

# NORTON SHORES POLICE DEPARTMENT



FY-2015  
ANNUAL REPORT

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## ADMINISTRATION

The Norton Shores Police Department is under the command of Chief Jon Gale. The Chief of Police provides administrative control, establishes and implements policy relative to fiscal and operational control, personnel management, community relations and management of the agency's law enforcement accreditation program. The Department has the responsibility to provide the best law enforcement services possible to the community, at the least possible cost, by utilizing personnel and equipment in the most economical and efficient manner possible.

In FY2015, the police department experienced many changes. In November, Chief Daniel Shaw retired after ten years of service as Police Chief with the City of Norton Shores. Chief Shaw was hired November 15, 2014 as a program manager for C.A.L.E.A. In his new role he still utilizes his talents by assisting police agencies in the mid-west regarding police policy and CALEA administration. Chief Shaw was a well-respected police chief amongst the law enforcement community in Muskegon County and throughout the state of Michigan.

Also in FY2015, the police department was reorganized. The department returned a Lieutenant position that was eliminated as part of a reorganization effort in 2012. In 2012, the police department experienced the loss of four supervisors. There were three retirements and one termination. The department decided not to fill the second lieutenant position due to high turnover and inexperienced supervisors.

In February, the department was divided into two areas of responsibility. One lieutenant was promoted to supervise the patrol function of the department consisting of eighteen officers. The second lieutenant was promoted to supervise the Special Services functions including; Detective Bureau, P.O.I.N.T. (Community Officers), Traffic officer, WEMET, and Police Clerks. The total span of control for the Special Services Lieutenant is eleven (11) employees. This greatly improved the span of control from the 2014 organizational plan in which the Lieutenant was responsible for all Police personnel (30 employees) with the exception of the Police Chief.

The reorganization saved the City money by reducing overtime and holiday pay costs. The costs saved were used to cover the change in pay rates from the sergeant level to the Lieutenant level.

The department is now operating more efficiently by improved communications, span of control and ease of budgeting. Also, the availability of the on-call lieutenant greatly increased, which is a benefit to all police employees, City staff, and the public.

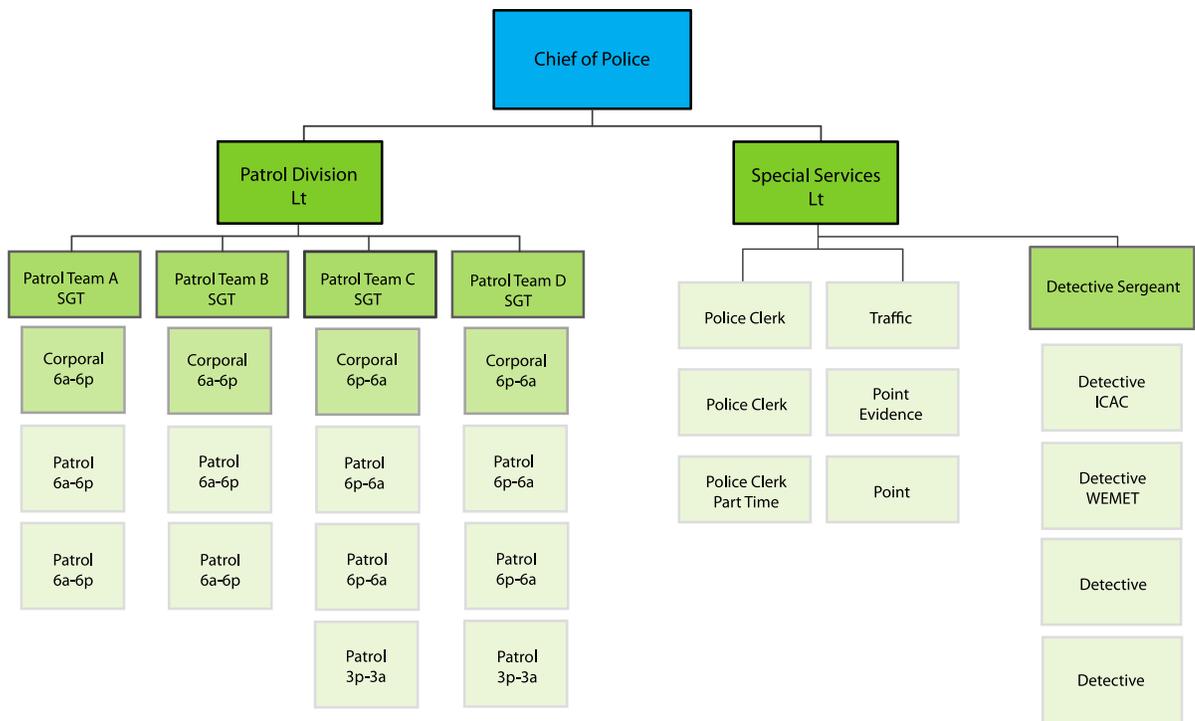
In FY 2015, the police department added an eleven thousand square foot garage which allows all police and fire vehicles stationed at city hall to be protected from the weather. Emergency response vehicles can now be plugged into charging stations for a quicker response. Officers will be able to respond immediately with fully charged vehicles that are free from snow and ice.

In addition, a thirteen hundred square ft. building addition was added to the police department to gain an up to date evidence room and processing area. Also, more office space and training/meeting areas were improved. The garage and addition is now complete and final invoices were paid.



## Personnel

During FY2015, the Department's authorized strength was maintained at 29 sworn and two non-sworn full-time personnel. In addition, the Department is authorized one part-time non-sworn clerical position and seven part-time non-sworn police cadets (see Appendix A for Department Roster).



## PROMOTIONS

The promotional process for Police Lieutenant, Sergeant, and Corporal was completed. The promotion start date was February 1<sup>st</sup>, 2015.

Lt. Michael Kasher was placed in charge of the Patrol division which includes training, equipment, grants, subpoenas, warrants, and building maintenance. Michael Kasher has worked for the Police Dept. for twenty-three years. The last thirteen years he has held the rank of Sergeant with his most current assignment being in charge of the Detective Bureau. He graduated from Ferris State University with a Master's degree and has taught as an adjunct professor at Ferris State for several years. He is a graduate of the Northwestern University Police Staff and Command course.



Lt. Brandon Poel is in charge of the Special Services Unit which includes Investigations. Brandon Poel has worked for the Police Department for thirteen years. The last nine years he has served as a Corporal and Sergeant with his most current assignment being the Special Services supervisor. Brandon is in charge of programs such as Sportsmen for Youth and the Norton Shores Police Hunters Safety program. He is a graduate of Grand Valley State University with a Bachelor's degree. He is also a graduate of the Northwestern University Police Staff and Command course.



Sergeant Gerald Mack is assigned to the night shift as a supervisor. Sgt. Mack has worked for the Department for sixteen years. The last three years he has held the rank of Corporal. He graduated from Eastern Michigan University with a Bachelor's degree. His experience includes ten years serving as a detective for the Department and the West Michigan Enforcement Team. He has served on numerous Muskegon County Police task forces including; homicide task force, armed robbery task force and a cold case team.



Corporal Jacob Fulton will be assigned to the night shift as a road shift supervisor assisting the Sergeant. Jacob Fulton has worked for the Norton Shores Police Department for almost three years. He is currently working the night shift on patrol. He is a graduate of Ferris State University with a Bachelor's degree. He also has served in the Army National Guard and held the rank of 2<sup>nd</sup> Lieutenant. He has served in the Army National Guard for the last six years and currently works as a Battalion Staff Officer. He has been a leader of the Norton Shores Police Department the last two years in traffic enforcement.



#### NEW EMPLOYEES

Officer Casey Leach was hired on September 8, 2014 after graduating from the Grand Valley State Police Academy. He holds a Bachelor's degree at Grand Valley State University and is currently assigned to the night shift road patrol.



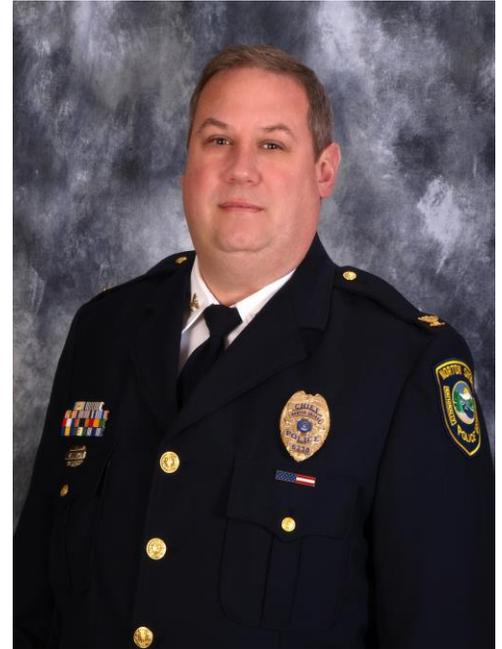
Police Clerk Collette Deblock was hired full time after the retirement of Karen Selby on April 6, 2015. Collette previously worked part time in the administrative services department. She has fourteen years of experience as an administrative assistant and previously worked at Bekins Inc. She also studied at Muskegon Community College.



## RETIREMENTS

Two long time employees retired during this fiscal year.

Chief Daniel Shaw retired on November 15, 2014 after ten years of service to the City of Norton Shores. He was a devoted public servant providing leadership and direction to his profession while serving as chair of the Muskegon Central Operations for Police Services Board as well as Muskegon Central Dispatch 911 Coordinating Committee, and as a member of the Muskegon County Incident Management Team, chair of the Muskegon County Emergency Response Team, and Michigan Region 6 All-Hazards Incident Management Team. Chief Shaw's numerous accomplishments improved and enriched the department during his tenure. Some of these accomplishments are apparent by the receipt of the many awards bestowed on the department under his guidance such as two Grand Awards through the Michigan Association of Chiefs of Police (Note: the only department to ever win this award twice in the state of Michigan. Over thirty four thousand dollars was awarded to the police department to further traffic safety initiatives), also the Governor's top Traffic Safety Award, and seven Meritorious Commission on Law Enforcement Accreditation awards.



Karen Selby worked as a Police Clerk for twenty one years at the Police Department and worked for City Hall part time prior to the Police Department. Kari was a very dependable employee and earned the Chief's Award of Excellence in 2015 prior to her retirement. She was a very valued employee and liked by all employees and the public.



The Department maintained the Police Cadet program for FY2015. The following are the police cadets hired for the 2015 season (Note: asterisk (\*) indicates returning from the previous year).

Tyler Bennetts*	Matthew Leindecker
Jacob Churchill	Jacob Lund
Gabrielle Depender	Kasey Metcalf
Michaela Harman-Wilson	Tyler Nagy
Joseph Ingalls	Leighann Newmyer*

### **Law Enforcement Accreditation**



The Norton Shores Police Department has been accredited by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) since March 23, 1993. The Commission established a set of standards or “best practices” to which all professional law enforcement agencies should adhere. This voluntary process includes a triennial assessment or audit by a team of law enforcement practitioners contracted by the Commission as independent assessors. The assessors provide the commission a written report of the agency’s compliance with the standards over the previous three years. The 21 member Commission decides whether or not to accredit the agency after a hearing conducted at one of three conferences conducted every year.

The Department’s most recent on-site assessment will be conducted December 1<sup>st</sup>, 2015 which covers years 2013, 2014, and 2015. The assessment team will thoroughly review the Department’s operations since the previous assessment in April 2013.

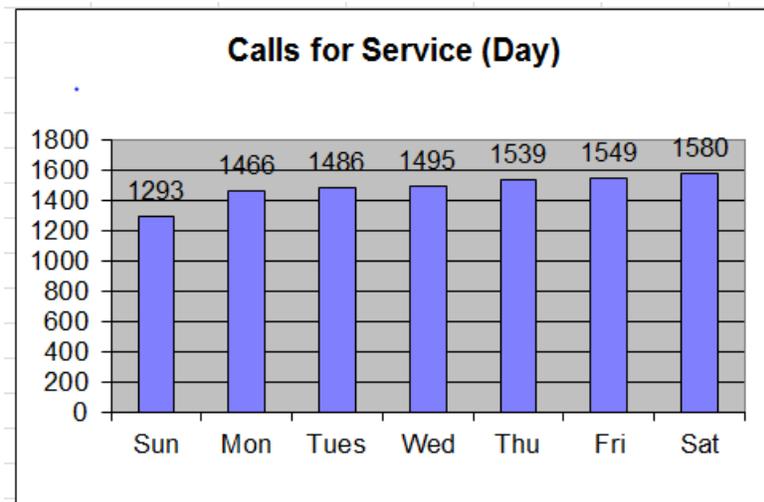
## PATROL

The Patrol function is under the command of Lieutenant Michael Kasher and consists of four sergeants, four corporals, and twelve patrol officers. Patrol is responsible for conducting crime prevention patrols, responding to calls for service, preliminary criminal investigations, traffic enforcement, and miscellaneous field services. Officers assigned to this function have the greatest contact with members of the community.

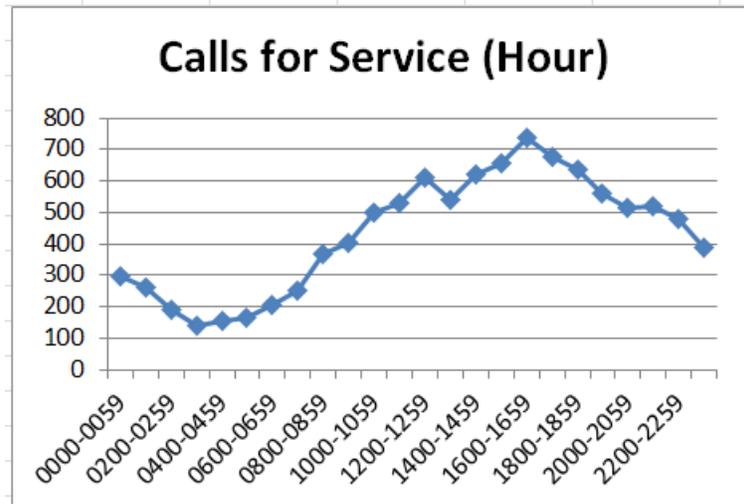
### Calls for Service

During FY2015, the Police Department logged 19,725 dispatch events, including 10,408 calls for service, which is a decrease of 780 calls for service as compared to FY2014 (11,188). Calls for service include all emergency / non-emergency calls for service and any officer-initiated activities (see Appendix C). Department personnel submitted 8,222 incident reports, which is a decrease of 8% compared to 2014 (8,869).

CALLS FOR SERVICE BY DAY OF WEEK FOR 2015



The following chart depicts, calls for service based on hour of day for 2015.



As depicted in the chart above, the Department receives the fewest number of calls for service in the early morning (3a-6a) hours. Calls typically increase during the afternoon (12p-6p) reaching a peak in the late afternoon or early evening hours. This pattern generally matches traffic flow volumes observed throughout the city.

Officers traveled a total of 331,759 miles while conducting patrol activities and responding to calls for service during this past year. This was a 20% increase in traveled miles compared to last year's 272,780 miles. The Department continues to realize benefits from in-car computers and the availability of work stations at the City's fire stations. However, the turnover in personnel placing younger officers in patrol cars could account for the increase in mileage for FY2015.

## Criminal Activity

Class A type crimes (more serious) were down by 8.8% compared to last year. Class B type crimes were down by 13.5% for the fiscal year. Total crime is down by 10.9% for this fiscal year.

See the attached tables for more information.

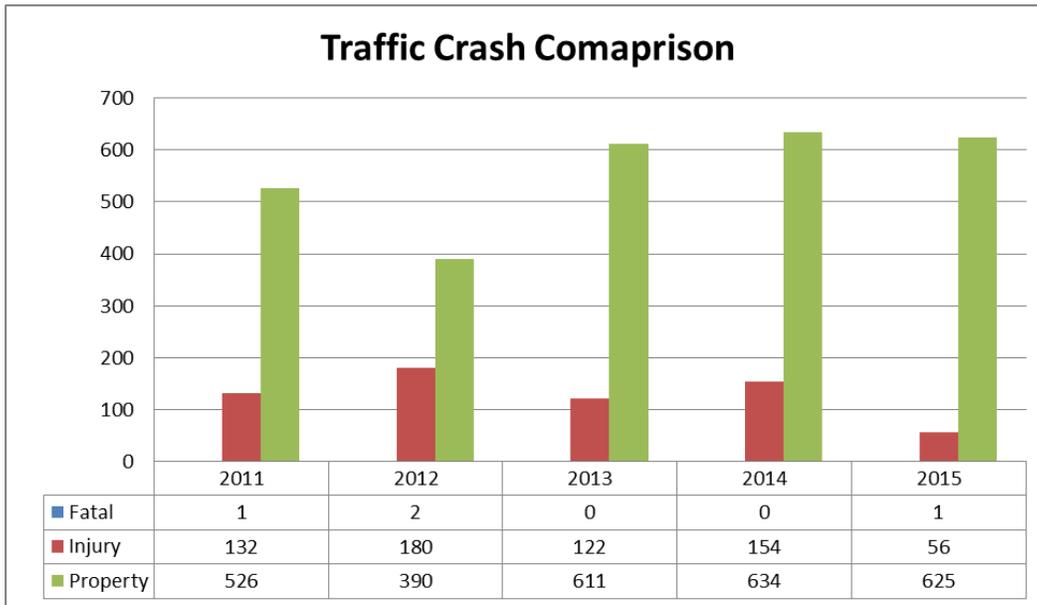
## Non-Criminal Activity

The number of non-criminal incidents reported in 2015 (5,461) decreased by 18% as compared to Fiscal Year 2014 (6,736). Non-criminal incidents comprised 66% of the Department's total incident reports.

## Traffic

### TRAFFIC CRASH SUMMARY

There were a total of 682 traffic crashes reported during FY2015, which is a decrease of 13.5% from the previous year 2014 (788). Over the past five years, the City of Norton Shores has averaged 686 traffic crashes per year. The following is a breakdown of the crashes based on severity:



Most crashes involved passenger vehicles; however, the Department also policed 15 commercial vehicle, 7 motorcycle, 4 emergency vehicle, 1 school bus, and 4 pedestrian crashes during FY2015. This includes 42 deer related crashes, which is a decrease of 10% from the previous year, when 47 crashes occurred.

Of the 682 crashes which occurred during FY2015, at least one person was injured in 57 incidents (8.3%). The number of injuries decreased significantly from the previous year. Statistically FY2015 saw the fewest number of injuries in at least the last 19 years. Looking at the statistics back to 1996, Norton Shores has never had less than 100 injury accidents. The second closest year to FY2015 (57) was FY2013 at 122. The average percentage of injury accidents in the last five years is 19.2%.

**The following intersections had the highest number of crashes during FY2015:**

Rank	Location	Crashes
1	HARVEY ST @ STERNBERG RD	34
2	HENRY ST @ NORTON AVE	31
3	GRAND HAVEN RD @ PONTALUNA RD	17
4	NORTON AVE @ SEAWAY DR	15
5	HENRY ST @ SEMINOLE RD	14
6	GETTY ST @ SEAWAY DR	14
7	HENRY ST @ SUMMIT AVE	14

8	SEAWAY DR @ SEMINOLE RD	13
9	HARVEY ST @ INDEPENDENCE	13
10	AIRLINE RD @ S US31	11
11	SEAWAY DR @ SEMINOLE RD	9
12	HENRY ST @ SHERMAN BLVD	8
13	GETTY ST @ SHERMAN BLVD	8
14	GRAND HAVEN RD @ STERNBERG RD	7
15	US 31 @ SHETTTLER RD	7
16	HENRY ST @ BROADWAY AVE	7
17	HILE RD @ S US 31	7
18	E I96 @ N US31	6
19	AIRPORT RD @ GRAND HAVEN RD	6
20	S US31 @ BROADWAY AVE	6

There was a large decrease in the number of crashes occurring within the top 20 intersections this fiscal year as compared to last year. For the third consecutive year Harvey Street / Sternberg Road was the top crash intersection with 34 crashes, a decrease of 8 crashes from the previous year. For the second consecutive year Henry Street / Norton Avenue was the second highest crash intersection with 31. This is a decrease of 5 from the previous year. Many of last year's top crash intersections went down in rank this year. As a result, there are several new intersections that made the list this year. They include: Grand Haven Rd/Pontaluna Rd (3), Henry St/Seminole Rd (5), Seaway Dr/Seminole Rd (8 and 11), Harvey St/Independence (9), Grand Haven Rd/Sternberg Rd (14), US31/Shettler Rd (15), and Airport Rd/Grand Haven Rd (19).

#### TRAFFIC ENFORCEMENT SUMMARY

The Police Department issued a total of 3,318 traffic citations during FY2015, which represents a decrease of 28.3% from the previous year (4,627). This figure represents the total number of traffic violations, not the number of actual citations. There were also 238 parking citations issued this past year (2015) which is a 27.4% decrease when compared to 2014 (328).

The Department has joined with other area agencies in an attempt to reduce the number of crashes by participating in several national safety programs such as "Click It or Ticket", "You Drink, You Drive, You Lose" and "High Visibility Enforcement". The Michigan Office of Highway Safety Programs has provided the funding necessary to cover the overtime expenses for officers participating in these safety programs. These programs seem to be having a positive effect on the traffic crash statistics.

The chart below represents the most common violations:

	<b>FY2013</b>	<b>FY2014</b>	<b>FY2015</b>
No Proof of Insurance	583	740	515
Speeding	882	830	569
Driving on a Suspended Operator's License	180	211	230
Expired Plate	264	303	290
No Operator's License on Person	92	112	75
Fail to Stop in Assured Clear Distance	168	225	195
Seatbelt Violation	285	369	173
Improper Plate	35	81	67
Expired Operator's License	40	38	23
Defective Equipment	495	656	441
Fail to Yield Right of Way	106	159	87

## **Training**

Police Department employees attended a variety of in-service training sessions during FY2015, totaling over 2,975 hours of instruction. This equates to an average of 99 training hours per officer for the year, compared to 120 hours in FY2014.

All officers received training in precision driving, dealing with hazardous materials, ground fighting techniques, radar, open carry of handgun requirements, interview and interrogation, use of force, Taser recertification, accident investigation, honor guard, knife retention, use of pepper spray, use of batons, field force tactics, and respirator (aka gas mask) usage. Officers also received video, computer, or briefing-based training in the following areas: legal updates, domestic violence, conducting felony stops, bias based profiling, ethics, cultural diversity, hate crimes, emotional survival, crime prevention, evidence collection, auto theft, and railroad safety issues.

## INVESTIGATIONS

The Investigations function is under the supervision of Sergeant Marc Vanderstelt. The function includes the Detective Bureau which consists of two officers assigned as detectives, one assigned as a general case investigator and the other as the primary evidence custodian. In addition, two officers are assigned to specialized groups. One officer is assigned to the West Michigan Enforcement Team (WEMET) addressing regional drug and vice crimes and one officer is assigned to the Internet Crimes Against Children Task Force (ICAC) operating at the Michigan State Police Computer Crimes Unit. The Investigation functions were reorganized mid-year including, the suspension of the ICAC position, and the evidence custodian duties were turned over to the POINT Division of the department. The Investigations division currently has two officers assigned as detectives, both assigned to general case investigations and one officer assigned to WEMET. The reorganization allows the detectives to concentrate on follow up investigations and court documents.

### Detective Bureau

Members of the unit are responsible for follow-up investigations and the collection, processing, and proper storage of evidence. In addition, personnel cooperate with other agencies on special investigations or organized crime, fraud, internet crimes, narcotics, etc.

During the FY2015, Investigations personnel were assigned 199 new cases, assigned to the following personnel:

Lieutenant Kasher .....	10
Detective Sinclair .....	41
Detective Neher .....	53
Detective Swanker .....	49
POINT Officer Passchier .....	23
Sergeant Vanderstelt.....	25

Of those 199 cases that were assigned the following are broken down into categories.

Open/Active .....	25
Closed by Arrest .....	39
Prosecution Denied .....	8
Victim Refused to Prosecute .....	8

Death of Offender.....	0
Juvenile - No Custody .....	0
Warrant Issued.....	1
Inactive.....	52
Closed.....	68

## MAJOR ACTIVITIES

The Detective Bureau has investigated the following noteworthy major crimes over the past year:

July 2014: The Detective Bureau responded to the scene of an armed robbery at the Shell gas station, 2628 Henry Street. During the robbery, the employee fired ten rounds at the gun wielding suspect. No one was injured. The scene was processed for evidence which was submitted to the Michigan State Police Crime Laboratory for analysis. Surveillance video of the incident was reviewed which led to the identity of the suspect vehicle, ultimately leading to the identification of two suspects. This two week investigation involved assistance from Wyoming PD, Grand Rapids PD and Michigan State Police. Five search warrants were executed and two suspects were arrested, one of them for charges relating to the Shell robbery.

September 2014: The Detective Bureau investigated a larceny of guns from Port City Pistol. The owner reported that unknown suspects entered the store and stole multiple handguns from a storage area. The detective reviewed the surveillance video and still photos and interviewed employees. The detective was able to identify the thieves and executed three search warrants in an attempt to locate the guns. One adult male and two juvenile males (charged as adults) have been arrested for larceny of firearms and felony firearm.

October 2014: The Detective Bureau, as members of the Muskegon County Major Crime Task Force, assisted the Muskegon Heights Police Department investigating the murder of two women. The offender was apprehended and subsequently linked to two homicides which occurred in 1989. Detectives Sinclair and Neher worked on the case and Detective Swanker conducted two forensic examinations on several cellular phones, which led to evidence of the crime.

January 2015: The Detective Bureau investigated an armed robbery that took place at Ozzies located on East Broadway. After a thorough investigation two suspects were identified. A search warrant was obtained and both suspects were apprehended. A

confession was obtained and evidence was recovered at one of the suspect's home. Both suspects were lodged and are facing multiple felony charges including armed robbery.

April 2015: The Detective Bureau assisted the Patrol Division in identifying a credit card fraud offender. The offender has been linked to several other fraud cases in the West Michigan area involving credit card cloning. The offender is currently awaiting trial.

June 2015: The Detective Bureau investigated an armed robbery at Cirilla's located on East Sternberg. After obtaining surveillance video from surrounding businesses, the identity of the suspect was determined. A search warrant and arrest warrant were obtained and the suspect was apprehended. A confession was obtained and evidence was recovered from the offender's home. The offender was lodged and is facing felony charges for the armed robbery.

## **EVIDENCE ROOM**

The evidence custodian and supervisor responsible for management of the property/evidence room devoted hundreds of hours conducting an inventory and audit of the evidence room. Modifications to agency procedures have been implemented to require a more detailed description on evidence forms, scanning and attaching lab reports and evidence log sheets to the incident report, and checks on all property that is auctioned or disposed of according to law.

In February the evidence room was moved to a new evidence/property room as part of the department's renovation and addition project. The evidence custodian and supervisor spent over sixty hours moving and inventorying all the evidence in the new evidence room. The room is equipped with floor to ceiling shelving, new evidence lockers, and a cage section for high security evidence including weapons, drugs, money and valuable jewelry. The evidence room custodian function was moved to the POINT Division at this time as well.

An audit of the evidence room was conducted to ensure compliance with evidence procedures. A complete inventory of the high security room which holds all narcotics, money, valuable jewelry, and firearms was also conducted. The inventory/audit found 99% compliance, with only minor paperwork errors detected.

## West Michigan Enforcement Team

The Norton Shores Police Department has one detective assigned to the West Michigan Enforcement Team (WEMET), a regional “concept team” assigned to investigate the trafficking of narcotics. The detective conducts undercover investigations with officers assigned to WEMET from other area agencies. WEMET is under the direction and control of the WEMET Board of Directors, of which City Administrator Mark Meyers is a member, and the WEMET Operations Board, of which Chief Gale is a member. WEMET is supervised on a daily basis by the Michigan State Police.

The Department’s WEMET undercover detective assisted in investigating 203 complaints of possessing and distributing narcotics in the Muskegon County area. Over 30% of those cases were within the city of Norton Shores. The undercover WEMET detective investigated these noteworthy cases that occurred in Norton Shores:

July 2014: The WEMET detective was responsible for executing search warrants at a home on Farr Road. This investigation involved the execution of multiple search warrants in Muskegon County. At the Farr Road location, investigators located 96 marijuana plants within a hidden “grow area” in the basement, approximately seven pounds of usable marijuana and butane hash oil. Subsequently, WEMET detectives executed six additional search warrants for the residences of individuals suspected of supplying marijuana to the Deuces Wild Smoke Shop in Muskegon. In all, investigators seized 297 marijuana plants, a small amount of usable marijuana, 12 firearms and approximately \$10,000 in cash.

August 2014: Undercover WEMET Detective conducted an investigation on a suspect that resides in Norton Shores. It was learned through his investigation that the suspect was a heroin user and dealer. The Detective obtained enough evidence to get a search warrant for the home. The search was executed at the suspect’s home where a quantity of heroin, as well as heroin packaging material was located. The suspect was arrested on outstanding warrants and for possession of heroin.

March 2015: The Detective for WEMET assisted in a search warrant of a home in the City of Norton Shores. 515 grams of marijuana was seized along with 55 marijuana plants and \$8700.00 in cash. Charges have been issued on the home owner.

May 2015: The Detective for WEMET assisted in a traffic stop with road patrol where nearly 27 grams of heroin was found packaged for sale. The offender has been charged with possession with the intent to deliver.

The Detective for WEMET assisted in investigating 20 heroin overdoses in Norton Shores this year.

## Internet Crimes Against Children

The Internet Crimes Against Children (ICAC) task force operated out of the Michigan State Police District 6 Headquarters in Rockford, Michigan. The Detective in ICAC conducts forensic examinations of computers and electronic equipment (cell phones, tablets, etc.) at the Rockford location three days per week. The other two days are spent at Norton Shores Police Department. The on-the-job training provided at the Rockford location provides valuable experience in this complex and developing field of investigation.

The Detective in ICAC has assisted many area police agencies with investigations involving child sexually abusive material and child pornography. At both locations, he utilizes specialized equipment and software programs to conduct forensic examinations of electronic media. The evidence retrieved provides agencies with sufficient probable cause to obtain arrest warrants. Listed below are some noteworthy investigations the ICAC Detective investigated this year:

October 2014: The ICAC Detective investigated a complaint from the City of Muskegon involving a non-compliant registered sex offender wanted on an outstanding warrant for exposing himself. Muskegon Police Department detectives made an arrest and seized two computers from the offender's home. Forensic examinations of the computers revealed evidence which assisted in the prosecution of this case.

November 2014: The ICAC Detective was able to access and analyze a coded cell phone. During analysis, the Detective located multiple child porn images and text messages that helped build a case against the suspect. The suspect was charged with multiple felonies and was lodged in the Muskegon County Jail.

December 2014: The ICAC Detective assisted WEMET on examining seven cell phones that are connected to drug dealing and other narcotic activity. The information the detective found assisted WEMET in getting search warrants, arrest warrants and evidence. He also assisted in the prosecution of the narcotic dealers.

January 2015: The Detective for ICAC assisted in a computer examination of a juvenile who was being stalked by an older male suspect. This led to child pornography and multiple charges.

February 2015: The Detective for ICAC assisted in two search warrants with the rest of the ICAC Task Force. The warrants were executed at two separate locations in the West Michigan Area. The Task Force collected computers from the residence and were looking for Child Sexual Abusive Material.

The position was suspended after February 2015. The department hopes to continue its participation in the fall of 2015.

## **SPECIAL SERVICES**

The Special Services function is under the supervision of Lieutenant Brandon Poel. This unit was reorganized during this budget year to include the Records Bureau, the Problem Oriented Intelligence-led Neighborhood Team (POINT), Traffic Unit and the Police Cadet Unit.

### **Problem Oriented Intelligence-led Neighborhood Team**

The Problem Oriented Intelligence-led Neighborhood Team (POINT) is authorized two officers; however, the team was staffed only by Officer Jared Passchier during most of FY2015 due to staffing shortages. In March, 2015, Officer Lori Sinclair was added to the POINT Division and is learning her new role. The team is responsible for providing crime prevention and school resource programs, coordination of the Sex Offender Registration program, providing assistance to the Detective Bureau with investigations and evidence room custodian.

During FY2015, the team worked with the Neighborhood Watch groups in the Windflower Bay subdivision and at Norton Shores Estates. Officers attended meetings, acting as the Department's liaison in order to provide timely crime awareness and prevention information. In August 2014, both neighborhoods held National Night Out block parties encouraging residents to interact with each other and with the Police Department. Officers also assisted with bike rodeos and Halloween safety programs. Every year more people attend these events to bring neighborhoods closer together to provide for a safe place to live.

POINT officers facilitated alcohol awareness activities at the Mona Shores High School in conjunction with Muskegon Alcohol Liability Initiative (ALI), the Mona Shores Public Schools and other local agencies. The program included the delivery of alcohol vendor training

packets to all liquor establishments, completion of a decoy “buy” operation, and management of the “Face the Book” campaign’s Facebook page. In April of 2015 POINT Officers were able to raise funds with community support to bring in National speaker Chad Varga. Mr. Varga spoke with the Middle School and High School students about adolescent issues and was very popular with the kids. In addition, POINT officers implemented a Public Service Announcement video contest involving two high schools within Muskegon County. The contest encouraged students to actively participate in the education of the dangers of underage drinking and drunk driving. Students from Reeths Puffer High School were selected as the winning school and their video will be highlighted as a commercial on cable TV.

During FY2015, the team expanded the award winning “Ride with PRIDE” Program, an incentive based program encouraging positive behaviors, safe driving and abstinence from alcohol and drug use to the middle school. This program was in partnership with Ramos and Son’s Towing and Auto Body, Mona Shores Public Schools, Nexes, Muskegon Alcohol Liability Initiative and Realistic Photography. Alcohol prevention activities were conducted throughout the year, with the finale being the presentation of a Chevy Tracker donated by Ramos and Son’s Towing and a new moped donated by Nexes Realty to eligible students at the high school. The finale at the middle school was done on a separate day with the grand prizes being longboards.

The names of ten students, who had signed a pledge and were successful in abiding by the program’s rules, were drawn at random for the chance to win the car and ten were drawn for the moped at the high school. During the school’s PRIDE assembly, each finalist drew a key; however, only one would unlock the car and moped. The same concept was done at the middle school however 10 finalists from each grade were chosen and one person from each grade was selected to win a longboard donated by Realistic Photography.

The “Ride with PRIDE” program has been presented statewide and nationally to other police departments and school administrators. The program is gaining notoriety and several school and police agencies have committed to it for 2015/2016.

POINT officers maintained a close partnership with Mona Shores Public Schools providing school safety advice for all school buildings. Officers assisted in several “lock-down” drills and provided training to faculty members in regards to school safety procedures.

POINT officers coordinated the Department's presence on the social media websites of Facebook, Nixle, YouTube and Twitter in an effort to provide the community with information regarding crime, crime prevention and other community advisories. The department Facebook page has over 1600 people following and continues to grow every day informing our citizens about current events in Norton Shores.

## Records Bureau

The Records Bureau provides administrative support to the entire Department and is staffed by one part-time and two full-time records clerks. The Bureau is responsible for maintaining all law enforcement records, including reports, citations, warrants, and subpoenas. In addition, the bureau provides computer support and serves as the Department's Law Enforcement Information Network (LEIN) Terminal Coordinator.

This fiscal year the Records staff submitted 210 incident reports and 698 supplemental reports for walk-in or telephone complaints which did not require the presence of a sworn police officer. In addition to processing all felony and misdemeanor warrants, the following tasks were performed by the Records staff:

- Quarterly registration of 84 sex offenders residing in the city of Norton Shores.
- Processed 949 handgun registrations for citizens of the city, including criminal records checks and entry of the weapons into the Automated Pistol Reporting System.
- Provided information to victims of crime.
- Registered 50 bicycles.
- Provided tours of the Police Department for school age children.
- Registered 100 participants for the Norton Shores Hunter Safety Program.
- Prepared 1538 case files for officers to be used during court appearances.
- Processed LEIN paperwork for 207 impounded or abandoned vehicles.
- Processed 61 personal protection orders.
- Processed 628 misdemeanor arrests.
- Processed 196 felony arrests.

### **Police Cadet Unit**

In its fourth year, the Police Cadet program continues to be a benefit to the citizens of Norton Shores. The police cadets received training provided by Lieutenant Brandon Poel and POINT Officer Jared Passchier. The primary mission of the police cadet team is to act as ambassadors for the City by providing information to park visitors, enforcing park rules (City ordinances) and assisting Police Department personnel as requested.

Cadets seek to obtain voluntary compliance with park rules prior to issuing citations. The most common violations involve owners walking dogs in the park off-leash or bringing dogs onto the beach. Due to the activity of the Police Cadet team, there has been a sharp decrease in cases of underage drinking and ordinance violation within the parks.

## **SPECIAL TEAMS**

### **Norton Shores Underwater Recovery Team**

The Norton Shores Underwater Recovery Team (aka Dive Team) is comprised of members of the Police and Fire Departments. The team responds to all water emergencies within Norton Shores and also to any calls for assistance from neighboring communities. The Police Department has three members assigned to the team as certified divers.

### **Muskegon County Emergency Response Team**

The Muskegon County Emergency Response Team (ERT) was a multi-jurisdictional unit comprised of 15 sworn law enforcement officers and two fire fighters. This included five members of the Norton Shores Police Department assigned as tactical operators and two members assigned as crisis negotiators. Two members of the Norton Shores Fire Department are assigned as Tactical Medics. The team's mission is to respond to critical/high risk incidents involving armed individuals.

Unfortunately due to lack of support from other jurisdictions in Muskegon County a tough decision was made to suspend our involvement on this team. The Michigan State Police Emergency Services team will now be called for any tactical needs in the city.

### **Honor Guard**

The Police and Fire Departments have partnered to create the Norton Shores Honor Guard. The team includes four members from the Police Department and three from the Fire Department. Upon request, the Honor Guard will make appearances to present or retire the National Colors (flags) during public relations events or parades, represent the City during times of mourning, or represent the City at funeral services for public safety members who gave the ultimate sacrifice.

### **Hunter Safety Program**

The Police Department continues to provide hunter education to over 150 children and adults each year. This program is provided free of charge and is held twice a year. Volunteers for this program include current and retired police and fire employees and other volunteers from the community. This program is regarded as one of the premier programs in the state. We have students attempting to sign up for the program from all over Michigan. Equipment for this program has been donated by community members and local hunting/fishing organizations, including a new equipment trailer.

## PATROL RESPONSE TIME

FY 2015

by Dispatch Priority

Time Frame	Dispatch Priority	Dispatch Delay	Travel Time	Time Onscene	Total Response Time	Total Service Time	Number of Calls
0700-1059	P	0.00	0.00	0.00	0.00	0.00	0
	1	2.73	5.67	21.95	8.40	27.62	65
	2	2.17	7.15	16.75	9.32	23.90	100
	3 +	2.19	4.09	13.93	6.28	18.02	1648
	Avg.	2.20	4.32	14.37	6.52	18.69	1813
1100-1459	P	0.00	0.00	0.00	0.00	0.00	0
	1	2.18	7.62	31.11	9.80	38.73	68
	2	4.09	8.99	19.24	13.08	28.23	148
	3 +	3.86	5.60	16.18	9.46	21.78	2078
	Avg.	3.82	5.88	16.82	9.70	22.70	2294
1500-1859	P	0.00	0.00	0.00	0.00	0.00	0
	1	4.24	6.15	30.00	10.39	36.15	84
	2	4.12	8.45	22.78	12.57	31.23	196
	3 +	4.62	5.51	15.25	10.13	20.76	2764
	Avg.	4.58	5.71	16.14	10.29	21.85	3044
1900-2259	P	0.00	0.00	0.00	0.00	0.00	0
	1	2.09	6.19	23.10	8.28	29.29	78
	2	2.73	7.37	22.44	10.10	29.81	210
	3 +	2.08	3.15	13.16	5.23	16.31	3149
	Avg.	2.12	3.48	13.96	5.60	17.44	3437
2300-0259	P	0.00	0.00	0.00	0.00	0.00	0
	1	1.75	5.30	27.23	7.05	32.53	96
	2	2.22	6.40	30.25	8.62	36.65	127
	3 +	0.91	1.90	12.20	2.81	14.10	2403
	Avg.	1.00	2.24	13.62	3.24	15.86	2626
0300-0659	P	0.00	0.00	0.00	0.00	0.00	0
	1	6.01	6.61	19.44	12.62	26.05	73
	2	4.01	8.12	22.24	12.13	30.36	44
	3 +	1.52	1.71	7.50	3.23	9.21	1591
	Avg.	1.77	2.09	8.39	3.86	10.48	1708
ALL	P	0.00	0.00	0.00	0.00	0.00	0
	1	3.13	6.20	25.64	9.33	31.84	464
	2	3.23	7.78	22.45	11.01	30.23	825
	3 +	2.61	3.73	13.31	6.34	17.04	13633
	Avg.	2.66	4.03	14.20	6.69	18.23	14922

## PATROL PLANNING REPORT

FY2015

	0700-1059	1100-1459	1500-1859	1900-2259	2300-0259	0300-0659
Calls Per Hour (Not Cancelled):	0.8082	1.2466	1.4911	1.2089	0.689	0.3719

### Percent of Calls Requiring:

1 Unit	73.22	73.68	66.42	57.17	43.74	54.88
2 Units	23.56	22.97	27.84	31.16	37.28	33.7
3 Units	2.88	2.97	4.87	9.58	15.31	10.13
4 Units	0.34	0.38	0.78	1.93	3.18	1.29
5+ Units	0	0	0.09	0.17	0.5	0

### Avg Service Time (Min):

1st Unit	23.48	24.31	23.07	21.48	22.31	20.49
2nd Unit	24.66	27.42	25.86	23.87	24.65	22.12
3rd Unit	24.88	25.88	26.66	20.48	23.3	20.66
4th Unit	82.93	57.68	34.55	19.57	26.39	38.33
5th Unit	58.84	21.25	33.31	21.36	27.13	60.48
6th + Unit	0	0	108.12	15.72	2.78	0

### Percent of Calls

Priority P	0	0	0	0	0	0
Priority 1	7.97	4.62	4.64	5.21	10.34	16.21
Priority 2	9.49	9.01	9.92	12.41	12.43	8.66
Priority 3-9	82.54	86.37	85.44	82.38	77.24	75.14

### Avg Travel Time (Min):

Priority P	0	0	0	0	0	0
Priority 1	5.31	7.08	5.9	5.43	6.17	5.8
Priority 2	6.79	7.47	8.39	6.65	5.92	5.97
Priority 3-9	7.74	7.92	8.08	6.94	6.44	7.03

# FY2015

Code	Description	Fiscal Year to Date		
		2015	2014	Chng
9001	Murder	0	0	0
9002	Negligent Homicide / Manslaughter	0	0	0
9004	Justifiable Homicide	0	0	0
10001	Kidnapping	0	1	-1
10002	Parental Kidnapping	0	0	0
11001	Criminal Sexual Conduct 1 (P/V)	4	6	-2
11002	Criminal Sexual Conduct 3 (P/V)	1	3	-2
11003	Criminal Sexual Conduct 1 (O/A)	1	6	-5
11004	Criminal Sexual Conduct 3 (O/A)	1	0	1
11005	Criminal Sexual Conduct 1 (Obj)	0	1	-1
11006	Criminal Sexual Conduct 3 (Obj)	0	0	0
11007	Criminal Sexual Conduct 2 (Contact)	7	11	-4
11008	Criminal Sexual Conduct 4 (Contact)	5	6	-1
12000	Robbery	5	10	-5
13001	Nonaggravated Assault	162	195	-33
13002	Aggravated / Felonious Assault	26	28	-2
13003	Intimidation / Stalking	70	83	-13
20000	Arson	2	2	0
21000	Extortion	0	0	0
22001	Burglary - Forced Entry	81	72	9
22002	Burglary - Entry w/o Force	13	17	-4
23001	Larceny - Pocketpicking	1	1	0
23002	Larceny - Pursesnatching	0	0	0
23003	Larceny - Theft from Building	57	78	-21
23004	Larceny - Theft from Coin Device	0	0	0
23005	Larceny - Theft from Motor Vehicle	68	97	-29
23006	Larceny - Theft of Motor Vehicle Parts	13	11	2
23007	Larceny - Other	178	167	11
24001	Motor Vehicle Theft	14	29	-15
24002	Motor Vehicle as Stolen Property	0	1	-1
24003	Motor Vehicle Fraud	0	0	0
25000	Forgery	33	11	22
26001	Fraud - False Pretense	68	46	22
26002	Fraud - Credit Card/ATM	64	42	22
26003	Fraud - Impersonation	30	18	12
26004	Fraud - Welfare	0	0	0
26005	Fraud - Wire	8	14	-6
27000	Embezzlement	13	17	-4
28000	Stolen Property	5	2	3
29000	Damage to Property	139	179	-40
<b>Sub-Total - GROUP A</b>		<b>1069</b>	<b>1154</b>	<b>-85</b>

## Month 2014

Code	Description	Fiscal Year to Date		
		2015	2014	Chng
30001	Retail Fraud - Misrepresentation	1	2	-1
30002	Retail Fraud - Theft	260	281	-21
30003	Retail Fraud - Refund/Exchange	11	5	6
35001	Viol. Of Controlled Substances	54	75	-21
35002	Narcotic Equipment Violations	3	11	-8
36001	Sexual Penetration Nonforcible - Blood	0	1	-1
36002	Sexual Penetration Nonforcible - Other	0	0	0
37000	Obscenity	3	1	2
39001	Gambling - Betting/Wagering	0	0	0
39002	Gambling - Operating/Promoting/Assisting	1	0	1
39003	Gambling - Equipment Violations	0	0	0
39004	Gambling - Sports Tampering	0	0	0
40001	Commercialized Sex - Prostitution	0	2	-2
40002	Commercialized Sex - Assisting/Promoting	0	0	0
51000	Bribery	0	0	0
52001	Weapons Offense - Concealed	1	5	-4
52002	Weapons Offense - Explosives	1	1	0
52003	Weapons Offense - Other	2	3	-1
<b>Sub-Total - GROUP A</b>		<b>337</b>	<b>387</b>	<b>-50</b>
<b>TOTAL - GROUP A</b>		<b>1406</b>	<b>1541</b>	<b>-135</b>

# FY2015

Code	Description	Fiscal Year to Date		
		2015	2014	Chng
1000	Sovereignty	0	0	0
2000	Military	0	0	0
3000	Immigration	0	0	0
9003	Negligent Homicide - Vehicle	0	0	0
14000	Abortion	0	0	0
22003	Burglary - Unlawful Entry	7	6	1
22004	Possession of Burglary Tools	0	0	0
26006	Fraud - Bad Checks	26	32	-6
36003	Peeping Tom	0	1	-1
36004	Sex Offense - Other	9	10	-1
38001	Family - Abuse/Neglect Nonviolent	23	13	10
38002	Family - Nonsupport	0	0	0
38003	Family - Other	1	6	-5
41001	Liquor License - Establishment	4	0	4
41002	Liquor Violations - Other	34	46	-12
42000	Drunkenness	7	11	-4
48000	Obstructing Police	38	50	-12
49000	Escape / Flight	0	0	0
50000	Obstructing Justice	46	43	3
53001	Disorderly Conduct	356	380	-24
53002	Public Peace - Other	69	92	-23
54001	Hit and Run Motor Vehicle Accident	133	167	-34
54002	Operating While Intoxicated	119	132	-13
55000	Health and Safety	94	109	-15
56000	Civil Rights	0	0	0
57001	Trespass	33	47	-14
57002	Invasion of Privacy - Other	1	0	1
58000	Smuggling	0	0	0
59000	Election Laws	0	0	0
60000	Antitrust	0	0	0
61000	Tax/Revenue	0	0	0
62000	Conservation	16	22	-6
63000	Vagrancy	1	1	0
70000	Juvenile Runaway	14	25	-11
73000	Miscellaneous Criminal Offense	23	26	-3
75000	Solicitation	1	1	0
77000	Conspiracy	0	0	0
<b>TOTAL - GROUP B</b>		<b>1055</b>	<b>1220</b>	<b>-165</b>