

2011 ANNUAL REPORT



BROWNSBURG POLICE DEPARTMENT

The following pages detail the activities and accomplishments of each division, department or specialized unit throughout 2011. Information contained within highlights an award-winning police department ready for the challenges of the future providing for the safety and security of the “Drag Racing Capital of the World.”

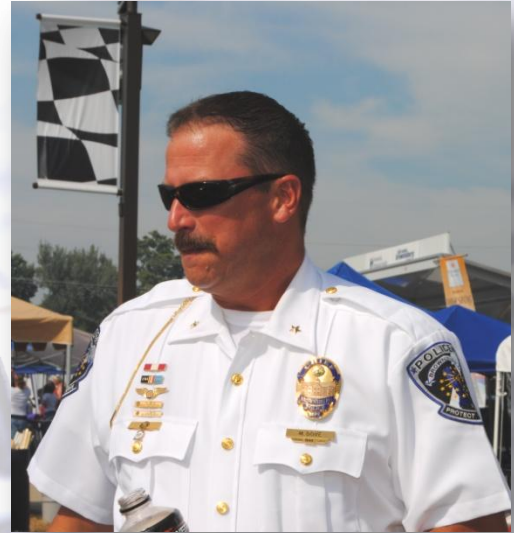
OFFICE OF THE CHIEF OF POLICE

BROWNSBURG POLICE DEPARTMENT

FOREWORD

When looking back at 2011, I am overwhelmed at what our staff has achieved. While the department experienced a dramatic increase in statistics in regards to calls for service, arrests, case reports and investigations; what really stands out are other various aspects. Members of the department increased public relations efforts both individually and electronically by taking advantage of the social media upsurge and drastically improving the department website. Innovations in paperwork and smart forms technology were developed to increase efficiency not only for the employee but for the general public when interacting with the department. We changed the way we make purchases by approaching the decision-making process more democratically and involving more employees so that our officers and civilian staff are provided with the best tools possible to do their job. In addition to more thoughtful purchasing, the department continued fiscal responsibility efforts with its zero based budgeting philosophy.

Review of arrests made in 2011 reveals that our department capitalized on working relationships with other local, state and federal law enforcement agencies in an effort to pool resources enabling proper investigation and apprehension of the ever evolving criminal element. As a direct result of this relationship, our police department was responsible for arrests made not only in our community, but throughout the country. We made multiple arrests for child molestation and exploitation, shut down a local prostitution ring, solved several burglary and theft cases, rid the community of a nationally recognized hate group and seized a record amount of narcotics.



Our employees are not only leading by example demonstrated by positive media spotlighting Brownsburg Police Department throughout the year, they are literally showing other police departments “how it’s done” through formal instruction and lecture presentation locally and across the nation.

In an attempt to evolve with crime trends and maintain the best law enforcement education possible, an emphasis continues to be placed on training. Not only have we increased the amount of training but we have improved upon the quality and content as well. The Brownsburg Police Department training division is fast becoming a valuable resource for other police agencies.

One of the more significant achievements of 2011 was the department receiving its 6th accreditation award. In addition to the typical reaccreditation, I am pleased to announce we received the CALEA Award of Excellence and Meritorious award. It was a very rewarding experience to hear my peers and other executive members of law enforcement from around the country congratulate our small group stating that we “not only talk the talk but back it up by walking the walk” and describing our department as a “crown jewel” of accredited police departments.

Late in 2011 we annexed over 2,300 acres into the Town and subsequently into our police jurisdiction; which brings with it many new challenges. The area annexed included Ronald Reagan Parkway and the Lucas Oil Raceway Park. We have already begun to patrol and respond to calls for service in this area. The more significant undertaking will be the security of all events at Lucas Oil Raceway Park starting in 2013. Preparations to handle this new assignment are underway. The department plans to install the utmost professional police service providing for the safety and security of attendees during these events while seamlessly maintaining the same level of service currently afforded to citizens of our pre-existing jurisdiction. Over the next year, staff will be charged with the task of providing input and analysis as to what it will take to achieve this goal including operations, logistics and finances.

Once again, you are invited to review the contents of our annual report and be impressed by the 2011 activities and accomplishments of the men and women of the Brownsburg Police Department, as I am. People are what make any business or organization successful. We have the best people and I am exceedingly proud to be the Chief of Police of such a professional group.



Mark E. Dan

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BROWNSBURG POLICE DEPARTMENT

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OPERATIONS DIVISION

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ENFORCEMENT



2011 opened with an unusually harsh winter with several days of adverse conditions causing a considerable increase in vehicle accidents and slide-offs. Throughout the winter season, officers visited many local businesses reminding them to keep walkways cleared of piled snow created by the Town’s snow removal equipment. This had been an issue in the past. Officers were also directed to maintain visibility within the community while limiting operation of their assigned commission during the most hazardous conditions.

Activity in the Enforcement Division dramatically increased from 2010. Calls for service were up 13%. Arrests were up by 34% and traffic stops increased by an impressive 48%. Operating While Intoxicated arrests nearly doubled from 78 to 141. Personal Injury Accidents decreased 7%; possibly attributed to the directed patrols conducted by the

Motorcycle Patrol for accident causing violations. Officers again saturated the community with “patrol when possible” activity, where they conduct proactive security checks and roaming patrols through the neighborhoods and business districts between incidents or arrests. During 2011, an astounding 7,444 patrols were conducted. Statistical analysis of this activity demonstrates successful achievement of one plan of action devised in 2010 towards remaining active in policing and community relations. Officers continue to provide excellent and substantial service to the Town of Brownsburg which seems to improve each year. In 2011, Captain Bullock continued to conduct monthly supervisor

ACTIVITY	2010	2011	% CHANGE
Calls for Service	15,933	18,056	+13%
Arrests	908	1,219	+34%
Accidents PD	351	398	+13%
Accidents PI	98	91	-7%
Traffic Stops	8,142	12,018	+48%
Assault/Battery	79	77	-2%
Major Crimes	395	429	+9%
OWI Arrests	78	141	+80%

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ENFORCEMENT (CONT.)

meetings providing direction to Enforcement supervisors and receiving feedback for divisional improvement.

The frequency of incidents involving higher risk for violence or injury seems to be increasing. The 2011 Use of Force Analysis revealed 31 reported cases accompanied by Use of Force documentation. In addition, 14 of those case reports contained multiple Use of Force report forms completed by different officers. In all, there were 53 Brownsburg officers involved in the application of force to some degree in those 31 reported incidents. Two of the incidents involved the delivery of a chemical agent and two involved the deployment and apprehension by a police K9. One incident involved the



application of a Taser ECD device. This number is substantially higher than 2010. However, upon staff review it continues to be the contention that officers exercise excellent application of necessary force and appropriate restraint. In 2011, the Use of Force policy was thoroughly reviewed and revised. Officers completed training on the new procedures in October. Training specific to Taser deployment was conducted during roll call in October and November.

Also during 2011, the Brownsburg Police Department was involved in a total of 4 vehicular pursuits. This was an increase from 2 pursuits in 2010. All were initiated by Brownsburg Officers who were attempting to stop a vehicle for traffic violations. All four of these pursuits were at speeds less than 50mph and initiated in dry and clear weather conditions. Three of the 4 pursuits were approximately a mile long or less and all four suspects were intoxicated males. One vehicle was taken out of commission by the deployment of stop sticks that deflated the tires. The device was deployed by another agency assisting in the pursuit. There were no department vehicles damaged in these incidents nor was there any property damaged, other than the deflated tires of the aforementioned fleeing suspect's vehicle. No officers were injured; however there was injury to a suspect inflicted during apprehension by a police K9 due to his resistive behavior. In all instances officers involved acted safely and appropriately within the standards and policies that are set forth by the Brownsburg Police Department. Again, in 2011 the

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ENFORCEMENT (CONT.)

department participated in practical EVO and stop sticks deployment training that took place at Lucas Oil Raceway, Indianapolis. Numerous instructors and agencies participated in the training. Some of the exercises the officers completed included traversing through the road course, negotiating turns at high speeds, aggressive braking and evasive maneuvering along with emergency braking. As always, with the high profile and liability of emergency operations of a police vehicle it is recommended to continue EVO training on an annual basis.



The department had the same patch design for nearly 30 years. Executive Staff and officers both agreed it was time to make a change. Employees were invited to create a design and submit it for inclusion in an anonymous survey. The design selected by officers was submitted by Corporal David Pyatt in

March and officers began wearing the patch on their summer uniforms beginning in May. The change was well received and Corporal Pyatt received a plaque in appreciation for his efforts.

The Brownsburg Reserve Program currently consists of seven officers on solo patrol and three additional in the Field Training Officer (FTO) program. During the course of 2011, Reserve Officers continued to report for duty for regular patrol shifts and on several nights when severe weather was expected overnight or in the event of a critical incident for which additional manpower was needed. The Reserve Division contributed a total of 2,869 voluntary hours. Reserve Officers were instrumental in assisting the department with manpower during a CSX train accident. Securing and investigating the accident was overwhelming for on-shift officers due to the vast area of the crash scene requiring a callout for manpower. One phone call produced four voluntary Reserve Officers to take dispatched runs and assist where needed. Reserve Officer Corey Sears was assigned to oversee the department's transportation of prisoners arrested on Brownsburg Town Court warrants and others that are waiting transfer from out of county jails to the Hendricks County Jail. Officer Sears and Captain Pat Bullock formulated a plan of action to accomplish this task, and continuously communicated to ensure transports were being completed, and that documentation was kept in place for tracking purposes. Reserve Officer Jeff Ferguson submitted a letter of resignation in April. In addition, Corporal Bill Levy and Officer Rick Lich also submitted their letters of resignation due to out of state job opportunities. Corporal Levy

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ENFORCEMENT (CONT.)

expressed how difficult of a decision this was and how it had to be discussed in depth with his family. Officers Lich and Ferguson also indicated this was a difficult decision to make. Those that have resigned over the years have expressed how proud they were to have been members of the Reserve Division and how much they would miss it. Reserve Officer Chad Brandon, on February 28th, and Jon Flowers, on June 30th, were sworn in as full-time officers for the department thereby resigning their Reserve Officer positions. After the numerous resignations or reassignments, the division is currently in need of additional personnel. Corporal Dave Pyatt, the liaison between the Reserve Division and Operations Division Executive Staff, and current Reserve officers, along with Major Grimes, continue to develop strategies for recruitment of new Reserve personnel, and gauge the potential for seeking out Reserve Officers from other agencies who already have academy training as required by accreditation standards. Corporal Pyatt has been communicating with Human Resources to convey Reserve recruitment needs in order to fulfill Chief Dove's goal of expanding the number of Reserves by the end of 2013. A selection process for Reserve personnel began in August, of which 5 additional persons are expected to be selected and attend an academy hosted by the Boone County Sheriff's Department in February 2012. Upon review of the division, Executive Staff and Reserve personnel will be restructuring the standards, requirements, and policy that govern the Reserve Division to better suit the officers that volunteer their time, the annexation of Lucas Oil Raceway, and the overall needs of the department. The Reserve Division continues to be a crucial division that augments both the patrol and special events functions of the department. The commitment and volunteerism of its members greatly benefit the department and is much appreciated.

In April, the department underwent its 6th CALEA on-site. As part of the on-site, officers present a static display of their assigned vehicle, uniform and specialized equipment, providing an overview to assessors and answering any questions. The department's display was a highlight of the final on-site report in addition to the level of professionalism and knowledge of the officers the assessment team had contact with, which was the majority of personnel. Assessors had the opportunity to attend roll-calls, speak with officers individually and as a group around the department and conduct ride-alongs.

In May, the Town of Brownsburg submitted an application to apply for HSIP funding to assist in upgrading traffic signals to include emergency vehicle preemption. This upgrade will include funding to outfit all police cars with the emergency vehicle preemption equipment, which would make intersections safer when traveling to priority calls for service. In addition, this upgrade has the potential to yield reduced response times. This will be an on-going project in 2012.

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ENFORCEMENT (CONT.)

On July 13, 2011, Officer Maples and Corporal West responded to a suicidal male in Arbuckle Acres Park. Upon arrival officers conducted a search and eventually found a male sitting on the edge of the



railroad bridge with a rope tied around his neck that was tethered to a wire cable connected to the bridge. After slowly approaching the subject, Officer Maples and Corporal West were able to grab him. The person began to actively resist, struggling against them and continued his attempt to throw himself off of the bridge. While he was restrained, Officer Reed was able to cut the rope. Once off the bridge, the subject was transported to the St. Vincent's Stress Center where he was committed for psychological evaluation. These officers put their own lives at risk to save the life of another who was so reckless in his suicide attempts that he put Officer Maples and Officer West in

danger as well. In December, both officers were formally recognized and received the Medal of Bravery for their selfless and courageous act. This was the first Medal awarded several years.

In July, it became a misdemeanor offense to sell or possess synthetic cannabinoids (Spice) or "bath salts". However, a Town ordinance banning the substances was passed in March. Officers received initial training and began enforcing the infraction ordinance. After the law was passed, officers continued to investigate instances involving the ever-changing substances and take enforcement action under the misdemeanor law throughout the second half of the year.

Annual vehicle and uniform inspections took place on September 26th and 28th. The annual inspection is in addition to the quarterly inspections conducted by line supervisors. Officers take great care in preparing their vehicles for the inspection each year. Executive Staff were pleased



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ENFORCEMENT (CONT.)

with the results and follow up activities, whether it was obtaining equipment or correcting deficiencies, were minimal.

On October 28th, Major Grimes completed his last day of the Police Executive Leadership Academy (PELA) at the Fishers Police Department. PELA involves four modules that are one week in duration each. During weeks three and four of the academy, Major Grimes was voted to receive the PELA Leader's Leader award for his outstanding participation. PELA provides some of the best leadership training available and the department will continue to send supervisors as possible.

In November, Major Grimes received a signed Memorandum of Understanding (MOU) from the Special Agent in Charge of Homeland Security Investigations (H.S.I.). This MOU is a result of the previously reported agreement that the Brownsburg Police Department and H.S.I. had been discussing as a means to network and expand resources for advanced criminal enforcement of narcotics related trafficking. This MOU should provide Brownsburg Police Department personnel with additional training, knowledge, resources, and equipment to continue the fight against narcotics related offenses that endanger our citizens and youth within our community.

A new form was created in November for the purposes of recording complaints involving the Hendricks County Communications Center. The electronic form is forwarded through Executive Staff and then to Director Steve Cook. The form requests a response from HCCC within 30 days as to the outcome of the complaint. Realizing that deficiencies cannot be corrected without documentation, officers are encouraged to use this tool. The goal, however, is not to launch a barrage of needless or baseless

complaints on dispatchers. It will simply be utilized to establish a more effective working relationship with the communications center.

On December 13th, officers responded to the unique incident of a train vs. vehicle accident. Dispatch received a report of a recreational vehicle being struck by a CSX cargo train at the North Odell Street railroad crossing



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ENFORCEMENT (CONT.)

with debris strewn for over half a mile surrounding the impact location. The sole occupant of the RV was thrown from the vehicle, survived and was hospitalized. A command post was established and incident command operations ensued. Command Staff, the Public Information Officer and the department Accident Reconstructionist were activated, in addition to Reserve Officers for road assistance. This was a unique opportunity to apply the Incident Command System and Sergeant Dan Stanford did a phenomenal job. A debriefing meeting took place following the incident to identify any issues.

TRAINING

2011 saw numerous training opportunities involving the Brownsburg Police Department. The department and Training Coordinator Sergeant Watts remain confident that the Brownsburg Police department is one of the most thoroughly and professionally trained agencies in Indiana. Both Full-time and Reserve Officers received 6,451 cumulative hours of training during the year. This continues to be an impressive number when taking in consideration the size of the agency. The aforementioned total averages out to 117.3 hours of training per officer. This average is one aspect demonstrating Brownsburg officers indeed “set the bar” among Indiana law enforcement agencies, as the State of Indiana currently requires only 24 annual hours of in-service per officer. Brownsburg officers pursue training to not only better serve the community, but to expand their 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 of 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 department instructors in various areas of training. This clearly demonstrates that



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TRAINING (CONT.)

our officers are preferred instructors teaching new recruits and current officers all over central Indiana.

The total cost incurred by the Brownsburg Police Department for training in 2011 was \$17,467 which includes four PELA classes and ERT specialty training for the entire team. Numerous cost savings techniques 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 whenever possible.

Some of the training topics covered throughout 2011 included supervisory/leadership training, specialty training (EVOC, K9, ERT), mandatory state and federal training, criminal interdiction training, interview and interrogation training, instructor development, accident reconstruction, and a host of other 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 and the concentrated two hour areas were added. In an effort to ensure BPD met those standards the department began conducting “mandated topics training” monthly beginning in August and ending in November which resulted in timely successful completion by all officers.

Not only do officers attend formal training, they receive roll-call training from their shift supervisor and other officers. This training is recorded in the roll call database and occurs nearly on a daily basis.

These trainings often cover policy and procedure and include numerous topics.

Once again in 2011, the Brownsburg Police Training Facility created and hosted training opportunities that saved the department substantially on the costs associated with sending officers to training. Some

PAST ROLL CALL TRAINING		
9/16/2011	PMA	critical incident/suicidal armed subjects
9/11/2011	AMB	active shooter
9/10/2011	AMB	SFST Training/DataMaster
9/10/2011	PMB	active shooter/room clearing/search warrants
9/8/2011	AMA	eticket procedures
9/7/2011	PMA	Prosecutor Update
8/26/2011	AMB	UDTF Training
8/25/2011	AMA	UDTF procedures
8/24/2011	PMA	k-9 deployment and securing scenes of search warra
8/24/2011	PMA	radio use
8/19/2011	PMA	supervisor minutes and topics. Use of force
8/19/2011	AMA	August supervisor meeting minutes
8/18/2011	PMB	Supervisor's meeting minutes
8/18/2011	AMB	Street Survival Updates

of the training hosted at the training facility includes Hostage Rescue, Glock Armorer, AR15 Armorer certification, Active Shooter Instructor, CISM certification, Basic FTO Certification, and Patrol Response to Critical Incidents Certification. In addition, numerous agencies have utilized the facility for training throughout 2011 which generated income to the Town of Brownsburg. Agencies that used the facility include: Hendricks County Sheriff's Department, United States Postal Inspectors, United States Office of

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TRAINING (CONT.)

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 2011 was \$4055. This is a \$1900 increase from 2010 usage fee totals. As the Indiana Law Enforcement Academy becomes less and less available, the department fields more inquiries as to our rates and availability through 2012. Marketing efforts of the training facility are expected to continue to draw agencies to Brownsburg for training opportunities.

The Brownsburg Police Department conducted its third Reserve Academy in 2011. The academy included officers from five different agencies including BPD. Reserves were instructed over a 9 month period in areas of conflict management, stress, domestic violence, hazardous materials, SIDS, firearms, traffic stops, criminal law, emergency vehicle operations and physical tactics, to name only a few. The academy is structured to emulate that of a full-time officer's academy in content and is over 400 hours long. The department graduated three reserves, Tanya Strawmyer, Robert Van and Samuel Leahy from this session on October 2nd. All three reserve officers have since proceeded into the field training program.



EMERGENCY RESPONSE TEAM



The Brownsburg Emergency Response Team (ERT) had a very active beginning to 2011 with three back-to-back callouts during high risk incidents. All 3 call outs occurred in the span of a week and a half period. During the entire year, the Brownsburg ERT responded to a total of five calls for service, which was almost equivalent to the deployments for 2010 during which there were 6. While there may have been five actual documented deployments, there was a few additional occasions where the

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EMERGENCY RESPONSE TEAM (CONT.)

team was put on standby pending the development of an incident or determination of initial responding officers. These incidents were resolved prior to the need for a full activation of ERT personnel. The deployments during 2011 ranged from High Risk Warrant service in support of the United Drug Task Force involving violent offenders to Armed Barricaded violent offenders. Four out of the five deployments involved persons said to be armed with a knife or gun, and involved incidents where either suicidal or homicidal individuals were held up in a residence. Fortunately through tactics and available resources (i.e. equipment, manpower, hostage negotiator, road officers and supervisors, etc.), apprehension was made with minimal to no damage to property and no injuries to suspects or offenders.

The team's intent is to provide a highly trained and skilled tactical team as a resource in the handling and support of situations that pose a substantial risk to human life in rapidly evolving situations. The Brownsburg Police Department recognizes the need to develop and maintain a highly trained and skilled police emergency response unit as a resource in the handling of these critical incidents. The presence of such a team has been shown to substantially reduce the risk of injury or loss of life to citizens, police officers, and suspects. Since the inception of the ERT in 2000, members of this specialty have strived to maintain



the skills and equipment necessary through innovative training and selection of equipment. In addition to adding equipment to the inventory, a selection process for a Tactical Medic (T.E.M.S.—Tactical Emergency Medical Services) was initiated, and testing was conducted. Candidates were evaluated in areas such as Interview, Firearms, Operational Fitness (Physical Agility), Prior Performance Evaluation, and Applicant Letter content. The Chief of Police and ERT Commander gave a conditional offer to the selected candidate, Brownsburg Fire Territory member Jerry Harder, based upon these selection process results, at which time he completed a psychological evaluation. The Tactical Medic was placed on a restricted member status until standards were met prior to being eligible for non-restricted status. The concept of having a Tactical Medic as a member of the ERT is in recognition of the dangerous conditions and the conduciveness for injury during a tactical police deployment. The team decided that the need for Tactical Paramedics on police tactical incidents was a must in order to provide aid to not just

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EMERGENCY RESPONSE TEAM (CONT.)

members of the Brownsburg Police Department, but to any persons that may have need during a deployment. The paramedics' role on the team is one of medical support, for which Jerry Harder attended and became certified during a Tactical Medic SWAT Course (40 Hours) hosted at the Plainfield Fire Territory from July 11th to the 14th presented by Pelham Tactical. Throughout 2011, the Brownsburg Emergency Response Team continued to conduct structured training with each of the teams' operators, both in lecture and practical format. Training is geared towards real life incidents, and was made to be as authentic as possible in the training environment by instructors. With regular monthly training and equipment inspections throughout 2011, members of the team have strived to maintain mental and physical preparedness in order to be available to respond at a moment's notice with the key concept of "Deployment Readiness". During the Month of July, the Brownsburg Police Department hosted a three-day Hostage Rescue certification training course at the Training Facility. Twelve members from the Brownsburg Emergency Response Team attended this course in order to maintain team cohesion, and as a means to receive up to date techniques and tactics utilized by negotiations support. The course was provided by Safariland Training Group, and instructed by seasoned ERT Operators and Instructors from outside agencies. The team documented 1,623 hours of training between all members during the year compared to a total of 1,527 hours for 2010 and 982 hours for 2009.

On November 4th, Chief Dove authorized certified ERT members to carry their assigned Electronic Control Device (Taser) during the course of regular patrol shifts. The availability of this less lethal option during day-to-day operations is a welcomed addition. Tasers, as another less lethal option for patrol officers, is a much sought after implementation, given the opportunity in the future by Chief Dove and the availability of funding.



During 2011, two of the members resigned in order to refocus on other career development areas or opportunities. In February, Corporal Tony West officially resigned from the Brownsburg Emergency Response Team. Corporal West had served as a member of the tactical unit since 2002 and was presented with a plaque of appreciation for his years of service to the unit. During his service, he served as a sniper, entry team member, and active shooter

OPERATIONS DIVISION

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EMERGENCY RESPONSE TEAM (CONT.)

instructor. In addition, on December 5th, Sergeant Pete Fleck was presented with a plaque of appreciation for his years of service. Sergeant Fleck was one of the original members of the team when developed in 2000. He took on many roles during his service to the team as a team member, sniper, instructor, and sometimes team leader. While these two members will be missed, preparation for replacement members began in 2010 realizing it takes at least a year to train personnel. Two of the three selected members during the 2010 process have attained the status of a “non-restricted” member, with the third closely behind. Therefore, even with the resignation of two members in 2011, the team continues to maintain a total of 13 active members including the Tactical Medic and one ranking officer from the Pittsboro Police Department.

INTERSTATE CRIME ENFORCEMENT

2011 was yet another very successful year for the Interstate Crime Enforcement (I.C.E.) Team. Sergeant Ben Pyatt and Officer John Maples, along with K-9 Cato, seized approximately \$15,000 of suspected drug money that will be forfeited and given to the Brownsburg Police Department to use to enhance law enforcement efforts. In addition, the team seized over 1,000 lbs. of marijuana, approximately 100 grams of ephedrine, several grams of heroin and methamphetamine and 2 stolen vehicles with more than 25 major criminals arrested.

The total amount of marijuana seized is attributed to various notable stops on I-74 including a stop where 4 lbs. of marijuana were seized, one where 2 lbs. of marijuana were seized, one where 30 lbs. of marijuana were seized, and one where 1 lb. of marijuana was seized. However, the most significant drug arrest made in 2011 was a traffic stop conducted on 56th street, which was the culmination of an ongoing



investigation by officers of the I.C.E. Team, local D.E.A. Agents, and the Indiana State Police Criminal Interdiction Team, resulting in the arrest of 2 local

 Brownsburg Police Department shared a link.

 **Police Seize \$2 Million In Pot During Traffic Stop - Indiana News Story - WRTV Indianapolis**
www.theindychannel.com

BROWNSBURG, Ind. -- About \$2 million worth of marijuana was seized during a traffic stop in Brownsburg last Friday, police say. Tuesday, June 21, 2011.

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INTERSTATE CRIME ENFORCEMENT (CONT.)

individuals who were trafficking over 1,000 lbs. of marijuana at the time of the stop. The estimated value of the marijuana was approximately \$2 million dollars.

During an investigation that began in 2010, officers had identified a major theft problem involving Aryan Brotherhood gang members living and operating in the Brownsburg area. In the beginning of 2011, I.C.E. Team members worked with Indiana State Police Auto Theft unit and successfully recovered stolen vehicles from the last known Aryan Brotherhood gang member. Since his arrest, he and the other members have moved away from Brownsburg. The department believes the reduction in auto thefts and other violent crime is a direct correlation to their departure. Currently, there are no known Aryan Brotherhood gang members living in the Brownsburg.

Sergeant Ben Pyatt was selected by the Drug Interdiction Assistance Program and the El Paso Intelligence Center to become an instructor for them nationally. Sergeant Pyatt attended a 10-day class to become an instructor and has already taught one class in Cheyenne, WY to local and state officers in the field of highway criminal interdiction. Also, Sergeant Pyatt has become the main instructor at the Indiana Law Enforcement Academy, along with Lieutenant Dwight Simmons of the Putnam County Sheriff's Office, teaching every new recruit that comes through the academy in the field of criminal interdiction at the time of a traffic stop.

HONOR GUARD

The department Honor Guard remains active under the leadership of Sergeant Pete Fleck. The team meets monthly to train and during the latter part of the year, met twice monthly to practice a new rifle routine which was performed for the first time during the annual Christmas Parade. Other events attended by the Honor Guard in 2011 included:

- January 13th – Colors Presentation at Town Council Meeting
- February 1st – Funeral of IMPD Officer David Moore
- May 11th – Law Enforcement Memorial Service in Danville
- July 4th – Fourth of July Parade
- July 18th – Funeral of Terre Haute PD Officer Brent Long
- September 30th – Homecoming Parade
- December 3rd – Christmas Parade
- December 6th – Project Blue Light Ceremony at ILEA



OPERATIONS DIVISION

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BICYCLE PATROL

The beginning of the year found the Bicycle Patrol reduced by two members. Lt. Campbell was reassigned to the Investigations Division and Corporal Jacque Bass tendered his resignation from the unit effective January 1st. Sergeant Watts conducted a selection process for new members beginning in April. Effective May 1st, Sergeant Pete Fleck, Officer Jason McCoy and Officer Nate Schmidt became the newest Bicycle Patrol officers. The team now has a full complement of four riders and one coordinator. During a meeting on April 19th, the new officers were fitted for uniforms and equipment and orientated to the goals and objectives of the specialty. On May 16th and 17th, these officers attended a certification course at Plainfield Police Department. Following training completion, officers began patrolling various neighborhoods or businesses, conducting surveillance and participating in special events as requested. These events included:

- June 4th - B & O Bicycle Tour
- June 25th – Park to Park Charity Run
- June 29th – Fourth of July Extravaganza
- August 30th – Surveillance for Burglary Suspects
- September 1st – John Force Racing Show
- October 2nd – Homecoming Parade

In October, the Bicycle Patrol ended a successful 2011 season. The unit continues to generate improved community service, public relations and visibility while offering a valuable tool in addressing crime trends conducive to its unique tactical abilities.



MOTORCYCLE PATROL

The Brownsburg Police Department Motorcycle Patrol had a change in assigned officers in 2011. Officer Joe Fults made the decision to leave Enforcement and take a position in the Investigations Division. Officer Rooker was selected as his replacement, was equipped and attended Basic Police Motorcycle Operations School in Evansville from April 4th to April 15th. Officer Rooker transitioned from an inexperienced motorcycle operator to being able to perform maneuvers that the majority of experienced motorcycle riders may not in this two week period with the instructors being impressed with his early skills. Corporal Tony West should be credited for preparing Officer Rooker in advance of the training.

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MOTORCYCLE PATROL (CONT.)

Keeping with the training initiative, the unit conducted training 9 months out of the year during 2011. Officer Rooker completed 161 hours of motorcycle specific training and Corporal West completed 105 hours. The monthly training that the motor unit performs on a regular basis is rider proficiency which



consists of utilizing a parking lot with a course that was designed by the unit to challenge all the skills that are attained at the basic school. The unit also focused on S.T.O.P.S. and firearms training. During the month of August both officers attended a 3-day training course in Bloomington, IN. The training was hosted by the Bloomington Police Department on the Indiana University campus. The first two days of training were rider proficiency by use of cone patterns. The last day was a timed competition to establish the overall most skilled rider. The BPD Motorcycle Patrol performed very well.

On May 10th and 11th the unit completed the task of having all department radars certified by Radar Man, Inc. The department was 100% compliant. All radars are now certified until May 2013.

On July 18th the Motorcycle Patrol participated in the funeral of Officer Brent Long from the Terre Haute City Police Department. Corporal West was responsible for contacting multiple agencies and organizing department motorcycles to ride as a group to the detail. He was able to organize and route 13 police motorcycles from various agencies around the state to the detail. Corporal West and Officer Rooker lead the group to Terre Haute and successfully broke every intersection they encountered. The group never stopped until they arrived at the location. The department was honored to lead such a detail and it demonstrated the professionalism of both the Motorcycle Patrol and the Brownsburg Police Department.

Throughout 2011, the Motorcycle Patrol completed 19 special details comprised of:

- April 28th – Brownsburg High School Mock DUI Fatal Crash Investigation
- April 30th – East Middle School 10K Walk/Run
- May 1st – Accreditation Static Display
- May 28th – Memorial Day Service at Brownsburg Cemetery
- June 11th – The Path Home Motorcycle Escort

OPERATIONS DIVISION

BROWNSBURG POLICE DEPARTMENT

MOTORCYCLE PATROL (CONT.)

- June 16th – BPD Motorcycle Patrol Demonstration for the BPD Youth Camp
- June 18th – The Blue Star Ride Motorcycle Escort
- June 25th – Park to Park Charity Run
- July 2nd – The Freedom Motorcycle Escort
- July 4th – July 4th Parade and Fireworks
- July 16th – Project Lifesaver Motorcycle Escort
- July 18th – Terre Haute Police Officer Brent Long Funeral Detail
- July 23rd – Susie’s Place Motorcycle Escort
- August 2nd – Night Out Against Crime
- September 1st – John Force Racing Car Show
- September 16th – Brownsburg High School Football Homecoming Parade
- September 24th – Hoosier Burn Camp Motorcycle Escort
- October 1st – American Legion Motorcycle Escort

The unit recently purchased a new Lidar with DBC (Distance Between Cars) technology. This specific piece of equipment will provide accurate numerical data to the officer for vehicles following too closely which is a frequent accident-causing violation. The device is used to measure the speed of two vehicles and also verify the distance between vehicle 1 and vehicle 2. The officer will have the ability to display the information to the violator if the need arises. The department hopes that use of the Lidar will help to reduce accidents.

2011 was the fourth year of operation for the Motorcycle Patrol. Time and time again its value has been proven with its public relations activity and specialized patrols. The department looks forward to the Motorcycle Patrol’s continued success and impact on the community.



OPERATIONS DIVISION

BROWNSBURG POLICE DEPARTMENT

FLEET



In 2011, the department continued to improve on the fleet. One of the highlights of 2011 was adding the Chevrolet Tahoe PPV. The department purchased (5) 2011 and four (4) 2012 Tahoes. Several factors were taken into consideration before making these purchases including the initial cost of the vehicle, fuel efficiency, maintenance costs, durability, practicality and resale value. Analysis concluded that the Tahoes were in fact not only a reasonable, but advantageous, purchase. There was concern for public perception. However, it was decided that the community could be educated about the department's

decision and be provided with tangible explanations using traditional and social media outlets. The department used Kelley Chevrolet out of Ft. Wayne, Indiana under the existing guidelines of a bid package and specifications extended to Fort Wayne Police Department. The price of the 2011 Tahoe was \$25,225.00 which was also applied to the 2012 models. The price of the Chevrolet Caprice Sedan was \$300.00 more with a lesser resale value. The department also completed the equipping of the new Prisoner Transport Van purchased in 2010 early in the year.

The department lost three vehicles to catastrophic failure in 2011. The engines were blown on two and the third was totaled by the insurance company following an accident. One of the two blown engines was a 2005 Crown Victoria that experienced tire splash through a flooded intersection with water being sucked into the intake creating a hydrolock resulting in irreparable damage. The other was a cracked piston due to wear. During the summer several Dodge Chargers with the V-6 engines began overheating when the fan blades for the cooling system disintegrated into several pieces causing damage. This was a recall issue on these particular models and they were sent to the dealership for repair at no cost to the department.



OPERATIONS DIVISION

BROWNSBURG POLICE DEPARTMENT

FLEET (CONT.)

In line with creating a new look for the department as was done with the uniform patch, Captain Bullock developed a new design for the fleet. He worked very diligently on the project obtaining the opinions of multiple members of the department. The design settled on was a simplified grayscale gradient black and white design with the department badge on the door which will be applied to all vehicles added to the fleet in the future. The new look has been well received.

During 2011, the department consumed over 53,215 gallons of gasoline and 28 gallons of diesel fuel. The department maintains the Mobile Command Bus and at the Night Out Against Crime refills a refrigerated box truck. Both run on diesel fuel. The average mile per gallon for the year for all vehicles in the fleet is 15.7. The typical fuel efficiency for the new Tahoes is anywhere from 10 to 12 mpg.

K-9



Throughout 2011, the Brownsburg Police K9 remained active and at full strength for most of the year. The K9 Division alone was responsible for 456 training hours, executing 258 searches and responding to 176 call outs. This activity resulted in 95 arrests and 7142 grams (15.73 lbs.) of narcotics, \$67,600.00 in U.S. currency and three (3) vehicle seizures.

Of all the searches, three resulted in K9 apprehension. Two were vehicular pursuits where the subject fled from the vehicle upon termination of the pursuit. One of these was an immediate apprehension when the subject made threatening movement to his waistband while charging the officer yelling the statement, "I am not going back to jail"! The other was assisting a nearby agency with an active pursuit where the suspect crashed and fled the vehicle. A perimeter was set and a Brownsburg K9 tracked the suspect to a truck bed where he was hiding. The K9 was deployed after several requests

OPERATIONS DIVISION

BROWNSBURG POLICE DEPARTMENT

K-9 (CONT.)

for the suspect to come out and surrender to which he did not comply. The third apprehension was a situation where a theft occurred in Brownsburg and the suspect fled the scene. Officers learned the description of the suspect and vehicle and were given information that he was armed. After conducting a thorough search, the vehicle was located at the intersection of U.S. 136 and S.R. 39, broken down and unoccupied. Once the subject was located in a ditch, the K9 was deployed and engaged the suspect when he failed to comply with officer commands.

Four of the new Chevrolet Tahoes purchased by the department were assigned to K9 officers. This purchase created the need to change car kennels and deployment methods. K9 officers are also now able to transport passengers or prisoners if the need arises. The department's explosive detection dog executed 12 searches for 2011. Two were requests from nearby agencies and the remainder was in Indianapolis at college sporting events and Superbowl venues. On October 5, 2011, Xarro was certified on the N.O.R.T. Certification (National Odor Recognition Test) through the A.T.F. This level of certification is yet another exemplary exhibition of training that personnel achieved.



OPERATIONS DIVISION 2011 AWARDS

Throughout 2011, various awards and several letters of commendation were presented to employees assigned to the Operations Division.

Employees of the Quarter included Officer Dirk Fentz, Corporal Ben Pyatt & Officer John Maples (jointly), Captain Pat Bullock and Officer Jason McCoy. Sergeant April Hyde and Officer Steven Sentany received a meritorious award for successfully administering aid to a man in full cardiac arrest while EMS was responding. Officer Maples and Corporal West received the Medal of Bravery.

The Operations Division Employees of the Year were co-recipients Corporal Ben Pyatt and Officer John Maples. Corporal Ben Pyatt has been with the department since January of 2000 and has served as a Patrol Officer, Interdiction Officer, Hostage Negotiator and Enforcement Supervisor. Officer Maples has been with the department since October of 2004 and has served as a Reserve Officer, Patrol Officer, K9 Officer and Interdiction Officer.



SUPPORT SERVICES DIVISION

BROWNSBURG POLICE DEPARTMENT

INVESTIGATIONS

After 35 years of service, Captain Jeff Scott, Investigations Division Commander, retired in January. Lieutenant Michael Campbell was selected as his replacement and reassigned to the Investigations Division as the new Division Commander. This reassignment placed the division at five full-time detectives to actively investigate and follow-up on criminal cases.

During 2011, the division accumulated approximately 965 hours of training. Most of these hours were attributed to Lt. Campbell, Detective Matt Wing, and Detective Joseph Fults who attended various basic criminal investigations training courses as part of initial proficiency field training upon assignment to the division. Lt. Campbell and Detective Fults attended numerous schools relating to evidence collection, crime scenes and specialized criminal investigation procedures in areas such as sex crimes and child deaths.



Detectives attended other specialty courses in 2011 including Internal Affairs Investigations, Citizen Complaints, Conducting Background Investigations, Retail Theft, Detecting Deception in Written Statements, Social Media Crime Investigations and Employee Discipline. In addition, refresher training was conducted in areas of latent fingerprints, state mandated topics, emergency vehicle operations and defensive tactics.

As one of the department's certified Accident Reconstructionists, Detective Klayer instructed roll-call training with the Enforcement Division on accident scene evidence collection and photography. Detective Klayer was able to apply his training in December at a rare accident scene where a recreational vehicle was struck by a CSX train at the Odell Street crossing. Detective Matt Wing, assigned to the United Drug Task Force also conducted roll-call training on UDTF procedures and asset seizures or forfeitures.

SUPPORT SERVICES DIVISION

BROWNSBURG POLICE DEPARTMENT

INVESTIGATIONS (CONT.)

In March, Detective Fults became certified in Certified Voice Stress Analysis (CVSA) which is the truth verification examination administered by the department to crime suspects when warranted and employment candidates. Corporal Klayer is also a certified examiner.

Sergeant Jennifer Pyatt completed the four-week Police Executive Leadership Academy (PELA) making her the fourth member of the department to do so. Lt. Campbell started the same academy in July and is expected to complete it around the middle of 2012.

CASE STATISTICS	2010	2011
ASSIGNED CASES	291	329
SOLVED CASES	112	196
ARRESTS	85	69
CASE SUPPLEMENTS	433	786
BACKGROUND INVESTIGATIONS	12	9

The Investigations Division remained quite busy and productive in 2011 with several cases solved and suspects arrested. The new case management tool developed in 2010 appears to be working well and detective workloads continue to be as equally balanced as possible with discretionary assignments being made when in the best interest of the investigation. Some of the more noteworthy cases during the year include:

- Re-opening of a 2009 theft from vehicle case where old DNA evidence was matched and the suspect charged.
- Assistance to Federal Agents by Sergeant Pyatt investigating child pornography in Arkansas where during contact with the suspect, a police-action shooting took place involving Federal Agents resulting in the death of the suspect.
- Stolen vehicle arrest of two juveniles.
- Arrest of one suspect in three separate prescription frauds.
- Joint investigation of thefts from vehicles with Pittsboro Police Department resulting in the arrest of two suspects.
- Joint investigation with the FBI by Sergeant Pyatt where a child molest suspect on home detention in Plainfield was interviewed and confessed to an offense that occurred thirteen years prior resulting in his charging of four counts of Class A Felony Child molest and his arrest.
- Arrest of seven adults and one juvenile for Class D Felony Theft, clearing five active cases.

SUPPORT SERVICES DIVISION

BROWNSBURG POLICE DEPARTMENT

INVESTIGATIONS (CONT.)

- Registered male sex offender who also had a previous offense in the State of Washington arrested and charged with Class D Felony Sexual Battery.
- Employee theft ring of a significant amount of merchandise at Wal-Mart solved, three adults charged and most of the stolen property recovered.
- Prostitution investigation using the assistance of an undercover detective assigned to Indianapolis Metropolitan Police Department Vice of an east-side business, after which it closed.
- Confession obtained from a suspect in a child molest after a 3 hour interview and truth verification examination.
- Identity Theft suspect charged with multiple accounts after joint investigation with Fishers Police Department and the U.S. Postal Inspector.



Sergeant Jennifer Pyatt continues to stay active with the Internet Crimes Against Children task force. The ICAC task force has investigated several high profile cases that received national media attention. In

May, both Sergeant Pyatt and Lt. Campbell, along with Chief Dove attended the Internet Crimes Against Children conference in California. A great deal was learned at the conference by Lt. Campbell and Chief Dove in regards to the goals and procedures of ICAC. The Brownsburg Police Department and Sergeant Pyatt were highlighted multiple times throughout the conference, in some instances by a United States Attorney and presented as a department leading the way in these types of investigations.



Corporal Klayer entitled "Partnership With Local PD Nets Three Suspects: \$25,000 in Retail Theft". Leads on Line is a software program that has substantially assisted in solving crime during the year enabling detectives to track down stolen property and identify suspects that would otherwise go largely undetected.

SUPPORT SERVICES DIVISION

BROWNSBURG POLICE DEPARTMENT

INVESTIGATIONS (CONT.)

United Drug Task Force Detective Matt Wing continued to do an excellent job in his assignment and generated several drug arrests in 2011, most of which were controlled buys. At a UDTF meeting in 2011 it was decided that the task force would focus their emphasis on the more serious controlled substances by conducting what is referred to as “buy-busts”. This would ensure that buy money would be recovered immediately following the controlled buy, thus decreasing the chance of lost funds. Also towards the latter part of the year, the UDTF moved to a new undisclosed location.

In early 2010, the department made a somewhat controversial decision to assign a civilian, Belinda Sharkey, to the duty of Property and Evidence Custodian. This position had been traditionally filled by a detective and personnel were uncertain at the time if this change was in the best interest of the function. However, it has proven extremely successful and Belinda has been doing an exceptional job. This area was a highlight of the final report by CALEA assessors during the on-site in April of 2011. Belinda maintains a state-of-the art evidence room, skillfully adhering to all department and State of Indiana guidelines governing property and evidence in a timely manner. It was clearly the right choice on behalf of department administration and has allowed for detectives to focus fully on crime investigation and not on the considerable task of property and evidence maintenance.



During 2011 there were 5,763 transactions completed in the Property Room for the department. There were 680 pieces of evidence photographed and destroyed or forwarded for long term storage. There were 203 items sent to the Indiana State Police for testing and 15 firearms and/or ammunition sent to the Training Facility for destruction or department use. There were 1,388 items of evidence submitted as new evidence and currently the property room contains around 4,500 items. In early 2012, the following are projected activities of the Property and Evidence function:

- Focus on the destruction of property as cases are disposed
- Implement new Indiana State Police Laboratory procedures
- Purchase a new long-term refrigerator for DNA evidence
- Implement a new organizational structure for the physical storage of officer property bins (alphabetical as opposed to grouped by assignment)

SUPPORT SERVICES DIVISION

BROWNSBURG POLICE DEPARTMENT

INVESTIGATIONS (CONT.)

One issue the department was confronted with in 2011 was the return of firearms to owners from whom weapons were confiscated due to mental or emotional instability. Exact procedures are unclear and are currently being researched by the department's legal counsel in hopes of new guidelines in the near future.

All required audits including monthly sample audits, two semi-annual inspections, an unannounced inspection, an annual audit and an audit of K9 division training aids were satisfactorily completed in 2011.

PUBLIC INFORMATION & MEDIA RELATIONS

Sergeant Jennifer Pyatt continued her duties as the primary Public Information Officer with Sergeant April Hyde acting as a back up during 2011. There were 15 formal press releases issued by the department with Sergeant Pyatt having 13 media outlets that receive her releases. Media contacts of all types, including 2 scheduled press conferences and several phone or on-air interviews, totaled 78 for the year. Sergeant Pyatt was also the master of ceremonies for the annual Night Out Against Crime.



Another facet of Sergeant Pyatt's assignments as a detective supervisor and the Public Information Officer is the many public service activities she performs. In 2011, Sergeant Pyatt presented lecture presentations on Internet Safety, Sexting and Social Networking Safety to an astounding 3,935 youth and adults at events such as the Youth Violence Prevention



Summit and the Indianapolis Back to School Expo in addition to several other smaller presentations at various Brownsburg community schools. She also spoke about child physical and sexual abuse at the Get Real, Inc. event at the Hendricks County Fairgrounds to nearly 350 attendees.

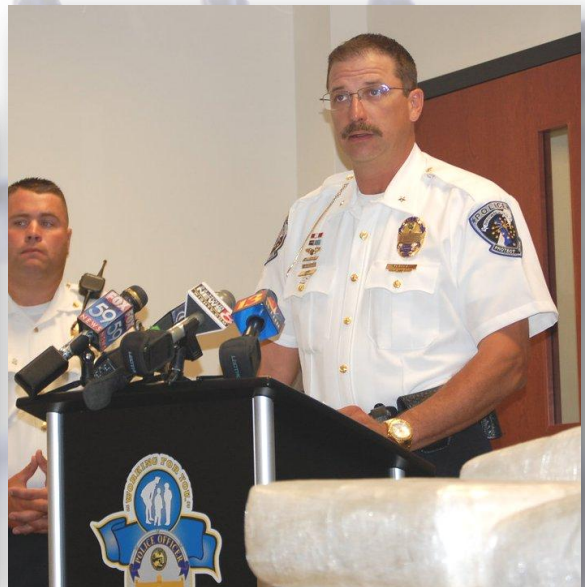
SUPPORT SERVICES DIVISION

BROWNSBURG POLICE DEPARTMENT

PUBLIC INFORMATION & MEDIA RELATIONS (CONT.)

In February and March, the department created a Facebook page and Twitter feed. During 2011 there were 77 Facebook posts and 29 Tweets. To date, there are 409 Facebook subscribers and 81 Twitter subscribers. Another new public information feature established in 2011 was on the website, the department established an RSS and eNotify feature. There are currently 120 members who receive automatic updates using these features.

The department also added an additional purpose to a rarely used training area in the building by converting it to an official Media Relations room to be used for press conferences. This room was host to a press conference for the first time in June covering the major marijuana seizure by the Interstate Crime Enforcement team.



RECORDS & ACCREDITATION

2011 proved to be an incredibly demanding, but very successful year for both Records and Accreditation. Since the merger of the two functions and the appointment of Kimberly Shupert as the Records Coordinator in 2010, the division has evolved into a fast-paced, hub of activity doing work that has proven integral to the improved operations of the entire department. Records personnel are responsible for many facets of the department above and beyond daily public service needs including arrest warrant entry, electronic form generation, LaserFiche administration, recruitment administration,

SUPPORT SERVICES DIVISION

BROWNSBURG POLICE DEPARTMENT

RECORDS & ACCREDITATION (CONT.)

accreditation file maintenance, database or software application administration, policy maintenance and the annual report.

Early in the year, most work was dedicated to preparation for the department's 6th CALEA on-site assessment which occurred from April 30th to May 3rd. The assessment team was comprised of Mr. William Pease from Nashua Police Department, New Hampshire and Ms. Marion Heintz from Downers Grove Police Department, Illinois. The results of the on-site assessment were astounding. Out of 464 law enforcement standards and nearly 1,400 individual points to address, the department had only one error which was essentially a policy verbiage oversight that was immediately rectified to the complete satisfaction of the assessment team. Members of the assessment team had nothing but extremely positive comments about the department and went so far as to state it was the best assessment they had ever conducted during their lengthy tenures as CALEA assessors. Members of the department including Brenda Habermehl, Kim Shupert, Chief Dove, Commissioner Kotarski and Commissioner Bolante were present on July 30th at the CALEA conference in Cincinnati, Ohio during the CALEA candidate agency review and awards banquet. Following an outstanding review by CALEA Commissioners, the Brownsburg Police Department was not only re-accredited for three more years, it was awarded the Meritorious Award and the coveted Award of Excellence. The specially adorned plaque is prominently displayed in the department lobby.



“One agency really stood out from the rest of the award candidate agencies. Brownsburg Police Department.....a crown-jewel of accredited agencies, if you will.” – DR. THERON BOWMAN, CHIEF - ARLINGTON TEXAS POLICE DEPARTMENT

In addition to the aforementioned recognition, Accreditation Manager Kimberly Shupert was invited to participate on a discussion panel at the CALEA Conference to help educate attendees on the accreditation process and her Award of Excellence Essay Application was used during certified assessor training as the model example for its completion.

SUPPORT SERVICES DIVISION

BROWNSBURG POLICE DEPARTMENT

RECORDS & ACCREDITATION (CONT.)

Other points of interest during the year in Records & Accreditation include the installation of a digital fingerprint scanner from Cross Match Technologies and three high efficiency scanners to be used in coordination with LaserFiche. Initial research into charging a fee for fingerprinting, as do most police departments, has been completed with the next step being the institution of Town Code to support the fee structure. Records personnel have been spear-heading the development of LaserFiche and LincDoc, which will be discussed further in the Information Technology portion of this report. Some benefits of this system specific to Records include the automatic submission of Public Access Requests and Rider Requests by citizens using the website forms. This has been a long and somewhat complicated process that has required much training and pre-planning with a generous amount of work still lying ahead. However, it should be noted that several thousand documents were scanned into LaserFiche by Records employees in 2011, thereby eliminating multiple filing cabinets and freeing up an entire office area.

Records personnel continued to attend Microsoft Office courses at I.U.P.U.I. in pursuit of completing the certificate program in that area. Kimberly Shupert completed the I.U.P.U.I. Leadership Program which included various supervisory courses and a Human Resources course.

Brenda Habermehl transitioned to full-time employment in May and completed her probationary year in November. Brenda, a previous Brownsburg employee, brought with her knowledge and experience in police department operations, and has proven to be an exceptional hire and a perfect complement to the goals and objectives of Records and Accreditation.

Records personnel are also heavily involved in and administrate recruitment processes. This was true in 2011 where significant effort by these employees was dedicated to processing well over 500 applicants.

As routine duties assigned to the division, Records personnel continued to provide services to the community including gun permit applications, public access requests, alarm permits and fingerprinting. The following tables reflect various statistics and funds generated. It should be noted that the total for Citations Filed for Cost Recovery in 2010 (\$9,977.54) was a result of back payments. New gun permit issues and renewals are projected to continue to decline due to the majority of applicants opting for the life-time carry permit.

GUN PERMITS	2010	2011
New Issues and Renewals	240	210

SUPPORT SERVICES DIVISION

BROWNSBURG POLICE DEPARTMENT

RECORDS & ACCREDITATION (CONT.)

ALARM PERMITS	2010	2011
Residential (New)	109	46
Business (New)	21	12
Renewal - Residential	192	186
Renewal - Business	201	160

REVENUE	2010	2011
Offense/Arrest Report Fees	\$812.00	\$701.00
Accident Report Copy Fees Issued from the Department	\$595.00	\$900.00
BuyCrash.com Fees	\$3,400.00	\$3080.00
Handgun Permit Application Fees	\$9,770.00	\$8,260.00
Motor Check Fees	\$10.00	\$5.00
Notary Fees	\$16.00	\$14.00
Photograph Fees	\$19.00	\$33.00
Citations Filed for Cost Recovery	\$9,977.54	\$2,743.30
Alarm Permit Fees	\$17,130.00	\$13,315.00
False Alarm Fees	\$600.00	\$75.00
TOTAL REVENUE	<u>\$42,329.54</u>	<u>\$29,126.30</u>

SUPPORT SERVICES DIVISION

BROWNSBURG POLICE DEPARTMENT

HUMAN RESOURCES



During the first couple of months in 2011, the final phases of a recruitment process that began in 2010 were completed such as background investigations, physical exams and psychological evaluations. In February, the department hired Matt Morgan, Chad Brandon, Chad Bowman and Josh Laker as full-time police officers and Officers Strawmyer, Van and Leahy as reserves. Officer Flowers was then hired from the established hiring list as a full-time officer in June. Also in May, Brenda Habermehl transitioned to full-time employment.

On the job employee injuries in 2011 totaled seven (7) with one being the result of a serious motor vehicle accident. In most cases very little time off was required or the officer performed light duty during a short period of time.

Annual evaluations were again conducted in June using the electronic evaluation forms and were supported by entries in the personnel tracking database (Guardian Tracking) throughout the year. There were 1,059 evaluative entries made into the Guardian Tracking system by department supervisors during 2011 with 97.7% being positive entries where employees were exceeding standards. In addition, employees reviewed and signed off on their training reports and revisions were made where needed. This method continues to be the most legitimate and impartial and seems to be embraced by employees and supervisors throughout the department.

In August, another recruitment process for both full-time and reserve police officers commenced. This year, the department made the pre-application available for completion electronically on the website.



Applicants completed the on-line application after which it was processed electronically and automatically filed into LaserFiche. Once again efforts to recruit more female and minority candidates were made. Statistics generated support a slight increase in those applicant demographics. Overall, a record-breaking 553 employment pre-applications were processed in a thirty day period. Of the applications, 77 were exclusively for reserve officer positions. In December, after the written

SUPPORT SERVICES DIVISION

BROWNSBURG POLICE DEPARTMENT

HUMAN RESOURCES(CONT.)

exam, physical agility and oral interview phases had been completed, a hiring list of 15 full-time candidates was established in preparation for any future hiring. Background investigations on 9 reserve candidates were also conducted in December with expectations of conditional offers in January 2012. A Recruitment Evaluation Committee will meet for review of this process to identify any areas of needed improvement.

Major Depinet began establishing a process for electronic personnel files in 2011. This effort will continue in 2012 using the LaserFiche program. Kimberly Shupert attended a Human Resources course and gained some insight on proper set up of personnel files, which will be applied to the new system.

A Sergeant's promotion process began in November. The process was administered entirely in-house by Major Depinet and Kimberly Shupert; whereas previously it was conducted by a contracted vendor and cost the department thousands of dollars. Elements consisted of a points system applied to experience, evaluation scores, education, training, and military, a written examination and an oral interview. It appears to have been successful but will be reviewed in early 2012 to include feedback from participants.

INFORMATION TECHNOLOGY

2011 brought more change to the network administration of the information technology for the Brownsburg Police Department. Dast Consulting ceased to be the contracted vendor and Cyberian Technologies came on board in June. Again, the department worked through adjusting to methods and practices of a new company. While in the beginning there were some communication issues, it appears a good working relationship was established by the end of the year with needs being met.

The extensive Lincware project began in March. Lincware is a forms software package that works in conjunction with LaserFiche that generates electronic smart forms. As of December, the majority of the department forms have been transitioned to this environment and an arrest forms package is nearly complete for the officers. The positive impact on the efficiency of the report-writing function of the officer will be significant. The process has been work-intensive, sometimes complicated along the way, but completion and deployment is near. This technology is quite cutting-edge and forward-thinking and the department is very much looking forward to full implementation. Major Depinet, Kim Shupert and Brenda Habermehl all have key functions in this project. Once again, the Brownsburg Police Department is pioneering the way to more technically advanced law enforcement operations.

SUPPORT SERVICES DIVISION

BROWNSBURG POLICE DEPARTMENT

INFORMATION TECHNOLOGY (CONT.)

Also in 2011 the Brownsburg Police Department completely overhauled its website, coordinated by Major Depinet, using the services of website developer Egov. The new site was launched on May 2nd. The department also established a Facebook page and a Twitter feed.

Early in the year, the department entered into an agreement with the Fire Territory to share our license for the employee performance database, Guardian Tracking. By sharing the license, the application became a web hosted solution, therefore more secure and easily maintained by Guardian Tracking staff. It also saved the department \$2,000.



The department purchased and deployed netbooks to the detectives as take-home computers and mobile data terminals in May. Detectives can now use their computers anywhere and have access to case and BMV data. In December, officers began field-testing the Motion J3500, a slate computer, as a potential mobile data terminal. The inclination towards slate computers supports the goal of officers becoming truly mobile in all functionality both in and out of the car.

In addition, the police department, along with the Town, converted from a traditional phone system to a voice over internet protocol system. This transition provided for all new phones and a new computer application used to manipulate phone and voicemail functions. Overall this was a smooth transition and it appears everyone has adapted well.

Major Depinet continues to represent the department on the Town of Brownsburg Information Technology Committee and acts as the IT Administrator. Major Depinet's expertise and vision in this area should be credited as the driving force behind many of the technological improvements over the past year.

COMMUNITY RELATIONS & JUVENILE OFFICER

Sergeant Fleck, the Community Relations and Juvenile Officer began 2011 with a planning approach after starting new to the position on January 3rd by outlining and identifying all of the existing department community programs and services. In addition, he presented some new ideas and programs such as a summer youth camp, parental rights seminar and plans to expand the diversionary education in the school system.

SUPPORT SERVICES DIVISION

BROWNSBURG POLICE DEPARTMENT

COMMUNITY RELATIONS & JUVENILE OFFICER (CONT.)

Neighborhood Crime Watch became a priority and Sergeant Fleck began attending meetings in February and continued throughout the year. Participants in the program now have available to them crime statistics in their area. This information seems to be greatly appreciated and sought after. Some new neighborhoods joined in 2011 and Sergeant Fleck continues to seek new methods and innovative ideas to keep residents energetic and involved in this program. One improvement is the ability to express interest or update neighborhood crime watch information on the department website, but this program continues to evolve.

The “Are You Ok” or RUOK telephone reassurance program was also launched in 2011. This project was graciously funded by the Bailey family and is designed to make courtesy calls to the elderly or other demographics checking their welfare. Sergeant Fleck worked closely with Kim Shupert to develop an improved marketing plan for the RUOK and Youth Camp programs. The department now has professional and eye-catching brochures and display boards for both.

BROWNSBURG POLICE & FIRE DEPARTMENT
2011 YOUTH CAMP
 Do Something Unique This Summer!

June 13th to June 17th
8:00 am to 12:00 pm

Members of the Brownsburg Police Department and Brownsburg Fire Department are hosting a youth summer camp for children 10 to 12 years of age. The goal of the camp is to provide a fun learning environment to youth involving police officers and fire or EMS personnel acting as instructors, role models and mentors. Participants will learn team-building skills, values, ethics and safety procedures. The departments are looking for 40 to 50 motivated young people for a five (5) day program at Arbutuck Acres Park. Come join in the fun!

CAMP OVERVIEW

- COMPLETELY FREE OF CHARGE!
- Hats, Shirts and Dog Tags Provided at No Cost
- Team Building Exercises, Drill and Ceremony (Marching), Basic First-Aid, Bicycle Safety and Self-Defense
- K9 and Motorcycle Patrol Demonstrations
- June 16th - Special Bicycle Course Day (Bring Bikes and Riding Safety Gear)
- Water Provided, But No Meals

FOR MORE INFORMATION OR TO SIGN UP, CONTACT:
 SERGEANT PETE FLECK, COMMUNITY RELATIONS AND JUVENILE OFFICER
 38 N. GREEN STREET
 BROWNSBURG, IN 46112
 317.862.1509 EXT. 2138
 (EMAIL: PFLECK@BROWNSBURGPOLICE.ORG)

STEPHANIE MARTINDALE, BROWNSBURG FIRE TERRITORY
 470 E. NORTHFIELD DRIVE
 BROWNSBURG, IN 46112
 317.862.1590

The first annual Youth Camp presented by the police and fire department was a great success with 27 kids attending. There are plans to expand this program in 2012 to include different age groups and activities.

Sergeant Fleck also increased the department’s presence in the school system in 2011 by spending an entire week presenting diversionary program content in the high school health classrooms of nearly 1,000 students. Topics covered included illegal and prescription drugs, alcohol effects, alcohol related crimes and use of “drunk goggles”, juvenile law and the effects of violent media such as movies, music or video games. Sergeant Fleck assisted in the coordination of a mock drunk-driving accident and also presented a lecture on bullying and cyber-bullying to 600 students at Whitelick Elementary. Sergeant Fleck works closely with the



SUPPORT SERVICES DIVISION

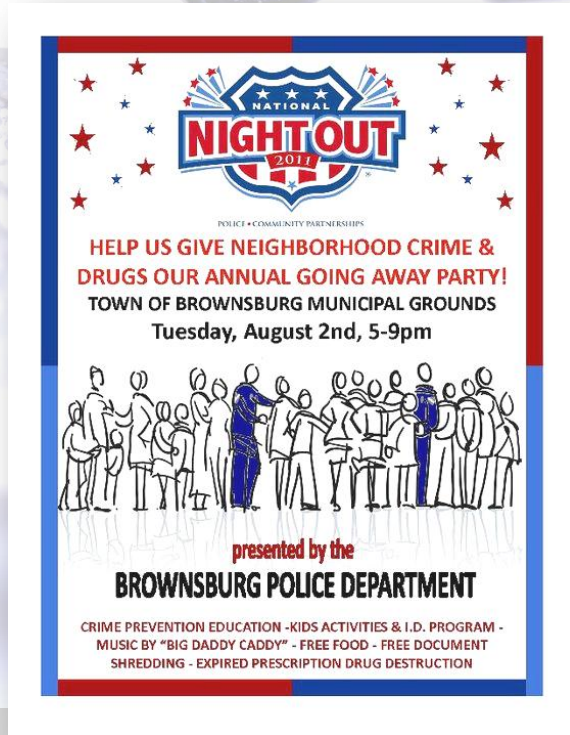
BROWNSBURG POLICE DEPARTMENT

COMMUNITY RELATIONS & JUVENILE OFFICER (CONT.)

Brownsburg Community School Corporation Police to present these and other programs whenever possible.

A Kids Self Defense Class was also instituted in 2011 designed to teach children to observe people around them and what they are doing, notice who is paying attention to them, and to seek opportunities of escape when in danger.

Also in 2011, Sergeant Fleck, along with Juvenile Probation, organized a parental rights seminar for parents interested in learning what the legal system has to say about how they can discipline their child and how they may exercise other various rights as parents or guardians. Best practices in disciplinary interaction were outlined and a question and answer period was included. This event was well-attended and repeat seminars are anticipated.



Another major responsibility of the Community Relations Officer is the organization of the Fourth of July Extravaganza, Night Out Against Crime and the Haunted Police Station. These events are staples of community activity each year for the police department. Again in 2011, thousands of citizens attended the Night Out Against Crime and once again agency personnel were able to interact and connect with members of the community providing crime prevention education and informing them on the overall operations of the department. The Haunted Police Station hosted 1,200 people and 590 treat bags were handed out, the contents of which largely donated by our local Wal-Mart.

Sergeant Fleck also attended the monthly Hendricks County Substance Abuse Task Force meetings,

SUPPORT SERVICES DIVISION

BROWNSBURG POLICE DEPARTMENT

COMMUNITY RELATIONS & JUVENILE OFFICER (CONT.)

provided multiple tours of the department to various demographics, made appearances at daycares or preschools and elementary schools, lectured at Cub Scout pack meetings and attended various community events such as the John Force Racing car show and Shop with a Cop.

As the Court Security Supervisor, Sergeant Fleck coordinated and provided security during all Town Court sessions and conducted inspections of the courtroom area and holding area, as required.

Also acting at the department's Juvenile Officer, Sergeant Fleck completed all orders to obliterate juvenile criminal records, remained in contact with Juvenile Probation and entered juvenile criminal data into the Quest Case Management System.

Sergeant Fleck's first year in this position proved to be quite successful and busy and the department is pleased with his performance and enthusiasm. He does an excellent job balancing all of his responsibilities outlined in this report in addition to being a certified Bike Patrol Officer and department instructor and even began attending various Microsoft Office courses in 2011 to improve his administrative skills. Sergeant Fleck has achieved great strides of improvement to community relations programs and elicits positive responses from the public with his approachable and energetic personality. His passion for this position is certainly evident and the department is looking forward to his presence and influence in this area well into the future.

BUDGET & PURCHASING

In 2011, the department continued its zero-based budget approach and kept money allocation and spending rigid. Again, funds usage was meticulously tracked and each month reflected a percentage expended very much proportionate to the time exhausted in the calendar year. As of July 6th of the year, 50.19% of the budget had been spent. At year's end, the department had only 1.89% of its overall budget remaining which is largely due to the Town opting to pay the fuel line with funds outside of the police department budget.

One major purchase was 9 new Chevrolet Tahoes, one of which was completely purchased and equipped with drug seizure money. Another major expense was the installation of the new south parking lot that has greatly improved parking congestion for employees and provided much needed additional public parking which the area businesses seem to appreciate.

Grant money received in 2011 totaled \$20,000 and consisted of \$10,000 from Internet Crimes Against Children (ICAC), \$5,000 in body armor reimbursement and \$5,000 from the Substance Abuse Task Force. In March, the Chief of Police requested a special appropriation for nearly \$60,000 of 2010 grant money deposited into the general fund. In years past the department has not requested the money

SUPPORT SERVICES DIVISION

BROWNSBURG POLICE DEPARTMENT

BUDGET & PURCHASING (CONT.)

back, but due to budget constraints, this was necessary in 2011 and will likely be necessary in years to come. The department will continue to seek grants reassured by the fact that other areas or programs won't be losing funds to bridge the financial gap that covering the grant money creates.

Purchasing Agent Chris Wingler attended two training courses in 2011, one entitled "The Secrets of Powerful Bargaining and Negotiating" and the other "Managing Inventories" as she is also the department's Quartermaster. Chris also attended the annual Police Fleet Expo.

INTERNSHIPS



The department was host to two college students completing internship programs in Criminal Justice during the summer. Interns Natasha Campbell and Josh Jellison began the program in June and completed 240 hours by the end of August. Natasha, a twenty year old graduate of Brownsburg High School was studying Criminal Justice and Public Safety at IUPUI. An honor student, Natasha would like to become a police officer once she graduates and eventually complete her Master's Degree. Josh, a twenty year old graduate of Plainfield High School was also

studying Criminal Justice. A college football player and community service activist, Josh also plans to become a police officer.

Natasha and Josh were exposed to many facets of the police department in both the Operations and Support Services Division. In addition they participated in community functions such as the Fourth of July Extravaganza and Night Out Against Crime.

It was a pleasure hosting these individuals and the department wishes Natasha and Josh the best of luck in their future collegiate and professional endeavors!

SUPPORT SERVICES DIVISION

BROWNSBURG POLICE DEPARTMENT

SUPPORT SERVICES 2011 AWARDS

Throughout 2011, various awards were presented to employees assigned to the Support Services Division.

Employees of the Quarter included Kathy Polhill, Belinda Sharkey, Detective Joe Fults and Chris Wingler.

A Certificate of Appreciation from CALEA and a Chief's Coin was awarded to Kim Shupert for her accreditation management efforts.



The Support Services Employee of the Year was Detective Joe Fults. Joe Fults has been with the department since July of 2008 and has served as a Patrol Officer, Motorcycle Patrol Officer and now Detective. Detective Fults was also the recipient of the Top Gun Award for 2011.

2012 GOALS & OBJECTIVES

BROWNSBURG POLICE DEPARTMENT – CHIEF OF POLICE

Upon review of the police department's year-end activity reports for 2011; moreover, the dramatic increase of arrests, calls for service, resisting law enforcement, and what is currently taking place with the recent annexation to include Raceway Park, our department plans to implement a complete analysis of not only what we are currently doing, but more importantly, how we are going to meet the new challenges and demands placed on the department.

Our staff has continued to monitor all facets of the operation of the police department; including review of policy and procedures, the way we conduct day-to-day operations, critical incidents, a pro-active approach in the way we police the town, manpower needs, funding resources, and public interaction with feedback. It is critical that we implement these ideas while continuing to monitor, through statistical analysis and feedback from staff, how to improve despite. By doing so, our department will establish guidelines and a blueprint for how to maintain professional police service.

The following is an outline on how the department will approach its goals and objectives for 2012, including the critical phases of monitoring and measuring progress for each.

Implement Plan for Newly Annexed Area and Activities Scheduled for Raceway Park

1. Prepare Staff
 - a.) Obtain information and research from other departments currently handling large events.
 - b.) Obtain necessary training of upper staff on command and control areas.
 - c.) Communicate with staff regarding upcoming events, and provide information and expectations at these events.
2. Increase Manpower
 - a.) Recruitment of additional Reserve Officers increasing the size of the division.
 - b.) Create flexibility in the scheduling of manpower.
 - c.) Solicit resources from other departments.
3. Establish Capital Improvement Needs, Including:
 - a.) Equipment
 - b.) Vehicles
 - c.) Support Services
 - d.) Review Location of Command Center and Subsequent Needs (i.e., mobile or stationary)
4. Budgeting for Increase of Responsibilities
 - a.) Review current budget.

- b.) Obtain input from staff.
- c.) Work with the Town Manager's office regarding budgetary needs.
- d.) Identify funding resources.
- e.) Prepare budget proposal and articulate to the Police Commission the needs of the department.

Measurement of Progress:

- 1. Review statistical analysis and calls for service for newly annexed area.
- 2. Review trends or increased inactivity of existing areas.
- 3. Review After-Action Reports of events at Raceway Park.
- 4. Obtain feedback from Raceway Park staff.
- 5. Periodically provide budgetary analysis and review with Police Commission.
- 6. Identify with Staff any unforeseen needs in regards to equipment or staffing.

Maintain Productivity

Last year saw a dramatic increase in statistics for arrests and calls for service. However, with the upcoming increase of responsibilities, our department still needs to maintain activity levels to provide the current quality of service and programs to the citizens of Brownsburg to which they have become accustomed to.

- 1. Provide resources for staff to properly do their job.
- 2. Provide guidance through the chain-of-command to the entire staff.
- 3. Implement a team concept throughout the department to provide clear vision of everyone's responsibilities to achieve the department's goals.
- 4. Communicate expectations to staff through:
 - a.) Staff meetings
 - b.) Roll-call meetings
 - c.) Other internal resources

Measurement of Progress:

- 1. Feedback from Staff
- 2. Analyze monthly activity reports (compared to previous year)

Goal – Increase Community Relations

- 1. Continue to apply Community Policing Module.
 - a.) Update as needed
 - b.) Obtain input from Marketing Committee
- 2. Maintain inter-action of officers with the public.
- 3. Expand on juvenile programs.

4. Maintain Night Out Against Crime.
5. Continually update department social media.
 - a.) Facebook
 - b.) Department Website
 - c.) Twitter
6. Continue efforts with Public Information Officer.

Measurement of Progress:

1. Monitor citizen feedback.
 - a.) Social media
 - b.) Citizen Surveys
 - c.) Review of complaints
2. Maintain logs and statistical analysis of directed patrols (P.W.P.S.).
3. Obtain feedback from staff.
 - a.) Public Information Officer
 - b.) Juvenile Officer
 - c.) Media network
4. Maintain a log of media articles.
5. Obtain feedback from public speaking engagements. Ask the question: "How are we doing?"

Create New Department Mission Statement

1. Solicit volunteers for a committee.
2. Provide guidance to committee on ideas of new mission.
3. Have committee members solicit input from other staff.
4. Provide a Mission Statement that staff clearly understands and has a sense of ownership.

Measurement of Progress:

1. Periodically review with staff in regards to:
 - a.) Compliance
 - b.) Feedback
 - c.) Knowledge of Mission Statement