

# Rose Hill Police Department

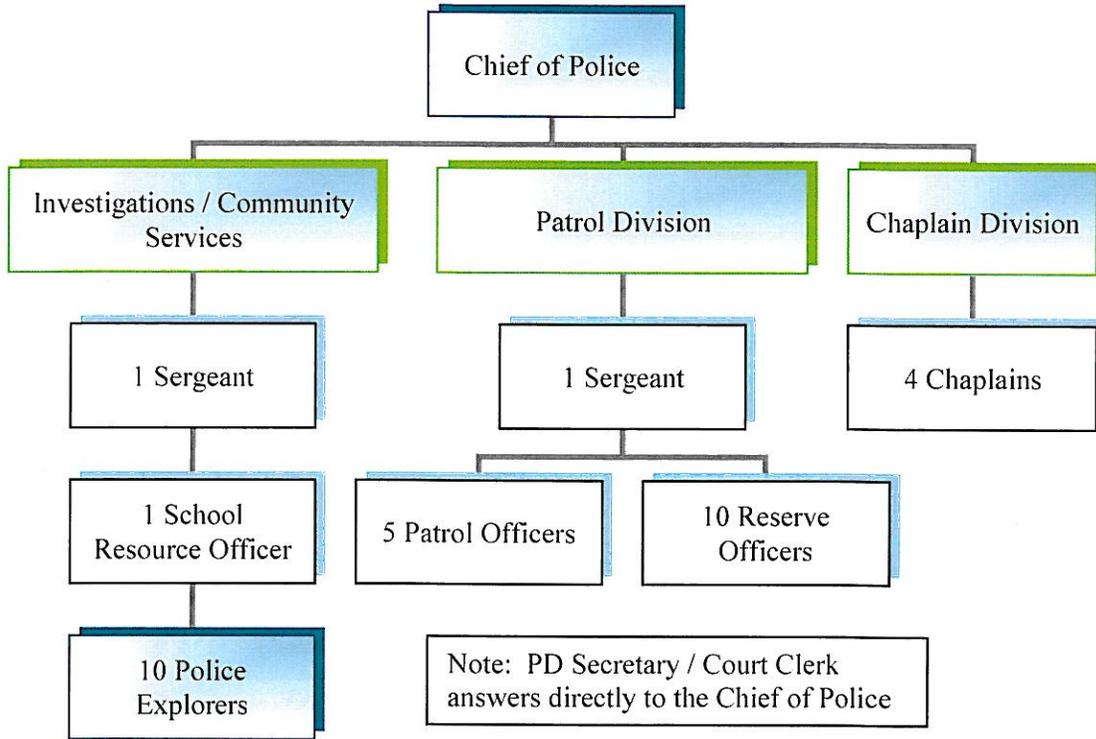
## Organizational / Operational Overview

May 9, 2014



*Integrity is the Basis of Community Trust*

# Organizational Chart



|                              |    |
|------------------------------|----|
| Budgeted Full Time Employees | 11 |
| Actual Full Time Employees   | 9  |
| Budgeted Part Time Employees | 0  |
| Actual Part Time Employees   | 1  |
| Actual Reserve Officers      | 9  |
| Actual Chaplains             | 3  |
| Actual Police Explorers      | 0  |

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## Current Members



Robert S. Sage  
Chief of Police

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### Investigations & Community Services



Sgt. Terry Love

### Patrol Division



Sgt. Kent Karlen



Officer Jason Conrad



Officer Michael Crowe



Officer Jim Hagman



Officer Tim Shaner



Officer Missy Tharp

**Reserve Officers**



Sgt. Fred McElroy



Sgt. Ed Musterer



Officer Steve Fisher



Officer Jimmy Harmon



Officer Jay Hobson



Officer Curtis Roberts



Officer Ashly Runnells



Officer Steve Storm

Not Pictured: Officer Dallas Niblack

**Administration and Support**



Robin Neumann



Robin Long  
(Part Time)

## Rose Hill Emergency Services Chaplain Unit



Pastor Ron Long  
First Baptist Church



Pastor Robert Varner  
Bible Church



Pastor Robert Frazier  
Victory Fellowship

The Rose Hill Emergency Services Chaplain Unit is a volunteer unit jointly managed by the Fire Department and Police Department. The unit is funded entirely through donations. The funds are used to provide equipment and training to the unit and to provide relief to those it serves. Examples of service include but are not limited to the following:

- Response to death scenes
- Response to other critical incidents
- Critical Incident Counseling
- Financial support to those in need

## **Mission Statement**

The Rose Hill Police Department is committed to the protection of life; property and the public peace through training, professionalism, integrity and hard work. We will strive to build partnerships with the citizens (our customers) to further our mission to make Rose Hill the best community possible.

## **Creed**

*Integrity is the Basis for Community Trust*

## **Value Statement**

Respect for the rights of all persons  
Operate with courtesy, fairness, honesty and integrity - always  
Solicit partnerships from the community to enhance service  
Earn the respect of the community

Help whenever possible  
Integrity in all things we do  
Listen to the needs of the community  
Look to the future for ways of improving service

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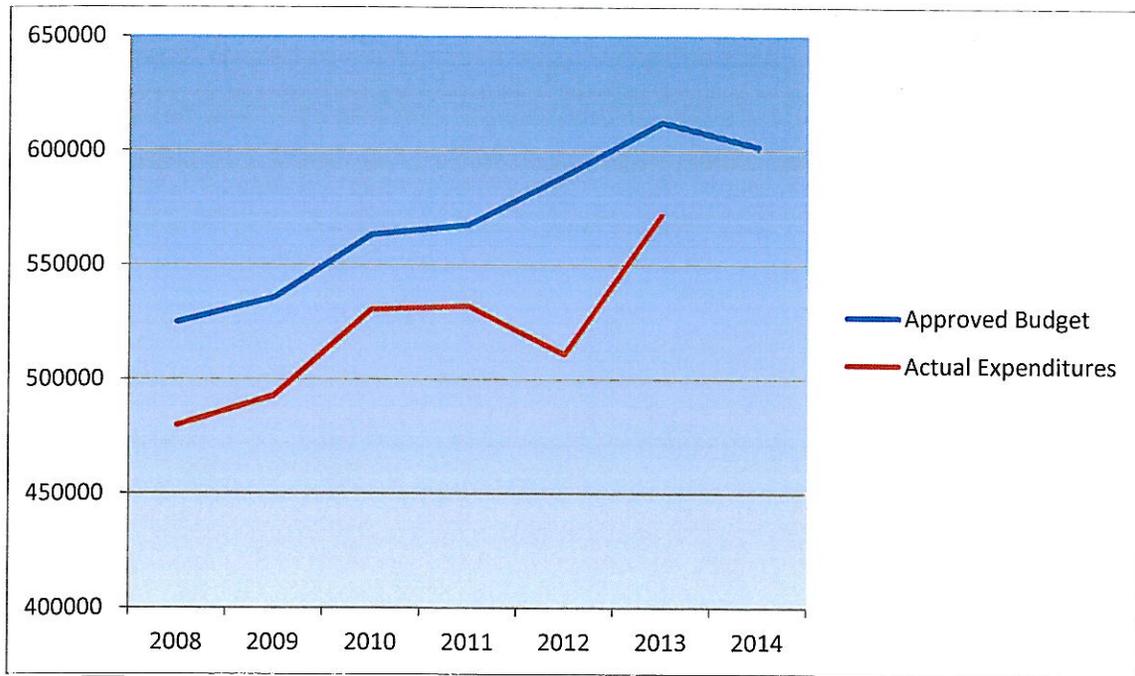
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# Budget History

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|      | <u>Approved</u> | <u>Actual</u> |
|------|-----------------|---------------|
| 2008 | \$525,050       | \$479,763     |
| 2009 | \$535,750       | \$492,711     |
| 2010 | \$563,250       | \$530,456     |
| 2011 | \$567,500       | \$531,943     |
| 2012 | \$589,220       | \$510,998     |
| 2013 | \$612,370       | \$571,856     |
| 2014 | \$601,700       | ?????         |



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# Operational Overview

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The Rose Hill Police Department serves the public 24/7 with law enforcement services. Major functions include, but are not limited to the following:

- Criminal Investigations
- Traffic Accident Investigations
- Traffic Enforcement
- Emergency Preparedness, Planning and Response
- First Response (911) for Police, Medical and Fire calls
- Crime Prevention & Community Education
- Security for USD 394 Schools and Events as well as Municipal Court and City Council Meetings
- Animal Control

## **Criminal Investigations:**

A fulltime detective, holding the rank of SGT serves the community and department through a variety of responsibilities. The responsibilities include, but are not limited to investigating felony crimes, child victim crimes, processing crime scenes, fulfilling the duties and responsibilities of evidence custodian, supervising the school resource officer and overseeing community programs such as the explorer post or other outreaches.

## **Crash Investigations:**

Patrol officers respond to, investigate and document traffic crashes within the city limits. The data is submitted electronically to the State of Kansas as required by statute. Public reports concerning the crashes are disseminated to insurance companies or other interested parties upon request for a fee.

## **Traffic Enforcement:**

Traffic monitoring and enforcement of traffic laws is primarily designed to increase traffic safety. In accordance with that philosophy, officers structure enforcement times, locations and offenses toward that goal. Although the number of fine generating citations written by Rose Hill officers is less than other comparable agencies, our traffic safety record is excellent. No fatality accidents have been recorded since my tenure as Chief of Police and as the chart indicates, the number of state reportable accidents is remarkably low considering traffic counts place 10,000 vehicles a day on Rose Hill road.

**Traffic Enforcement:**

As indicated previously, the number of fine producing citations is low, especially when compared to other comparable agencies. Our traffic enforcement is geared to improving safety rather than generating revenue. As such, the majority of citations are warnings.

**Emergency Preparedness, Planning and Response:**

The department oversees the city outdoor warning sirens and checks them monthly during the off season and weekly during storm season. A log is kept to document each test and result. Verbal agreements with 4 church facilities provide shelter in the event of a storm. Officers are tasked with unlocking the facilities upon receipt of a severe weather watch and locking the facilities back up when it clears. As storms approach, officers engage in spotting activities and coordinate with Fire District #3 as well as Butler County Emergency Management.

The Chief of Police has been tasked with updating the city disaster manual, which is in process. All police department and public works employees have received the federally required NIMS training and efforts are underway to train elected officials and office staff.

The department participates with L.E.A.D. (Law Enforcement Assistance Deployment), which was developed as a mechanism to bring large volumes of law enforcement assistance together in short notice. Similar groups exist for the Fire and EMS services.

Other emergencies the department has trained for include active shooter incidents in the schools or the work place, train derailments, anti-terrorism and other felony crimes in progress.

**First Response (911) for Police, Medical and Fire calls:**

Officers first respond to serious medical calls or any other medical call we are specifically requested for. An Automated External Defibrillator (AED) is always maintained and kept in an on-duty patrol car. The AED and other medical supplies are passed from officer to officer at shift change. Officers are certified in the use of the AED as well as CPR and have first aid training. Because we can normally arrive in advance of fire and EMS units, our primary goal is to initiate basic life support and continue BLS care until the arrival of medical personnel. Officers have been credited with saving several lives.

Officers are also trained in very basic firefighting skills and are equipped with fire extinguishers. This has resulted in officers being able to put fires out prior to fire department arrival or have slowed the fire down significantly, reducing damage that would have been done without their response. In addition, officers have been trained to

provide “size up” information to responding fire units to improve their preparation and planning.

### **Crime Prevention and Community Education:**

Although the Sergeant of investigations has the additional responsibility of overseeing community services, all officers are responsible for participating in community events and using community policing concepts and strategies. Some examples of events the department has organized or been involved with are:

- National Night Out
- DARE
- Hunter’s Education
- Bicycle Safety Classes
- Police Explorer Program
- Drug Take Back
- Hike / Bike to School
- Big Truck Night
- Tours of the Department
- Home Security Inspections
- Robbery / Shoplifting Training

### **Security for USD394 events as well as Municipal Court and City Council meetings:**

Reserve officers provide security and traffic control for USD394 sporting events such as football and basketball and other large scale events as requested, such as graduation.

In addition to the security provide by reserves, a full-time certified school resource officer is assigned to the schools when classes are in session. Funding for this position is a partnership between the city and school with agreements executed relating to duties and responsibilities as well as chain of command, etc. The SRO contract is valid for 3 years and was renewed in 2013.

### **Animal Control:**

The department is also responsible for animal control and the enforcement of the city code relating to animals. Animals that are picked up are taken to the Rose Hill Veterinary Clinic rather than being housed at a city owned and maintained kennel. A written contract between the City and the Clinic spells out the duties, responsibilities and costs and is automatically renewed each year unless contested by one side.

### **Other Items:**

The department maintains a manual of policies and procedures that is continually in the process of updating and reviewing. Many of the policies have been converted to a new format that better documents when they have been reviewed for content and updated.

All officers are compliant with statutory requirements such as maintaining required training hours, firearms qualification, biased based policing training and reporting.

The use of the Criminal Justice Information System (CJIS) by the department requires certain policies relating to officer training, physical and remote access security as well as yearly criminal background investigations be conducted and complied with. The department is audited by the Kansas Highway Patrol for compliance. To date, we have successfully passed every audit.

The department transmits Kansas Incident Based Reporting and Arrest data to the Kansas Bureau of Investigation electronically through our records management system. All agencies are required to submit data per state law. Although our system is somewhat “bulky” with regard to transmission, we are compliant but are looking for ways to make the process easier.

In addition to transmitting criminal reporting data, we also collect and transmit fingerprints electronically. This capability not only provides almost real time confirmation of a suspect’s identity (if their prints are already in the FBI system), but it allows us to meet the fingerprint based requirements for background checks on officers per CJIS requirements. As a service to the public we use this system to take fingerprints for employment purposes for a small fee.

#### **Reserve Officers:**

The reserve officers are set up somewhat separately from the paid department. They have their own rank structure, albeit small, and answer to the patrol sergeant as their liaison. The unit is funded entirely by revenue they generate for providing security services to USD394 and the City. The only funding through the police department budget for the reserves is fuel for their assigned patrol car.

Reserve officers go through the same hiring process paid officers do. However, their required academy training is only 80hrs. and their field training is 120 hrs. All reserve officers are required to maintain minimum standards for time as well as 20 hours per year of training.

#### **Equipment:**

Major Equipment(value over \$500 or firearm):

1. Marked patrol vehicles (8)
2. Unmarked vehicles (2)
3. M4 semi-automatic rifles (8)
4. M4 fully automatic rifle (1)
5. Glock 9mm pistols (20)
6. Shotguns (15)
7. Tranquilizer gun (1)

8. Radar Units (9)
9. AED (1)
10. Night Vision (1)
11. Thermal Imager (1)
12. In car cameras (8)
13. Laptop Computers (12) – Not all are in use
14. Desktop Computers (12) – Not all are in use
15. Servers (2) [1 for patrol car video, 1 for department computer network]
16. Sonic wall router (1)
17. City / PD surveillance (1 DVR, 1 desktop computer, 9 cameras)
18. Crossmatch Fingerprint Scanner (1)
19. Intoxilyzer (1)
20. Portable radios (29) [19 in use, 10 no longer in use & obsolete]
21. Mobile radios (11)
22. Base radio (2) [1 for communication, 1 for backup storm siren activations]
23. Color copier/fax/scanner/printer (1)
24. DVD printers (2)
25. Lightbars (8)
26. Heavy Duty Shredder (1)

**New Equipment Needed:**

1. Patrol car laptop computer replacement needs to continue in order to comply with advanced authentication requirements. A total of 5 need replacing at approximately \$1,500 each.
2. Desktop computer replacement needs to continue to migrate away from windows XP. A total of 6 will be needed at about \$750 each.
3. Our network server is 5 years old and will need replacement in a couple years.
4. Two patrol cars are ready for replacement. 1 is already budgeted for 2014. Approximate price is \$26,000 or around \$5,500 per year for a five year lease.
5. New lightbars will need to be purchased to replace old strobe technology bars. Each lightbar (LED) is estimated to be approximately \$2,300 each.
6. Additional equipment that should be replaced as new patrol cars come online are the radar and siren control head as well as partition. The radar is valued at about \$1,900, the control head is valued at about \$650.00 and the partition is about \$900.
7. Tasers have been requested by council. Grant opportunities are being explored for funding; however, if purchased by the city it is estimated they will cost about \$900 each.

**Top Issues:**

1. Adequate funding for training.
2. Better pay for hourly employees. A recent salary survey found our certified officers earn about \$1.39 an hour less than the surrounding agencies and our clerks earn about \$1.36 an hour less.

3. Equipment replacement should be incorporated into a fully funded equipment reserve fund. Currently, the budget fluctuations are mostly related to equipment costs.
4. Two officer coverage. Currently, there are frequent times (mostly at night) when there is only one officer on duty. In order to maintain minimum staffing of two officers, 2 officers would need to be hired if using a 12 hour shift schedule or 3 officers if using an 8 hour shift schedule.

**Municipal Court:**

Although the municipal court does not fall under the supervision of the Chief of Police, the court clerk as well as records and reporting functions do. The following is a basic overview of the municipal court.

2014 Municipal Court Staff:



**Judge:** Honorable Fred Johnson

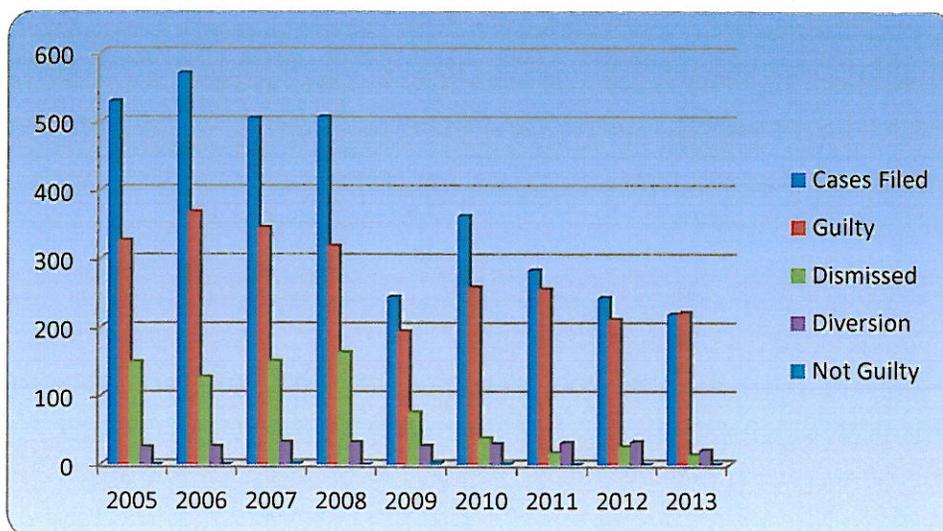


**Prosecutor:** Benjamin Winters

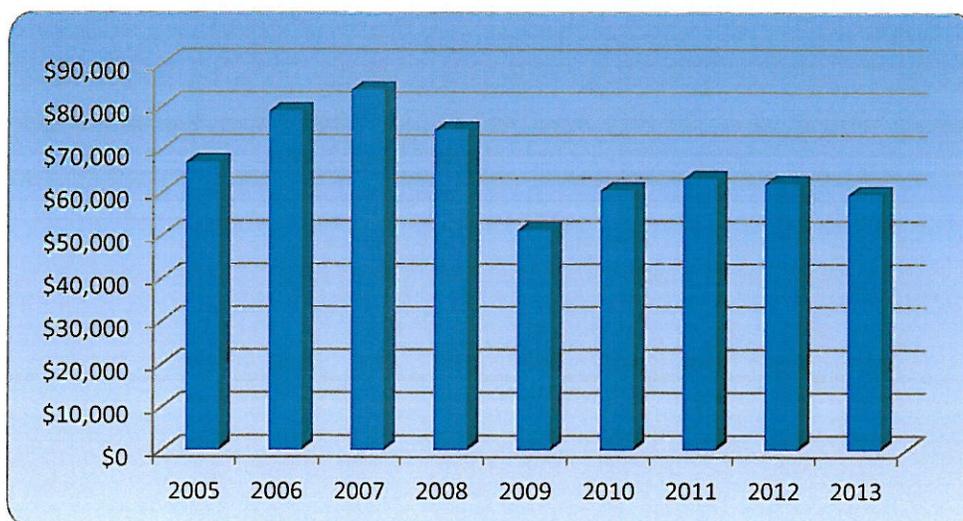


**Probation Officer:** B.J. Kitchen

## Court Statistics

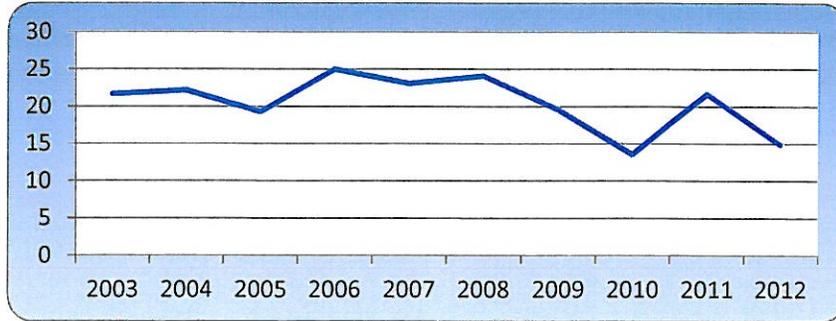


**Yearly Case Summary Comparison**

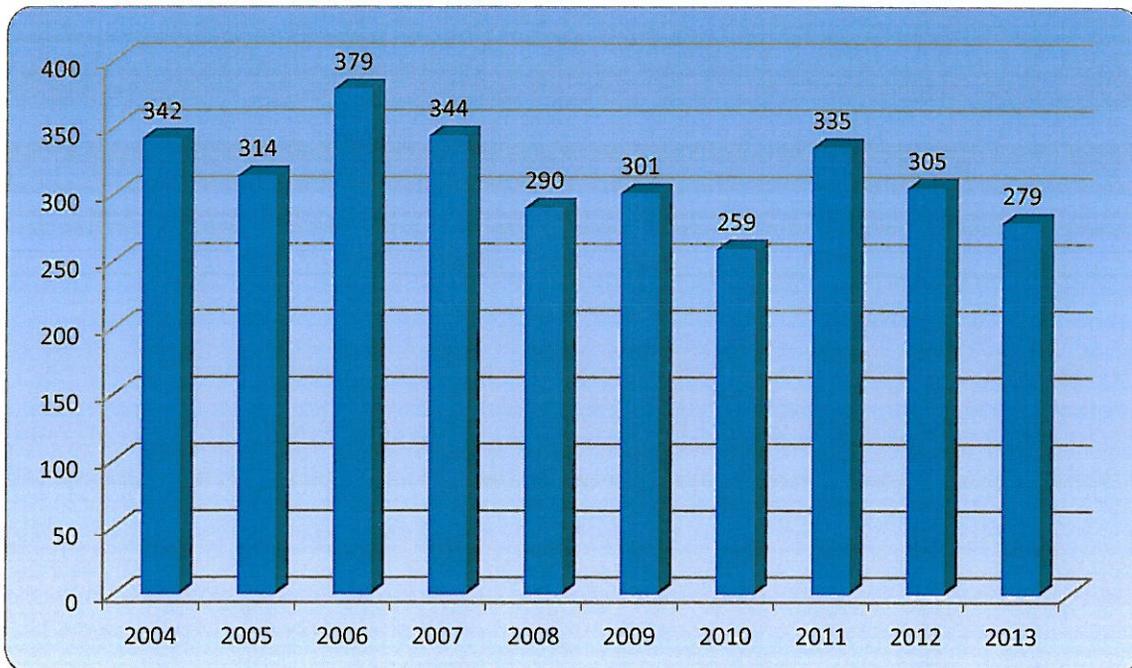


**Yearly Fines & Court Cost Comparison**

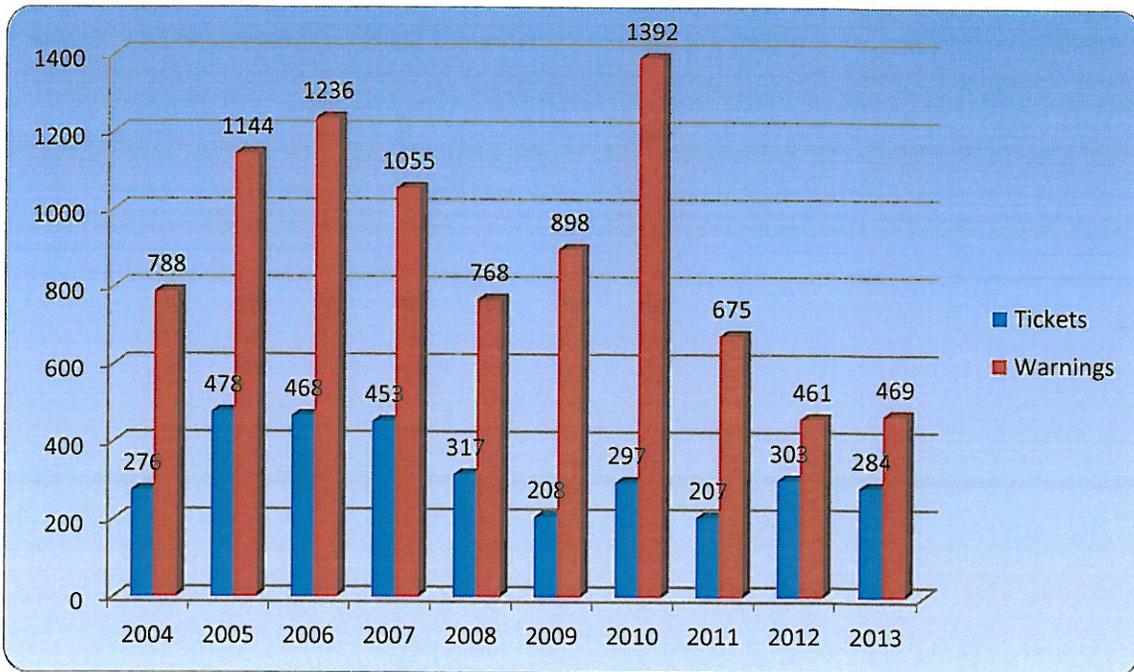
# Crime Statistics



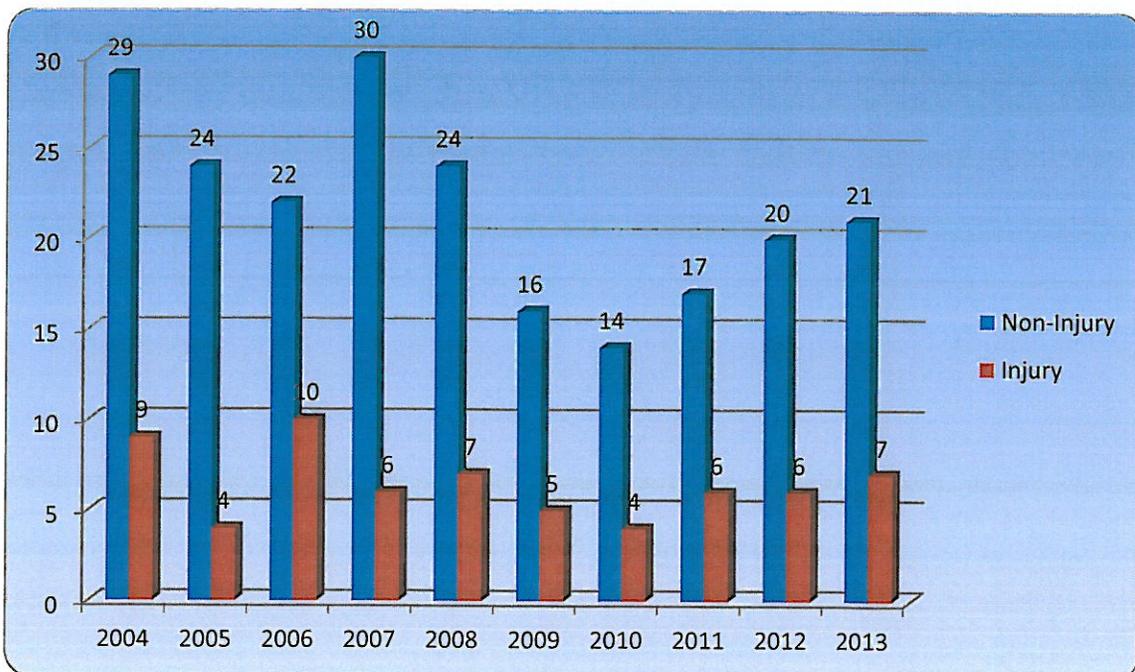
Rose Hill Crime Index History as reported by KBI



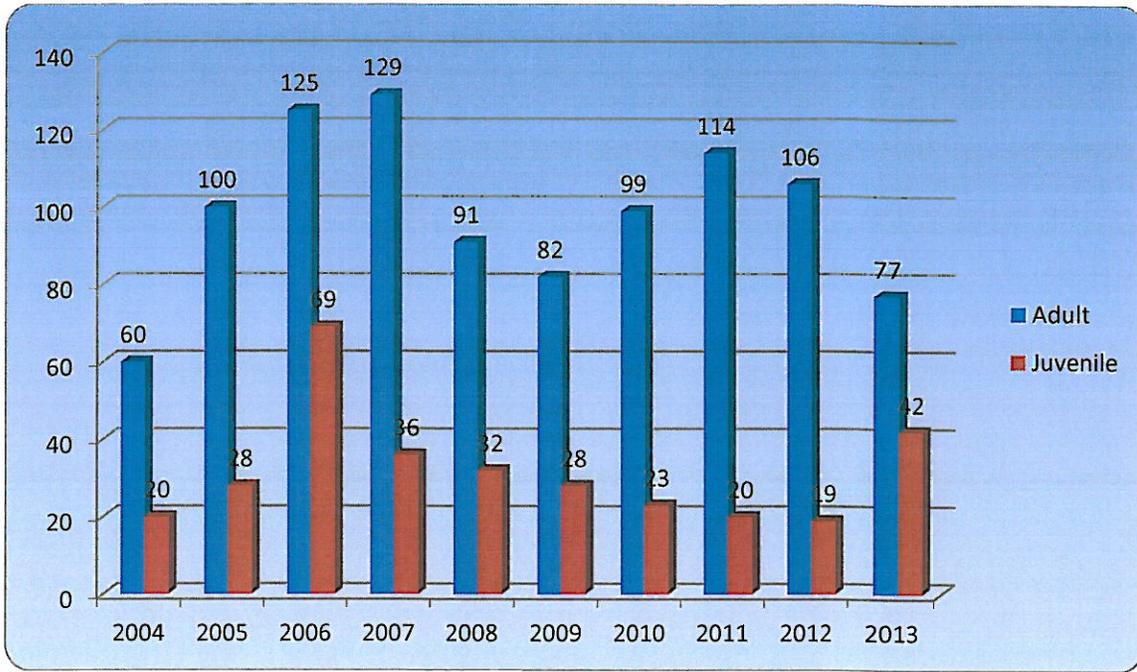
Yearly Criminal Case Comparison



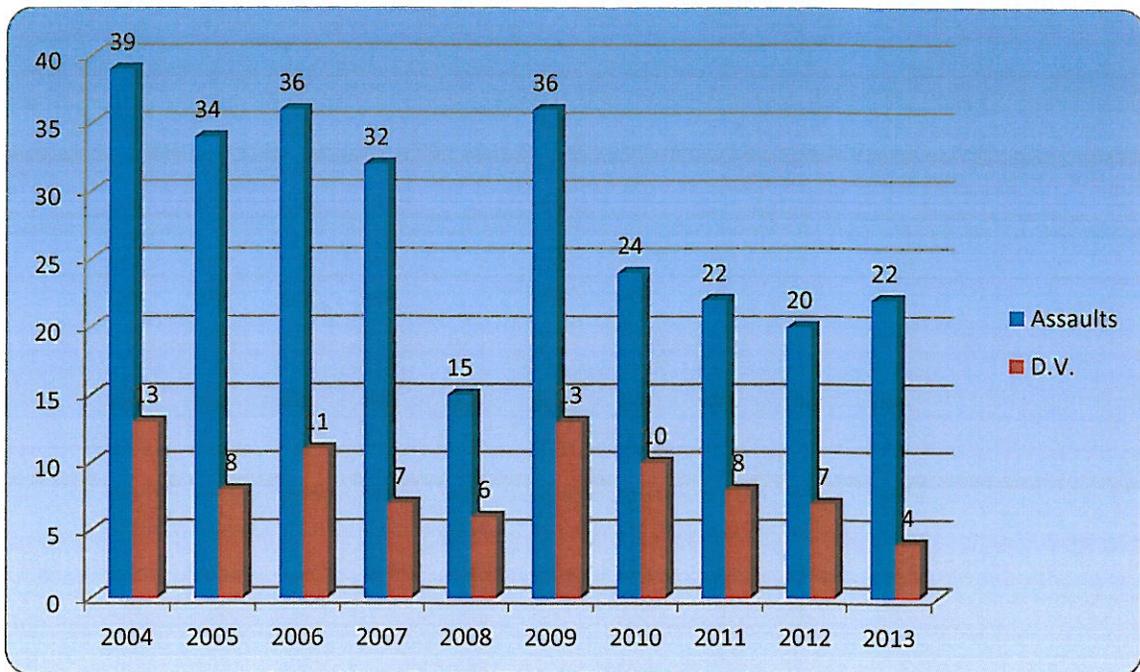
Yearly Traffic Enforcement Comparison



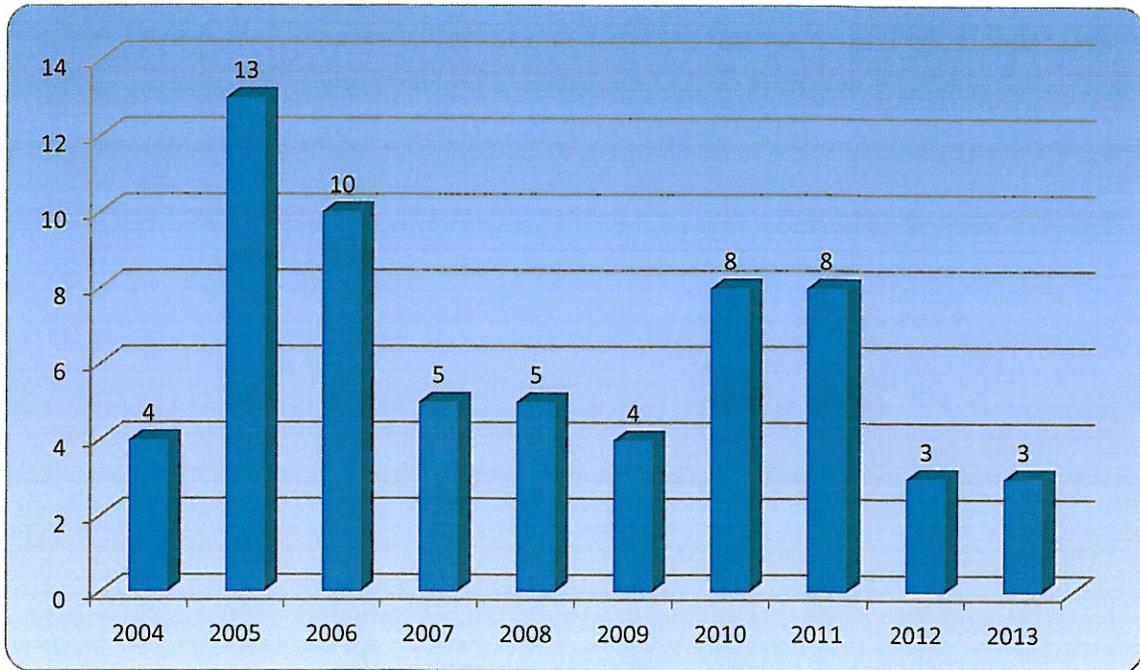
Yearly Accident Comparison



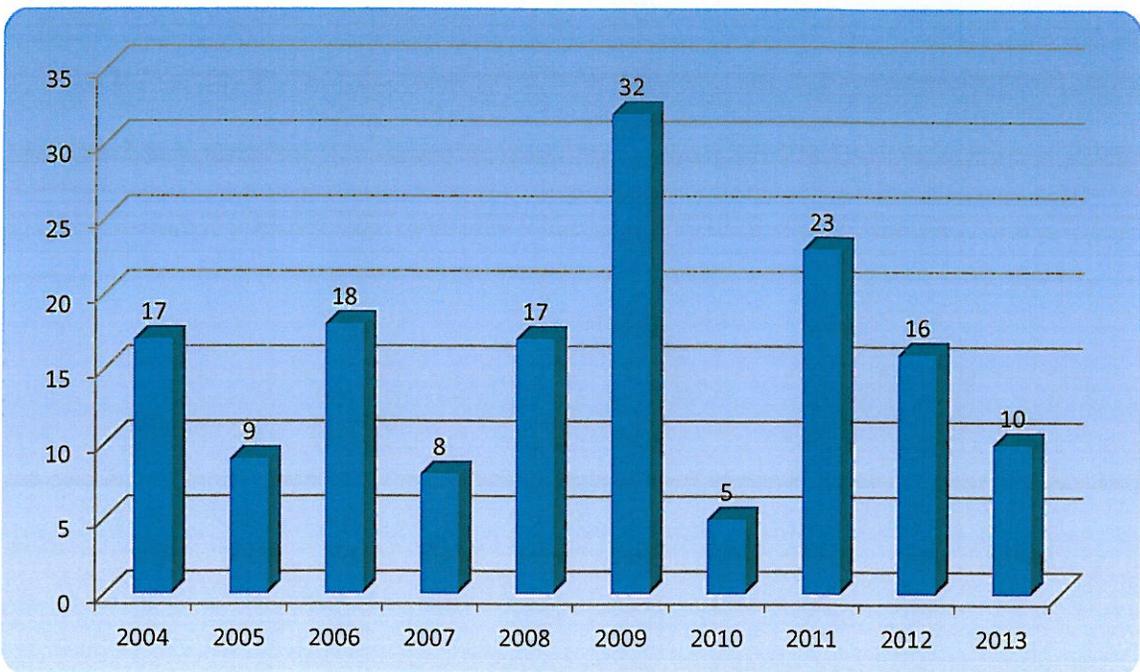
Yearly Arrest Comparison



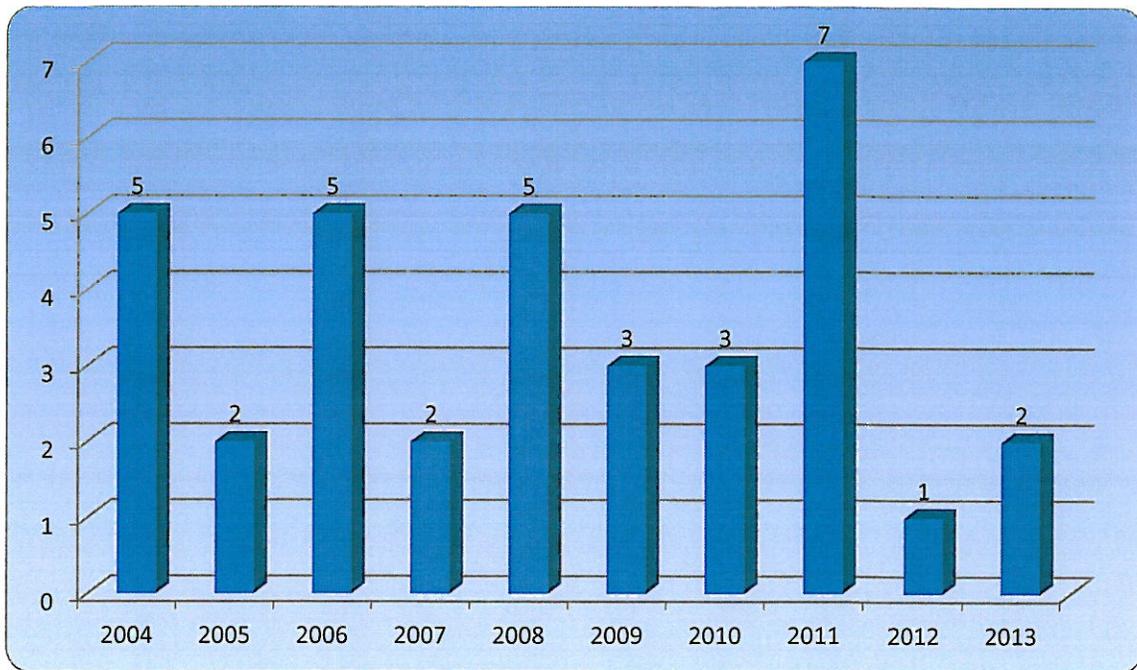
Yearly Assault Comparison



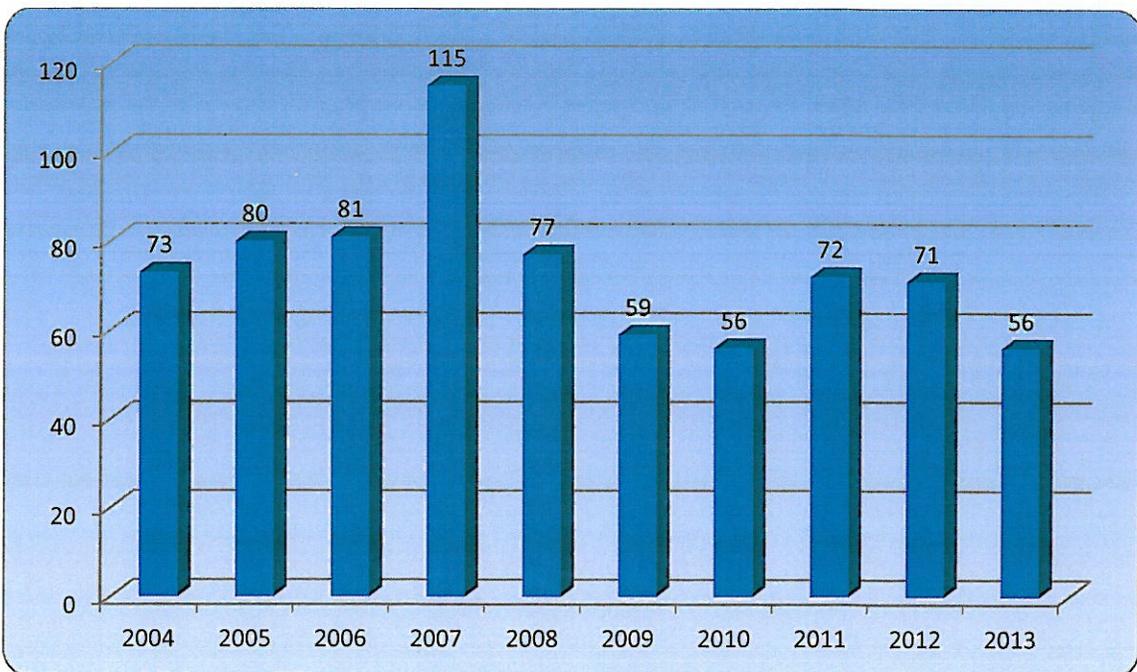
**Yearly Residential Burglary Comparison**



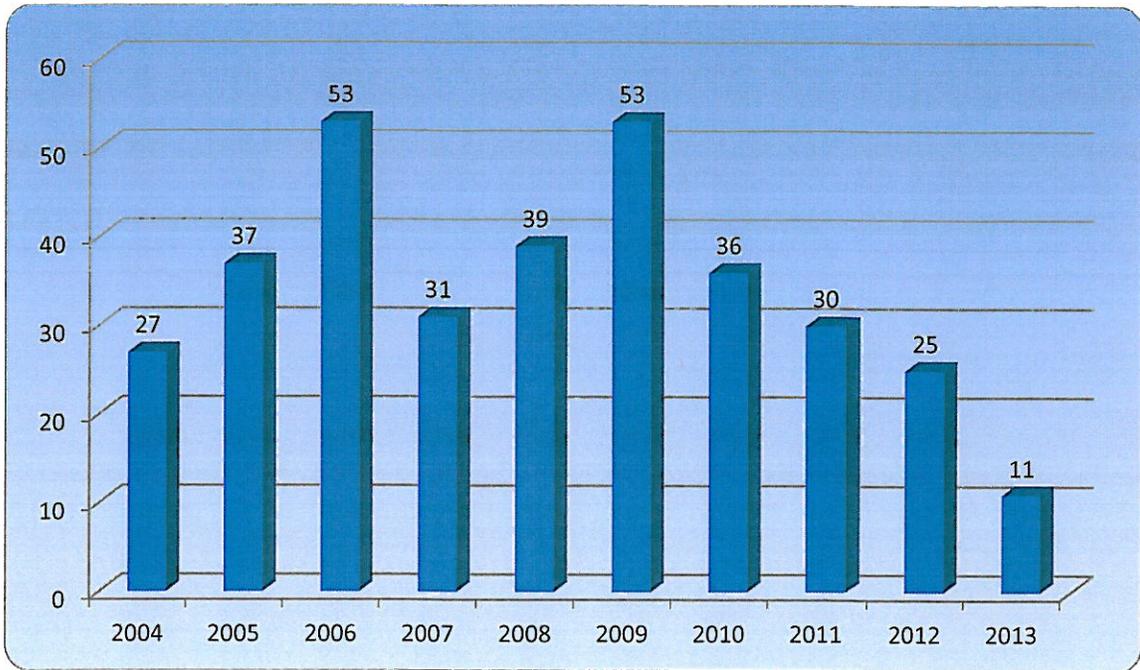
**Yearly Vehicle Burglary Comparison**



**Yearly Non Residential Structure Burglary Comparison**



**Yearly Theft Comparison**



**Yearly Vandalism Comparison**