forward, additional personnel adjustments were made in support of my three-pronged approach which was to improve morale, increase efficiency and increase productivity. Kimberly Shupert was promoted to Records Coordinator in charge of Records, Accreditation and Recruitment Administration. Purchasing Agent Chris Wingler was given more direction in her job assignment and more applicable responsibility. Captain Bullock was given the task of managing the department fleet in addition to his duties as the Uniform Division Commander and Detective Sergeant Jennifer Pyatt was named the new Public Information Officer. Again these choices were based upon the individuals abilities and past performance. Throughout 2010, all of these individuals have performed exceptionally well and reaffirmed the accuracy of my selections.

COMMITTEES

At the beginning of the year,

three committees were already in place, the Policy Committee chaired by Kim Shupert, the Training Committee chaired by Corporal Andy Watts and the Marketing Committee chaired by myself. Two additional committees were created. The Policing Committee chaired by Major Grimes was created to research and consider new methods and current trends in policing. The Product Committee chaired by Chris Wingler is a committee comprised of various department members including the Uniform Division for the purposes of collaborative input regarding department purchases and standardized uniforms or equipment. These committees met routinely throughout 2010.

BUDGET

Over the past several months members of staff have reviewed and evaluated each and every line item in the department budget. As a result, the budget was overhauled and significantly streamlined. For example, funds were turned over to the Town for building maintenance, janitorial and IT services in support of a collaborative approach to these needs. We also formulated a plan to turn over the expenses for heating and electrical costs in 2011. These functions are now administered out of one office and one line item between the Town and the police department. Another major achievement was the pay off of all vehicle loans.

Major John Depinet, with the assistance of Chris Wingler, produced a comprehensive budget report that accounted for all of the funds being proposed in each line item and a statement as to what the

funds were used to purchase. This proved to be an excellent tool in more accurately predicting our 2011 budget and into the future.

MORALE

Morale is one of the most difficult things to measure, yet one of the most crucial focal points for a leader. One measurement tool I used was to look at productivity. Not surprisingly, amid uncertainty in leadership and allegations of misconduct, productivity declined. My answer to the situation was communication and reassurance. Productivity immediately improved. Another measurement tool proved to be participation. Officers are now volunteering more for additional responsibilities whereas previously they did little. The states of mind of our employees are important and cannot be ignored. Throughout 2010, our best efforts were put forth in achieving a positive working environment and we feel there was measurable success. However, high morale is a constant and challenging goal to which I and my staff are committed.

MOVING FORWARD

At the onset of my new leadership role, I immediately recognized the value that significant organizational change to this department would offer. The Brownsburg Police Department is a new department that now bridges the generational gap and the efficiency and productivity results are astounding. Leaders are now in place who have good intentions for the department, strong direction and an expansive skill set. A true team concept has been generated and 2010 was just the beginning of positive change at the department.

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UNIFORM DIVISION

During the 2010 year, the Uniform Division had seen substantial change in direct correlation with the Brownsburg Police Department adopting an entirely new administration within the first quarter of the year. With the development of the two Major system and appointment of Major Joseph Grimes as the Chief of Operations, Pat Bullock was promoted to the rank of Captain as the Uniform Division Commander and assigned the responsibilities as the department Fleet Manager. Department heads were tasked with high expectations by the now appointed Chief Michael Dove, and provided the vision by Chief Dove for the direction of the Brownsburg Police Department. It is believed that through the advancement of placing personnel in their appropriate positions and providing the vision and direction of the leaders of today, that the goals and vision of Chief Dove have become closer to accomplishment with the hard work of the dedicated staff assigned to the Operations Division.

The once coined term of Uniform Division, transformed

during the 2010 year into the properly termed Operations Division based upon the fact that the division truly is comprised of many more facets other than the common belief of Uniform Division. This is evident by the entire division being made up of not only the Uniform Division personnel, but personnel within the division of specialized units such as the Interdiction Team (I.C.E.— Interstate Criminal Enforcement), Canine Unit, Motorcycle Unit (Traffic Unit), Bicycle Unit, Emergency Response Team, Honor Guard, Reserve Division, etc. Unity was established throughout these groups that make up the Operations Division during the course of the year by initiating the establishment of assigned office and work space within one facility in order to bring about a closer working relationship of the personnel that makes up the division. A well designed work center for data entry, evidence packaging, and report writing lead the way for the advancement of the needs of the personnel, while also enhancing the efficiency and productivity of the officers. I.C.E. team members' office was relocated to the main

facility of the Brownsburg Police Department, and personnel promoted during 2010, Sgt. Dan Stanford and Cpl. Steve Crowe, were provided assigned office space and squad members that they would be directly responsible for overseeing as first line supervisors. With the reassignment of personnel, Sgt. Tim Wells was scheduled to return from the United Drug Task Force by January 1, 2011 to the Operations Division as a road Sergeant to fill the void of the vacancy left by the reassignment of Sgt. Pete Fleck into the Support Division. Officer Matt Wing was selected from the Operations Division to replace Sgt. Wells as a Detective with the United Drug Task Force for the up and coming year of 2011. Officer Dan Rooker replaced Officer Joe Fults as a Motorcycle Unit after Officer Fults withdrew from the unit due to being reassigned to the Support Division as a Detective along with Lt. Michael Campbell. In addition, plans were set in motion to establish office space for the Reserve Division personnel to be centrally located with other members of the Operations Division, which had never been done up until this time.

The year 2010 brought about a revitalized Reserve Division that by the end of year was comprised of thirteen officers that volunteer their time to better serve the community of the Town of Brownsburg. The Reserve Division seems to thrive with the ever expanding availability of manpower as month by month reserve



UNIFORM DIVISION

Officers complete their required Field Training Program. Reserves continue to provide an irreplaceable asset to the Brownsburg Police Department, and the community which they serve. Sgt. Jim Saunders officially retired from the Brownsburg Police Department Reserve Division with his last day being April 30, 2010, after having served ten years of service. Sgt. Saunders voluntarily served the community as a Reserve Officer for many years without expecting anything in return, and for this dedication and level of professionalism he will be missed. Because of this retirement and the rapid growth of the Reserve Division Cpl. Andy Marsh was promoted to the rank of Sergeant, and Officer Bill Levy was promoted to the rank of Corporal. Both are tasked with the responsibility of supervising and evaluating the officers under their supervision within the Reserve Division. In a means to maintain and expand such a valuable asset such as this, the 2010 brought on another selection process for potential reserve officers to attend the 2011 Reserve Academy class that the Brownsburg Police Department will be hosting, in which reserves are subjected to approximately 408 hours of training prior to entering into a Field Training Program (F.T.O.). This Academy class is in accordance with the already established agreement with the Boone County Sheriff's Department that our agency will host on the odd years, and Boone County will host on the even years. With the direction



of the Executive Staff, Instructors, Field Training Officers, Officers, and Supervisors, the Brownsburg Police Department Reserve Division continues to flourish.

Additional information worth noting for the year 2010 included a pilot program of the pocket Scorpion Camera was started in the Month of July. Several officers had been assigned the cameras for a trial period and had been given instructions by Major Grimes on their usage. Capability of burning video from these devices was limited at the time; however, IT personnel have established a media computer within the work center to burn audio and video from these units. Since the inception of

the pilot program, all personnel have been assigned and issued a Scorpion camera as an additional tool at their disposal based upon the court regulations of recording audio and video of any interrogation of a felony offender. The purchasing of these cameras was covered by the department receiving a grant to fund the project. During the Month of November Sgt. Bryan Fultz, Coordinator of O.P.O. (Operation Pull Over) for the Brownsburg Police Department, was notified via email by Larry Woods from the Indiana Criminal Justice Institute (I.C.J.I.) that our agency had won one of the MADD Grant Awards for our contribution towards increasing the BAC Testing rates over the past 8

UNIFORM DIVISION



months. With said grant, our agency qualified to receive funding for equipment such as wet bath calibration units and mouthpieces, passive alcohol sensor devices, in-car video camera equipment, moving radar, alcohol crash investigation related equipment such as digital cameras, voice recorders, photogrammetry software packages for alcohol related crash investigation, and bar code scanners and vehicle printers for electronic citation and warning system (ECWS). ICJI staff obtained the list of agencies and their chemical testing rates through the FARS and ARIES systems. This list applied to crashes that occurred from March 1 – October 31, 2010. Agencies that had a testing rate of 90% or better automatically qualified for grant funding, and agencies that increased their testing rate by 5% or greater, from their March 1 – October 31, 2009 rate also qualified. ICJI determined that our agency was eligible for funding under

this program as illustrated on the following page along with the 2010 OWI statistics.

The other graph on the following page is a comparison of runs between 2010 and 2009. Calls for service are all runs that officers are dispatched to with the exception of traffic stops. Traffic stops are in their own category. The column furthest to the right indicates the percentage of increase or decrease in activity in that particular category. Based upon the above statistical data, the Brownsburg Police Department personnel have begun formulating plan of actions for the year 2011 in order to address the increase in change from 2009 to 2010. It is the intention of Capt. Bullock to seek out input from the members of the Policing Committee on practices, tactics, and techniques to combat these rise in activities.

Some said courses of action will be to focus traffic units' concentration on traffic violations that have statistically been directly correlated with contributing causes to motor vehicle accidents, and heightened enforcement of seatbelt violations to enhance public awareness of the importance to utilize safety equipment in accordance with the law. Furthermore, resources of the Brownsburg Police Department will be dedicated to innovative training and patrol techniques to target offenses of Assault/Battery and Major Crimes. In addition, public education of informing persons of available resources on how not to be a victim will be concentrated on during 2011.

UNIFORM DIVISION

OWI TESTING RATE MARCH 1–OCTOBER 31, 2010

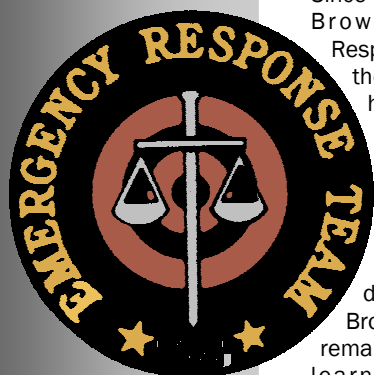
	CONTACTS	TESTS	TESTING RATE	AMOUNT QUALIFIED
BROWNSBURG PD	6	5	83.3%	\$1025.00

2010 OWI STATISTICS

2010 OWI STATS	BPD OWI CHARGES	BPD OWI ARREST TOTAL	*COUNTY WIDE OWI ARREST TOTALS	%
January	16	7	52	13%
February	16	7	26	27%
March	12	6	55	11%
April	16	7	65	11%
May	9	5	55	9%
June	18	8	71	11%
July	13	7	58	12%
August	9	5	54	9%
September	16	8	58	14%
October	20	8	48	17%
November	9	6	25	24%
December	8	4	31	13%
Totals	162	78	598	13%

2010 CALLS FOR SERVICE AND TRAFFIC STOPS

ACTIVITY	2010	2009	% INCREASE OR DECREASE
Calls for Service	15933	16427	-3%
Arrests	908	872	+4%
Accidents (Property Damage)	351	391	-10%
Accidents (Personal Injury)	98	72	+36%
Traffic Stops	8142	8161	+0.23%
Assault/Battery	79	71	+11%
Major Crimes (i.e. Burglary, Theft)	395	352	+12.21%



EMERGENCY RESPONSE TEAM

Since the inception of the Brownsburg Emergency Response Team (ERT) in the year of 2000, there have been many advancements in technology utilized for these specialized teams, with the core principles remaining intact. With new developments every year, Brownsburg has strived to remain at the forefront of the learning curve through innovative training and operator selection process. In addition to adding equipment to the inventory and disposal of the E.R.T., a selection process for new members was initiated, and testing conducted during the year 2010 for new operators. Candidates were tested and evaluated in areas such as Interview, Firearms, Operational Fitness (Physical Agility), Prior Performance Evaluation, and Applicant Letter. The Chief of Police and E.R.T. Commander gave conditional offers to selected members based upon these selection process results, at which time those selected candidates completed an E.R.T. Psychological Evaluation by an outside entity prior to becoming a member of E.R.T. The candidates were placed on a Restricted Member status until standards are met prior to being eligible for a Non-Restricted status. This

process was put in motion in order to set in place the replacement of two current members that indicated their desire to withdraw from the E.R.T during the 2011 year, and the fact that it takes almost a full year to have a new member trained as a Non-restricted Member. In addition to the replacement of two E.R.T. members, an additional member was added to the team based upon the past several years rise in activity and calls for service for this said specialty.

Through continued mutual aid agreements, the Brownsburg E.R.T. remains active within the community of the Town of Brownsburg and surrounding area communities (i.e. Avon, Pittsboro, etc.) Based upon these agreements E.R.T. routinely makes attempts to train with the Plainfield E.R.T. and Hendricks County E.R.T. to ensure cohesion between each teams' tactical deployment methodology, resulting in the ability to work together under stressful conditions.

Throughout the year of 2010, Brownsburg Emergency Response Team has continued to provide structured training to each of the teams' operators both in lecture and practical exercises. Training is geared to real life incidents, and was made to be as realistic as possible in the training

environment by the instructors of the Brownsburg Police Department and any guest instructors that may have been brought in to assist in obtaining our training objectives. During several of the monthly training exercises, volunteers were brought in as role players in order to assist in obtaining these realistic as possible, real life scenarios. With regular monthly training and equipment inspections throughout 2010, members of E.R.T. have strived to maintain mental and physical preparedness in order to be available to respond at a moment's notice. In addition to structured training, operators of E.R.T. were tested throughout the year on tasks within the E.R.T. Task Manual that were designed to test minimum proficiency standards for each member. The task manual consists of both written and practical elements in which each member completed each task to standard, and many even exceeded the minimum standard in some areas.

During the month of May, the Brownsburg Police Department hosted a three day High Risk Warrant Service training course at the Police Department Training Facility. Eleven members from the Brownsburg Emergency Response Team attended this course as a team in order to maintain team cohesion, and as a means to receive up to date techniques and tactics utilized by a separate entity. The course was provided by Safariland Training Group, and was instructed by a seasoned full time E.R.T. Operator from the Tucson Police Department. In addition to the Brownsburg E.R.T. members, E.R.T. members from the Hendricks County Sheriff's Department and Plainfield Police Department attended this



EMERGENCY RESPONSE TEAM

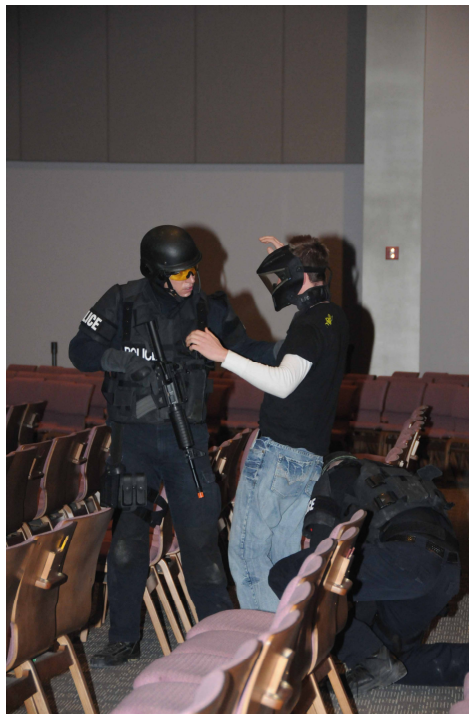
training course.

Brownsburg Emergency Response Team has a documented 1527 hours of training between all members of the team for the year of 2010 compared to a total of 982 hours for the year of 2009. The rise in training hours is not only contributed to the adding of two members for replacement of existing personnel and the one additional member brought on the team during 2010, but is also a direct reflection of the teams' emphasis to maintain well trained personnel within this specialty. These documented training hours do not reflect the additional departmental training each officer receives throughout the year, or other training each individual operator may take upon themselves to complete throughout the year. In addition to the three day High Risk Warrant Service training and monthly E.R.T. training, members completed some additional training courses during the 2010 year that attributes to the total documented training hours as indicated above. Two officers, Joe Fults and Nate Schmidt, of the three selected personnel placed on the E.R.T. in 2010 completed a 40 hour Basic SWAT School hosted by the F.B.I. at Camp Atterbury, and Josh O'Brien is expected to complete a Basic SWAT School during the year of 2011. Sgt. Pete Fleck and Officer Matt Wing completed a 40 hour Sniper course hosted by the Indiana Law Enforcement Academy for certification and/or re-certification. Also completed was a four day instructor certification course for OC, Distraction Devices, Impact Munitions, and Chemical Munitions by Major Joseph Grimes, Sgt. Bryan Fultz, and Cpl. Andy Watts.



During 2010 Brownsburg E.R.T. responded to six calls for service, which was almost equivalent to the deployments for the previous 2009 year in where there was one more call for service. With the continued rise in violent offenses and dangerous offenders in which law enforcement officials are confronted with on a more frequent basis, the need for these specialized teams such as the one the Brownsburg Police provides has become a must in order to provide us with a slight advantage over our adversaries. The deployments during 2010 ranged from controlled buy/busts with the United Drug Task Force involving violent offenders and High Risk Search Warrants to possible Armed Barricaded violent offenders. One such incident involved a deployment in Pittsboro in regards to a possible barricaded armed I.M.P.D. officer that had battered his girlfriend and fired a round from a handgun in his patrol vehicle. Incident Command

on the scene had reason to believe that the suspect was inside the home of his girlfriend who resided in Pittsboro, and requested our assistance. After all other options had failed, E.R.T. members made entry into the residence and secured the premises with no findings. The suspect was later apprehended in Danville without incident. It is for these acts of bravery and commitment that I commend each and every one of the operators that have chosen to be a part of the ERT.



MOTORCYCLE PATROL



experience and an incredible place to network with other agencies. I firmly believe that through our monthly training we enhanced our motor skills to the most professional level. In the future we will be hosting training to other agencies in order to improve their skills as well. One of my goals for 2011 is to become a certified police motorcycle instructor. With that certification I believe that I can improve our program through the eyes of other agencies. There

The Brownsburg Police Motorcycle Unit began the 2010 riding season with its annual rider proficiency recertification in Evansville, Indiana. The Evansville Police Department has four police motorcycles on their unit, which two of the riders are instructors. Officer Joe Fults and I rode the motorcycles down to the training site and completed the recertification with no problems. While we were at the training we were able to further network with attending agencies to gain ideas for future success in our program.

Unfortunately, upon returning from the recertification Officer Fults had to move to a TAC shift due to a manpower shortage. This caused a wrinkle in the plans for the unit but we were able to continue our success throughout the season. We turned this into a positive experience for the unit, being that a motorcycle had not worked into the darkness before. We discovered that after the evening rush hour there wasn't much need for a permanent rotation that late into the evening. Officer Fults worked the 1400 - 0200 hour TAC shift from April 19th through July 18th. Upon

completing that assignment he returned to his normal 10 hour shift that started at 0800 hours and ended at 1800 hours.

Training was an important component to a successful year for the unit. We logged approximately 110 hours of training for the year. We decided at the beginning of the season that we would challenge our riding ability to the extreme. From that idea we designed a training pad that challenged even the best rider. We continued to practice the basic obstacles that were presented to us in our initial training, but then we designed a much tougher course. This course is bits and pieces of a professional police motorcycle competition course. It requires you to exaggerate all five elements when riding a motorcycle. (Head, eyes, clutch, throttle and brake) We also successfully competed in the Midwest Police Motorcycle Competition in Bloomington, Indiana this year. This is an annual event that Bloomington Police Department hosts. It's a friendly competition between all motor officers who want to attend. This year we were able to meet some out of state teams that have agreed to return in 2011. It's a great

aren't many police motorcycle instructors in the area so the certification is priceless in eyes of safety for all surrounding agencies that intend on training with the unit in the future.

Traffic enforcement is the primary objective in the motorcycle unit. The overall goal of that objective is to reduce the accident rate from year to year in order to make travel on our roadways safer. I believe that presence is the first part of this objective. Displaying enforcement to passing vehicles is the second. The third is actual enforcement to a violator. With this mindset in place we successfully reduced the accident rate from the previous year. For the year of 2009 the Brownsburg Police Department investigated 499 total vehicle accidents. In 2010 we investigated 485 vehicle accidents. The motorcycle unit investigated 105 of the 485 crashes which make up 22% of the collisions reported by the enforcement division. We will continue to operate under this mindset in order to attempt to reduce the accident rate even further for 2011.

A huge part of the motorcycle unit is focused on public

MOTORCYCLE PATROL

relations. The officer is not only exposed to the elements but to the entire general public as well. It's important to have a positive attitude when operating in this type of environment. The general public enjoys speaking with the motor officer about anything. Sometimes they want to talk about the motorcycle and other times they want to thank you for the service. When parents observe us on the street they make a point to show their children where we are. We enjoy being part of a positive experience in the many lives that we come in contact with.

In 2010 the motorcycle unit was very active in the public relations area. Most of the events we participated in were after completing a 40 hour work week. We completed 19 special assignments for the riding season of 2010. Broken down we provided 10 charity motorcycle ride escorts, 7 special events in Town and 2 demonstrations.

The highlight of our special events this past year would have been when Officer Fults and I demonstrated a long time police motorcycle trick called the Flying Cross. This is when the motor officer stands upright on the motorcycle while traveling in a straight line. We demonstrated this in the July 4th parade. We heard a lot of positive feedback from the general public for that event. One particular comment that was made was, "This is the first new thing in the parade in 20 years." We thoroughly enjoyed providing that entertainment.

On August 30th we focused our efforts on the second annual K.A.R.E. program. We worked this special event through September 10th. We found that this was just as successful as 2009 but in a different way. Where as in 2009 we initiated over 200 traffic stops in the 10 day period, we were no where near that in 2010. I believe it was due to the first mindset in my way of enforcement. We were present. All in all I believe

that parents and juveniles alike are paying attention to their speeds in the school zones. We will continue our efforts in this program into the future in order to maintain a high level of safe driving.

Officer Fults has since taken on a new assignment in the Investigations Division and I wish him well. He committed two years of motorcycle patrol to the Brownsburg Police Department. Officer Fults will be missed in the program. However, Officer Dan Rooker has been assigned to take over the position starting January 1st. I look forward to working with Officer Rooker and continuing our success in the program.

HONOR GUARD



Sgt. Fleck took charge of the Brownsburg Honor Guard in April of 2010. Since that

period the Honor Guard has had several practices, presented the Colors at ball

games and social gatherings, marched in the Home Coming and Christmas parades, and was present for an officer's funeral and casket watch. Officer Grant Anderson was added to the team and attended the Honor Guard School held in Goshen Indiana. New uniforms with Marine Corp style have been implemented by the Brownsburg Honor Guard Team and are

the sharpest uniform Sgt. Fleck believes the team has ever had.

BICYCLE PATROL

2010 was the second full year of existence for the BPD Bicycle Patrol Unit. Lieutenant Mike Campbell was added to the team and participated in almost all of the events throughout the year. The team currently consists of a unit coordinator and four riders. 2010 saw the continued success of "Tactical Bike Patrols" throughout the summer months. These "saturation" patrols were developed using crime statistics and time frames of incidents. The bicycle unit was then utilized to present a visual presence and actively patrol the identified areas. On several

occasions riders were approached by citizens expressing appreciation toward the patrols. In addition, to the saturation patrols the bicycle unit continued to make appearances at community events, block parties, and parades as requested. The 4th of July extravaganza was another event where bicycle units patrolled the wooded trails of Arbuckle Park and assisted traditional road units in crowd control. It can be safely said that the community continues to support the bicycle program based upon the responses, interactions, and donations that the riders

experienced during the above mentioned events. The unit will continue to make any and all community events that they are requested to attend. 2011 goals and objectives continue to be focused on support of the enforcement division through response to areas not traditionally patrolled by vehicle or on foot. We are planning to replace two riders via a selection process and equip said officers early in the year. In addition, we will continue to pursue improved health of the riders using the exercise gained by riding the bicycles.

DEPARTMENT FLEET

In 2010, a formal program to administrate the department fleet was formulated. A computer program was created that allows the Fleet Commander to keep track of vehicles, preventative maintenance and repairs. With all the changes taking place at the department, the opportunity to also change the look of the patrol vehicles presented itself. The current striped vehicles will be phased out and the next additions to the fleet will have a modified "black and white" appearance. To save money, the department opted to buy 5 used Crown Victoria's to be assigned to the Reserve Division for the numerous officers that would soon be released. These vehicles were serviced for maintenance, painted black, striped and outfitted with the needed equipment that the Officers need to operate. The total cost was \$12,000.00. The department is also selling vehicles outright and at auctions rather than using

them as trade in at a dealership. The department sold three 2003 Crown Victoria's to Southport Police for \$4500.00 each. Normally, a vehicle of this age and miles would bring anywhere from \$1500.00 to \$2000.00 with a top dollar of \$2500.00. The department also sold a 1997 Maroon Jeep for \$2500.00 and a 2001 Ford Expedition for \$4000.00. This allows for an increase in revenue that goes back to the town that helps offset annual costs. In 2010 it was discovered that there was a common and catastrophic problem with the 2007 & 2008 Chargers. At 40,000 miles they began burning 3 - 4 quarts of oil every three thousand miles. Realizing the severity of this situation it was decided to no longer purchase Dodge Chargers and the department would look at other options. There were many complaints on the Charger; however the oil consumption was the final deciding factor for looking at the other options. The

department is looking at the new Ford Taurus NGPI. It is an All Wheel Drive vehicle that is newly engineered to meet the high demands and expectations of police departments in driving behavior and patrol tactics. The All Wheel Drive option is one that will be appreciated in the winter months and inclement weather. A new Prisoner Transport Van was purchased in 2010 since the current van un-reliable and unsafe. The department is also looking to become more efficient in the Support Division when it comes to vehicles by purchasing vehicles for the Detectives that are less expensive, have better fuel efficiency and look less like a police vehicle. A used Ford Edge was purchased for Sgt. Pyatt and it has worked out quite well. Brownsburg Police Department vehicles used a little over 49,000 gallons of fuel and had an average of 13.7mpg over the entire fleet for the year.

K9



threat/drill at the Marion County Jail II in Indianapolis.

Narcotics searches by Brownsburg Police Department K9's resulted in approximately 2148 grams (4.8lbs) of illegal narcotics with an estimated street value of \$6,130.00 being taken off the streets and not making it to their final destination.. The Brownsburg Police Department K9's assisted in the

The Brownsburg Police Department K9 Division was active in 2010 with the unit being at full strength. The K9 unit is comprised of three dual purpose patrol/narcotic dogs and one patrol/explosive detection dog. Of the three narcotic dogs, one (K9 Cato) is assigned to the Interdiction Unit. The narcotic K9 units were active during the 2010 year with several arrests being made by each team. On several occasions this year, K9 units from the Brownsburg Police Department have been called upon to assist other agencies within the county whether it was for narcotics searches and/or patrol (track/perimeter) details. K9's Manu and Czar assisted the UDTF on several occasions with drug buy/busts. Each K9 unit has strived to train on a regular basis throughout the year at various different locations throughout Hendricks County and Boone County (Whitestown PD).

The K9 division achieved goals

that were set for 2010 by having regular roll call training with shift personnel, having shift personnel assist with monthly K9 training when feasible, and continued review of all K9 training documents and usage. Training was also conducted on a monthly basis with surrounding agencies within Hendricks and Boone County.

Brownsburg's EOD K9 has also been utilized on six bomb/explosive (ammunition) callouts this year. Five of the callouts were at the Brownsburg Community School Corporation buildings and one was at the Plainfield Middle School. None of the callouts produced any explosives/ammunition being located. Suspects in most of the bomb threats were quickly identified and appropriate action was taken by the Brownsburg School Police Department. K9 Xarro also assisted the UDTF on occasion with perimeters on drug busts. K9 Xarro was also requested to assist with a mock bomb

seizure of eight vehicles used in the trafficking of these narcotics along with the seizure of \$35,597.00 in US Currency. There were five K9 tracks with one ending in an arrest. There were 15 building/area searches with K9 during 2010. There were also 36 K9 demonstrations/presentations for the 2010 year.

K9 units logged 80 hours of narcotics training, 290 hours of patrol training, and 69 hours of explosive training for a total of 439 hours of K9 training for the year 2010.



INTERSTATE CRIME ENFORCEMENT



2010 was another successful year for the Interstate Crime Enforcement (I.C.E.) Team. Officers Ben Pyatt and John Maples, along with K-9 Cato, seized approximately \$39,000.00 of suspected drug money, over 4 lbs of Marijuana, 42 Marijuana plants capable of producing an additional 40 lbs, 15 doses of Ecstasy, 2 grams of heroin, approximately 10 grams of cocaine, 30 various pills, 2 pistols, 1 stolen car, over \$100,000.00 of stolen property recovered, nearly 50 criminals arrested including burglars, thieves, drug traffickers and over 15 wanted subjects.

Officers also identified a major problem in our area that was previously going undetected. Officers learned that the Aryan Brotherhood prison gang was operating in Hendricks County, including Brownsburg. The Aryan Brotherhood (A.B.) was responsible for committing high dollar thefts of heavy machinery, trailers, high dollar diesel Ford pickup trucks and older muscle cars. Officers began watching known houses where A.B. members were living and began making arrests of individuals leaving the residences and businesses. I.C.E Team members arrested 3 confirmed Aryan Brotherhood members in 2010 and several known associates of the A.B.

One such case, Officers conducted a traffic stop of a vehicle leaving a known residence of several A.B. members in the Brownsburg

area. A known A.B. gang member and an associate of the prison gang occupied the car. Officers became suspicious of the occupants and received consent to search the vehicle. Officers found nearly 100 identifications from victims of thefts throughout central Indiana. The pair was using the I.D.'s to order items over the Internet and was also producing fraudulent checks and counterfeit money. The investigation got Federal agencies involved and the investigation into this ring still continues today and arrests continue to be made.

I.C.E. Team members began watching another A.B. member in the Brownsburg area suspected of being involved in many high dollar thefts. Officers heard a burglary occurred in Danville and officers believed it matched the description of the A.B. member we were watching. Officers set up on his house and stopped him returning home and recovered all items stolen in the burglary, totaling over \$5,000.00 worth of tools.

Through our investigations, Officers learned of another A.B. gang member operating a business in the Brownsburg area and was said to have a marijuana grow operation in his business and may also be storing stolen equipment at his business. I.C.E. Team members began surveillance and began stopping vehicles leaving the business. After a month of this activity, I.C.E. Team members were able to obtain a search warrant for the business and his residence. Officers recovered nearly \$100,000.00 of stolen property from the business, including 2 stolen trailers, 1 golf cart, 4 wheeler, dirt bike, and over \$50,000.00 worth of product

stolen from semis at O'Reilly Auto Parts Distribution Center in Brownsburg. This Aryan Brotherhood gang member was on parole for a violent rape and is considered a Violent Sexual Predator.

I.C.E. Team members continue to keep tabs on local Aryan Brotherhood gang members as well as Saxson Knight gang members, another Indiana based prison gang. Officers have built a good network with Federal Law Enforcement Agencies and I.M.P.D. who are also involved with ongoing investigations into these 2 criminal networks that are involved in millions of dollars of thefts, burglaries, and fraud in Central Indiana. These groups are also known to commit kidnapping and murder in Indianapolis.

I.C.E. Team members made several other large arrests of other criminal elements including a traffic stop on I-74 where officers recovered over \$10,000.00 of stolen electronics in the trunk of a rental car, along with a stolen gun hidden in the engine compartment. 4 males who were responsible for several home burglaries in Hendricks and Marion County area occupied the vehicle. These 4 individuals were waiting for homeowners to leave their home in the morning for work and were kicking in front doors of residences and cleaning the homes out. All 4 subjects were arrested and information about the burglary crew was passed on to other agencies. Later in the year, 3 of the 4 were arrested again for burglarizing homes in Indianapolis.

In another traffic stop on I-74, Officers stopped a vehicle leaving Indianapolis, going to a town south of Chicago. Officers became suspicious of the driver and requested consent to search the vehicle. Officers were granted consent and officers found \$20,500.00 of

INTERSTATE CRIME ENFORCEMENT

suspected drug money hidden behind the carpet trunk lining. K-9 Cato alerted to the presence of the odor of narcotics on the money and the money was seized. Officers conducted several other similar traffic stops on I-74, seizing smaller amounts of suspected drug money. In all, Officer seized over \$36,000.00 U.S. Currency on I-74 in 2010.

Officers made several drug arrests on I-74 in 2010. Officers seized over 4 lbs of Marijuana on I-74, all just purchased in the Indianapolis area. But not all drug arrests occurred on the interstate. Officers conducted a traffic stop on 56th street where the driver was delivering 3 ounces of marijuana and 12 ecstasy pills to an individual in Brownsburg. On another traffic stop, I.C.E. Team members stopped an individual leaving a residence in Brownsburg and Officers found 1/4 lb of marijuana, 8 ½ grams of cocaine and over \$2,500.00 of suspected drug money in the

vehicle. This vehicle was stopped on Airport Road.

2010 also brought K-9 Cato his first criminal apprehension. Officer Maples responded to a violent domestic and the male half was ordered several times to comply with police but refused to be arrested peacefully and threatened violence. K-9 Cato was released on the male half and K-9 Cato bit the subject on the arm and detained him, allowing officers the ability to safely arrest the subject without having to fight him and risking more injury to them or the subject. K-9 Cato performed exactly as he was trained and performed it flawlessly without hesitation.

In 2010, Officers Pyatt and Maples also were able to conduct over 40 hours of training for other police officers throughout the state of Indiana, teaching criminal patrol tactics to Officers all over the state, including a class to our own officers and other local agencies in Hendricks County.

In 2010, I.C.E. Team members worked extensively on I-74 but found themselves increasingly working on surface streets in and around town limits. I.C.E. Team members will continue to be flexible and mobile, letting the criminal element dictate where our efforts need to be focused. We will continue to work the interstates as our primary focus because it is the largest and busiest road through town but our goal will always be to keep the criminal element out of Brownsburg whether that be I-74, US 136, State Road 267 or 56th Street. Officers were not able to concentrate much effort on I-65 in 2010 due to unforeseen construction work in the Hendricks County area, adding a third lane in the area. This made it impossible to safely work that stretch of I-65 in 2010. Officers will look forward to focusing more time on I-65 in 2011.



TRAINING

Having completed the first full year assigned to the training unit, I continue to maintain confidence in the fact that the Brownsburg Police department is clearly one of the most thoroughly and professionally trained agencies in Indiana. The reserve and sworn officers received 5324 hours of cumulative training throughout 2010. This continues to be an impressive number based upon the size of the agency. The above number averages to 102.4 hours of training per officer for 2010. This average is one variable that demonstrates Brownsburg officers' do indeed "set the bar" for local law enforcement agencies to strive for, as the State of Indiana currently requires only 24 annual hours of in-service per officer. It is my belief that Brownsburg officers pursue training to not only

better serve the community, but also strive to expand their current knowledge in numerous specialized areas of law enforcement. The Indiana Law Enforcement Academy routinely requests assistance from our instructors to aid them in basic instruction to recruit officers. In addition, numerous agencies including Avon Police, Hendricks County Sheriff, and the US Department of Immigration and Customs Enforcement have requested and received assistance from BPD instructors in various areas of training. This clearly demonstrates the fact that our officers are viewed high enough to instruct and teach the recruits, current officers, and agents that are training to serve communities all over central Indiana.

The total cost incurred by the Brownsburg Police Department

for training in 2010 was \$15,981 which included several specialty schools for administration (PELA and Laserfiche). Numerous cost savings were practiced by the training unit including hosting schools, combining with Central Indiana Law Enforcement Training Council (CILETC) events, and providing in-house training at the Brownsburg Police Training Facility.

Some of the training topics covered throughout 2010 included supervisory/ leadership training, specialty training (Dive, K9, ERT), mandatory state and federal training, criminal interdiction training, interview and interrogation training, critical incident stress management, accident reconstruction, and a host of topics needed to maintain specialty certifications. The Indiana Law Enforcement Training Board passed a mandate requiring officers complete 24 hours of in-service training annually with 2 hours in the area of physical tactics, emergency vehicle operations, and firearms at a minimum. This number was increased from the previous 16 hours of previous years and the concentrated two hour areas were added. In an effort to ensure BPD met those standards we began conducting "mandated topics training" monthly beginning in April and ending in December which resulted in successful completion by all BPD officers.

Once again in 2010, the Brownsburg Police Training Facility has created and hosted opportunities for training that has saved the Brownsburg Police Department substantially on the costs associated with sending officers to training. Some of the training that has been hosted at the training facility was High Risk Warrant Service, CVSA recertification, less lethal instructor certification, shield instructor



TRAINING



certification, CISM certification, Interview and Interrogation, and Taser instructor certification. In addition, numerous agencies have utilized the facility for training throughout 2010 and have generated income to the Town of Brownsburg for the usage of said facility. Agencies having used the facility include: Hendricks County Sheriff's Department, United States Postal Inspectors, United States Office of Inspector General, US Department of Health and Human Services, US Immigration and Customs Enforcement, Indianapolis Airport Police, Pittsboro Police, Fishers Police, Plainfield Police, Avon Police Department, and several other agencies through specialized schools. The total revenue generated through facility utilization in 2010 was

\$3510 (this does not include savings through hosting trainings). As ILEA continues to become more and more difficult to access and use their facilities we have had several inquiries as to our rates and availability through 2011. In fact, one federal agency has appropriated funds for utilization of the indoor range four times throughout 2011. Our continued efforts marketing the training facility is expected to draw agencies to Brownsburg for training opportunities.

It is my expectation that Brownsburg citizens will continue to be served by some of the finest, best trained, and professional officers in Indiana, thanks in part to the efforts of the Brownsburg Training Unit.

AWARDS

**OPERATIONS DIVISION
EMPLOYEE OF THE YEAR**



OFF. KEVIN HUNSTMAN

TOP GUN AWARD



OFF. JOE FULTS

RESERVE OF THE YEAR

CPL. BILL LEVY

**EMPLOYEES OF THE
QUARTER**

OFF. MATT WING

CPL. JACQUE BASS

INVESTIGATIONS



Throughout 2010, the Investigations Division experienced several changes, both in personnel and in operations. With regards to assigned personnel, Captain Scott remained the Division Commander, but would announce his retirement later in the year. Officer Dan Rooker was reassigned to the Uniform Division in July and Officer Joe Fults was selected as his replacement in November. In December, Lt. Mike Campbell was selected as Captain Scott's replacement as the Investigations Division Commander. Lt. Campbell is eager to acclimate to the division and provide veteran leadership.

However, the department felt it was time for a change and a chance to provide a career opportunity for another officer. In November, the department selected Officer Matt Wing to take over the task force assignment. This assignment will now be subject to an annual review.

In May, it was decided to split the investigative function into two sections, Criminal Investigations Division (CID) and Special Investigations Division (SID). The idea was more focused investigation based upon crime types, being crimes against persons and crimes against property using detectives with more specialized training to address either. Sgt. Pyatt and Officer Rooker were assigned to SID, while Detectives Klayer and Gill were assigned to CID. After approximately eight months of operating in this manner, a review of the results showed no benefit was realized. More consideration was given to the division's case loads, types of cases, personnel assignments and the overall size of the department and the determination was made that there simply were not enough cases to warrant such specialization and separation. The department now feels it is more beneficial to maintain detectives whose investigative skills are quite broad and appropriate to handle all types

of cases. Therefore, effective January 2011, the divisions remerged back into one.

On-call procedures also changed in 2010. Effective in December, all officers assigned to Investigations, regardless of rank or position, are subject to the on-call schedule. As a result, the task is equitably shared by all and detectives are now only on-call one week out of every five weeks as opposed to one week out of every three weeks.

Previously, the position of Detective was recognized as a specialty and eligible for annual specialty pay. The department is no longer considering the position as a specialty, but as a job assignment. However, detectives are now eligible for shift differential pay and as of December, detectives are compensated in that manner during their on-call periods.

The department completed an analysis of how new cases are reviewed and assigned. Subsequently, procedures for conducting Case Management were updated. Automated reports are now being generated to assist in this area and are proving to be a useful tool for assigning cases. The new system helps to keep each detective's caseload at an acceptable level as to avoid too many cases being assigned to one detective which may hinder effective investigation of each case.

During the year the division has been utilizing grant money to make improvements such as a computer system using funds from Internet Crimes Against Children (ICAC) and the new video system used to record interviews and interrogations with grant money. Officer Rooker was able to procure. The ICAC grant also funded investigation activity that required travel funding for Sgt. Pyatt.

2010 CASE STATISTICS

Assigned Cases	291
Solved Cases	112
Arrests	85
Case Supplements	433
Background Investigations	12

In 2010, the assignment of Sergeant Tim Wells to the UDTF came to an end. Sergeant Wells contributed over four years to the drug task force and did an exceptional job.

INVESTIGATIONS

Detectives continued to obtain training including:

CVSA Examiner Certification
 Traffic Accident Reconstruction
 Sudden Infant Death Investigation
 Police Executive Leadership Academy (PELA)
 Child Sexual Exploitation
 Managing Property and Evidence in Law Enforcement
 Domestic Violence Lethality Assessment
 Internet Crimes Against Children Conference
 Arson Investigation
 Homicide Scene Reconstruction
 Cell Phone Technology

Detectives also continued to network with the Uniform Division and provide investigations related training in a roll-call atmosphere. During the year, detectives trained patrol officers in the area of field evidence collection, synthetic marijuana and case management.

Noteworthy cases for 2010 include:

Ex-Pike Township School Teacher, Jason Krockenberger, sentenced to 80 months in federal prison and forced to be on a lifetime sex offender list.

Investigation of a deceased female found in a hot tub, which was eventually ruled as natural causes.

Two vehicular fatalities, one of which criminal charges were filed but later dropped by the Prosecutor's office.

Large theft case solved originating at the Wal-Mart where suspect was discovered to have committed similar thefts in several Indiana counties.

Child molestation case in Williams Park.

Rape case, which resulted in a confession of fabrication.

RECORDS AND ACCREDITATION

In April of 2010, the department made the decision to combine the functions of Records and Accreditation and interview for a new Records Coordinator to manage both and the employees assigned to them. Kimberly Shupert was promoted to the position in May. Immediately following Kimberly's reassignment, job task analyses were completed. Afterwards, duty assignments and department goals were established. Throughout 2010, the main focus of Records became efficiency. By year's end, considerable amounts of data entry were discontinued such as accident and warrant information into the Tiburon database and hard copy "print and file" activities ceased. Personnel assigned to Records acclimated to a significantly more paperless environment and have learned to utilize various databases to retrieve information on an as needed basis.

All employees were cross-trained in Records and Accreditation operations and formal training was received by all in the area of Microsoft Office products. This is an ongoing process with training already requested for 2011 and the goal being achievement of a certificate program by all. Kimberly Shupert began a certificate program in Leadership that will carry into 2011 as well and Angela Seymour received formal training in Accreditation by CALEA when she and Kimberly attended the summer conference in July.

Upon receiving instruction in Accreditation file construction, all employees have been contributing much of their time preparing for the CALEA On-Site assessment scheduled for the end of April in 2011.

The department also hosted Public Access Law training in November with all employees assigned to Records in

attendance. Considerable clarification was obtained in this area. As a result, public access procedures have drastically changed and much less information, as to not hinder an investigation, is being released under the auspices of Indiana Code. To date, there have really been no issues with the public regarding the new restrictions and the department has not been challenged.

All employees assigned to Records contributed to the recruitment efforts for the year which included a part-time civilian position, full-time sworn positions and reserve officer positions. Records personnel took on an administrative role by providing applications, maintaining contact with candidates by official letter, conducting civilian testing, generating contact information and phase results and assisting in administering the written exam and physical agility for sworn positions. These tasks proved to be very demanding and significant amounts of time and effort were dedicated.

LaserFiche continues to be an impending project for the department. Filing procedures have been altered in anticipation of the program and plans for its use are underway. Personnel are looking forward to using the system and becoming even more paperless and innovative.

As is typical the Records personnel continued to provide services to the community including gun permit applications, public access, alarm permits and fingerprinting. The department did purchase a new digital fingerprint scanner at the end of the year, with scheduled installation for January 31st. The new machine should save significant time and effort in providing these services. To recoup the cost of the equipment, the ability to charge a service fee for fingerprinting

RECORDS AND ACCREDITATION

is being actively pursued.

The following tables reflect various activity statistics and funds generated. It should be noted that the accident report fees are less due to the option to purchase our reports via the internet at www.buycrash.com, from which our agency has received approximately \$3400.00 to date.

Overall, the Records Department had an extremely productive year and is looking forward to 2011 and utilization of LaserFiche.



GUN PERMITS	2009	2010
NEW ISSUES AND RENEWALS	310	240

ALARM PERMITS	2009	2010
RESIDENTIAL (NEW)	68	109
BUSINESS (NEW)	22	21
RENEWAL—RESIDENTIAL	225	192
RENEWAL—BUSINESS	198	201

GENERATED FUNDS	2009	2010
ACCIDENT REPORT FEES	\$1000.00	\$595.00
CASE REPORT FEES	1389.00	812.00
HANDGUN PERMIT FEES	11970.00	9770.00
MOTOR CHECK FEES	25.00	10.00
NOTARY FEES	131.00	16.00
PHOTOGRAPH FEES	4.00	19.00
CITATIONS FILED FOR COST RECOVERY	3700.00	9,977.54
ALARM PERMIT FEES	17450.00	17130.00
FALSE ALARM FEES	750.00	600.00
TOTAL	\$36419.00	\$38929.54

COMMUNITY RELATIONS AND JUVENILE OFFICER



Sgt. Karen Walker remained quite active throughout 2010 with Community Relations, crime prevention and juvenile diversionary activities. Over 1,000 citizens were addressed at one point during the year by Sgt. Walker regarding general residential and business safety, "sexting", social networking, gun safety, and school safety.

As usual, Sgt. Walker was instrumental in the organization and implementation of the Fourth of July Extravaganza, the National Night Out Against Crime and the Haunted Police Station. The Night Out Against Crime was yet another record-breaking event in attendance and was a fun-filled evening of connecting with the community, introducing our department and providing crime prevention information on such topics as identity theft, computer use safety, burglary protection and substance abuse. The 2010 Haunted Police Station had 1,600 people come through.

The juvenile diversionary program "Choices and Consequences" designed to deter drug and alcohol abuse was again presented to several hundred junior high and high school students during their Health classes. "Sexting" and social networking were also discussed.

Sgt. Walker also participated in community events such as the Municipal Government Day, Cop on a Roof Charity Event, Summer Lunch Bunch Program and attended most of the

Hendricks County Substance Abuse Task Force meetings.

The Crime Watch program continued to build and Sgt. Walker attended numerous housing association meetings and some block parties in the summer. Additional neighborhoods joined the program and new Crime Watch signs were posted. The department is looking at offering additional benefits of crime watch membership on the new website, including a blog by the Community Relations Officer.

After 22 years of service, in September, Sgt. Walker announced her intentions to retire in November. At that time, the department began to look closely at the job assignment. After some consideration, it was decided that the function would be moved from the Training Facility to the police department into an office off of the front lobby. The position would now be responsible for walk-in citizen contacts and take over juvenile officer duties in addition to community relations duties. In November, Sgt. Pete Fleck was selected as Sgt. Walker's replacement with a start date of January 1st. Sgt. Fleck has already begun preparations for new programs in 2011 such as a Police & Fire Cadet

Program, High School Health Program, Women's Self Defense, Parents Rights and Juvenile Discipline, and Eddie Eagle Gun Safety.

Officer Steve Sentany remained as the juvenile officer during 2010 for the purposes of ensuring the security of juvenile records, statistical reporting to the Criminal Justice Institute, keeping contact with juvenile probation and complying with Orders of Expungement. However, this assignment is also being reassigned to the Community Relations Officer. The juvenile files are being moved back into the central Records area with additional security and limited access early in 2011.



PUBLIC INFORMATION OFFICER (MEDIA INTERACTION)

In 2010, there were several news releases and media contacts. Media contacts consisted of radio segments, lectures, interviews and media inquiries. Sgt. Jennifer Pyatt was assigned as the department's PIO with Sgt. April Summers as a secondary contact replacing the current PIO, Captain Gray. Captain Gray helped to make this transition as seamless as possible.

Sgt. Pyatt created a debriefing/press room in a vacant upstairs office of the police department. The room hosts media requests and department photo opportunities. A new public information form was created to make our releases look more professional to the media. There have also been ongoing discussions about the new department website. The website will soon be the main source of our media releases. It will feature the ability to email all media contacts when a news release is posted on the website. The intent is to make it easier to mass deploy

information deemed of possible to the media rapidly and efficiently.

In December, an information leak to the media regarding case information was discovered. Sgt. Pyatt identified this issue noting a suspicious amount of information one media outlet had obtained. After an internal investigation at MECA, it was discovered the Indianapolis media uses a terminal at the City-County building to access general case information for all agencies on Tiburon. Due to a technical issue, our cases were not only showing general information but all information including investigative notes, suspects, victims and property. The way to retrieve this data was exclusive information that only FOX news and the Indianapolis Star were aware. It was discovered that all of the police agencies in Hendricks County had the same issue. The problem was quickly fixed and our case information is again secure.

Sgt. Pyatt gave a lecture for the Get Real program in Findley, Ohio for over 500 guests. All expenses were paid for by the Get Real program. She also did a lecture for the Indiana Youth Care Team. This lecture was for adults working within all disciplines that deal with children and teens, such as social workers, probation officers and child forensic interviewers. The topics consisted of Internet Safety, Social Networking and Sexting.

Sgt. Summers was interviewed on HLN, formerly CNN Headline News, in regards to the school bus bullying case that occurred near Trevor Street. The father of the child riding the bus confronted a bullying juvenile. After the completion of the investigation the father was charged with battery. The department was also represented in the ICON Magazine as having the lowest crime rate when compared with other communities in Hendricks County.

Sgt. Pyatt also took on networking duties as PIO and attends the Media & Emergency Services Organization (MESO) meetings designed to bring members of law enforcement and media together to discuss ways to improve their relationship and procedures.

Overall it was an active year with the media. The transition from Captain Gray to Sgt. Pyatt was a smooth and Sgt. Pyatt has been doing an excellent job.

Brownsburg police investigating sexual assault of 17-year-old girl

Parents in Brownsburg were issued a warning to walk with their children to school Monday after a 17-year-old girl claims she was raped.



HUMAN RESOURCES

During 2010 there was an abundance of activity in the area of human resources. A thorough job task analysis was completed on some positions and the entire job assignment structure of the department was reviewed. Some personnel were reassigned and certain job tasks were reallocated. All job descriptions were revised to state minimum and maximum ranks and terms of obligation. Salaries were restructured in the form of a pay matrix to better reflect time in service among employees within the same rank or similar job assignment. Minimum years of service were clarified for promotion through the ranks and a promotion pyramid was established. In addition, recruitment processes for part-time civilian, full-time sworn and reserve positions were held.

Various positions in the department were reviewed and it was discovered that some tasks assigned to employees simply did not correlate with their job description or the intent of their assignment. One area in particular was the position of Purchasing Agent. The Purchasing Agent was participating in activities such as recruitment and citizen surveys, while the position of Community Relations Officer was conducting tasks relating to asset inventory. The department felt these tasks were not being allocated correctly. By years end, Purchasing Agent Chris Wingler would be handling more budget related duties and quartermaster duties as the person in charge of making

purchases and tracking assets for the department. The task of citizen surveys was appropriately reassigned to the Community Relations Officer and recruitment administration was reassigned to Kimberly Shupert and her staff. Executive Assistant Kellie Stewart is now shared among the Chief of Operations and the Uniform Division Commander and Executive Assistant Kathy Polhill is now shared between the Chief of Support Services and the Chief of Police. The significant operations of Records and Accreditation were combined and are now efforts that are addressed from one location, the Records Department with all employees assigned being cross-trained and actively contributing to both functions. The department feels that all of these moves have generated a great deal more efficiency and have allowed employees to streamline their focus.

A review of salaries showed that many employees were at the same salary level but with differing years of service, including civilians. In some

cases, the difference in years was significant. A pay matrix was established for sworn personnel separating employees of the same rank by providing an appropriate salary to reflect their years of service. A similar approach was taken to three civilians making the exact same salary, but with differing years of service. Using the new structure, a repeat scenario of equal pay regardless of longevity should never occur again.

Two other promotions, aside from the Majors and Kim Shupert, took place in 2010. Officer Steve Crowe was promoted to Corporal and Corporal Dan Stanford was promoted to Sergeant. Officer Joe Fults was reassigned to the Investigations Division. Officer Rooker was reassigned to the Uniform Division and Officer Matt Wing was assigned to the UDTF with Sergeant Tim Wells returning to a uniform and assignment to the road as a night shift supervisor.

Early on in the year, it was also discovered that policy in place

BROWNSBURG POLICE DEPARTMENT
NOW SEEKING QUALIFIED APPLICANTS

The Brownsburg Police Department is now accepting pre-applications for employment as a full-time or reserve Police Officer which may be obtained from the Town of Brownsburg website www.brownsburg.org under News Center or from the department located at 31 N. Green Street. The deadline for submitting a pre-application is **Friday, October 15th at 5:00 p.m.** Note that submission of a pre-application does not guarantee an invitation to the testing phase of the process. The Brownsburg Police Department is an **EQUAL OPPORTUNITY EMPLOYER.**

MINIMUM REQUIREMENTS
 Applicants Must:

- Be a United States citizen;
- Be a resident of Hendricks county or a contiguous county of Hendricks County, Indiana or become a resident within one (1) year of employment;
- Be at least twenty-one (21) years of age and must meet the conditions for membership in the 3577 Police Officers' and Firefighters' Pension and Disability Fund (i.e. 26-83-21 (the "77 Fund"), cannot have exceeded thirty-six (36) birthday by date of hire (77 fund requirement). (Age maximum does not apply to Reserves.)
- Possess a valid Indiana Driver's License and be insurable by the Town of Brownsburg insurance carrier;
- Have a High School Diploma or GED, with official transcripts obtained;
- Never have been convicted of a felony or currently under indictment for any criminal offense;
- Never have been convicted of any family violence offense;
- Not be prohibited by state or federal law from possessing firearms or ammunition;
- Not have been dishonorably discharged from the military;
- Demonstrate good general medical health as determined by a medical doctor, who is licensed by the Indiana State Board of Medical Examiners, meeting the health and physical requirements of department policy, and the 77 Fund and physical performance testing (77 Fund not applicable to Reserves); and
- Be declared in satisfactory psychological and emotional health by a psychologist.

BENEFITS & CAREER OPPORTUNITIES

\$43,000 Annually for First Year Officer
 Full Town Home Variable Pay with Incentive in Hendricks County Based Upon Availability & Approval in Accordance with Department Policy
 Annual Longevity Pay Calculation at \$200 Per Year Up to 30 Years
 Sick Differential Paid at \$1.00 Per Hour for Sickness Beginning After 15.00 Hours

Pay Plan of: Indiana and Family Health Insurance (PFO and HSA Plans Available)
 Short and Long-Term Disability
 Deferred Compensation Plan
 Life Insurance
 Medical & Wellness Flexible Spending Account
 Specialized Assignments - EMT, Motorcycle Patrol, Bike Patrol, K9, Instructor, Dive

Optional: Special Investigations & Participation in the United Drug Task Force
 Varied Service Task Force
 Department Owned & Operated Training Facility Featuring a 20 Yard/Indoor Firing Range, Firearms Simulator, & Active 2000 sq. ft. Shoot House

*******LOCAL RESERVE PROGRAM*******
 Minimum of 3 Years Experience & in Good Standing with Current Department
 Starting Pay of \$32,120 Annually (Commensurate with Experience) \$43,000 to \$55,000
 Annual Longevity Pay Starting at 3 to 5 Years (Commensurate with Experience)
 Reservations: 2000 Hours per Year as a Member of 77 FUND (If you are not accepted)
 Full Use of Department Vehicle Immediately Upon Completion of Accelerated Field Training
 Based Upon Availability & Approval in Accordance with Department Policy

HUMAN RESOURCES



explaining minimum years in rank to achieve the next rank were simply inaccurate and reflected much less time in rank to achieve the next rank than was actually required. A new pyramid illustration was added to policy showing the number of years in rank required to advance to the next rank. Officers now have a much clearer career path in terms of longevity to follow in order to advance in rank.

As previously mentioned two major recruitment processes took place in 2010. In August, a process took place to hire a part-time civilian for a position in the Records Department. We had 229 applicants express interest. Of those, 31

applicants were invited to take a written exam and a Microsoft Office (Word and Excel) skills assessment. Five applicants were then interviewed and Brenda Habermehl was selected. Brenda began her job in November and has worked out quite well for the department to date. In September, the department began a process for full-time sworn and reserve officers. Three-hundred and twenty-two pre-applications were received. Of those 322, one-hundred thirty-five (135) applicants were invited to test. Preliminary cuts were made based off of pre-application credentials which is the first phase of the new recruitment procedures. Sixty-seven (67) candidates

submitted to the written exam and physical agility testing. The department would eventually interview eighteen full-time candidates and eleven reserve candidates. As a result, in December, conditional offers were extended to four full-time candidates and five reserve candidates. The department is currently in the final phases of background investigations and medical exams. As previously mentioned, the department adopted significantly new and aggressive recruitment procedures. A temporary evaluation committee has been established and will be meeting at least twice to discuss the pros and cons of the new process and make changes where needed.

Annual evaluations were conducted in July and for the first time in recent years all evaluations were completed by the deadline. The new Guardian Tracking system used to track employee performance was instrumental in this process and is proving to be a valuable tool in general for supervisors.

On the horizon in Human Resources, are electronic personnel files by use of LaserFiche. The system clearly has the capability to be used in such a manner and the level of security is more than sufficient. The Town recently hired a new Human Resources Manager, Jennifer Williams and a meeting with her took place to discuss current practices with the police department. Resource sharing and a merging of some human resource functions may be an option in the future.

INFORMATION TECHNOLOGY

Early in the year the IT Administrator, Pete Palanka, was removed and Dast Consulting was put in charge of the town's IT department. In August, Mike Trotter was hired as the Information Technology Director for the town and the police department. Mr. Trotter was trained by the representatives of DAST and worked with Major Depinet to get the training required to maintain our systems.

The department computer servers were moved to the Town Hall in July. The server was down for a total of six days, which proved to be an operational hardship for all employees. However, since the change the system is performing extremely well and we have benefitted significantly from this move. All major issues have been addressed and repaired.

Several new computers were deployed this year. These computers replaced units that were five to six years old. All of the road supervisors received new computers for the desktops along with interdiction officers and several civilian employees.

TV monitors were installed in the records department and will be used primarily to view the in-house camera system. This increases our building security with records being staffed during the weekdays.

The BlackBerry Enterprise Server was successfully deployed in July. The project had been in the works for over a year. The implantation of this server will give officers the ability to receive in-house and

external email on their Blackberries. It is expected that overall communication will increase while not inconveniencing the officers by periodically coming on station to check email.

Due to the numerous amounts of updates needed for the mobile data computers, Major Grimes and Major Depinet scheduled two days in September to re-image all 40 laptops. Although this was an IT issue, they thought it would save time if they handled this task themselves. The computers were collected, inventoried and re-imaged. The operational readiness was confirmed and all of the assigned terminals now have the most current versions of loaded programs. In the future they hope to add this responsibility to Mike Trotter.

The Guardian Tracking database (Personnel Early Warning System), was offline for a few weeks due to an internal problem with the program. It was discovered that IT was not performing backups of this database so the repairs took longer than expected. A solution was found and no more issues are expected. The company corrected the program and the program was made available to the employees again.

It was discovered that the program "Are You OK?" was purchased in 2009 but never installed. IT has made contact with the support personnel of the program and they are in the process of identifying what is

BlackBerry Enterprise Solution



needed to get the program up and running. The goal is to deploy this program by the second quarter of 2011 so it can become a benefit to the community.

Major Depinet and other members of staff have been working with EGOV on updating the police department's website. EGOV is the website provider for the Town of Brownsburg. Ideas about the website were expressed and the plan is to move the police department's website to the town's server which will save on maintenance expenses. Some new features include general information regarding dispatched calls for service updated every hour, current news releases and a community relations blog. After some unexpected delay, EGOV is expecting a launch of the new website early in 2011.

Two smaller IT projects were launched in October. One project was to begin testing MECA's CAD paging system. This system will give the officers and staff the opportunity to receive dispatched run information on their phones when away from their in-car terminals or desktops.

The second project was the utilization of air cards in the police vehicles for receiving runs via their mobile data terminals (MDT). The department is currently using

INFORMATION TECHNOLOGY

vehicle modems to receive communication from dispatch, which seems to be getting less dependable and more costly to repair. In addition, the availability of towers for reception is becoming an issue. By using air cards, system dependability and availability increases. Connections become more stable as there are more cellular towers throughout the state than police towers. Other benefits of this transition include access by officers to E-ticket and Aries (Crash Reports) anywhere in the community because of the new internet connection that the air cards provide. Currently, officers have to find hotspots to upload and download information. The department received two free air cards from Verizon to test the system.. One downfall of the air cards is the monthly cost. If the department decides that air cards are the best avenue, funding will need to be established.

LaserFiche is fully installed and ready for use. Records personnel have been advised that system use will begin soon. Several department members received formal LaserFiche training administered by the company anywhere from a user level to an administrator level. Select personnel are quite confident about building and using the program and the department believes it is ready to move forward with this rather large and initially complex project. Security issues have been worked out with the town and the department is now fully comfortable with confidentiality of the data by

use of a separate repository. This project will significantly change the way the department stores, automates and retrieves data. We anticipate increased organization and cost-



savings from the electronic transfer and storage of documents as opposed to bulky paper files stored in filing cabinets. The LaserFiche project is the first step to finding a permanent fix to our paperwork process. The goal is to eliminate 90% paper usage and at the same time increase work productivity in other areas. The department has come to an agreement with the Town and decided to share costs associated with obtaining a new program called LincWare. LincWare is a forms software package that works in conjunction with LaserFiche. This project is expected to be rather large and require numerous labor hours to complete. LincWare will simplify the paperwork process and eliminate any double entry. The officer will simply use the data that is input into the Tiburon system to complete required paperwork. Any data not already present in Tiburon will be entered using a prompt that the new system provides based off of data needs of particular forms. This system will not only increase efficiency but will also improve the quality of the work by checking data entry and prompting users for the correct and complete data. The funds used for this project are coming from the surplus

general funds. The LincWare forms project is expected to be deployed sometime in the second quarter of 2011.

The final large project for the year was the Crystal Reports Server. The function of this server is to run reports during non-peak times and deliver these reports to staff that require the information. We currently have only two computers that can perform these actions. However, with the server, as many as 20 concurrent users can generate reports when needed. This project was originally scheduled for completion in 2008 but did not happen. To address the situation, a contract was negotiated with DAST Consulting, Inc. to have the server up and running by the 2nd week of October. The Crystal Reports server was deployed in September and is working properly. Our department is the first and only law enforcement agency on the Tiburon system to deploy this server. It has dramatically cut down on employee labor previously required to generate certain types of reports.

The Information Technology status of the department improved drastically in 2010.

BUDGET & PURCHASING



the percentage of the budget expended was closely monitored. At year's end, the department had only .06% remaining. We feel this was a major accomplishment and improvement over past years.

During the months of April and May, Major John Depinet with the assistance of Purchasing Agent Chris Wingler conducted a thorough analysis of the department budget. It was a tedious task gaining understanding of the budgeting procedures of the previous administration and compiling supporting documentation for their fiscal activities. Each line item was reviewed and adjustments were made. At the end of May, a comprehensive budget plan was introduced to the Town. The department has chosen to take a zero-based budgeting approach in that the amounts allotted are based upon needs and costs. Blanket increases or decreases are being avoided and we feel our current budget truly represents the department's fiscal needs. Throughout the year, spending was meticulously tracked and

Through some reallocation of funds, the department was also able to pay off all outstanding car loans in July and has no plans of financing vehicles in the future.

It was also learned that the department had not filed for the collection of Court User Fees from the Hendricks County and Town of Brownsburg Courts. After some research, the department was able to collect retroacted funds totaling \$9,038, which were deposited into the Continuing Education Fund.

A few grants were received by the department in 2010. The first was from the Institute for Criminal Justice totaling \$10,000. That and a matching grant were used to purchase a new video system for the recording of interviews and interrogations.



CHAPLAINS

The department currently has five (5) area chaplains participating in the Chaplain Program. Throughout 2010, they remained active with the department through ride alongs, special events such as the Night Out Against Crime and they assist with the prayer at the monthly Town Council meetings. Currently, an employee wellness program is being developed by the Chaplains as an additional service to our employees. Our Chaplains have networked with other law enforcement chaplains regarding this topic. The department also recently finished construction on an area in the building where Chaplains can have comfortable and private discussions.

AWARDS

SUPPORT SERVICES DIVISION EMPLOYEE OF THE YEAR



MARY MCGUIRE
EMPLOYEES OF THE
QUARTER
CHRIS WINGLER
KIM SHUPERT

GOALS AND OBJECTIVES FOR 2011 AND BEYOND

In past years, each division, department or specialty has submitted individual goals and objectives. This practice is key to the success of each, specific to their purpose and assignment, and they will continue to establish those goals and objectives internally. However, in an effort towards streamlining and internalizing (establishing “buy-in”) the overall direction of the Brownsburg Police Department, the following goals and objectives are being established for 2011 and beyond. They are not only set forth for supervisors, department heads or division Chiefs, but are applicable to each and every employee of the Brownsburg Police Department in support of commonality and a unified direction. These core goals will be shared with all staff with frequent communication regarding application and progress and will in some way be part of the new mission statement for the Brownsburg Police Department currently in development.

MAINTAIN MORALE

Plan of Action:

1. Continue to meet with each division encouraging an open dialogue discussing topics such as vision of leadership, expectations and constructive feedback.
2. Review and maintain goals specific to each department or specialty insuring that personnel continue to work towards these goals with a sense of ownership.
3. Maintain consistent discipline throughout the department with fairness and impartiality and ensuring compliance with the chain of command.
4. Use the department awards system by giving frequent accolades and taking notice of jobs well done.
5. Encourage participation in the various volunteer committees to offer employee ownership in department activities.
6. Evolve the system to track ideas and suggestions submitted by employees that insure proper consideration by Staff.

Measurement of Progress

1. Monitor activity.
2. Monitor complaints.
3. Solicit feedback.
4. Monitor level of volunteerism on behalf of employees.

INCREASE PRODUCTIVITY

Plan of Action

1. Keep employees engaged and motivated by understanding what drives each individual to be more productive.
2. Use the Guardian Tracking system to provide feedback to employees and conduct meaningful employee evaluations.
3. Provide the tools and resources to do the job.
4. Communicate clear expectations in regards to levels of activity.

Measurement of Progress

1. Statistical analysis of officer and employee-initiated activity.
2. Annual review of the Guardian Tracking database and employee evaluation results.
3. Review of monthly reports submitted by the Support Services and Operations Division.

GOALS AND OBJECTIVES FOR 2011 AND BEYOND

INCREASE EFFICIENCY

Plan of Action

1. Continually analyze fiscal activities by prioritizing areas of need and tracking costs.
2. Communicate clear expectations in regards to time management.
3. Again, provide the tools and resources to do the job.
4. Continual review of procedures and consideration of improvement.
5. Use of established volunteer committees.
6. Review of response to trends. Ask ourselves if we are addressing an issue with the right tactics, right people and right resources.
7. Accurate assignment of job tasks.

Measurement of Progress

- Monthly review of budget status.
- Time management analysis. Determine if job tasks are being completed within the expected timeframe.
- Feedback from staff regarding tools and resources
- Feedback from volunteer committees.

ACTIVE COMMUNITY POLICING AND RELATIONS

Plan of Action

1. Continue to apply the Community Policing Module.
2. Continue to develop the Public Information Officer position and relationship to the media.
3. Provide expectations regarding officer interaction with the public.
4. Increase juvenile diversionary programs.
5. Increase or maintain Night Out Against Crime efforts.
6. Increase amount and quality of crime prevention literature available to the public.
7. Complete new department website including several community relations features.

Measurement of Progress

- Citizen feedback. (Surveys)
- Attendance at Night Out Against Crime and other community events or programs hosted by the department.
- "Patrol When Possible" and business check activity analysis.
- Juvenile diversionary program activity reports from the Community Relations and Juvenile Officer.
- Availability and accessibility of new crime prevention literature to the public.
- Website completion.