

City of West St. Paul



Police Department Reserve Program

Annual Report
2008

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INTRODUCTION

The current West St. Paul Police Reserve Unit was not the first organization to provide volunteer support to the community. The years following World War II were marked by the presence in the community of Civil Defense operations. Formed during the war to facilitate the coordination of local black-outs and general defense procedures, the organization then moved to public education programs concerning nuclear warfare, bomb shelters and civilian protection during the onset of the *Cold War* era. The West St. Paul Civil Defense Police Force was made up of the local volunteers who were trained to aid the local police in cases of natural disaster, emergency, or national defense. The following photo, taken in 1960, shows the swearing in of the Civil Defense Police volunteers.



Figure 1. West St. Paul Civil Defense Police Force - 1960¹.

This year marks the eleventh anniversary of the West St. Paul Police Reserve Program. In the past eleven years, members of the Police Reserve Program have volunteered 29,866 hours, on average worth an estimated \$530,950². Since its inception, 49 individuals have volunteered thousands of hours of their own time to the community of West St. Paul.

¹ Reprinted with permission of the *West St. Paul Centennial Book Committee*.

² Eleven year average of the *Independent Sector's* estimated value of volunteer time.

The program was founded in 1997 by Chief Manila (Bud) Shaver, III, with 10 members. Of the original ten, Reserve Captain Mike Whebbe and Reserve Officer Chris Jacobson are still active in the program. Reserve Lieutenant Mark Crowley and Reserve Master Sergeant Larry Raasch were part of the second group of Reservists to join in 1999. Since its inception, there have been nine Reserve “academies” conducted to train and appoint new members.

Chief Shaver led the program until October of 1999 when Sergeant Thomas Fangel was assigned the role as Police Department Program Coordinator for the Reserve Unit. In 2008 Police Officer John Reynolds was assigned to assist Sergeant Fangel with the operations of the program. Officer Reynolds was a member of the reserve program from 2004 through 2006.

The West St. Paul Police Department Reserve Unit is made up of community minded citizens who serve without compensation. These individuals come from all walks of life. Most members have satisfying civilian positions and simply wish to assist with police work as a way of serving the community. Others are students in Law Enforcement programs looking to gain valuable career experience.

In 2000, the authorized membership of the program was increased to 15. Due to interest in the program and an increase in activity by the reserve unit, the authorized membership increased to 17 in January of 2007, and was increased again in January of 2008 to 19 members.

All members have completed the West St. Paul Police Reserve Training program (*academy*), which includes over 32 hours of classroom instructions and 40 hours of instruction in the field. In addition, members are required to maintain certification in First Aid and CPR, as well as participate in annual basic skills training as required by the department.

The primary responsibility of the Reserve Unit is to assist the patrol officers in the delivery of non-precarious services. Specific tasks performed by reserve officers are:

- Responding to complaints of noisy or stray animals. (In this capacity, the reservists will transport lost or injured animals to the South St. Paul Animal Hospital.)
- Taking reports for found property, vandalism, or theft (when there is no known suspect).
- Assisting at the scene of traffic accidents or traffic stops and overseeing the towing of impounded vehicles.
- Assisting at crime scenes in securing the perimeter and searching for evidence.
- Transporting prisoners to the Dakota County Detention Center or surrounding counties; as well as transporting impaired individuals to the Detoxification Center in St. Paul.
- Participating in city events and functions.

In emergency situations, reserve officers have been asked to respond to City Hall to assist the police and fire departments.



Figure 1. 2008 West St. Paul Reserve Unit.

Front Row: M. Schult, A. Rawlings, E. Schult, J. McCollum, D. Weber, Sgt. Fangel
 Middle Row: Off. Reynolds, J. Hobbs, J. Nowak, J. Staples, E. Wood, P. Ryan, M. Whebbe
 Back Row: M. Mandel, L. Raasch, C. Jacobson, M. Crowley, N. Pitzen, D. Haehnel

Thirteen individuals made up the membership of the program in January of 2008. In April five new people joined, bringing the membership up to eighteen.

The members of the West St. Paul Police Reserves during 2008 were:

<u>Name</u>	<u>Appointment Date</u>	<u>Position</u>
Mike Whebbe	September 1997	Reserve Captain
Chris Jacobson	Sep. 1997/Oct. 2002	Reserve Officer
Mark Crowley	January 1999	Reserve Lieutenant
Larry Raasch	January 1999	Reserve Master Sergeant
Margaret Schult	April 2001	Reserve Sergeant
Jason Nowak	February 2002	Reserve Sergeant
Audra Rawlings	February 2004	Reserve Sergeant
Jennifer Hobbs	March 2005	Reserve Officer
Nic Pitzen	March 2005	Reserve Officer
Elizabeth Schult	March 2005	Reserve Officer
Matt Weflen	March 2005	Reserve Officer
Joseph McCollum	January 2007	Reserve Officer
Jessica Staples	January 2007	Reserve Officer
Derek Haehnel	April 2008	Reserve Officer
Mike Mandel	April 2008	Reserve Officer
Paul Ryan	April 2008	Reserve Officer
Donny Weber	April 2008	Reserve Officer
Elyse Wood	April 2008	Reserve Officer

The Reserve Program continued its involvement with two national programs:

- Volunteers in Police Service (www.policevolunteers.org)
- As a *Certifying Organization* for the President's Volunteer Service Awards (<http://www.presidentialserviceawards.gov/>)

The *Volunteers in Police Service (VIPS)* Program is a national program that serves as a gateway to resources and information for and about law enforcement volunteer programs of all kinds. The program's ultimate goal is to enhance the capacity of state and local law enforcement to utilize volunteers. The VIPS Program defines a volunteer in police service as: *someone who performs service for the department without promise, expectation, or receipt of compensation for services rendered.* This includes individuals completing unpaid internships, unpaid chaplains, persons providing administrative support, persons who are unpaid reserve officers and persons involved in an Explorer Post, among others. The *International Association of Chiefs of Police (IACP)* manages and implements the VIPS Program in partnership with, and on behalf of, the White House Office of the USA Freedom Corps and the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice.

The President's Council on Service and Civic Participation created the *President's Volunteer Service Award Program* as a way to thank and honor Americans who, by their demonstrated commitment and example, inspire others to engage in volunteer service.

Recognizing and honoring volunteers sets a standard for service to others. It encourages a sustained commitment to civic participation and inspires others to make volunteering a central part of their lives. The President's Volunteer Service Award recognizes individuals, families, and groups that have achieved a certain standard – measured by the number of hours served over a 12-month period or cumulative hours earned over the course of a lifetime.

For their volunteer efforts in 2008, the following President's Volunteer Service Awards were presented:



Gold Level (500+ hours)

Mike Whebbe (636 hours)

Audra Rawlings (608 hours)

Silver Level (250 to 499 hours)

Mark Crowley
Jason Nowak
Jessica Staples

Bronze Level (100 to 249 hours)

Derek Haehnel
Jennifer Hobbs
Chris Jacobson
Mike Mandel
Joe McCollum
Nic Pitzen
Larry Raasch
Paul Ryan
Elizabeth Schult
Margaret Schult
Donny Weber
Matt Weflen
Elyse Wood

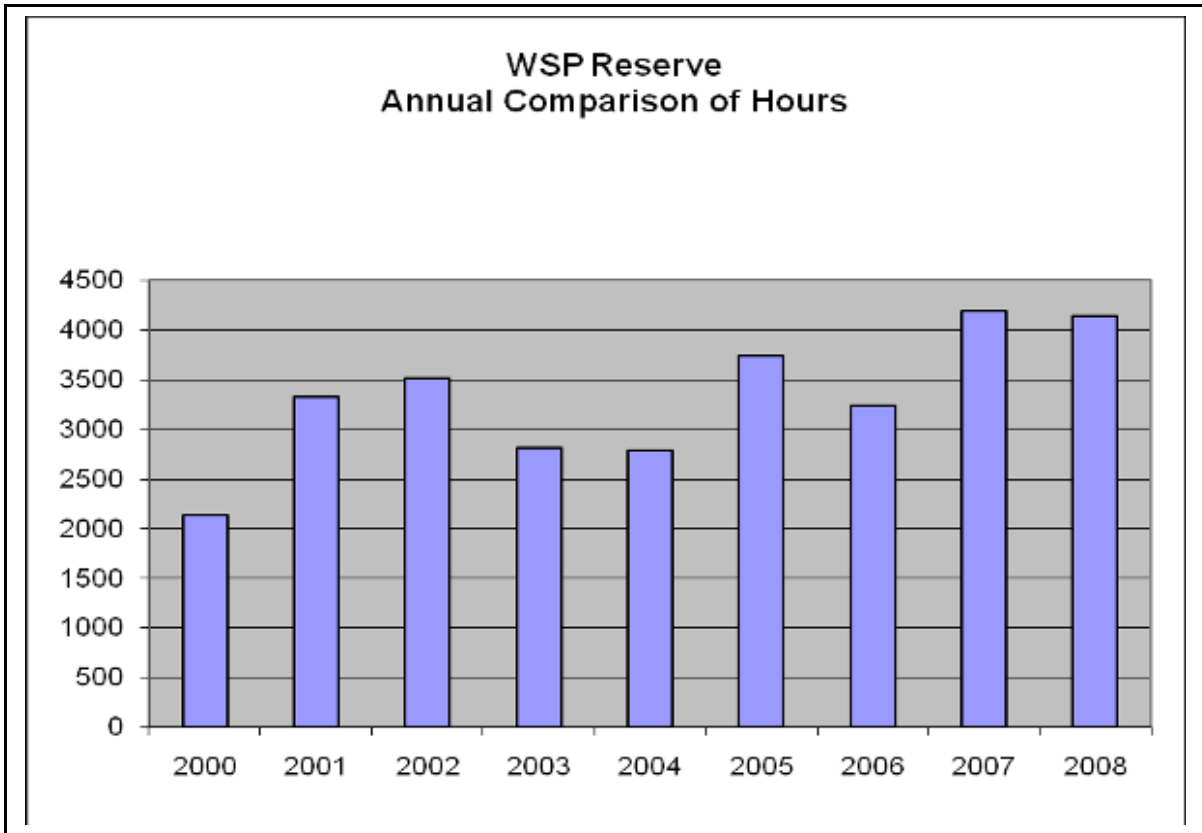
SUMMARY OF SERVICE

Members of the West St. Paul Police Reserve Unit volunteered 4135 hours to the program and the community in 2008.

The eighteen members in the Reserve Program this year volunteered on average 230 hours or roughly 5.75 weeks of their personal time. It should be noted that the annual individual minimum requirement of the Program is 160 hours and ten individuals exceeded this requirement.

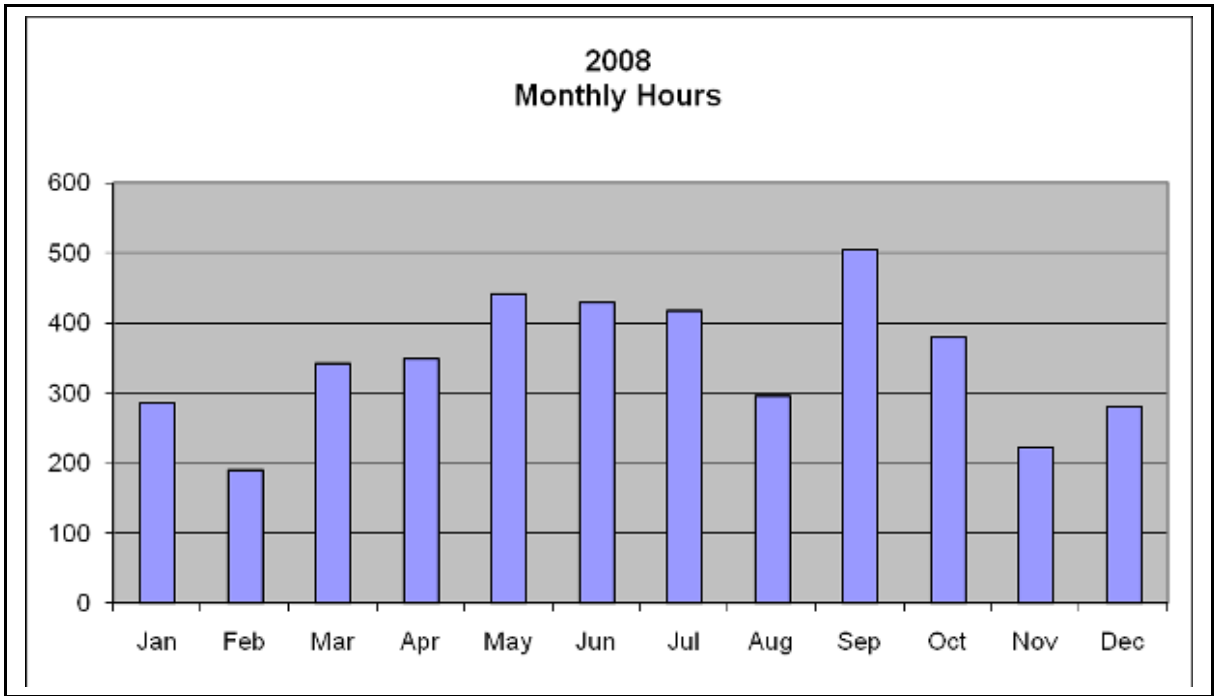
Using a full-time equivalency (FTE) of 2,080 hours per year, the total hours contributed by Reservists to the city would equal 1.98 FTEs. The “Value of Volunteer Time” of these hours would equate to \$83,733 using an hourly rate of \$20.25; as estimated by the *Independent Sector*³ as being the value of volunteer time in 2008.

In previous years, the West St. Paul Police Reserve Unit volunteered the following hours:



Reservists submitted *Daily Logs* for 175 calendar days during 2008 or 48% of the year. On average Reservists were active 14 days of each month, with a group monthly average of 344 hours.

³ Independent Sector (www.independentsector.org)

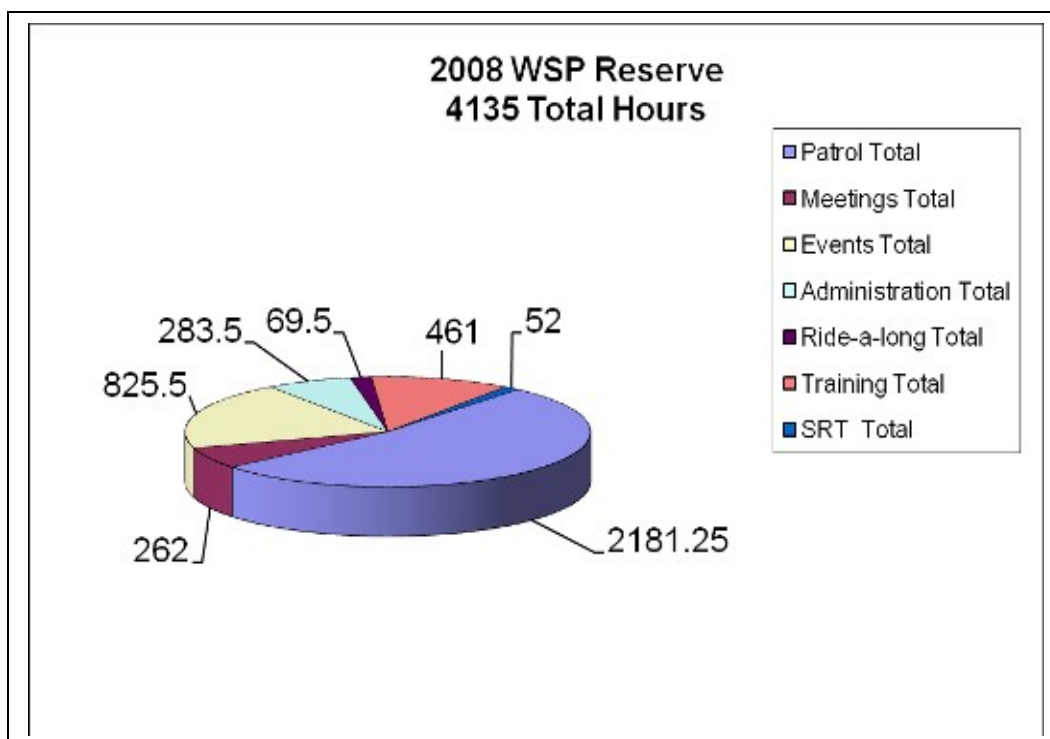


September was the busiest month with 504 hours being volunteered. Normally May has been the busiest month, but the increase in September's hours can be directly attributed to the Reserves providing support to the City during the Republican National Convention. At least two reserve officers were on duty during the day and evening hours of the convention, and the days leading up to the convention.



May was second most active with 441 hours. Of those hours, 128 hours were directly attributed to supporting various events associated with *Celebrate West St. Paul Days*.

The 4135 hours are broken down into seven categories: Patrol, Meetings, Events, Administration, Ride-a-long, Training, and Special Response Team (SRT).



Patrol

The Patrol function accounted for the majority of Reservists' time (53%) with 2,181 hours being spent performing patrol duties. While performing this function, reserve officers focus on proactively patrolling neighborhoods, parks, and businesses; which results in the increased visibility of the police department. In addition, the Reserve Unit strives to patrol the City of Sun Fish Lake during each of their patrol shifts.

Some of the specific tasks performed by Reserve Officers while patrolling are:

- Interacting with citizens in a positive and courteous manner
- Assisting Police Officers with towing impounded vehicles
- Enforcing city and county ordinances and state statutes as authorized by Section 115.05 - Subdivision 2 of the "The West St. Paul City Code"
- Responding to assigned *non-precarious* service calls (e.g. vandalism, theft, found property)
- Transporting prisoners
- Proactively patrolling city property and parks

This year the Reserve Program continued to utilize the two "Reserve" squads for all patrol activities and events. The vehicles are shared with the Crime Prevention Specialist.



Vehicle Tows

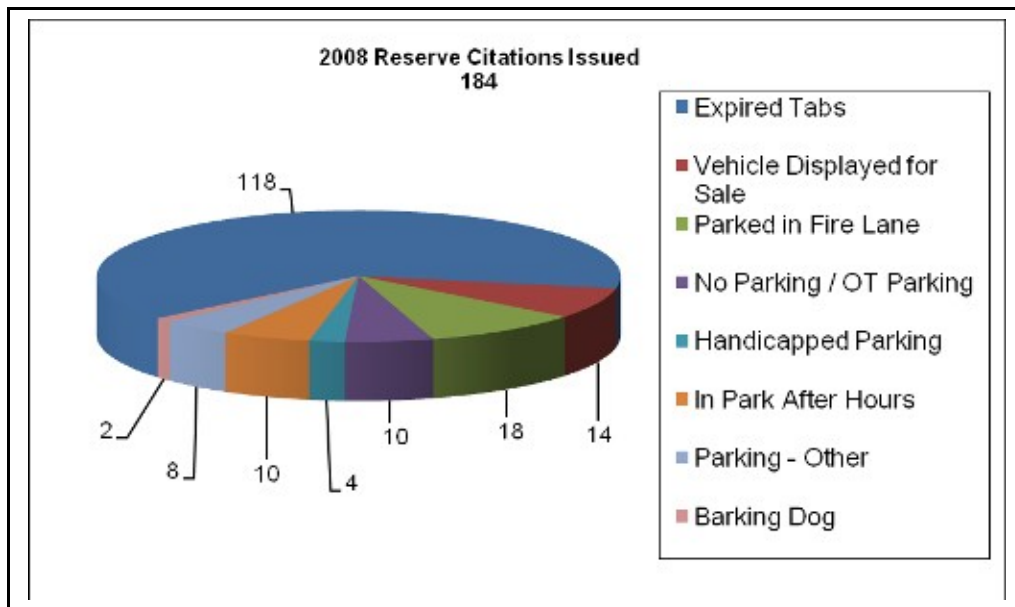
One patrol duty that Reservists perform is assisting police officers with the impounding of motor vehicles. By providing this service, police officers are able to focus on the reason for the impoundment or return to service more expeditiously. In 2008, the Reserve Unit assisted with the towing and impoundment of 40 vehicles. An average of 30 minutes is spent by reservists per tow completing paperwork, inventorying the contents of the vehicle, and waiting for the towing company. This saved 20 hours of police officer's time, if they were doing their own tows.

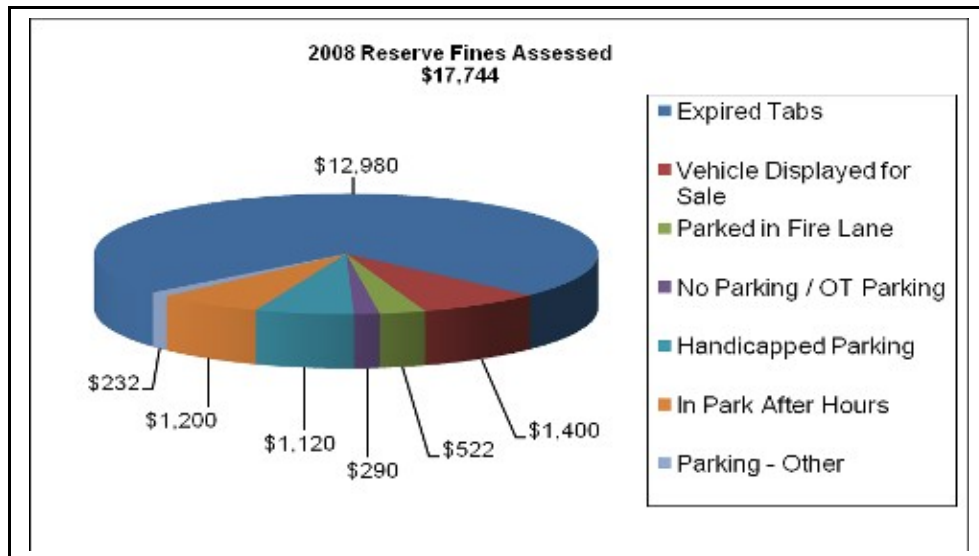
In the last 11 years, the Reserve Unit has assisted with the towing of over 600 vehicles, saving 300 hours of a police officer's time.

Citations

While patrolling, Reservists issued 184 citations in the enforcement of city and county ordinances, as well as state statutes. This is a decrease of almost 100 citations over those issued in 2007. The several factors may have contributed to this decrease. One factor may have been the introduction of a *Ticket Writer* in one of the reserve squads and the move away from hand written citations.

The resulting fines assessed in 2008 were in excess of \$17,700. The citations and associated fines are categorized as follows:



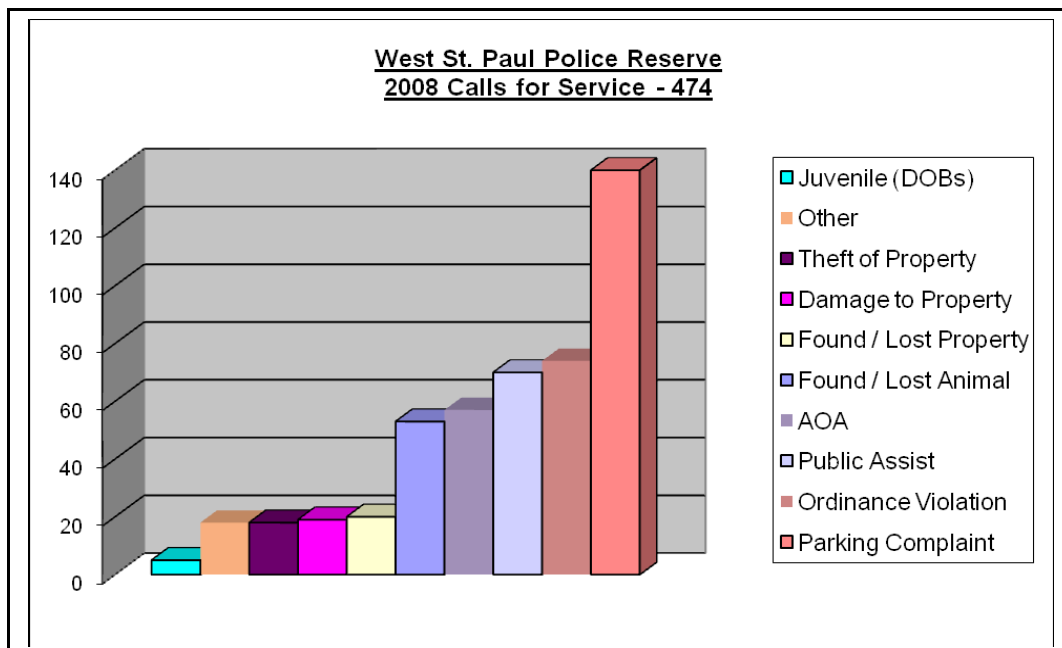


Based upon state law, the estimated value of the Parking Fines returned to the City is \$2,164 and the estimated value of “other” fines returned to the City is \$5,188. The direct financial benefit to the City as the result of reserve officers’ efforts was over \$7,000. There was no personnel cost to the city associated with issuing these citations.

During the last 11 years, reserve officers have written 1647 citations, generating fines in excess of \$120,500.00.

Calls for Service

Reservists were dispatched to 474 non-precarious “Calls for Service.” This was an all time high for the unit, exceeding the previous high by more than 300 calls. The areas of service that were provide fall into the following categories:



Of the top five categories for Service Calls, “Parking Complaints” accounted for the majority of calls. These calls were to address handicapped parking issues, overtime parking concerns, and fire lane violations. If the issue was found to be true, a citation was issued to the owner of the vehicle.

The next category of calls that reservists handled to were for various “Ordinance Violations.” This category is used to record the issuance of citations not falling under other categories.

Assisting the citizens of West St. Paul (i.e. “Public Assist” calls) was the third highest category.

“Assist other Agency” (i.e. AOA) were for calls to assist officers from other agencies during Safe and Sober saturations in West St. Paul. Reserve Officers assist with towing vehicles and transporting individuals. Additional, West St. Paul Reserve Officers have responded to neighboring communities to assist other departments at traffic accidents.

Lastly, requests to address “stray or lost animals” accounted for 11% of all service calls. When animals were found, attempts were made to reunite them with their owner. If that was unsuccessful, they were taken to the South St. Paul Animal Hospital for boarding.

Between 1997 and 2008, reservists have answered 1282 calls for service.

Transports

An important task that reservists perform is the transportation of individuals who have been taken into custody by the Police Department. In 2008, 91 individuals were transported by Reserve Officers.

Each transport takes an average one hour to complete. When a Reserve Officer performs this function, it allows the Police Officers to return to service sooner and be available to perform more vital duties. In addition to performing this function while on patrol, members of the *Special Response Team* have been “called in” to provide transports due to staffing situations of the Police Department. This service has become an invaluable resource for the Police Department.

In certain situations individuals are transported outside the boundaries of Dakota County because of their arrest on a warrant issued by another jurisdiction or when being admitted to the Detoxification Center in St. Paul. Besides supporting the West St. Paul Police Department, transports were also performed for the Dakota County Drug Task Force, Dakota County Sheriff’s Office, Metro Gang Strike Force and outside agencies participating in DWI Saturation Patrols within West St. Paul.



The following transports occurred in 2008:

66 Adult Males

58 - Dakota County Adult Detention Center
3 - Ramsey County Detention Center
1 - Washington County Detention Center
4 - Non-custodial transport

8 Juvenile Males

2 - Dakota County Juvenile Detention Center
2 - Ramsey County Detention Center
1 - Ramsey County Detox
3 - Non-custodial transport

13 Adult Females

5 - Dakota County Adult Detention Center
3 - Ramsey County Detention Center
5 - Non-custodial transport

4 Juvenile Female

1 - Ramsey County Detention Center
1 - Washington County Detention Center
1 - Harbor Shelter
1 - Non-custodial transport

A total of 907 individuals have been transported by reserve officers in the last 11 years.

Other Duties

Also, while on patrol Reservists have been dispatched to secure crime scenes and search for evidence.

Meetings

Reservists spent over 262 hours participating in monthly meetings. The monthly meetings are held to communicate information on Police Department policies and procedures, Reserve Unit policies and procedures, reinforce training objectives, and plan for future activities/events. Meetings are held the last Tuesday of each month.

Events

Members of the Reserve Unit volunteered over 825 hours towards special events during 2008. These events were in support of activities held within the City of West St. Paul, as well as neighboring communities. *Events* are defined as “scheduled activities outside of the patrol function.” There were no events scheduled during the month of November.

In May, 128 hours were devoted to supporting *Celebrate West St. Paul Days* activities. In addition to the events held on Saturday, Reservists proactively patrolled during the evening hours of the Carnival at Signal Hills. This effort on the part of the Reserve Unit was to ensure a safe, family-oriented environment for the citizens of West St. Paul.

June was the busiest month for events, with the Reserve Unit volunteering over 138 hours. Events in June included: Tapemark Golf Tournament, Special Olympics Torch Run, South St. Paul Parade and fireworks, and the Henry Sibley Senior Party.

When requested by Independent School District 197, the Reserves also provided parking lot and event security for Sibley High School Boys and Girls Hockey games played at the West St. Paul Ice Arena. This effort was initiated in 2000 to prevent a developing pattern of automobile break-ins that had been occurring. Independent School District #197 sets the schedule as to when Reserve Officers are needed.



A new “event” this year was the West St. Paul / Mendota Heights Police Citizen Academy. Reserve Officers fulfilled many roles during each night of the academy.

The following West St. Paul community events had the involvement of the Reserve Unit in 2008:

- City of West St. Paul Easter Egg Hunt
- City of West Saint Paul Open House
- West St. Paul / Mendota Heights Police Citizen Academy
- *Celebrate West St. Paul Days* Carnival at Signal Hills
- *Celebrate West St. Paul Days* Parade
- YMCA WOG
- TapeMark Charity Pro-Am Golf Tournament
- National Night Out - Community Events
- St. Croix Lutheran Home Coming Parade
- St. Joseph’s Grade School Marathon
- Crown of Life School Marathon
- City of West St. Paul Halloween Bonfire
- Henry Sibley High School Mock Car Crash
- Henry Sibley High School Graduation “All Night Party”
- Henry Sibley High School Home Football Games
- Henry Sibley High School Homecoming Events
- Henry Sibley High School Boys and Girls Home Hockey Games
- Independent School District No. 197 “Trucks and Traveling Machines”

The West St. Paul Police Reserve Unit also provided support to neighboring communities in a reciprocal effort as these communities provide assistance to West St. Paul during its annual parade. Additional events outside of the city of West St. Paul that Reservists participated in were:

- South Saint Paul Kaposia Parade
- City of Lilydale – Taste of Minnesota Fireworks (assisted Mendota Heights Police Department)
- Village of Mendota Parade (assisted Mendota Heights Police Department)
- Saint Paul Park Parade
- Inver Grove Heights Day Parade
- Law Enforcement Torch Run for Special Olympics

Administration

Two hundred eighty three (283) hours were logged under the heading of “Administrative.” These hours are spent on general Unit organizational tasks and record keeping pertaining to the Reserve program.

Training

Members of the Reserve Program were involved in over 460 hours of training in 2008. Annually, Reserve Officers are required to complete training on CPR and Use of Force.

The dramatic increase in hours this year was due to conducting an Academy for the five new members who joined in April. New Reservists are required to complete 32 hours of classroom instruction and 40 hours of field training. Even though this training is required for new members, many “seasoned” Reservists choose to participate in the classroom training to refresh their knowledge and skills. The Training Manual issued to all Reservists and reviewed during new member training addresses several topics that pertain to the duties and tasks of the Reserve Unit.



The following topics are presented:

- Animal Control
- Communications
- Crime Scenes
- Drug Awareness
- Gang Awareness
- Patrol Process
- Public Interaction
- Report Writing
- Situation Management
- Traffic Collision Investigation
- Traffic Control
- Urban Searches
- Vehicle Approaches

In addition, several reservists took advantage of courses offered at Century College as part of the Law Enforcement Continuing Education program and completed 33 classes. Two members completed the 11 course *Crime Scene Investigation Certificate Program*. The City has purchased two seats in classes for use by reservists.

Special Response Team (SRT)

Reservists responded to 52 hours of “call-in” support. The Special Response Team (SRT) is a subset of individuals in the Reserve Program who have agreed to be available to respond to emergency situations on a “call-out” basis. These Reservists were called upon to assist the Police Department during the following incidents:

- Smith Avenue Stabbing Crime Scene (10½ hours)
- Emerson Avenue Shooting Crime Scene (15 hours)
- Metro Gang Strike Force Warrant Assistance (12 hours)
- Assist Officers by providing prisoner transports (6½ hours)
- Miscellaneous crime scenes (8 hours)

Since the inception of the SRT, reservists have provided over 920 hours of “critical incident” support.

Miscellaneous

Reserve Master Sergeant Larry Raasch volunteered 109 hours in direct support of the Investigative Unit of the Police Department. Reserve MS Raasch fulfills the role of “Evidence Technician” by processing and categorizing found property and evidence, thus ensuring the *Chain of Custody* within the Police Department.

RESERVIST PERSONAL RESPONSIBILITY

Upon acceptance into the program, an individual is required to make a \$100 deposit on their uniform, which is returned to them upon their departure from the program and the return of the Initial Issued equipment. This deposit provides for the following “Initial Issued” uniform items:

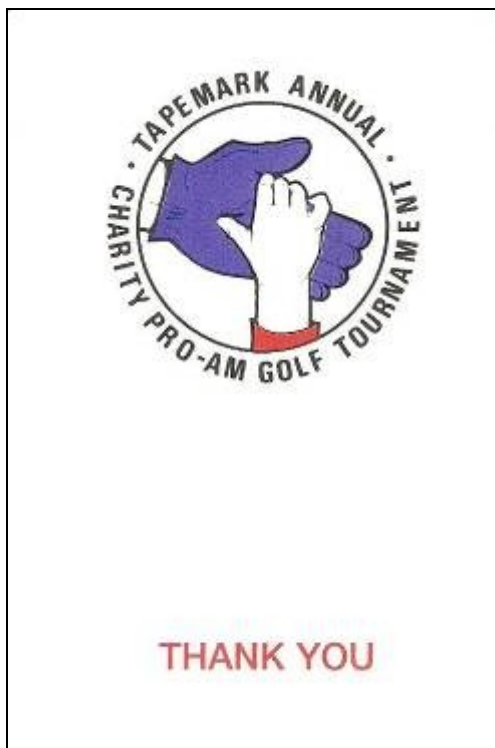
- Two uniform shirts (one long sleeve and one short) and tie
- One pair of trousers and black belt
- One uniform jacket
- Department patches and badge

Each Reservist is required to furnish their own black shoes, duty belt, and any equipment that they may deem necessary and allowed by Department policy. On average an individual may spend in excess of \$500 of their personal funds towards uniform supplies and equipment.



ACKNOWLEDGEMENTS

The following pages contain acknowledgements recognizing the efforts of the members of the West St. Paul Police Department Reserve Program.



*Thank you for all
of your help with
our event!
we appreciate
your support-*

a very special **thanks** is extended to you
for contributing to the TapeMark Charity
Pro-Am Golf Tournament...
to support people
of our area
with developmental
and learning disabilities.

*Annex Hase Blasi
Tournament Director*



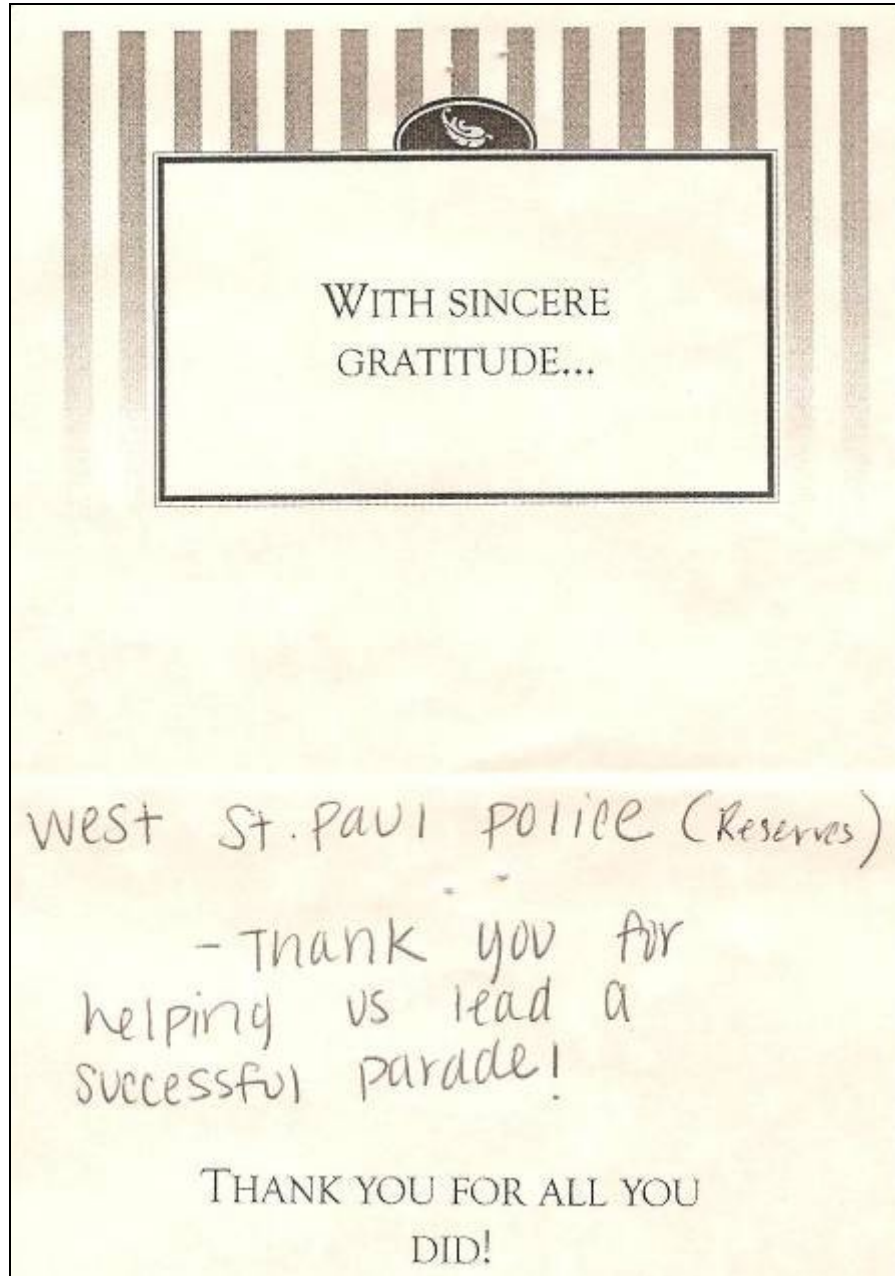
Thank you for participating
in the Trucks & Travel event.
The kids had a great time.

ELAC
Early Learning
Advisory Council

ELAC
EARLY LEARNING
ADVISORY COUNCIL



Independent School District 197
1355 Dodd Road
Mendota Heights MN 55118



Henry Sibley Student Council
Homecoming 2008