

Shawnee Hills Police Department 2019 Annual Report



Shawnee Hills Police Department

40 W. Reindeer Drive

Shawnee Hills, Ohio 43065

Contents

Table of Contents.....	1
Chief's Summary	2
Agency Administration.....	3
Mission Statement/Code of Ethics	4
Staffing.....	12
Awards & Recognition	6
Financial Information.....	7
Equipment.....	8
Policies and Procedures	9
Use of Force / Pursuit Review.....	10
Community Relations.....	11
Patrol Operations.....	12
Investigative Operations.....	13
Canine Operations	14
Special Operations	15
Evidence / Crime Scene	16
Department Training.....	17
In-Service Training	18
2020 Goals	19



Chief's Summary

Our agency continues to move forward while keeping the safety of our community our utmost priority. We have an excellent staff and unwavering support from our community, council, and mayor. Our relationship with our community is strong. I attribute this to our transparency and our strict focus on community oriented policing. We have shifted our focus to becoming more visible in our community while strengthening our relationships with our partner agencies. We have added equipment, training, and capabilities that we have never had here in the past and they have produced fantastic results for us.

With strong leadership and a forward vision for the department we continued to build upon the foundation that was set in place in the past few years. It is my goal in the coming year to continue to foster the great relationship and strengthen the trust we have built with the community. Our focus will continue to be training and challenging our officers to be the best in all that they do.



I renew my promise to the community that we will continue to work with the best interest of the residents and our businesses in mind. This report should be a testament to my dedication to transparency and willingness to be open to community involvement. We remain open to suggestions and innovations that will aid us in delivering the highest level of policing to our community. As I have said in the past, my door is always open to the community. I am available to address concerns, questions, and suggestions that you may have that will allow us to provide the type of service our community wants.

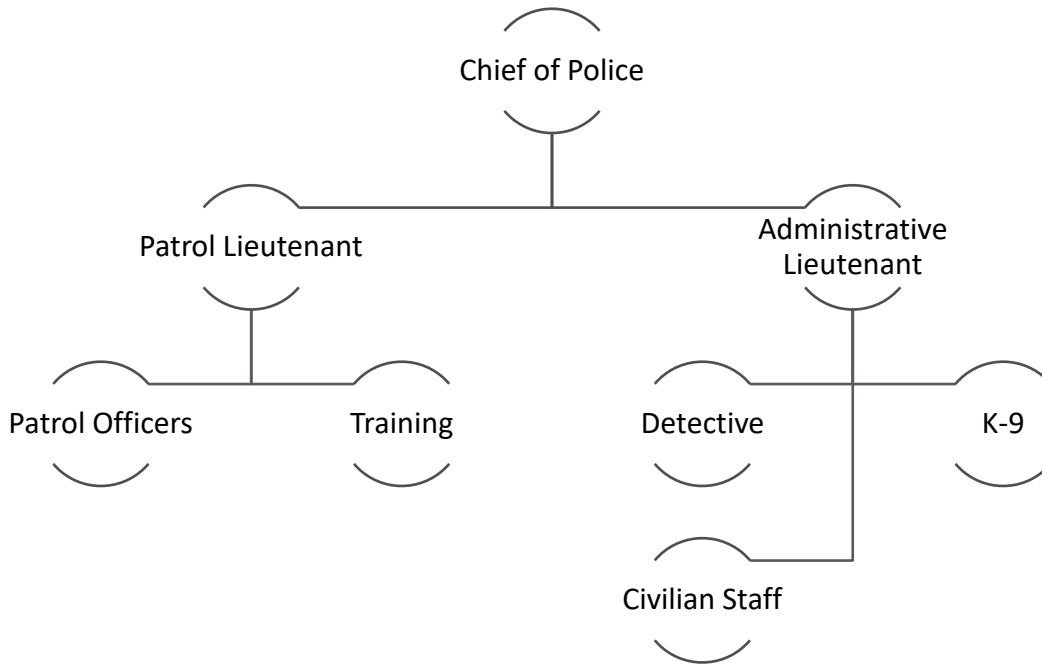
Handwritten signature of Russell C. Baron

Russell C. Baron

Chief of Police



Agency Administration



Supervisor Contact Information

Chief Russell Baron
 Chief of Police

Office Phone: 614-889-8258 x101
 Cell Phone: 614-371-3966
 Email: Russell.Baron@Shawneehillsoh.org

Lieutenant Erin Cullen
 Patrol Lieutenant

Phone: 614-889-8258 x102
 Email: Erin.Cullen@Shawneehillsoh.org

Lieutenant Bill Bartram
 Administrative Lieutenant

Phone: 614-889-8258 x102
 Email: Bill.Bartram@Shawneehillsoh.org



Mission Statement

It is the mission of the Shawnee Hills Police Department to safeguard the lives and property of the people we serve, to reduce the incidence and fear of crime, and to enhance public safety while working with the community to improve their quality of life. Our mandate is to do so with honor and integrity, while at all times conducting ourselves with the highest ethical standards to maintain public confidence.

Code of Ethics

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against abuse or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or abuse and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.



Staffing

Hiring Process

We contract with a vendor, National Testing Network, to recruit, test, and accept applications on our behalf, National Testing Network. As part of our goal to provide a higher level of police service to the community, while being good stewards of the village budget we will evaluate our processes annually. In November the supervisors met and evaluated the continuation of this contract and have decided to continue using National Testing Network as it has successfully reached a diverse, well qualified applicant pool that we previously were unable to reach. We did see a drastic decrease in the number of applicants in 2019; this is partially due to a national decline in police applicants overall. In addition to having to pass a written exam, applicants are required to successfully complete a thorough background investigation, panel interview, polygraph examination, and psychological test.

The concerning trend we have observed lately is turn-over. In 2019 we lost two full time officers to other agencies. The majority of the part time officers we have recruited have other full time law enforcement jobs and are not seeking full time with our agency. In order to truly cut costs and provide an excellent level of service we need to address the turn-over rate. Retaining full time employees will increase the abilities, knowledge, and confidence of our officers, which in turn creates a stronger agency for our community.

National Testing Network has resulted in the following applicants and hires:

Full Time		Part Time	
Applied	Hired	Applied	Hired
0	2*	6	4

*The two full time hires were promoted from our part time staff.

Current Staffing

Full Time- 5	Full Time Male Officers- 5
Part Time- 9	Full Time Female Officers- 0
Auxiliary- 2	Part Time Male Officers- 9
Civilian Employees- 3	Part Time Female Officers- 0

Below is the approved staffing numbers and rank structure as defined in our ordinances.

Maximum Staffing Numbers	Rank Structure
5 Full Time Employees	1 Chief of Police
9 Part Time Employees	2 Lieutenants
2 Auxiliary Officers	2 Sergeants
3 Non-Sworn Employees	1 Detective
2 Chaplains	10 Officers



Awards & Recognition

On December 14, 2019 we hosted our annual departmental awards ceremony. The following Officers received awards for their contribution to our department. If you would like to learn more about our awards please contact the police department.

Officer of the Year

The 2019 Officer of the Year award was awarded to Lt. Erin Cullen. He has been with our agency over 15 years and has helped facilitate many changes during that time. Lt. Cullen is in charge of the K-9 program, oversees the Detective, and Chaplain Program. Lt. Cullen is also responsible for maintaining our compliance with the State in regards to privileged information access. This year Lt. Cullen planned and help facilitate the return of our annual safety day.

In addition to his role within the police department, Lt. Cullen is assigned to the Delaware County Crisis Negotiations Team as a Negotiator. He truly responds to the worst scenarios in the county with the goal of a peaceful resolution. Lt. Cullen is our first representative with this team and he has represented our agency well.

Appreciation Awards

We would like to recognize the dedication of Chaplain Bill Clark. He has been a great asset to our community and our officers during times of need. We do not utilize our chaplain often but when we do he exceeds our expectations.

We would also like to recognize Michael Koren, who has taken the volunteer role of maintaining our computer systems at the police department. Mike has spent countless hours working on and maintaining our computer systems.

Firearms Commendation

Lieutenant Bill Bartram
Lieutenant Erin Cullen
Sergeant Anthony Larosa
Detective Rex Waldenmyer
Officer Mark Proud
Officer Steve Rosta
Officer Rodney Ross
Officer John Gough

Advanced Training Award

Lieutenant Erin Cullen
Sergeant Anthony Larosa
Officer Zach Gerdeman

Achievement Award

Lieutenant Erin Cullen
Sergeant Thomas Earhart
Detective Rex Waldenmyer
Officer Josh Hoar

Police Instructor

Sergeant Anthony Larosa

Safe Driving

Sergeant Thomas Earhart
Detective Rex Waldenmyer

Award of Merit

Detective Rex Waldenmyer

Chief's Award

Sergeant Anthony Larosa

Special Service Commendation

Lieutenant Erin Cullen



Financial Information

At the beginning of the year the police department was allocated a budget of \$383,814.12 and we ended the year with a total budget of \$387,484.10. In 2018 the Police Department was budgeted \$48,131 for supplies. This includes everything from toilet paper, copy paper, and light bulbs at the police department to items such as training, evidence supplies, uniforms, and vehicle maintenance. For 2019 the police department was initially budgeted \$24,000 to cover these costs, this was a 50% decrease from 2018. At the end of 2019 through re-appropriations we were allotted \$34,609.86 for these items, a 28% decrease from 2018. Officers did not receive a performance raise for 2018 or any other raise in salary for 2019 due to these cuts.

Re-Appropriations

Below are some of the re-appropriations for 2019. The re-appropriations are listed below.

- \$3,335.76 to replace funds used to replace three expired ballistic shields
- \$12,335.76 for personnel expenses such as insurance and salaries
- \$7,274.10 for supplies and maintenance

Grants and Other Funds

- We received a total of \$2,676.80 from the Ohio Attorney General's Office Body Armor Grant.

Expense Reduction

- We utilized state and federal contract pricing for the purchase of equipment, computers, uniforms, etc.
- We utilized state and federal surplus for free or reduced cost equipment.
- We continue to monitor overtime and holiday hours by utilizing part time employees.
- Re-Issue equipment to new officers to reduce uniform expenses due to turn-over.
- We no longer issue officers uniform allowances. Uniforms and equipment will be given as needed.
- Utilizing part time staffing on holidays and during vacations to reduce the need for overtime.
- We added a \$35 vehicle release fee. Towing vehicles and processing the paperwork for them is time consuming. This allows us to recoup our loss.



Equipment

Each year we conduct an inventory and review of all of the equipment owned by our agency. We identified equipment that needed replaced immediately as well as projected replacement dates for other equipment. We then prioritized our equipment needs vs. wants to develop a replacement plan. We utilized trained personnel to be able to maintain certain equipment without having to pay an external vendor. Leveraging state and federal pricing contracts we are able to use public monies more efficiently. The budget was extremely tight in 2019; we did not make many large purchases.

Larger purchases we had in 2019 were as follows:

- Replaced three ballistic shields that were expired, totaling approximately \$4,500.00

Some items we obtained at little or no cost to the village

- Collaboratively purchased a remote control sonar boat with other Delaware County Agencies. This piece of equipment is stored at our agency and readily accessible to our officers but is a countywide asset. Our purchase of the \$12k piece of equipment was \$500.00.



Items that will need to be replaced or added within the next two years

- We have an extremely pressing need to add a fourth patrol vehicle. Our existing vehicles are running every day; one car is assigned to two shifts five days a week.
- We are working to replace radios; the technology we are using for most of our handheld radios and car radios is very dated and will soon not be supported by the Delaware County Radio System.
- Two Tasers will need to be replaced, we had four of them expire this year and stop working, and they were well outside of the warranty.
- Our body cameras were in their last year of their four year warranty in 2019. We are now operating outside of the manufacturer warranty. We should look to be replacing them soon as repairs are costly and as they quit functioning they will be taken out of service.



Policies and Procedures

We contract with Lexipol LLC, a public safety risk management company to manage our policies and procedures. Lexipol provides us with proven policies based off of state and federal law as well as law enforcement best practices. These policies are backed by legal representation that will provide assistance to our agency if needed. This contract keeps us on the cutting edge of new legislation and best practices without the expense and time of having an administrator dedicated to research.

Lexipol also provides us with “Daily Training Bulletins” that the officers have to complete. These training bulletins test the officers knowledge of policies, and “high risk, low frequency” events; such as uses of force and serious crimes. This is available to us online, on our server, and via a cell phone application, making it truly available to our officers at all times. Lexipol has been one of our best administrative improvements that we have made.



Ohio Collaborative Community-Police Relations Certification

In 2016 we received collaborative certification for our policies and practices relating to hiring, recruiting, use of force, use of deadly force, and bias free policing. Our agency was able to gain this certification by submitting annual compliance documentation such as policies, policy acknowledgement logs, training, and departmental review documents. In 2017 we recertified the previous standards as well as the standards for body worn cameras and community engagement. In 2018 we maintained the previous standards and met the new standard relating to citizen complaints. In 2019 we maintained all previous standards and met the new standard relating to vehicle pursuits.



In 2020 we will be looking forward to another on-site review by the board and to gain compliance with any forthcoming standards. This is important to us as the guidelines that are being implemented by the board represent the current need of the community we police.

2019 Self Initiated Activity Demographics				
Race	Sex	Stopped	Warned	Cited
Caucasian	M	76	29	47
Caucasian	F	67	31	36
Black	M	4	4	0
Black	F	4	3	1
Hispanic	M	3	2	1
Hispanic	F	2	1	1
Asian	M	3	2	1
Asian	F	2	2	0
All Other	M	5	2	3
All Other	F	2	2	0



Use of Force Review

In 2019 our officers had one physical use of force that was limited to controlling a suspect that was refusing to exit a vehicle and began reaching in a center console. The officer applied minimal force that resulted in very little physical harm to the suspect.

- No officer took an action that resulted in the injury or death of another person.
- No officer applied force using lethal or less-than-lethal weapons.
- On four occasions officers discharged their firearms to humanely put down a sick or injured animal.
- Every officer of the Shawnee Hills Police Department received quarterly firearm and response to resistance training. Every officer qualified successfully with their duty weapons and less-than-lethal tools.
- Our officers attended an in-service course relating to building searches and weapon retention. This was conducted in house at no cost by an agency instructor.

Pursuit Review

Pursuit Review: Officers were involved in one vehicle pursuit in 2019. This pursuit was found to be within department policies and procedures. The pursuit resulted in the arrest of an individual for Auto Theft, Receiving Stolen Property, and Fleeing and Eluding.

Foot Pursuit Review: Officers were involved in one foot pursuit in 2019 that resulted in the apprehension of a juvenile that fled from a stolen vehicle.



Community Relations

Our Officers attended several events in 2019 as part of our commitment to engage and educate the community. Below is a complete list of events we attended or hosted.

- Trick or Treat Tailgate
- Delaware First Friday Safety Event
- Click it or Ticket Kickoff Event
- Drive Sober Kickoff Event
- National Law Enforcement Officers Memorial
- Ohio Law Enforcement Officers Memorial
- Village Picnic
- Shop With A Cop
- Breakfast With Santa
- National Drug Take-Back Day
- Multiple Boy & Girl Scout Events
- Concord Township Safety Day
- Shawnee Hills Veterans Day Ceremony
- Shawnee Hills Tree Lighting
- Oxford School Safety Week
- Light Ohio Blue, Operation Santa's Sleigh



Fun Fact!

We collected 243 pounds of pills in our Prescription Drug Drop Box this year! This is service is available 24/7 in our lobby!



Patrol Operations

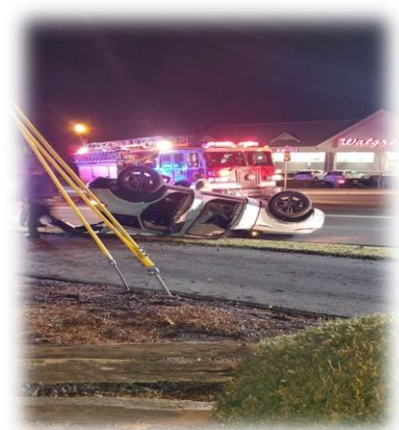
Officers take calls for service 24 hours a day, every day. Below is a statistical breakdown of reports and enforcement actions taken by our officers while on patrol within the Village. Please note that when it comes to traffic stops, warnings, and citations in 2018 we counted multiple charges as one “citation”, so the actual number of citations issued was much lower. For 2019 we counted the number of actual citations issued which reflects a true count of actual citations issued.

Nature	2018	2019	% + or -
Business Checks	13,720	14,144	+3%
House Checks	1,284	809	-37%
Calls to Service	574	890	+55%
Assist Other Agencies	239	251	+5%
Traffic Stops	668	338	-49%
Traffic Charges Filed	405	101	-75%
Traffic Warnings Issued	333	212	-36%
Criminal Charges Filed	41	34	-17%
K-9 Use	N/A	23	N/A
Traffic Crashes	16	10	-38%
Alarm Calls / Open Building	49	24	-51%
Alcohol Offenses	7	2	-71%
Domestic Incidents	10	23	+130%
Animal Complaints	6	8	+33%
Total Reports Taken	391	319	-18%
Total Call Entries	1,623	1,496	-8%



In addition to patrolling the Village our officers carry out a number of functions that include:

- Vehicle lockouts
- Emergency vehicle jump starts
- Vacation house checks
- Act as a first responder for all fire/medical calls
- Attend public relations events
- Every officer is a certified Crisis Intervention Officer



Investigative Operations

The Shawnee Hills Police Department investigates all crimes reported to our agency. Typically investigations start as a dispatched call to a uniformed officer and evolve into a larger situation. Should a situation evolve to a point that is outside of the means of our agency we have a relationship with the Ohio Bureau of Criminal Investigations who will step in and provide support and assistance to our detective, while we maintain control of the case. Throughout the year we receive tips and referrals from county and state agencies. These referrals are usually related to domestic situations or related to the well-being of children. Having a dedicated detective has been an asset to our agencies ability to handle these situations as well as return our officers quickly to a patrol function.



2019 Investigative Operation Statistics	
Employment Backgrounds	6
Felony Investigations	8
Outside Agency Referrals	6
Search Warrants Executed	4
Subpoenas Executed	3
Arrest Warrants Executed	3

Below is a listing of the more serious incidents that have occurred within the village limits. Throughout the year our officers responded to various calls outside of our jurisdiction that includes violent crimes, burglaries, alarm calls, and mental health crisis; these statistics are not reflected here. We also stopped taking reports for minor calls that did not result in action taken by an officer unless there was an expressed need to document the call.

Nature	2018	2019	% + or - Change
Violent Crime	2	5	+150%
Sex Offenses	0	1	+100%
Burglary / Breaking and Entering	0	2	+200%
Narcotics	3	2	-33%
Theft	10	13	+30%
Mental Health Crisis / Suicide Attempt	14	10	-28%
Missing Person	0	2	+200%
Harassment / Threats	8	3	-63%



Canine Operations

In 2019 we added K-9 Havoc to our agency, a first for the Shawnee Hills Police Department. Havoc was donated to our agency by Final Response K-9. Funding for the K-9 program has entirely relied upon donations and fundraisers; no money for this program has come from the Police Department budget. Havoc is certified through the State of Ohio as a dual purpose K-9, both patrol and narcotics. He is trained in tracking, building searches, handler protection, apprehension, and narcotics. Havoc's first official patrol day was October 17th.



K-9 Use Statistics	
K-9 Tracking Deployments (Criminal)	3
K-9 Tracking Deployments (Missing Person)	1
K-9 Narcotics Deployments	3
K-9 Public Relations Events	8
K-9 High Risk Deployments (Arrest/Search Warrant)	3
Mutual Aid Deployments	5

K-9 Arrest Statistics	
Narcotics Related	1
Other Felony	4



Special Operations

As part of our ability to provide an excellent level of service to our community we have to ensure that our officers are highly trained and have access to resources that the village may not have on hand. One of the best ways to tap into these resources is to collaborate with our partner agencies. This is the third year that our agency has participated in multi-jurisdictional initiatives on a permanent basis. Our agency has on staff a Crisis (hostage) negotiator who is certified through the State of Ohio and the FBI. Also, we have an officer that is highly trained in missing and abducted children investigations/searches and is the Executive Commander of the Delaware County Missing/Abducted Child Response Team.



Below is a list of the multi-jurisdictional teams that our officers participate with:

- Delaware County Child Abduction Response Team
- Delaware County Crisis Negotiation Team
- Delaware County Sexual Assault Response Team
- Delaware County Emergency Management Executive Board
- Drug Free Delaware Access & Availability Committee
- Delaware County Safe Communities Board
- Delaware County Criminal Justice Association

If you would like more information regarding a specific team or committee we participate with please contact the police department and we would be happy to discuss it with you.



2019 Special Operations Missions	
Team	Missions
Child Abduction Response Team	4
Crisis Negotiation Team	16
Sexual Assault Response Team	0
Supervisor Call-In	10



Evidence / Crime Scene

One of the most important administrative functions we have as a police department is to secure and protect the integrity of evidence. Evidence is handled by the officers in a secured designated area only. The evidence is then placed into a locker that is attached to the evidence room, once inside the only person that can remove it is the evidence manager. Evidence is tracked from the time an officer touches it until it is either returned or destroyed. In addition to in-house evidence handling we have a trailer that can serve as an on-scene command post that also carries equipment to process a crime scene, package evidence, and temporarily secure evidence.

Evidence Audit

- Annually an evidence audit is completed by the evidence manager. This was done and was found to be in compliance with policies and all property was accounted for.
- Annually a random selection audit is performed by an officer. The evidence room was found to be in compliance with policies and all property was accounted for.

Steps Taken to Enhance Integrity and Organization

- Evidence disposition requests will be done quarterly to ensure property is not being held longer than required.
- Evidence submission forms will be broken out into two binders, property currently being held and property that has been returned or destroyed.
- Evidence submission forms that contain evidence that is at the laboratory is signed out and tracked.



Department Training

The largest part of providing the best level of service we can to our residents is training. Our officers need to constantly train and challenge themselves to learn new things. We have a large focus on mental health and crisis training. All of our paid officers have completed Crisis Intervention Training (CIT). We are a small community but we deal with the same issues larger cities do. It is our duty to equip our officers with the tools and knowledge to handle the worst imaginable situation and hope it does not happen. We ensure that we equip officers with a variety of different skills within the department.

When an officer attends a class he/she is tasked with the responsibility of passing on what they learned to the other officers. This allows us to send one officer to a class and it benefits the entire department.

Training Classes Attended

Officers also train in a classroom setting at various institutions all over the country. For classes out of the State of Ohio we ensure travel and lodging are including in the course, usually these are federally funded and are little to no cost to the Village. Below are some of the topics that our officers attended in 2019.

Public Records Training	K-9 Basic Training	Crisis Intervention (CIT) Training
Missing Children Investigations	Advanced Public Records Training	4 Hour Taser Refresher Course
Public Safety Collaboration	Companion Animal Training	Building Searches
Taser Instructor	Crisis Negotiations	Advanced Patrol Tactics
CART Basic Course	CART Executive Training	High Risk Youth Initiative
AED / CPR	Ethics and Professionalism	Procedural Justice
Critical Injury First Aid	Reality Based Perishable Skills	Legal Updates
Advanced Incident Command	Drug Enforcement	Active Shooter Response
Below 100	Law Enforcement Response to Autism	Glock Armorer



2019 In-Service Training

Every year, all officers across the state are required to take mandatory training as designated by the Ohio Peace Officer's Training Commission and the Ohio Attorney General. For 2019 the State of Ohio did not have funding for mandatory training but they did release a list of suggested training, which we ensured we added into our annual training schedules.

All officers are required to complete Daily Training Bulletins via Lexipol. Every day of the month officers received a scenario and had to answer questions based off of our policies and procedures, these are typically related to high risk, low frequency events. Lexipol tracks these Daily Training Bulletins and every officer completes over 300 training scenarios throughout the year.

In addition to the below listed training all officers had access to monthly firearms range training. These trainings are structured with two instructors. Officers must attend three firearms trainings each year, in addition to the annual qualification.

- Legal updates (i.e., case law, legislative changes)
- Community-police relationships (e.g., implicit bias, procedural justice, community diversity, agency transparency, generational issues)
- Mental health and crisis de-escalation
- Refresher training for perishable skills in a reality-based training environment
- Use of force policy review
- Traffic stops and approaches



2020 Goals

Our main goal for 2020 is to continue our commitment to the community that we will provide a superior level of policing while at the same time remaining fiscally responsible. While we keep this goal in mind there are other projects and goals that we are looking forward to that are listed below.

- We are working towards enhancing our visibility in the neighborhoods.
- We are going to continue our focus on training, we look to host training and utilize in-house instructors to lower costs associated with sending officer elsewhere.
- Grant research will be directed towards funding technology and upgrading radios.
- Continue to reduce traffic crashes and crime through directed patrols and enforcement.
- Continue to enhance our readiness and our abilities to handle larger scale incidents in our community.
- We hope to continue to host Safety Day and Trick or Treat Tailgate.
- Further our relationships with partner agencies through collaborative efforts.

