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Major Andrew Watts

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# **JULY 2022 MONTHLY SUPPORT SERVICES REPORT**

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CHIEF OF POLICE  
&  
BROWNSBURG POLICE COMMISSION



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# Brownsburg Police Department

## SUPPORT DIVISION REPORT

The following information contained within this report summarizes information deemed pertinent for dissemination from Major Andrew Watts.

- Investigations
- Administrative Services
- Community Relations
- Public Information
- Purchasing/Budget
- Information & Technology
- Human Resources
- Training
- Vehicle Fleet

### Investigations

The Investigations Unit received (31) new cases, closed and/or suspended (12) cases, and closed (11) cases with (1) arrest. The crime trend for this month was Crimes Against Persons.

The Investigations Unit served (3) search warrants, conducted (5) interviews, and attended (7) Child Forensic Interview this month.

This month, Captain Barrett prepared for a deposition and upcoming trial for the 2021 Kroger homicide case. Barrett, along with CSI Knowles and Victim Advocate Earles, audited all property for this case. This audit created a working discovery binder that was utilized in hosting a meeting with the Prosecutor's Office to discuss discovery as well as provide items of evidence.

*Captain Barrett* attended a policy committee meeting, conducted a detectives meeting, and (3) community relations meetings. Barrett attended a State Sexual Assault Response Training (SART) meeting as well as an Executive MDT meeting, (which is a newly developed committee for all Hendricks County agency staff members working within the multi-disciplinary team for crimes against children cases). Barrett completed an outline for the agency Intern's educational exposure.

*Sgt. Bass* investigated a robbery and theft this month. One of the victims reported that he attempted to sell a firearm to unknown subject(s) in a local business' parking lot. The victim was physically overpowered and the firearm was taken from him. The suspect(s) fled the scene toward Indianapolis and the vehicle was later located by IMPD in a crash. The suspect(s) had stolen the vehicle and fled on foot prior to police arriving. Bass was called out and/or consulted (3) times this month by patrol personnel.

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*Cpl. Stanford* made an arrest for misdemeanor theft this month. The suspect had stolen merchandise from a local business. Stanford was able to identify the suspect and conduct an interview where he obtained an admission of guilt. Stanford was called out and/or consulted (2) times this month.

*Detective Wells* is actively investigating a report of sexual misconduct with a minor this month. The victim in this case is a juvenile and is allegedly pregnant with the suspect's child. Wells continues to investigate a child molest and exploitation case that will most likely be adopted Federally in the coming weeks by Captain Barrett. Det. Wells was called out and/or consulted (2) times this month.

*Det. O'Brien* investigated a child molest and (2) child in need of services (CHINS) cases this month. The molest was closed due to no disclosure by the victim and one of the CHINS cases was determined to be a civil matter. O'Brien was called out and/or consulted (2) times this month.

*Det. Cronin* investigated credit card frauds, a theft from a vehicle and a burglary this month. The burglary was closed due to lack of cooperation from the reporter/victim, and one of the fraud cases was closed but will be referred to Adult Protective Services (APS). Cronin attended ERT training (2) times and Less Lethal Instructor Recertification this month. Cronin was called out and/or consulted (2) times this month.

*Detective Jones* investigated a report of sexual assault this month. After further investigation, it was determined that the encounter was consensual. Jones also investigated (2) reports of alleged child molestation. Jones was not called out and/or consulted this month. Jones attended ERT training (2) times this month.

*Investigations Assistant and Victim Advocate Amanda Earles* completely reconstructed an evidence binder for a 2021 homicide case. This took numerous hours/days to update and arrange in the manner that Captain Barrett had requested. The final product was thorough and impressive. Earles is continuing her online training for *Victim Advocacy* this month, but did complete *IAPE Property and Management Training* this month. Earles is working with (2) victims, made (2) contacts by phone, transferred (3) cases to other agencies and returned and/or sent (1) search warrants. In addition, Earles ordered office supplies and new office furniture for an upcoming office move. Earles assisted CSI Knowles (3) times with emptying the Rx box, completed (8) Prosecutor's Discovery requests, (61) Body Cam requests and (16) In-Car requests. Finally, Earles completed (16) driver's license checks, (5) criminal histories and entered (1) item of property.

*Crime Scene Investigator and Property Room Manager Todd Knowles* reported the following: called out (4) times, served (1) search warrant. He also processed (4) crime scenes, made (4) trips to ISP Lab and completed (29) discovery requests. Knowles uploaded (29) body cam videos to Sharepoint, emptied the Rx box (3) times for a total of (61) lbs. of deposited script narcotics and checked in (129) items of evidence. In addition he checked in (31) items of evidence personally, signed out (40) items of evidence to

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Officers, returned (6) items of property to owners and made (9) phone calls. CSI Knowles attended and obtained IDACS recertification, attended MC Gang meeting, and instructed at ILEA.

*Forensics Analyst and Technology Liaison Kim Shupert* did not conduct any forensic examinations on digital devices during the month of July as no new devices were submitted. Shupert started a new online training module on one of the forensic tools we possess and consistently utilize in case investigations. Shupert began preparing for an upcoming murder trial on July 27<sup>th</sup> and assisted with making evidentiary data drive copies for the Prosecutor's Office.

### **Administrative Services**

July was a routinely busy month for Administrative Services Unit. On July 15<sup>th</sup> the acceptance of applications for the Lateral Officer Recruitment process ended. As of July 15<sup>th</sup> there were a total of (25) pre-applications turned in with (8) of them being disqualified for not having met the prior Law Enforcement experience requirement or another disqualifying event. (11) Of the applicants have completed their full employment application packet and are being invited to the interviews in August.

Heidi Shepherd started in the Administrative Services Unit on July 18<sup>th</sup>. Heidi is training daily with Rachel Burgeson and Debbie Umbanhowar on the duties and expectations of the Administrative Services position. She is being introduced to and taking in a lot of information daily while displaying that she is a quick learner. Heidi will continue training under the watchful eyes of the Administrative Services staff in an effort to prepare her to assume the responsibilities of the front window position as well as numerous other duties.

In the month of July, the Administrative Services Department processed (21) public access requests, (32) criminal history requests, (10) gun permits, (16) sets of fingerprints, (4) rider requests and (81) alarm permit transactions. Fees generated totaled \$2240.00 below is a breakdown of the collected fees:

➤ Accident Reports	\$	40.00
➤ Incident Reports	\$	25.00
➤ Gun Permits	\$	0.00
➤ Criminal Histories	\$	140.00
➤ Alarm Transactions	\$	1885.00
➤ Vin Check	\$	0.00
➤ Notary Fees	\$	0.00
➤ Fingerprints	\$	150.00
➤ Pictures/CD	\$	0.00

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## **Community Relations**

During the month of July Sgt. Fleck coordinated, supervised or completed the below events as it relates to community relations:

- July 1-4 Sgt. Fleck supervised an agency booth at the 4<sup>th</sup> of July carnival. Officer Crosby and Sgt. Fleck provided games and prizes for kids as well as information and sign up lists for self-defense, civilian academy and the explorer program.
- July 7- Sgt. Fleck coordinated a Kid's self-defense class
- July 12- Sgt. Fleck coordinated a bicycle safety class and bicycle riding course at Connection Pointe Christian Church. This event had over (50) kids participate.
- July 14- Sgt. Fleck coordinated a Women's self-defense session. This program continues to be very popular. Next month Fleck has a weeklong intensive session scheduled to be conducted.
- July 18 & 25- Sgt. Fleck was teaching annual Defensive Tactics sessions for the department
- July 26- Pre-Basic defensive tactics with new hires and intern.
- July 29- Sgt. Fleck conducted an Explorer event at the track. The explorers assisted with spectator vehicle parking and was able to earn money to be applied into the explorer program.
- July 29- Fleck oversaw a *Touch a Truck* event at the Brownsburg Kroger.
- July 30- Fleck provided a *Police Birthday Party* at Arbuckle Acres for a local brother and sister.

Sgt. Fleck in cooperation with Lt. Depinet and Captain Bullock conducted court security each Wednesday throughout July. All Juvenile documentation was turned into the State database.




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## **Public Information**

The agency received numerous media contacts/inquires throughout the month of July. The majority of the media inquiries (television and written) revolved around significant incidents that occurred throughout the last several weeks including vehicle pursuit resulting in vehicle accident. In addition, BPD received inquiries reference pending Hendricks County Sheriff's cases that occurred adjacent to Brownsburg jurisdiction.

The department also released (15) Facebook posts, (1) Facebook Crime Tips post, (8) Tweets from Twitter, (7) Instagram Posts

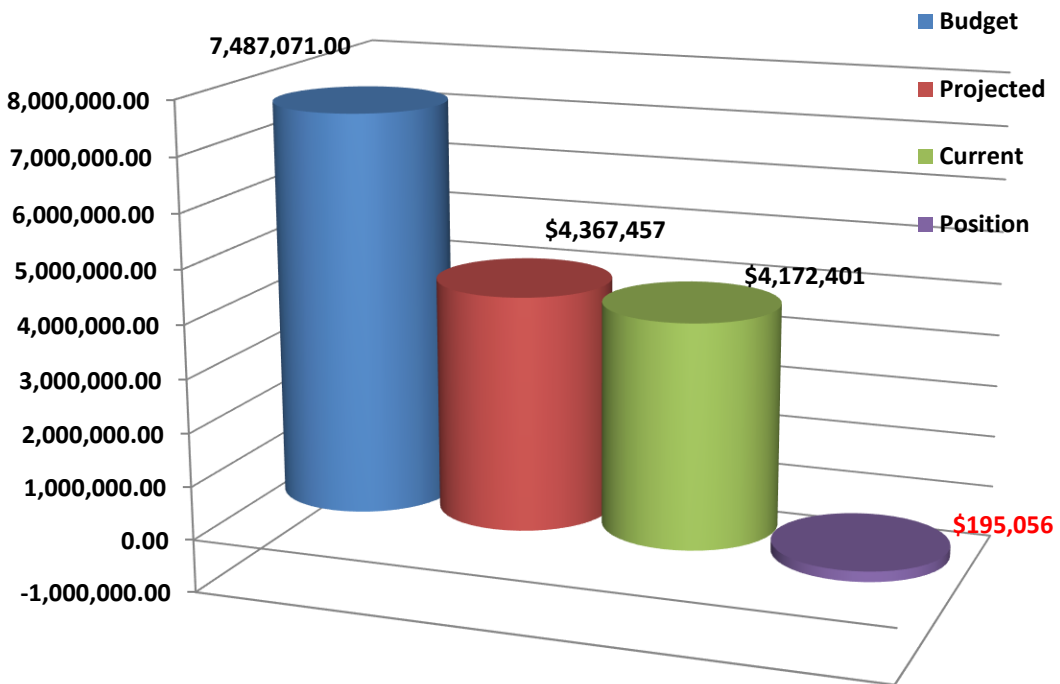
Current subscriber lists report the following number of members:

Media Resource	Subscribers/Contacts
<b>Facebook</b> 	<b>12,022</b>
<b>Facebook Crime Tips</b> 	<b>7,669</b>
<b>Twitter</b> 	<b>3,117</b>
<b>Instagram</b>	<b>1,214</b>

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## Budget

As of July 31, 2022 the department expended 55.73% of its budget. As is typical of July, we remain slightly under budget.



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## **Information Technology**

Lt. Depinet reported that he has been coordinating with the Hendricks County Communication Center (HCCC) and that our agency will be testing the newly designed “radio templates”. “Templates” are essentially the way the channels are organized and installed on the radio itself. Along with some minor changes to the template, most if not all, of the channels will be encrypted unlike the current template. This simply means that the channels will be unable to be monitored by non-public safety entities. Once the testing is complete the remainder of the county will be switched over to the new template.

## **Human Resources**

In July, BPD continued with the training and development of the three recently hired officers.

Two of the officers (Ofc. Clay and Ofc. Navarrete) are currently scheduled to complete the full (16) week Indiana Law Enforcement Training Academy (ILEA) basic police officer training course on August 19<sup>th</sup>. Officer Oliver Hughes is continuing to proceed with his Field Training while completing the remaining steps of his waiver of the ILEA basic course.

Both new officers (Jacob Smith and James Lynch) were sworn in on July 18<sup>th</sup> and have begun their training with the BPD. Both officers have been placed on a “waitlist” to attend ILEA for the August Class. Unfortunately we anticipate a couple of additional resignations/retirements in the next 4-6 months.

On June 15<sup>th</sup> the BPD began accepting Pre-applications/Applications for the position of sworn police officer for lateral candidates. As of the time of this report BPD has received full and completed applications from (11) candidates. Interviews are scheduled to be conducted on August 16<sup>th</sup> for the lateral process with hopes of extending conditional offers to lateral candidates on October 11<sup>th</sup> police commission meeting.

Heidi Shepard (newest civilian employee) started with BPD on August 18<sup>th</sup> and continues to train in the many facets of the administrative services position.



### **Training**

*The end of the month budget lines maintained by the Department Training Coordinator is as follows:*

- Firearms/Range -\$16,355. (\$55,271 is outstanding ammunition/weapon POs)
- Range Maintenance \$4,597.
- Schools/Training \$25,565.

**Training Requests submitted to the Training Board in July**

<b><u>Requests</u></b>					
<b><u>Date request</u></b>	<b><u>Officer</u></b>	<b><u>Course</u></b>	<b><u>Tuition</u></b>	<b><u>Approved</u></b>	<b><u>Denied</u></b>
7/7/2022	Brad Carr	Advanced Training and Problem Solving for LE K9 Teams	\$100.00	X	
7/7/2022	Heather Foote	Advanced Training and Problem Solving for LE K9 Teams	\$100.00	X	
7/7/2022	David Shedrow	Advanced Training and Problem Solving for LE K9 Teams	\$100.00	X	
7/7/2022	David Marcum	Advanced Training and Problem Solving for LE K9 Teams	\$100.00	X	

**Hosted training courses for July**

- July 12 – 15, 2022 Defense Technology Less Lethal Instructor Course. As a host agreement we were given (2) free host seats. We also registered a 3<sup>rd</sup> officer to renew his certification. Cost of tuition was \$895.00/each. Hosting the course saved the agency \$1790.00

**Training Facility use by outside agencies for the month of July**

<b><u>Agency</u></b>	<b><u>Date</u></b>	<b><u>Range</u></b>	<b><u>Shoot House</u></b>	<b><u>Mats</u></b>	<b><u>Classroom</u></b>
Pike Township Arson Investigator Team	7/28	X			

- As of the last several months, Local and Federal agencies have been trading ammunition or range supplies for training space at the training facility.

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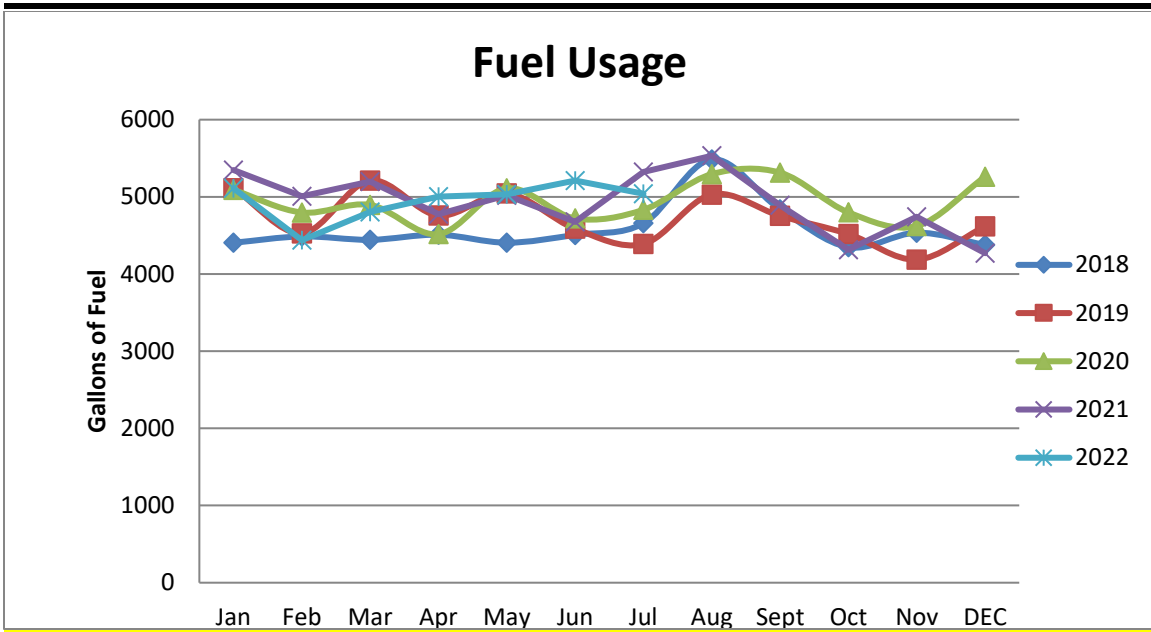
### Training Coordinator Business

*In addition to normal daily duties, Cpl. West completed the following highlights in July:*

- The agency conducted (2) dates of Physical Tactics training (7/18 & 7/25). Each officer is required by the State Training Board to receive at minimum, (2) hours annually.
- Cpl. West was on vacation from 7/16 – 7/24
- Cpl. West was out with Covid from 7/25 – 7/29
- BPD new hires, James Lynch and Jacob Smith, both began the 40-hour Pre Basic course on Monday, July 25<sup>th</sup>. Both Cpt. Bullock and Ofc. Danai handled this classroom portion in the absence of Cpl. West
- Ofc. Danai created a 3-week training schedule for both Lynch and Smith to complete prior to beginning the FTO program
- Lynch and Smith are registered to attend the ILEA physical agility entrance exam on Monday, August 22<sup>nd</sup> at 0800 hours. The upcoming Basic Training Course is full, so both will be attending this exam as alternates in the event positions open. This does not guarantee a position in the upcoming academy class.

### **Vehicle Fleet**

As of the time of this report, the town garage has received (2) 2022 Ford Explorers and have (4) additional Ford patrol units on order from the first batch of 2022. The two units on hand are anticipated to be outfitted in the coming weeks for road service. In addition to the (4) Patrol units on order the agency is still awaiting the arrival of an F150 that has been earmarked to Training Unit. The fuel usage numbers for July reflected 5,040 gallons used. This is a 200 gallon decrease from last month and a 284 gallon decrease from July of 2021. Usage is still very consistent with previous months and years (see below chart). Our officers continue to be mindful and conservative of the fuel utilized both on and off duty.



*Respectfully Submitted,  
Major Andrew Watts*