



BROWNSBURG POLICE DEPARTMENT



ANNUAL REPORT
2012



CHIEF OF POLICE - FOREWORD

2012 was a year of continued preparation for impending annexation with our department taking a more active role in the safety and security of attendees during the activities at Lucas Oil Raceway Park. As a result of the Indiana mandate which assigns an operational plan requirement to the public safety agencies having jurisdiction where a venue is located, upper staff, the Department of Homeland Security, the Indiana State Police and the Brownsburg Fire Territory devised a detailed operational plan and played an integral part in the incident command structure during 2012's NHRA U.S. Nationals. Staff also took this opportunity to learn more about security procedures during this large scale event and began networking with track officials in anticipation of the department's full responsibilities commencing in 2013.

During the first quarter of the year, the department again experienced change in the organizational structure of upper staff with Captain Bullock being appointed to the rank of Major and acting as the Chief of Operations, Major Grimes being reassigned as Chief of Support Services and Sergeant Ben Pyatt being appointed to Captain assigned as the Uniform Division Commander. All appointed have had the majority of the year to become acclimated to their new positions with the department experiencing very positive results following the changes.



In the wake of the horrific tragedy at the Sandy Hook Elementary School in Newtown, Connecticut, the department has been contacted by various educational institutions around town in regards to assessing their emergency procedures and a meeting has been scheduled with the Superintendent of the Brownsburg Community School Corporation in efforts to review and analyze current response procedures in place for active shooter or other critical incidents in our schools to identify any improvement needs. Additional focus will be allocated to this area in 2013.

Recently staff conducted a review of training needs, especially in topic areas that promote officer safety, thereby reducing the risk of injury. New training ideas are being considered and the department just approved the outfitting of all officers with a taser as another less lethal tool. All officers will be certified in the deployment of this weapon in 2013.

One significant highlight of 2012 is the results of the biennial physicals of all sworn personnel. In 2010, the department assumed a "no exceptions" stance on medical physicals for officers



regardless of assignment, in that all sworn employees must undergo a complete medical physical, including a stress test, every two years. According to the contracted physician at the Hendricks Regional Occupational Health center, not only did the Brownsburg Police Department make significant strides of improvement over the results in 2010, but our department is now considered the "most fit public safety department" serviced by this entity. This accolade is a credit to the members of this department who clearly understand and appreciate the role of physical fitness in the performance of their duties.

Once again, the Brownsburg Police Department is at a time of review and planning as we embark upon another year. During the first quarter of 2013, I will be meeting with each department or division's respective supervisor and their staff to obtain working condition feedback, review overall standard operating procedures, conduct a needs assessment and set line employee internalized goals. In addition to general operations, we plan to review our current community relations and outreach programs, continue to implement new ones that are already in the early phases of development such as a Youth Explorer Program and solicit ideas from staff for future endeavors. Community policing and involvement continues to be a priority of the Brownsburg Police Department. As Chief of Police and an active member of my

community, I have made this an important focus area and having successfully done so in many ways, was an honored recipient of the Award of Meritorious Service in November. I am indeed very grateful for the recognition and credit my staff with making possible many of those successes.



The Brownsburg Police Department has evolved into the most advanced and professional law enforcement agency in

Hendricks County. Our management philosophies, policies, procedures and training practices are often sought out by other entities. Over the past few years we have significantly improved upon productivity and efficiency, created and embraced technology unimagined by other law enforcement agencies, and generally made the Town of Brownsburg a safer place to live. Statistics support an overall low-crime community where major crimes are extremely rare. The Brownsburg Police Department has achieved a remarkably balanced make-up of proactive crime reduction or deterrence, outstanding crime response and investigation, precision resource allocation, advanced training, employee investment, and community involvement; especially for an agency of its size and the community it serves. The following pages detail the activities and accomplishments of each division, department or specialized unit for 2012.

Chief of Police



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ENFORCEMENT

The Brownsburg Police Department Enforcement Division is comprised of Road Patrol, Motorcycle Patrol, Bicycle Patrol, K9, Interdiction and Reserves. 2012 was a consistent year in terms of activity with officers making adjustments to new leadership and an advanced arrest reporting program.



The year opened with command staff personnel from both the Operations Division (Enforcement) and Support Services Division meeting to discuss procedures to improve communication between the divisions, specifically in regards to the preliminary investigation of crime scenes during business hours. The new procedure involves notification to the on duty Investigations Supervisor who will then make arrangements for a response. Command Staff from both divisions maintain an excellent working relationship and open dialogue to ensure the department is operating efficiently.

The Division experienced a rise in narcotics related incidents early in the year. During January alone, enforcement personnel, along with officers from the Brownsburg Community School Corporation generated sixteen (16) drug related cases; fifteen of which resulted in arrests or charges. In November, Officers were dispatched to a residence fire scene where the fire department had an occupant refusing to leave or



allow EMS to transport him to the hospital. Due to items viewed during an initial entry with the owner's permission, officers and the United Drug Task Force obtained a search warrant for the residence where it was discovered that the homeowner had 60 marijuana plants with an approximate street value of \$90,000, items used to cultivate marijuana and 20 firearms.

In March, Sergeant Ben Pyatt was promoted to Captain and assigned as the Uniform Division Commander. As such, Captain Pyatt continued to conduct monthly supervisor meetings providing direction to Enforcement supervisors and receiving feedback for divisional improvement.

ACTIVITY	2012
Calls for Service	15,395
Accidents (PD)	434
Accidents (PI)	89
Assault/Battery	100
Major Crimes	465
OWI Arrests	102
Arrests	974
Traffic Stops	9106

Activity in the Enforcement Division remained steady for 2012. Officers continued to saturate the community and business districts with "patrol when possible" activity which consists of proactive security checks and roaming patrols. "Patrol when possible" and premise check activity totaled 5,837 instances for the year.

The police department can rarely solve public safety problems alone. Therefore as part of our Community Policing philosophy; we have encouraged an interactive partnership with the relevant stakeholders, the public. In July of 2011, the department developed a tool for citizens to communicate tips or requests to the department. Citizens

may easily request an Extra Patrol or Vacation Watch or report a Crime Tip, Drug Tip, Excise/Alcohol Tip, Suspicious Activity or Traffic Problem via the department website using an electronic form. With the help of Laserfiche Workflow, this information is immediately communicated to personnel. In 2012, the department fielded 132 such requests. Responses ranged anywhere from directed traffic patrols to active investigations or sharing

BROWNSBURG POLICE DEPARTMENT

Section 1.0 Tip or Request Information

Today's Date: 12/31/2012

What are you reporting/requesting?
 At what address or where is this occurring? or Service request on what address? (Provide street address, intersection, business name or general area)
 When is this occurring or when did it occur? or Dates service needed? (provide specific dates and times if known)
 Please provide details regarding the activity you are reporting/requesting. Provide as much information as possible.
 Do you know the people involved? or Emergency contact information for service request? (Names or Partial Names, Address, Phone, Age, Description, etc. If Known)
 What kind of vehicles are involved in the activity? or What vehicles will be present at service address? (Make, Model, Color, Year, License Plate)
 Who else may know about this activity and may talk about it? (Names or Partial Names, Address, Phone, Age, Description, etc. If Known)

Section 2.0 Name

Your email address is required. You will receive an email showing confirmation that your tip has been submitted.



information with other entities such as the United Drug Task Force. By doing this, we have allowed the public to play a role and to help identify, prioritize and address their particular safety concerns.

Officers have been utilizing the new LincDoc Enforce Arrest Package program since March with positive results. While much of the year was spent adjusting to the new format, many report that the time expended completing arrest paperwork has been greatly reduced and the ability to upload data from the Records Management System has proven very beneficial, especially in instances of repetitive data requirements such as names and identifiers. The department continues to monitor this program, identifying issues and areas of improvement to ensure it continues to benefit the officer.

The 2012 Use of Force Analysis revealed twenty-six (26) incidents requiring thirty-nine (39) Use of Force reports as multiple officers were involved in some of the incidents. During a review of all incidents, it was noted that officers drew and pointed their service weapons on twenty occasions with none of the incidents resulting in a police action shooting. The department had no incidents involving the delivery of a chemical agent. Two incidents involved the apprehension of a suspect using a police K9. Four incidents involved the application of a Taser CEW device and seventeen reports involved weaponless physical techniques including strikes, kicks and restraints. Thirteen suspects were rendered medical attention and there were no documented instances of officer injury. The department trains on Use of Force practices and policies annually.

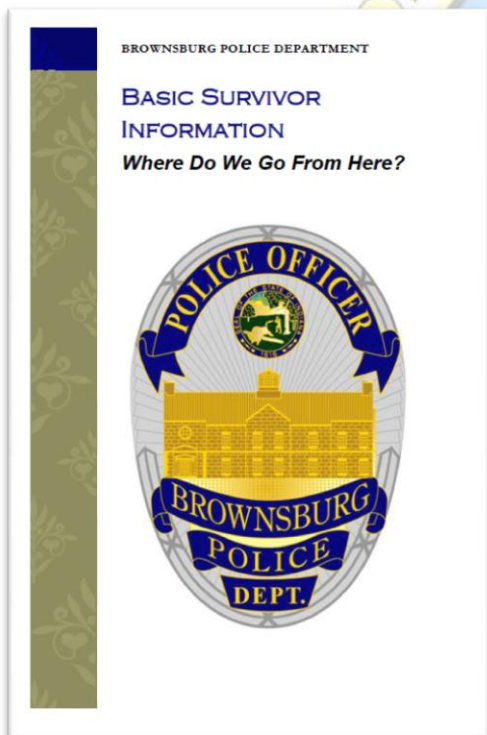
The department was only involved in two vehicular pursuits in 2012. Both were in the latter part of the year in November and December. The first pursuit was initiated by Hendricks County Sheriff's Department attempting to apprehend a burglary suspect. The short pursuit went five miles with Brownsburg only involved in the final two miles and ended by use of a deflation device deployed by Sheriff's Deputies. The suspect was apprehended. The second pursuit involved a stolen vehicle in Brownsburg. It lasted only one mile and ended with the suspect crashing the vehicle and fleeing on foot. He was apprehended approximately two hours later.

The Brownsburg Reserve Program currently consists of seven officers on solo patrol and four additional officers in the Field Training Officer (FTO) program. Sergeant Andy Marsh resigned in April and Officer Scott McKinney resigned in October. However, the department gained





Officers Staley, Baker, Hill and Richards during the year. The Reserve Division contributed a total of 2,007 voluntary hours. Reserve officers met monthly and began covering training topics during those meetings in February. In addition to special event and patrol assistance, the Reserve Division took charge of organizing and conducting prisoner transports for the department. Two promotions took place in 2012. Kim Kiritschenko was promoted to Sergeant and Chad Wilson was promoted to Corporal. Both are now designated as the officers in charge of the division. The department continues to take steps to expand the Reserve Division.



In August, the department began developing a Basic Survivor Information brochure for responder use during death notifications. The brochure was finalized and printed by September. It contains resource information such as local funeral home contact information, grief counseling contacts and other key phone numbers for survivors. It also explains how they may obtain copies of the death certificate or what they may expect during their meeting with the funeral director. This was developed as a tool for officers or chaplains to assist them during their death notification or death scene encounter and leaves the survivor with valuable information to help guide them during their time of crisis long after the immediate response.

INVESTIGATIONS

Throughout 2012, the Investigations Division remained comprised of Lieutenant Mike Campbell (Division Commander), Sergeant Jennifer Pyatt-Barrett, Corporal Jeff Klayer, Officer Mike Gill and Officer Joe Fults. These detectives recorded a total of 368 hours of training covering several topics including:

- Police Executive Leadership Academy (PELA)
- Internet Crimes Against Children (ICAC) Conference
- Homicide and Questioned Death Scene Investigation
- Certified Voice Stress Analysis Certification
- Written Statement Analysis
- Cell Phone Technology and Forensics
- Prescription Drug Abuse Awareness



- Laserfiche – Enforce Arrest Package, Navigating the Repository and Mobile Uploading
- Annual State Mandates

CASE STATISTICS	2011	2012
ASSIGNED CASES	329	354
CLOSED CASES	196	129
ARRESTS	69	81
CASE SUPPLEMENTS	786	686
BACKGROUND CHECKS	9	19

Once again, the Investigations Division remained productive in 2012 with several cases solved and suspects arrested. Assigned cases increased by 7.6% and arrests increased by 17%. Some of the more noteworthy cases

during the year are as follows:

- Arrest of an adult couple running a credit card scam at local gas stations, Theft and Conspiracy to Commit Theft Class D Felony.
- Arrest of an alleged victim who filed a false police report stating several rings were stolen, False Crime Reporting Class B Misdemeanor.
- Arrest of an individual who committed check fraud in the course of purchasing a vehicle involving the coordination of other law enforcement agencies. Subject charged with Fraud, Auto Theft and Habitual Criminal Offender.
- Arrest of female responsible for client accounts at Brownsburg Meadows nursing home who was stealing money from residents, Theft Class D felony.
- Theft ring of thousands of dollars in video game units at Wal-Mart was solved, suspects arrested.
- Another multi-jurisdictional theft ring targeting Wal-Mart stores in and around Hendricks, Marion and Boone County where three males and one female were arrested and charged with multiple D Felony Thefts.
- Theft of a gun by a juvenile, Theft Class D Felony.
- Local resident arrested for the molestation of an eight year old child, three Class A Felonies and three Class C Felonies.
- Investigative assistance given to the Brownsburg Community School Police and the FBI regarding the hacking of the school's website from a suspect in the Middle East.

Detective Jeff Klayer performed several accident reconstructions in 2012, including two serious injury accidents and two fatal accidents. He also assisted the Montgomery County Sheriff's Department with a fatal motorcycle vs. motor home accident.

Sergeant Jennifer Pyatt-Barrett remained active with the Internet Crimes Against Children task force all year. In February, she was part of a week-long Federal jury trial



involving a lengthy child exploitation case with the suspect being a Brownsburg resident. Following a guilty verdict, in a news clip covering the case, U.S. Attorney Hogsett was quoted as saying, "The testimony adduced at trial concerning Mr. Eads' behavior and conduct is inexcusable and sickening. Thanks to our nationally-recognized child exploitation prosecution team and the investigative work of our local law enforcement partners, Mr. Eads will be held accountable for his crimes at a sentencing hearing scheduled for June 4, 2012." Sergeant Barrett conducted several child crime investigations and during the month of March alone, had six active cases. Most cases were extensive, requiring a great deal of time and effort. Sergeant Barrett also continued to instruct multiple demographics such as parents, students and various institutional staff by making numerous presentations throughout the year on internet safety, social networking, child exploitation, "sexting" and cyber-bullying at the following locations or events:

- Indiana Youth Association and Boone County Child Protective Services
- Indiana Youth Institute at Avon West Middle and North Putnam High School
- Hendricks County Government Center
- Columbus Indiana Youth Court
- Knox County Department of Child Services
- Youth Violence Prevention Summit
- Bloomington Police Department
- Greenwood Christian Church

As a direct result of Sergeant Barrett's affiliation with the Internet Crimes Against Children task force, the department received grant money totaling \$10,000 from Grant 2011-MC-CX-K005 CFDA #16.543 that began on July 1st. This money is used for training, equipment and travel expenditures.

In May, Sergeant Barrett was asked to attend the first human trafficking alliance with Indianapolis Metropolitan Police Department Vice and other area police departments. This alliance is due to the recent trafficking and prostitution cases that our agency and other agencies are experiencing here in Hendricks and surrounding counties. The goal is to share resources and become more proactive in the investigations of these types of vice crimes.

Detective Matt Wing remained assigned to the United Drug Task Force in 2012 and once again generated several drug arrests. Detective Wing and his fellow task force members were assigned over 75 cases, conducted over 40 controlled buys and were able to make nearly 30 arrests for the year. The task force also held an auction in October featuring



several seized or forfeited items. The auction was a great success and the proceeds will go to continued sustainment of the task force.



On March 6th, detectives and officers of the Brownsburg Police Department, with the assistance of the Hendricks County United Drug Task Force and IMPD served a search warrant for the business "Relaxation Center" located at 20 Airport Road as a result of an undercover sting that began in December of 2011. The search warrant was based upon probable cause to believe that the employees of the business were engaging in acts of prostitution, as well as erotic massages. A female employee was arrested on three counts of Prostitution. The owner of the business was issued a Notice of Zoning Violation from the Town of Brownsburg requiring that the business cease and desist.

The division began using TLO on-line investigative systems as a new intelligence software program at no cost in March which replaced the paid subscription based program Locate Plus. The new program has proven to be extremely valuable to both the Support and Operations Division by providing fast and effective lead information.

Detective Joe Fults organized and supervised a warrant sweep operation in October which resulted in four arrests. Approximately forty warrant services were attempted. Unfortunately, the vast majority of the warrants had incorrect or outdated addresses, making service impossible.

In regards to the Property and Evidence function, for 2012 there were 6,152 transactions completed. There were 1,083 pieces of evidence photographed and destroyed or forwarded for long term storage and there were 163 items sent to the Indiana State Police for testing. Forty-six (46) items were auctioned. There were 1,415



items of evidence submitted as new evidence and currently the property room houses 1,908 items.

The Brownsburg Police Department Crime Tips Facebook page established by the Investigations Division in 2011 continues to be an excellent tool in identifying suspects. As of December, the page had 1,226 followers and during the year several suspects were identified by citizens who have "liked" the page.

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INDIANA'S NEWS LEADER

Police departments reach out on Facebook for tips

 Recommend  Sign Up to see what your friends recommend.

Posted: Feb 10, 2012 10:33 PM EST
Updated: Mar 01, 2012 9:56 AM EST
By Emily Longnecker - [bio](#) | [email](#)

BROWNSBURG - A number of area police departments are turning to social media to help fight crime.

The pictures on Brownsburg's new Facebook crime tips page are grainy, but the features of the two men in them are easily identifiable. They are still photos taken from surveillance video from a Brownsburg convenience store.

"These guys here, they broke into numerous cars in an apartment complex," explained Brownsburg Police Detective Jeff Klayer about the men in the photo.

Brownsburg police hope you recognize them and they're using Facebook to test the waters.

"You can get the word out instantly and people can give you feedback directly, within minutes," said Klayer.



Brownsburg police put pictures on Facebook to help solve crime.



Police say the social media site puts

EMERGENCY RESPONSE TEAM

There were no critical response call outs for the Brownsburg Emergency Response Team in 2012. However the team trained heavily and was utilized in high risk warrant services. In January, the Brownsburg Emergency Response Team conducted its first training which was a review of the basics of core tactics, techniques, and principles that are utilized by the team. Through repetitive training, ERT members improve upon proficiency and interoperability with other specialized teams if necessary. In February, the team attended a lecture and discussion presentation by IMPD Special Weapons and



Tactics Assistant Commander Steve Hadley. Sergeant Hadley did an excellent job presenting the team with insight to tactics and procedures utilized by the IMPD team and also provided great intelligence from prior incidents his team experienced in response to high risk warrant services and critical situations. Members of our team also had the opportunity to work with tools utilized by IMPD for consideration of implementation into our team's equipment inventory. During the March training date, a large scale role playing exercise was conducted at a local church. Ten volunteers from



the community were utilized as role players, providing a real life training environment and scenario based exercise. Also in March, Officer Josh O'Brien completed a SWAT certification course and was removed from Restricted Member status.

As a member of the team, Detective Joe Fults attended the ILEA Sniper/Observer Course at Camp Atterbury in Edinburgh, Indiana. This course is comprised of classroom and practical instruction in rifle and scope nomenclature, shooting positions, rifle maintenance, sniper deployment, observation and reporting, range estimation, wind reading and how to engage moving or pop up targets. Detective Fults graduated 3rd out of thirty-nine shooters.

In May, the ERT was activated for a potential high risk warrant service at the request of the United Drug Task Force. The service went as planned and resulted in three arrests based upon the United Drug Task Force investigation.

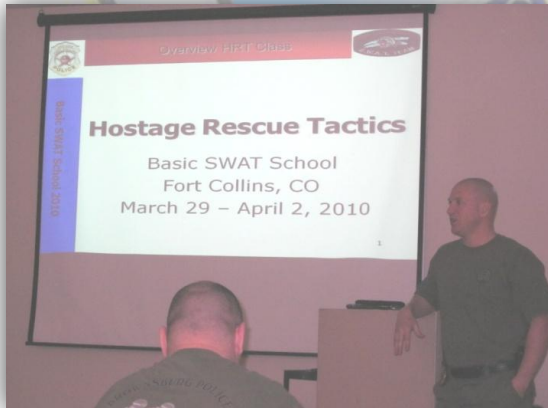
All members re-certified and qualified with the team's less lethal weapons including the taser, 40mm and 12-gauge beanbag in June and in August trained on open area searches using tactical formations and gas mask training.



The team was again activated on August 23rd at the request of Sergeant Jennifer Barrett and Sergeant Tim Wells for the apprehension of a subject wanted on several A Felony Child Molest charges and other C Felony offenses. Circumstances exceeded the required points system on the Warrant Service Risk Assessment Matrix based upon the crimes committed, criminal history of the suspect, potential for forced entry, weapons on the premise and the presence of an attack pit-bull breed dog. The service went well with no damage to property or injury to persons.

Also in August the Emergency Response Team conducted a selection process. Officers interested in the position underwent firearms testing, physical fitness testing and an interview. The process was to replace a resigning member (Major Pat Bullock) and establish an eligibility list. Officer David Marcum was selected and attended a basic SWAT school in October. He continues to fulfill requirements in order to be removed from Restricted Status.

The team was deployed a third time in November for a high risk warrant service on the 11th as a result of a traffic stop investigation involving narcotics dealing and a person said to be armed. ERT personnel along with road officers successfully executed a search warrant of a suspected narcotics dealer. Charges were filed as a result.



The team continually strives to remain highly trained and tactically skilled for when a need for such a team develops. Each and every member is committed to the team's purpose and disciplined to be operationally ready when called upon.

INTERSTATE CRIME ENFORCEMENT

Following the institution of a Memorandum of Understanding with Homeland Security last year, Interstate Crime Enforcement members conducted their first action in coordination with Customs in January. A traffic stop was executed on two Chinese nationals suspected of selling and producing counterfeit Super Bowl items. The investigation led to a search of the vehicle and the home





where they were residing in Hendricks County. As a result, officers and agents discovered that the suspects were producing these items in the home. Customs Agents took over and completed the investigation.

On February 27th, then Sergeant Ben Pyatt traveled to Boise, ID to instruct Idaho State Police, Boise City Police and several local Sheriff's Deputies in Interstate Crime Interdiction. Sergeant Pyatt, along with a Louisiana State Trooper instructed over 100 officers over a 3-day course and once again the Brownsburg Police Department impacted law enforcement departments nationally. In May, team members traveled to La Porte, Indiana to instruct La Porte City Police and La Porte County Sheriff's office on basic criminal interdiction. In addition, our team members trained new recruits at the Indiana Law Enforcement Academy.

On March 8th, officers of the I.C.E. team conducted a traffic stop on a California plated semi-tractor trailer at the 61 mile marker on Interstate 74. Officers became suspicious of the occupants and obtained consent to search the vehicle. There appeared to be some structural discrepancies on the front wall of the empty trailer. Officers removed some plywood from the wall and discovered 4 kilos of cocaine inside. A total of 8.8 lbs. with a street value of approximately \$100,000 to \$400,000 was seized. This was the largest cocaine seizure ever made by the Brownsburg team and the first ever seizure from a commercial vehicle. The case was followed up by the Drug Enforcement Administration for further investigation into drug trafficking.

In May, I.C.E. team members were again called upon by Homeland Security Investigations (formerly known as Customs) to assist in an ongoing investigation into a resident living in Seymour, Indiana who was working for a drug cartel and attempting to traffic methamphetamine into central Indiana from Texas in exchange for fully automatic weapons to traffic back into Mexico. On several occasions team members assisted in surveillance on this individual as he moved around central Indiana. The investigation is ongoing.

Team members also assisted Homeland Security Investigations in a major Bureau of Motor Vehicles fraud ring in the Indianapolis area including a resident of Brownsburg. The group was producing fraudulent BMV documents by the thousands for illegal aliens. On June 20th, the investigation ended with several warrants served all over the Indianapolis area, including on the Brownsburg resident.

July was the first month the team began working with the Indiana State Police, IMPD and the Homeland Security Investigations after forming a parcel interdiction task force. On four nights a week, officers go to local area parcel services to interdict narcotics and drug money being sent through the mail. On July 24th, officers interdicted a parcel



bound for Oakland, California with a significant amount of U.S. currency inside. For our department's efforts, the police department will receive close to \$20,000 of the seizure.

Other highlights of 2012 for the team include:

- Consent to search seizure of over \$75,000 worth of high end jewelry such as Rolex watches and other fine gold pieces which were likely proceeds of residential burglaries in Toledo, Ohio
- Seizure of approximately 10 lbs. of marijuana being smuggled from California via a local parcel service
- Consent to search seizure of approximately 33 lbs. of marijuana hidden inside the lining of the vehicle back seat



In October, Captain Pyatt traveled to Chicago, IL with 19 other instructors from around the country to train a group of 30 Illinois State Troopers and Drug Task Force Officers in interstate crime interdiction. This was a practical class where instructors rode with the students on major highways leading into Chicago. On the first day out, four instructors, including Captain Pyatt, were working I-90 near the Illinois/Wisconsin border when they observed a suspicious vehicle. After suspicious behavior by the occupant and a positive K9 alert, the car was searched with a hidden compartment located in the floorboard. Officers discovered 24 kilos of cocaine (approximately 50 lbs.) destined for Elgin, IL. The cocaine was coming from Mexico and was stopped 10 minutes from its destination.

Captain Pyatt and Officer Maples, along with his K9 Cato, seized approximately \$80,000 in U.S. currency, 43 pounds of marijuana, and 9 pounds of cocaine throughout the year. I.C.E. team members also provided interdiction instruction to over 450 officers in 2012.

TRAINING

In accordance with the goal set by Chief Dove in 2011, Sergeant Watts and Major Grimes made it a priority to seek out training opportunities that placed emphasis on verbal communication. Among other relative courses, Sergeant Watts located a "Verbal Defense and Influence" instructed by Avon Police Department's Bill Weems at no cost.



January began slowly in the Training Division as state mandated training records were being prepared for submission to the Indiana Law Enforcement Training Board for review. On January 19th, the first Central Indiana Law Enforcement Training Council (CILETC) meeting was conducted at the Training Facility. For the third consecutive year, Sergeant Watts was again voted President of this organization. Numerous training opportunities were discussed and scheduled for the 2012 training year.

Brownsburg police officers continued to instruct basic recruits at the Indiana Law Enforcement Academy and instruct other law enforcement agencies covering various topics throughout 2012.

Officers received 5,189 cumulative hours of training during the year, averaging 99.78 hours of training per officer. Eight Civilian employees received approximately 350 cumulative hours of training for the year. Highlighted training topics for 2012 include:

- Workplace Harassment Training (All Employees)
- Monthly Firearms Training
- Rick River ART 15 Rifle Qualifications
- Criminal Patrol Tactics
- Safariland Advanced Less Lethal Training
- Active Shooter – Brownsburg High School
- Wallbanger Flash Bang Entry System
- ILEA Patrol Rifle Instructor
- Live Fire Traffic Stop Simulation
- Critical Incident Decision Making
- Force Science (Use of Force) Analyst Certification
- Understanding Police Use of Force – The Real Rules
- Instructor Development
- Accident Reconstruction
- Emergency Vehicle Operations
- Critical Incident Command
- Laserfiche/LincDoc – Navigating the Repository and Enforce Arrest Program
- Leadership in a Law Enforcement Agency
- Beyond the Traffic Stop – Hidden Compartments



Roll Call training is also another important aspect of officer instruction at the department. Supervisors identify training needs and organize training on-shift during roll call. Several topics were covered in 2012 including several policy reviews, supervisor meeting minute reviews, reasonable suspicion, laboratory examination request paperwork (evidence), felony stops,



building or room clearing, standardized field sobriety testing, consent to search, Prosecutor updates, sovereign citizens, contact and cover, domestic violence, and bank robberies. These sessions are opportunities for a more casual discussion-based training for the officers.

Also in January, Sergeant Watts was interviewed by the Hendricks County Flyer in regards to our department's training facility and the overall training regimen of our officers. The article was published on February 7th with a headline reading "BPD Training Facility Draws Law Officers from Near and Far". The article shed a very positive light on the department with emphasis on our extensive training.

In March, Sergeant Watts conducted a complete inventory and cleaning of the armory. Also in March, the Training Division received a donation from Hendricks Regional Health of 22 steel doors removed due to a remodel. The doors will be used for training during tactical breaches or other tactics by the Emergency Response Team.

Preparations for the 2012 Reserve Academy began in July. The department also began coordinating with ILEA and meeting requirements to host its first State of Indiana certified Reserve Academy in department history. This was a time-consuming task assigned to Sergeant Watts that required substantial documentation submission to the Indiana Law Enforcement Academy. The department was notified on August 20th that our certification application was approved and the 2012-2013 Reserve Academy would be designated as certified. As a result, the Brownsburg Police Department is only the second agency in Indiana to offer a certified academy. The 4th academy began on September 18th with 15 students from various police agencies and will continue well into 2013.

The Training Facility continues to gain more notoriety and generate more interest. In 2012, the facility hosted 26 various training sessions for other municipal, county and federal law enforcement agencies and generated \$6,779 in revenue for 2012 as compared to \$4,055 in 2011. Sergeant Watts continues to market and draw attention to the facility through professional contact and law enforcement group networking.

RECORDS AND ACCREDITATION

Laserfiche[®]
Run Smarter[®]

Following significant changes and implementations in 2011, the Records and Accreditation department had a year of follow up and project continuation in 2012. Staff continued work in LincDoc and Laserfiche with one employee, Brenda Habermehl,



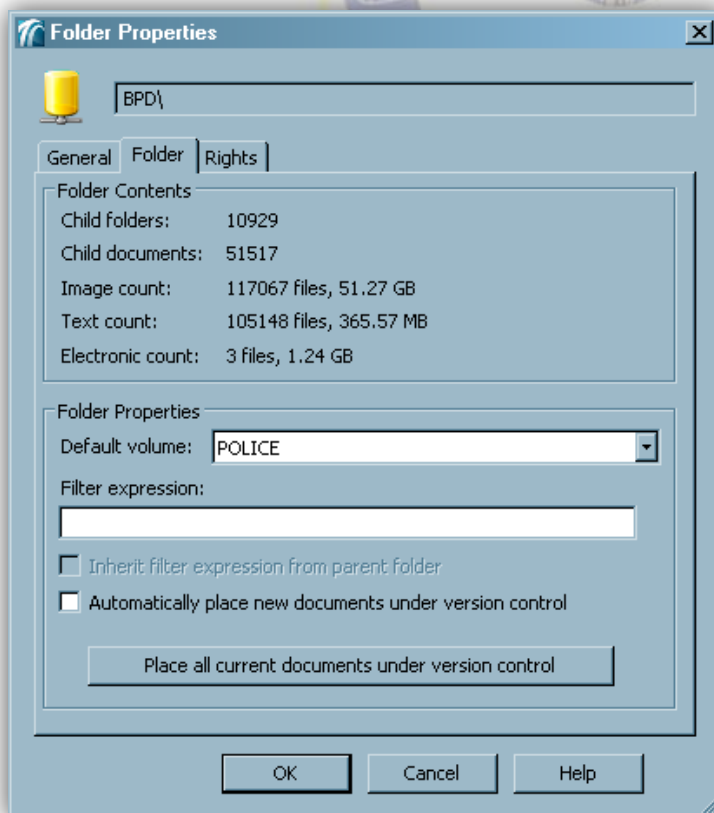
assigned exclusively to the project in the beginning of the year. By the end of January, all Records staff had high efficiency scanners and had been trained in the use of Laserfiche and by September all of Records staff had obtained their Laserfiche Specialist certificate. The majority of the year was focused in these areas.

Towards the end of February, Kim Shupert and Brenda Habermehl completed their responsibilities in the development of the new automated arrest paperwork system using the LincDoc Enforce product introduced in 2011. A few officers were selected by Lt. Depinet to begin field testing the application in March with positive results and the remainder of the officers were then trained on use of the application by Kim Shupert in April.

The department, with the dedicated work of the Records division, took full advantage of the LincDoc product purchased by both the Town and the Police Department nearly two years ago. Since, 56 electronic forms have been created which are used both internally and externally, covering processes ranging anywhere from a citizen's crime tip to a use of force report. Our agency has grown quite adept in the creation, deployment and integration of these forms into the Laserfiche process and is pleased with the results of the implementation.

The department also continued to integrate Laserfiche into its daily operations. The Records department, along with Lt. Depinet, spearheaded this movement and

completed much of the work that has gone into the implementation. Not only is staff capturing current data being generated, it is capturing archived data as well. An estimated 7,000 case reports are now in Laserfiche with searchable text. At year's end, the department's repository had 10,929 individual folders containing 51,516 multi-page documents comprised of 117,063 images. Also at year's end, our department had 85 document data entry templates in place to capture metadata and 61





active workflow processes. The Records department currently maintains no physical filing cabinets in their work area for records. Incidentally, on June 7th, Carmel Police Department representatives met with Kim Shupert in her office to view the department's current record-keeping operations, discuss details on how Laserfiche and LincDoc function and obtain ideas for possible improvement at their own department. This was a testament to what our department is doing with law enforcement records and processes. Our usage of Laserfiche is very broad, especially for a law enforcement agency, and assists the department in many areas.

Another task assigned to the Records department is recruitment administration. On February 23rd, staff launched a new Reserve Officer recruiting effort, which concluded in August. Records staff are responsible for advertising, processing employment applications, administering testing, candidate data entry, and other relative tasks. In 2012, with the help of Laserfiche and LincDoc, the department was able to complete the vast majority of the process electronically.

Two services offered by the Records department are fingerprinting and local criminal history checks. Historically, these services have been offered at no charge. As a result, our department was being inundated with citizens who did not reside in our Town requesting these services at no cost. In March, Kim Shupert finalized a fee schedule for both services where Brownsburg residents (corporate limits) would receive one set of fingerprints at no charge per visit but any additional sets would be \$5.00 each. Non-residents would be charged \$5.00 per set. Local criminal history checks would be charged at \$5.00 per check with exception to other law enforcement agencies or contracted agencies acting on behalf of a government entity. The ordinances establishing these fees were passed in June and the Records department began collecting the funds in July following a time period of official notice to the public.

In March, Kim Shupert and Brenda Habermehl attended a workshop at the Indiana State Library hosted by the Indiana Commission on Public Records and the Library of Congress regarding digitization of records. They had the opportunity to network with other record keeping entities and Director and State Archivist Jim Corridan in order to obtain some specific direction as it relates to police records retention, destruction and Laserfiche. In fact, on June 5th, Mr. Corridan visited the department at Kim Shupert's request to review our physical records storage and our transition to electronic retention. He found the operation to be well organized, documented and implemented. Following clarification of Laserfiche's migration ability and an off-site data backup plan, on October 29th, we received approval to proceed as planned in regards to electronic capture and hard copy destruction.



Throughout 2012, Records staff accumulated nearly 250 hours of instruction, attended many training opportunities and obtained several certifications. Some highlights are listed as follows:

- Microsoft Office Certificate Program through I.U.P.U.I.
- Laserfiche Specialist
- Laserfiche Administrator I
- Laserfiche User Group
- Human Resources – Recruitment and Selection
- Human Resources – Introduction to Benefits
- Making Policies and Procedures Work
- Digital Preservation of Records

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, report copies and fingerprinting. The following tables reflect various statistics and funds generated:

ACTIVITY BY SERVICE	2011	2012
Gun Permits – New Issues and Renewals	240	325
Alarm Permits – New Residential	109	48
Alarm Permits – New Business	21	12
Alarm Permit Renewals - Residential	192	232
Alarm Permit Renewals - Business	201	184

REVENUE BY SERVICE	2011	2012
Offense or Arrest Report Copies	\$701.00	\$585.10
Accident Report Copy Fees Issued by the Department	\$900.00	\$788.00
BuyCrash.com (Accident Report) Revenue	\$3080.00	\$4,232.00
Gun Permit Application Fees	\$8260.00	\$14,260.00
Motor Check (VIN) Fees	\$5.00	\$70.00
Notary Fees	\$14.00	\$17.00
Photograph Fees	\$33.00	\$41.00
Citations Filed for Cost Recovery	\$2,743.30	\$3551.45
Alarm Permit Fees	\$13,315.00	\$15,515.00
False Alarm Fees	\$75.00	\$115.00
Local Criminal History Fees (Started Collecting in July)	Did Not Charge	\$50.00
Fingerprinting Fees (Started Collecting in July)	Did Not Charge	\$280.00
TOTAL REVENUE IN 2012	\$29,126.30	\$39,504.55

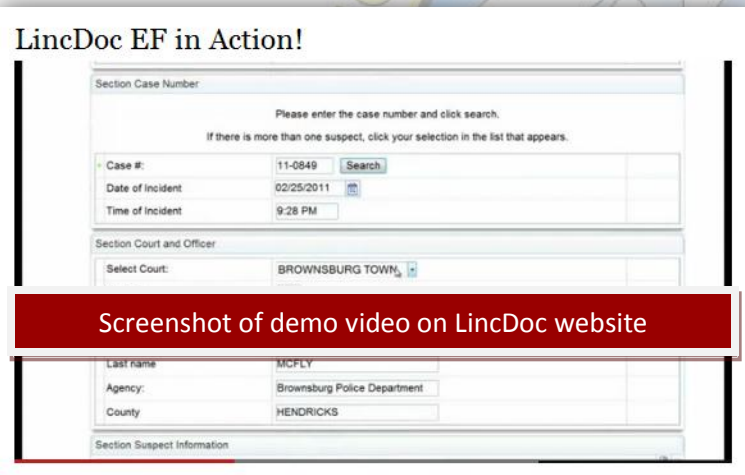
During the April 10th Board of Police Commission meeting, the department was approved to transition to the new Tier One Accreditation program option now being offered by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA). The department was officially approved by CALEA in July to make the



transition and will be assessed under this program in April of 2014. During 2012, Kim Shupert conducted one mock assessment of Fishers Police Department, accompanied by Brenda Habermehl who assists in managing the accreditation process. A portion of 2012 was spent preparing for the next on-site to take place in early 2014, with increased efforts scheduled in 2013.

INFORMATION TECHNOLOGY

By January 2012, the LincDoc project was nearly complete. As of that time, the Brownsburg Police Department was the first and only police department to begin



using the LincDoc Enforce product. Our staff essentially helped design and develop the program. Our experience in the field as a professional and forward-thinking police department made us a good fit for involvement and the software design experts at LincWare looked to our department

for advice. In turn, additional features of the product came to us at no cost. This project is now 100% complete and employees of the department have been utilizing forms generated from this program for several months and officers have been successfully using the Enforce product for several months as well. The time spent by Officers completing reports has been reduced by an estimated 60% to 75%. In addition, the department launched and trained on the new Laserfiche iPhone or iPad application. Now licensed users will have access to Laserfiche and be able to import data such as images



into the system anytime. Detectives were trained on this new feature in August. The department's long-term goal with LincDoc Enforce continues to be electronic



submission of documentation to the Hendricks's County Prosecutor's Office. Both Laserfiche and LincDoc have drastically changed the information technology operations of the department. Lieutenant Depinet, Kim Shupert and Brenda Habermehl did an excellent job with this long term project.

Also in January, information was received at a monthly Chief's meeting that Public Safety Communications (PSC) formerly known as MECA was planning a full replacement of the Records Management System and Computer Aided Dispatch (Tiburon and ZClient). In November, an announcement was made by PSC that a product called Interact had been selected and would be purchased with a state grant. The Brownsburg Police Department should not incur any costs associated with the new system. Lt. Depinet was asked and accepted to be on the discovery team, consisting of five members from Hendricks County, with him being the only police officer on the team. Interact hosted a meeting on December 11th where they gathered information related to the business processes needed to accurately configure CAD, RMS and mobile devices or products. Interact is a modernized system that will be replacing the twenty year old Tiburon. This project is extremely vast and is projected to take 18 to 24 months to build out.

New mobile data terminal (MDT) models were tested early in 2012. A recommendation to purchase a selected model was made in April. The department received twelve new units in May from Brite Computers. Staff, along with IT personnel completed the imaging and the units were deployed in October and November.

Lt. Depinet conducted an audit of all electronic crystal reports for continued necessity and accuracy of the data being extracted by the program. This was a lengthy project that took approximately six months. In addition, a new Crystal Report was developed for the Records Division that generated case reports frozen by the Division Commander which were ready to be imported into Laserfiche.

In March, Lt. Depinet and Kim Shupert met with Town Hall representatives Grant Kleinheintz and Wendi True in regards to transitioning to Laserfiche RIO. The new system would no longer offer concurrent licensing, but it did offer unlimited repositories. The police department supported the change with the provision that enough licenses would be supplied to continue to perform Laserfiche operations at the same level. The transition on the police department's side was completed, rather effortlessly with exception to some User issues, in July.

In May, a representative from Guardian Tracking, a personnel performance tracking system the department has had in place since September 2009 logged on to our system live with Kim Shupert to conduct an annual usage assessment. Following the review, the



representative stated that the Brownsburg Police Department personnel appear to be using the system quite efficiently and to its fullest capabilities. Our agency continues to be considered a “power user” of this system.

Throughout 2012, Officers were field testing the new Taser body camera and VieVu body camera. The cost of a body camera is about 1/5 of the cost of the in-car camera system it is slated to replace if the product is deemed a good operational fit. Product selection is still being discussed by the department’s Product Committee with potential purchases planned in 2013.

Also in 2012, the department began networking with the Town and representatives of Kronis (the new time tracking and payroll application). All issues of this product have been discussed and initial setup parameters for the police department were documented in November with the project on hold awaiting activities by other departments.

The department continues to utilize social media such as Facebook and Twitter and the website is continually reviewed and updated. The following are subscriber numbers as compared to 2011:

PLATFORM	SUBSCRIBERS 2011	SUBSCRIBERS 2012	PERCENT INCREASE
Facebook BPD	409	781	+91%
Facebook Crime Tips	685	1221	+78%
Twitter	81	269	+232%
RSS Feed	120	182	+51%

COMMUNITY RELATIONS & JUVENILE OFFICER

Community Relations and Juvenile Officer Sergeant Fleck, had a productive 2012 with numerous activities involving members of the community. In addition to Sgt. Fleck’s community relations assignment, he is the Court Security Supervisor, performing security operations of the Brownsburg Town Court each Wednesday. In February, Sergeant Fleck attended a three day Court Security course.

Sergeant Fleck’s 2012 activity statistics are as follows. Activities ranged anywhere from 1 hour in duration to several days such as programs taught at the High School:



ACTIVITY TYPE	Total Occurrences for the Year
Neighborhood Crime Watch Meetings	11
Substance Abuse Task Force Meetings	9
Safety Talks (Juvenile Demographic – Preschool, Elementary Age)	7
Structured Presentations (Adult Demographic)	1
Diversions Presentations (Juvenile Demographic – School Age)	6
Building Tours	12
Special Events (National Night Out, Haunted Police Station, Parades, etc.)	16
Women's Self Defense Instructions	10
Children's Self Defense Instructions	3



Sergeant Fleck coordinated the 2nd Annual Police and Fire Youth Camp in June. The camp ran for three weeks from June 11th to June 29th as opposed to one week last year, including various age groups ranging from 8 years old to 13 and again, was an incredible success. Eighty-three (83) kids graduated the camp with our department receiving tremendously positive feedback from both parents and kids.



Classes covering illegal and prescription drugs, alcohol effects, alcohol related crimes, juvenile law and the effects of violent media such as movies, music or video games were again presented in the school system in 2012. These topics were instructed during six classes per day for five days in September. Sergeant

Fleck continues to work closely with the Brownsburg Community School Corporation Police to present these and other programs whenever possible. Also in regards to juveniles, Sergeant Fleck completed several orders to obliterate juvenile records and entered juvenile statistics into the Quest Case Management system.

Sergeant Fleck implemented the Project Love program in 2012. This program works in congruence with traffic violators cited for failure to use or improper use of child safety



seating or restraints. If the violator is cited, they are provided with a voucher. The voucher explains where to go for instructional information and if they are financially burdened, they may be eligible for a safety seat free of charge. Violators completing a safety course may provide proof of completion and their citation could be dismissed by the Officer or Prosecutor's Office. Sergeant Fleck distributed several voucher books to the Operations Division.

Also in 2012, Sergeant Fleck identified a need to develop a potential tool to reduce juvenile delinquency and recidivism. Along with input from interested staff, Sergeant Fleck initiated the process of developing a "Juveniles at Risk" Program. Our department is of the opinion that our community is in need of a reform program involving police officers and parents or guardians that has the support of the juvenile justice system in Hendricks County. This program would be long-term as opposed to a quick penalty and would hold all accountable starting with the juvenile, then the parents or guardians and even the officer. This program would be based upon four stages of intervention which includes Identification, Officer Follow-Up, Parental Education and Boot Camp. While the program is still being developed and it is too early to say if such a program is viable or able to be supported by the juvenile justice system, it is Sergeant Fleck and Chief Dove's intention to move forward with development and possible approval by the courts.



In November, Sergeant Fleck also began researching a Police Explorer Program. The program is for teens and young adults aged 14 to 20 years old who are interested in a



career in Law Enforcement. This would be a formal program with organized meetings, training and assigned tasks. Several employees expressed interest in volunteering in the program. The first committee meeting was held December 6th with representatives of the program and Boy Scouts of America. This program remains in its early stages with an open house tentatively scheduled for March of 2013.

As does the department every year, it hosted or helped coordinate annual events such as the Fourth of July Extravaganza, National Night Out Against Crime, Haunted Police Station and Christmas Under the Stars parade. These events have become a staple activity for the department and the community.



Sergeant Fleck was also involved in several special events outside of the aforementioned including the Cardinal Elementary carnival, police fundraiser at the Hurricane Grill, Town blood drive, 5k run at the Brownsburg High School, Back to School Jam at Eagle Elementary, SCI festival at West Middle School for persons with disabilities and the Fall Festival at Corinth Christian Church.

Sergeant Fleck continues to do an excellent job in his position reaching out to the community and received numerous letters of thanks and accolades for his presentations throughout 2012.

MOTORCYCLE PATROL

The Motorcycle Unit completed its fifth year of patrol in 2012 and remained at two officers, Corporal Tony West and Officer Dan Rooker. During the off season in the winter months, although assigned to a patrol car, both officers continued to focus their efforts on traffic enforcement, accident prevention patrol and addressing traffic related complaints from citizens.



The unit started at the beginning of 2012 being more proactive towards accident prevention by tracking



accident locations throughout the Town. By mapping out the accident locations we were able to focus on areas that had a higher probability of accidents. Motorcycle Patrol Officers saturated the area with two types of enforcement. The first was visual patrol, which meant a roaming patrol or stationary monitoring for infractions. The benefit of this type of patrol is that drivers see the police in an area and pay more attention to their driving behavior. The second is visual patrol with enforcement, which means drivers see the police in the area enforcing traffic by means of traffic stops. This also causes drivers to focus more on their driving behavior. Both techniques are extremely effective and have proven to be beneficial to the overall cause.

Motorcycle Patrol officers implemented a new work schedule beginning in January involving ten hour shifts. The new shifts will overlap during days of the week where the department has determined a need for heightened traffic enforcement. This schedule also provides for more flexibility when scheduling special events and directed patrols or saturations.

The unit received two new Lidar (radar) units with new “following too closely” detection technology and were trained on them by the Enforcement Products company. Use of these radars should assist in reducing rear end collisions.

Another specific area of assignment for the Motorcycle Patrol is traffic studies as needed by the Town of Brownsburg, local businesses or even residents. The unit completed four traffic studies in 2012:

- 02/29/2012 East Northfield Drive and Bent Stream Lane (stop sign placement)
- 06/12/2012 Sable Chase and North Odell Street (stop sign placement)
- 10/23/2012 North Green Street Landscape Project (vegetation interference)
- 10/23/2012 Country Road 550 East and Country Road 700 North (speed control and signage)

Due to the extraordinarily warm weather, Officers were able to transition to their motorcycles in March and worked the first fatal accident of the year on March 31st, which involved a train and truck on East Main Street. The following day, the unit worked a serious injury accident on Interstate 74 at the 66.4 mile marker.





Corporal West attended the Northwestern Harley-Davidson Police Motorcycle Instructor School (120 hours), from April 29th to May 18th in Columbus, Ohio. The certification will allow the Brownsburg Police Department to host a Basic Police Motorcycle school and enables Corporal West to assist in instructing. Overall, motorcycle officers received 256 training hours for the year. Officers began multiagency training in July in Columbus, Indiana at the Columbus Airport. Corporal West networked with Lieutenant Alexander from Speedway Police Department and Officer Tim Guinan from Greenwood Police Department who are also Police Motorcycle instructors. Brownsburg motorcycle officers will now train monthly with other agencies in Columbus.

Mechanics of the Town of Brownsburg Fleet Maintenance Department attended a week long course in April certifying them to be mechanics for Harley Davidson motorcycles, making the department's police motorcycle maintenance cost-effective and more convenient.

Throughout 2012, the Motorcycle Patrol completed 26 special details comprised of:

- 03/15/2012 Brownsburg High School Rugby Team Memorial Run
- 03/26/2012 Funeral Detail
- 04/28/2012 2nd Annual Brownsburg East Middle School 10K
- 05/05/2012 Returning Veterans Parade
- 05/19/2012 Motorcycle Safety Demonstration with the American Legion
- 06/02/2012 Steve Bannon Memorial Ride
- 06/09/2012 "The Ride Home" Motorcycle Ride
- 06/12/2012 BPD Youth Camp Motorcycle Demo
- 06/16/2012 "The Blue Star Ride" Motorcycle Ride
- 06/19/2012 BPD Youth Camp Motorcycle Demo
- 06/26/2012 BPD Youth Camp Motorcycle Demo
- 07/04/2012 July 4th Parade
- 07/04/2012 July 4th Fireworks
- 08/04/2012 "Unity of Nations" Motorcycle Ride
- 08/07/2012 Night Out Against Crime
- 08/11/2012 "Handicapable" Motorcycle Ride
- 08/24/2012 Special Detail Motorcycle Escort to Crawfordsville, IN
- 08/30/2012 John Force Car Show
- 09/21/2012 Brownsburg High School Homecoming Parade
- 09/22/2012 "The Hoosier Burn Camp" Motorcycle Ride
- 09/29/2012 "Ride for A Reason" Motorcycle Ride
- 11/14/2012 Special Detail Funeral Escort for BFT Firefighter
- 11/28/2012 Special Detail "Police Academy Conference" @ ILEA
- 12/01/2012 Christmas Under the Stars Parade



- 12/08/2012 Special Detail Funeral Escort
- 12/10/2012 Special Detail Funeral Escort for Police Commissioner Garrison

BIKE PATROL



The department Bike Patrol met for the first time in 2012 on March 20th to discuss season goals and areas of focus. Riders had their annual bike service performed and were prepared for riding patrols in April. Again in 2012, riders focused on tactical rides which are designated around areas of thefts or other property crimes. Riders then paired up to saturate those areas.

Throughout 2012, the Bike Patrol completed eight special details comprised of:

- 05/05/2012 Veterans Parade
- 05/19/2012 5k Veterans Run
- 05/26/2012 Brownsburg High School Graduation
- 06/29/2012 4th of July Extravaganza (several days)
- 06/30/2012 B & O Bicycle Tour
- 07/21/2012 Race for the Cure
- 07/28/2012 Bicycle Race
- 08/04/2012 John Force Car Show

The unit was operational from April through October of 2012.

K9

The year was relatively quiet for the K9 Division in regards to apprehensions or bites as there were only two apprehensions and no bites. However, the division was responsible for 343 training hours, executing 103 searches and responding to 137 assists or call outs in 2012. This activity resulted in 57 arrests.

In June, long-time handler Corporal Steve Crowe resigned from the K9 Division in order to take on full responsibilities as a shift supervisor. Corporal Crowe had been part of the division for nearly 10 years since October 2002. After a selection process was completed involving three candidates, Officer Chad Bowman was selected as the newest K9 handler. Officer Bowman was assigned K9 Xarro and trained with him for the entire month of July with the





Whitestown Police Department. Both Officer and K9 graduated in August.

In addition, Corporal Crowe and K9 Xarro had the unique opportunity to work during Super Bowl XLVI, Indianapolis in February conducting EOD (explosive odor detection) searches.

FLEET

In 2012, the department again continued to improve upon the fleet by purchasing 8 new vehicles including four sport utility vehicles and four sedans. All were purchased with AWD (all wheel drive) capability for improved navigations in off road incidents or inclement weather. During the winter weather emergency in December, the department had an opportunity to



gauge the resourcefulness and return on investment of the AWD Sedans and Sport Utility Vehicles. All officers issued these models of vehicles provided them to on duty officers for use during the blizzard. There were no instances of these vehicles getting stuck or being held up due to road conditions and all calls for service were responded to in a timely manner. Several officers that operated these vehicles in the conditions gave positive feedback on their capability.

During 2012, the department consumed 50,639 gallons of gasoline with an average of 14.9 miles per gallon. The department is in constant communication with the Superintendent of Fleet Maintenance in regards to the police department fleet program, assessing its status and making any necessary adjustments.

HONOR GUARD

The department Honor Guard continues to remain active under the leadership of Sergeant Pete Fleck. The team strives to meet monthly to train. Events or ceremonies attended by the Honor Guard in 2012 included:



- 01/26/2012 Presentation of Colors at Town Council Meeting
- 05/05/2012 Veteran's Parade
- 05/15/2012 Law Enforcement Memorial Service in Danville
- 07/04/2012 4th of July Parade

PUBLIC INFORMATION AND MEDIA RELATIONS

Sergeant Jennifer Pyatt-Barrett continued her duties as the primary Public Information Officer in 2012. There were again 15 formal press releases, which was the same number



Police are looking for a couple of men who they say stole boxes of teeth whitening strips. This is a surveillance photo from the Walgreens in Brownsburg. (FOX59, WXIN-TV / January 15, 2012)

reported in 2011, issued by the department with Sergeant Barrett continuing to have thirteen established media outlets that receive her releases. There were over 70 media contacts of all types, including 1 scheduled press conference and several phone or on-air interviews, 31 of which can be attributed to a fatal crash involving teenagers

in May. Sergeant Barrett was again the master of ceremonies for 2012's National Night Out Against Crime.

HUMAN RESOURCES

The department launched another Reserve Officer hiring process in February. The pre-application phase ended March 30th with the department receiving 110 pre-applications which was 27% more than anticipated. However, of those 110 applications, 21 applicants were released from the process due to standard disqualifiers as outlined in department policy. The written examination, administered by IPSP and physical agility testing was performed at the department training facility on April 14th. Prior to the scheduled testing, 40 of the remaining 89 candidates confirmed their attendance. However on the day of testing, only 25

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candidates arrived, which was below expectations. It can only be assumed that once candidates reviewed the detailed information provided to them in regards to the program commitments and requirements, many lost interest or felt they could not meet their obligations. The department did have a more diverse group of applicants in 2012 than in years past. Demographics indicated a recruitment pool comprised of 4% females, 20% African Americans and 4% Hispanics. Following the testing results, 20 candidates were invited to the oral interview phase. On May 9th and 10th, seventeen of those 20 were interviewed. Following the background investigation phase, nine candidates were extended and accepted an offer to attend the 2012 Reserve Academy which began September 18th. Since that time, one candidate has withdrawn. The academy will continue for several months into 2013.

New Reserve Officer Justin Staley joined the department in February after participating in the 2011 recruitment process. Officer Staley was an experienced officer with Speedway Police Department who had attended an academy previously and was waived for participation in an academy for this department. Officer Staley completed the field training program in June. Four other candidates selected in the same recruitment process attended the Boone County Reserve Academy through October. Three of the four candidates graduated on October 23rd. Following academy completion, these candidates completed medical and psychological examinations and were sworn in on November 19th. Officers Richards, Baker and Hill are currently in the field training program.

In November, members of the Board of Police Commission announced a conditional offer of employment extended to a top remaining full-time candidate from the 2011 recruitment process. One full-time position had been vacant since the first quarter of the year. Kevin Cronin was scheduled to complete the PERF physical and MMPI on November 26th. After satisfactory results were received, Mr. Cronin was extended a final offer of employment, of which he accepted. Officer Cronin is in the early phases of preparing to resign from his current police department where he presently is employed as an officer and the department expects him in some time in February of 2013.

In February, both Chief Michael Dove and Major Pat Bullock were presented with certificates and recognized for 20 years of service. The department also celebrated long-time, dedicated employee Mary McGuire's 40th year of service with a cake reception on February 28th. Several employees and other members of the Hendricks County Sheriff's Department, including Sheriff Dave Galloway, who had worked with Mary over the years, were in attendance.



Promotions and appointments for 2012 include: Captain Pat Bullock appointed to Major, Corporal Ben Pyatt promoted to Sergeant then appointed to Captain to serve as the Uniform Division Commander, and Corporal Andy Watts promoted to Sergeant.

The Brownsburg Police Department is committed to developing partnerships with area colleges and universities where both the students the department may benefit from the shared experiences of an intern program. The objective of the Brownsburg Police Department Student Internship Program is to provide a positive learning environment for interested college students to experience the various aspects and responsibilities of municipal law enforcement. The interns, while working on operations, administrative and support functions, are provided an atmosphere for learning. Coordination of the Internship Program is administered through the Support Services Division. In May, two students, Mark Pahud with Ball State University and Larissa Thompson with Franklin College, were selected to complete their internships with the department. By the end of July, they completed a combined 554 hours with the department. At program completion, both interns gave very positive statements regarding their experience, and were presented with a certificate of completion by Chief Dove. In addition to the formal internships, the department accommodated a twelve hour job shadow requested by an Ivy Tech student in September.

Employee annual evaluations were conducted throughout July, assessing each employee for the time period of July 1, 2011 through June 30, 2012. This was the third year the department has utilized electronic evaluation forms developed by its own skilled staff at no cost to the department. Each job assignment within the department, both sworn and civilian, has a tailored form covering evaluative topics specific to their job function. During the development phase, employee assisted in establishing their evaluated areas. The personnel assessment software Guardian Tracking continues to be the department system that tracks employee performance on a daily basis that generates fact-based data supporting each employee's evaluation scores. In 2012, there were 602 entries made into Guardian Tracking by department supervisors and employee peers with 98.7% being positive entries where employees demonstrated above standard performance. Since inception in late 2009, over 2,000 performance evaluation incidents have been entered into the system.

Every two years, sworn staff undergoes thorough physical examinations. In October, officers began being assessed. As previously stated, results indicated that the Brownsburg Police Department is considered the "most fit" public safety entity serviced by our medical service contractor. Physicals will not be administered again until 2014.

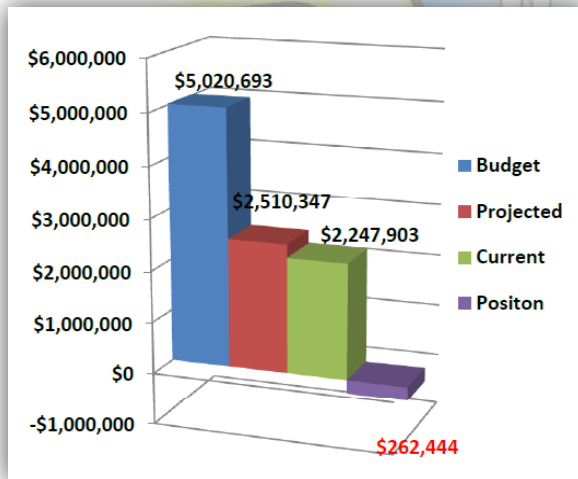


Major Grimes and Kim Shupert attended two I.U.P.U.I. Human Resources Management Continuing Education courses entitled Introduction to Employee Benefits and Recruitment, Interviewing & Selection in November and December.

At year's end, the department staffing levels were 40 Full-Time Officers, 8 Civilians and 11 Reserve Officers. The department lost one Full-Time Officer and lost two Reserve Officers, but hired four new Reserve Officers and a full-time replacement is pending. There were three sworn employees on light duty status for varying lengths of time during 2012.

BUDGET AND FINANCE

Again throughout 2012, the department aspired to a zero-based budget approach and kept money allocation and spending rigid. The department continued to meticulously



track expenditure levels and each monthly report again reflected the percent expended being very much proportionate to the time exhausted in the calendar year. For example, as of July 1st, 2012, 44.77% of the budget had been expended. At year's end the department had 1.78% of its overall budget remaining.

Grant money received in 2012 totaled \$20,303 and consisted of \$10,000 from the Internet Crimes Against

Children (ICAC) Task Force, \$5,165 in body armor reimbursement and \$5,138 from the Substance Abuse Task Force. K9 donations totaled \$1,895.

During the April 12th Town Council meeting, members approved a special appropriation request made by Chief Dove in the amount of \$46,117.34 for reimbursement of funds received by the department from grants, training facility rental fees and various reimbursements deposited into the general fund.

Preliminary 2013 budget talks began in May between Executive Staff and the Town Manager with the first draft turned over to the Town in June with final approval in October.

EMPLOYEE AWARDS

Throughout 2012, several employees from both the Operations Division and the Support Services Division were recognized for their performance.



CERTIFICATE	CERTIFICATE & CHIEF'S COIN	EMPLOYEE OF THE QUARTER
Major Pat Bullock	Officer Josh O'Brien	Chris Wingler
Dave Albertson	Officer Grant Anderson	Officer Jason McCoy
Kim Shupert	Detective Joe Fults	Detective Jeff Klayer
Kellie Stewart		Sergeant April Hyde
Chris Wingler		Sergeant Andy Watts
Kathy Polhill		Officer David Marcum
		Detective Mike Gill
		Corporal Doug Abshire



Employees of the Year are selected each year by the Board of Police Commission among those who were awarded Employee of the Quarter throughout the year. Corporal Doug Abshire was selected as the 2012 Operations Division Employee of the Year and Chris Wingler was selected as the 2012 Support Services Division Employee of the Year.



Officer Corey Sears was selected as the 2012 Reserve Officer of the Year and Detective Joe Fults as was again awarded “Top Gun” as a result of his firearms scores.





IN MEMORIAL

In December, the Brownsburg Police Department mourned the passing of Dr. Tom Garrison. Tom had been an active member of the Board of Police Commission since January of 2003. A pillar of his community and a leader among us, Dr. Garrison's influence and support will be greatly missed.

