

# Shawnee Hills Police Department 2021 Annual Report

2021 ANNUAL REPORT



Shawnee Hills Police Department

40 W. Reindeer Drive

Shawnee Hills, Ohio 43065

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## Chief's Summary

As we are wrapping up 2021 I am approaching my sixth year as your Chief of Police. I am very proud of the accomplishments we have made as an agency and sustainable growth we have achieved. Reflecting back on 2015, we had a police department that was not equipped to handle many types of incidents, had outdated policies, were not present in the Village around the clock, and had little to no hiring standards. Now in 2021 you have a full time police department that is professional, has very high standards, and it is not only equipped to handle most incidents we are now cooperating with our partner organizations to assist on a county-wide level. Our agency has received commendations and achieved accreditations for the way we conduct our business. I could not be more proud to lead this agency!

2021 was less challenging than 2020 but still a very tough year. This year our agency continued to be tested on just about every front as the COVID-19 Pandemic continued. I am personally very proud of every one of our officers who worked long hours under strict guidelines while COVID remained a threat to everyone's safety.



We have excellent staff members and unwavering support from our community, council, and mayor. Our relationship with our community is very strong. I attribute this to our transparency and our strict focus on community oriented policing. We continue our focus on becoming more visible within our community and at the same time 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 very strong leadership, dedicated officers, and a forward looking 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 moving in a positive direction answering the needs/wants of our community while being fiscally responsible.

We remain open to suggestions and innovations that will help us to deliver the highest level of policing to our community. As I have said countless times, my door is always open to the community and you are welcome to ask questions or share ideas. A police department is only as good as the trust the community has in them.

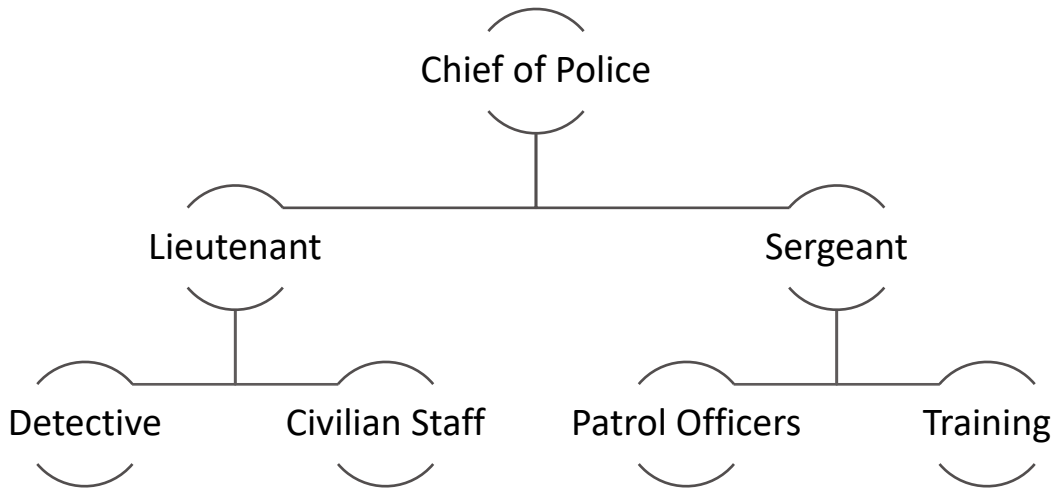


Russell C. Baron

Chief of Police



## Agency Administration



## Supervisor Contact Information

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 Chief of Police

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### **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. 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/interest starting in 2019 and this trend continued through 2021; 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.

In 2020 we were successful in passing a 2.5 mill levy. This enabled us to use existing part time staff to fill a vacant full time position, and to adjust our pay slightly to aid in retention. Passing the levy permitted us to continue around the clock police coverage for the Village.

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

Full Time		Part Time	
Applied	Hired	Applied	Hired
0	0	7	1

\*We did not post any positions for 2020.

### Current Staffing

Full Time- 4	Full Time Male Officers- 4
Part Time- 6	Full Time Female Officers- 0
Auxiliary- 3	Part Time Male Officers- 5
Civilian Volunteers- 3	Part Time Female Officers- 1



## Awards & Recognition

Our 2021 annual departmental awards ceremony was not held due to the COVID-19 Pandemic. 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

Officer Justin Logan was recognized as the Shawnee Hills Police Department 2021 Officer of the Year. He has been with our agency for almost 3 years and he has been one of our most dedicated officers through his availability to assist when needed, and has gone above and beyond while on patrol to maximize visibility through patrols of the neighborhoods.

**Advanced Training Award-** Attended 40 Hours or more of training excluding mandated training.

- Lieutenant Erin Cullen
- Sergeant Anthony Larosa
- Officer Mark Proud
- Officer Justin Logan

**Achievement Award-** Received a letter of commendation from a community member.

- Lieutenant Bill Bartram
- Sergeant Anthony Larosa
- Officer Dorian Martin

**Safe Driving-** 3 Years Accident Free, only awarded once, consecutive safe years retain the award.

- Officer Zach Gerdeman



## Financial Information

At the beginning of the year the police department was allocated a budget of \$441,117.34 and we ended the year with a total budget of \$458,125.18. This figure includes everything from payroll, office supplies, training, and utilities for the police department.

### Re-Appropriations

Below is the only re-appropriation for 2021. The re-appropriations are listed below.

- \$15,000.00 Towards the purchase of a new cruiser

### Grants and Other Funds

- We received several donations for our K-9 program, continuing our promise to fund this without utilizing General Fund monies.
- We also received funding from a grant to participate in training with other Central Ohio area agencies.

### 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.



## 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. By leveraging state and federal pricing contracts we are able to use public monies more efficiently.

### Larger purchases we had in 2021 were as follows:

- Purchased a lightly used police vehicle with low miles. This car replaces the 2010 Dodge Charger that was not running.
- Body worn cameras were replaced because they were at the end of their life cycle.

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

- 1 Vehicle radio was issued to our agency by Delaware County 911.
- Ballistic Vest for K-9 Havoc, this was purchased by the Delaware County Prosecutors Office.

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

- We need to start planning to replace the 2016 and 2017 police interceptors, these vehicles are approaching 100k miles and as we saw with the Charger, replacing vehicles when they break is not a viable option.
- 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.



You may have noticed we have new vehicle graphics! The officers voted on three designs and chose the one you see on our cars today. The decision for the change was twofold: first it is a cost savings from our current vendor/design. Second, we have come a long way as an agency and our cars are what most people associate with our agency. The new design is a softer and more modern appearance.



## 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.



Predictable is Preventable

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 we have made. Our agency maintains the “Gold Standard Award” for our policy and training participation. This is achieved by issuing policies that are above the minimum standard, achieving 100% compliance with training, and policy acknowledgements.

## 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 2021 we maintained all previous standards and met the new standard relating to vehicle pursuits.



In 2020 all police agencies were required to comply with a Presidential Executive Order that banned chokeholds outside of a deadly force situation. Our agency easily complied with this requirement as this has been our practice for many years.

In 2021 new standards were released regarding first amendment assemblies and employee wellness. Our agency is compliant with both of these standards.

2021 Self-Initiated Activity Demographics				
Race	Sex	Stopped	Warned	Cited
Caucasian	M	46	22	24
Caucasian	F	28	13	15
Black	M	11	7	2
Black	F	1	1	0
Hispanic	M	1	1	0
Hispanic	F	4	3	1
Asian	M	4	3	1
Asian	F	1	1	0
All Other	M	4	3	1
All Other	F	1	1	0



## Use of Force Review

In 2021 our agency has one use of force, this was investigated and found to be lawful, and within our policies and procedures.

## Pursuit Review

**Pursuit Review:** Our agency was not involved in any vehicle pursuits in 2021.

**Foot Pursuit Review:** Our agency was not involved in any foot pursuits in 2021.

On December 14, 2021 a review of this agencies pursuit and use of force policies was conducted by supervisors and agency instructors. Our policies are current with all laws and best practices, including the Ohio Collaborative Standards and the Presidential Executive Order banning choke holds.



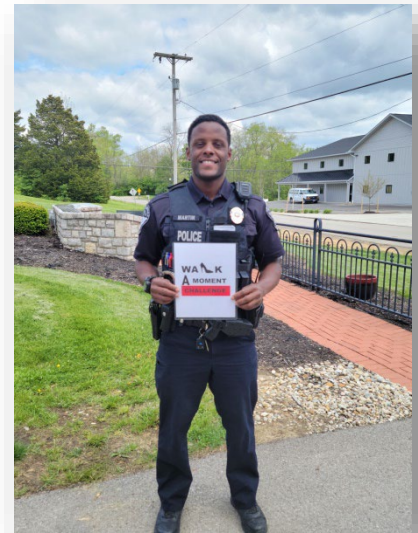
## Community Relations

As part of our commitment to engage and educate the community our officers routinely attend public events, give presentations, or sponsor events. Unfortunately, due to the COVID-19 Pandemic many of our opportunities to do so were extremely limited. Below is a complete list of events we attended or hosted.

- Click it or Ticket Kickoff Event
- Drive Sober Kickoff Event
- Shop With A Cop
- Multiple Boy & Girl Scout Events
- Shawnee Hills Veterans Day Ceremony
- Oxford School Safety Week (Parade)
- Light Ohio Blue, Operation Santa's Sleigh
- Birthday Parties / Parades
- Delaware County Fair Sheriff's Booth
- Missing Kids Day
- Trick or Treat Tailgate

### Fun Fact!

We collected 240 pounds of pills in our Prescription Drug Drop Box this year! This free service is available 24/7 in our lobby!



## Patrol Operations

Officers respond to 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. With the COVID-19 Pandemic lingering for the majority of 2021 we operated on an “emergency only enforcement” strategy targeting traffic violations that impacted life or property safety. Additionally we spent 7 month out of the year with only two functioning police cruisers, causing us to have less self-initiated activity such as traffic enforcement. Officers were encouraged to use the cruisers conservatively.

Nature	2020	2021	% + or -
Business Checks	17,154	19,162	+12%
House Checks	465	505	+9%
Calls to Service	769	750	-2%
Assist other Agencies	181	103	- 43%
Traffic Stops	221	101	-54%
Traffic Charges Filed	55	46	-16%
Traffic Warnings Issued	166	55	-66%
Criminal Charges Filed	21	18	-14%
K-9 Use	26	22	-15%
Traffic Crashes	14	19	+35%
Alarm Calls / Open Building	15	49	+226%
Alcohol Offenses	7	6	-14%
Domestic Incidents	27	19	-29%
Animal Complaints	9	10	+11%
Total Reports Taken	275	194	-
*Mid 2021 we switched reporting vendors which changed some of the incidents we report. The reports taken stat was lowered due to this change.			



In addition to patrolling the Village, our officers carried out a number of functions to include the following:

- Vehicle lockouts
- Emergency vehicle jump starts
- Vacation house checks
- Act as a first responder for all fire/medical calls
- Attend public relations events



## Investigative Operations

The Shawnee Hills Police Department investigates all crimes reported to our agency. Typically an investigation starts as a dispatched call to a uniformed officer and will 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. Our detective retired in 2020, so this position is now vacant and funding is not available to fill it. Having a dedicated detective would be an asset to our agency's ability to handle these situations as well as return our officers quickly to a patrol function.



2021 Investigative Operation Statistics	
Employment Backgrounds	6
Felony Investigations	3
Outside Agency Referrals	6
Arrest Warrants Executed	3
Search Warrants Executed	0

Below is a listing of the more serious incidents that our agency has responded to this year 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	2020	2021	% + or - Change
Assault / Fight	4	5	+25%
Sex Offenses	1	1	No Change
Burglary / Breaking and Entering	3	4	+33%
Narcotics	4	6	+50%
Theft	14	22	+57%
Mental Health Crisis / Suicide Attempt	22	18	-18%
Missing Person	2	1	-50%
Harassment / Threats	12	11	-8%



## Canine Operations

Completing our third year with a K-9 we have found the program to be very successful. From enforcement to public relations we are very happy to have Havoc on our team! 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 is not only a well-loved member of our department he has helped us greatly expand our capabilities!



K-9 Use Statistics	
K-9 Tracking Deployments (Criminal)	2
K-9 Tracking Deployments (Missing Person)	0
K-9 Narcotics Related Deployments	6
K-9 Public Relations Events	8
K-9 High Risk Deployments (Arrest/Search Warrant)	0
Mutual Aid Deployments	5
Arrests (Within the Village)	1



## 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 fourth 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.



Additionally, we have an officer that is highly trained in missing and abducted children investigations/searches who is the Executive Commander of the Delaware County Missing/Abducted Child Response Team. In addition to training our own officers this person trains officers regionally on how to respond, search, and investigate missing child incidents.

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 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.



2021 Special Operations Missions	
Team	Missions
Abducted / Missing Child Response Team	5
Crisis Negotiation Team	9
Supervisor Call-In	12



## 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. Our agency is equipped and trained to handle most crime scenes that would occur within the Village. In the event a scene is too complex we will partner with the Ohio Bureau of Criminal Investigation (BCI) to provide experts to assist us free of charge. 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, and 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, it carries equipment to process a crime scene, package evidence, and temporarily secure evidence. The trailer is also utilized by the Missing and Abducted Child Response Team to house equipment and respond to a missing child incident. All related equipment was of no cost to the Village of Shawnee Hills.

### 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.
- Twice annually a random selection audit is performed by an officer that has no affiliation with the evidence room. The evidence room was found to be in compliance with policies and all property was accounted for.

### Steps Taken to Enhance Integrity and Organization

- A camera was installed inside of the evidence room for security.
- A camera was installed inside of the processing area to monitor the process of packaging and securing evidence.
- Key-Card entry was installed to log every time the door is opened, and by whom.
- It was recommended that we explore a computerized evidence management system to securely maintain all chain of custody, laboratory reports, and evidence information. Currently this is all done via paper and stored within a case file and does not integrate with laboratory/court tracking systems.



## 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 officers have completed Crisis Intervention Training (CIT). We are a small community but often we deal with the same issues larger cities do on a daily basis, just on a smaller scale. 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. Classroom training was stopped in 2020 due to COVID-19 and carried over into 2021 but our officers still had to train! Virtual training and pre-recorded courses made up the majority of our training this year. Below are some of the topics that our officers attended in 2021.

In 2021 all of our officers completed additional training relating to missing and runaway children through the National Center for Missing and Exploited Children. Our agency applied for recognition through the National Center for Missing and Exploited Children for meeting certain requirements; when this is approved we will be the third agency in the state to have this honor.

Missing Children Response	Reality Based Perishable Skills	ASP Baton
K-9 Ongoing Training	Ethics and Professionalism	4 Hour Taser Refresher Course
Crisis De-Escalation Training	Crisis Negotiations	Legal Updates
AED / CPR	CCW Updates	Active Shooter Incident Command
Human Trafficking	Child Abuse & Neglect	CCW Updates
Public Safety Collaboration	BCI Lethal Force Investigations	De-Escalation Instructor
Amber Alert Training	LEADS Administrator Training	Emergency Management



## 2021 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 2022 the State of Ohio did not have funding for mandatory training but they did release a list of suggested training, which 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, each officer was required to attend a minimum of three sessions. These trainings are structured with two instructors. In addition to the three sessions officers are required to qualify annually with a pistol, rifle, and shotgun. All of our officers passed without remedial training.

- Response to Missing Children
- 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
- Defensive Tactics



## 2022 Goals

Our main goal for 2022 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.

- Work with council and the Mayor to pass and maintain a budget using the approved levy funding that is responsible and allows the police department to operate efficiently.
- Continue our enhanced visibility and approachability within the neighborhoods through routine bicycle and walking patrols.
- Continuing our work towards accreditations and agency accommodations which lends to our credibility and shows our community and surrounding communities that our agency is professional and in line with current standards.
- 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.
- Further our relationships with partner agencies through collaborative efforts.

