

**Support Services Division  
March 2008  
Monthly Report**

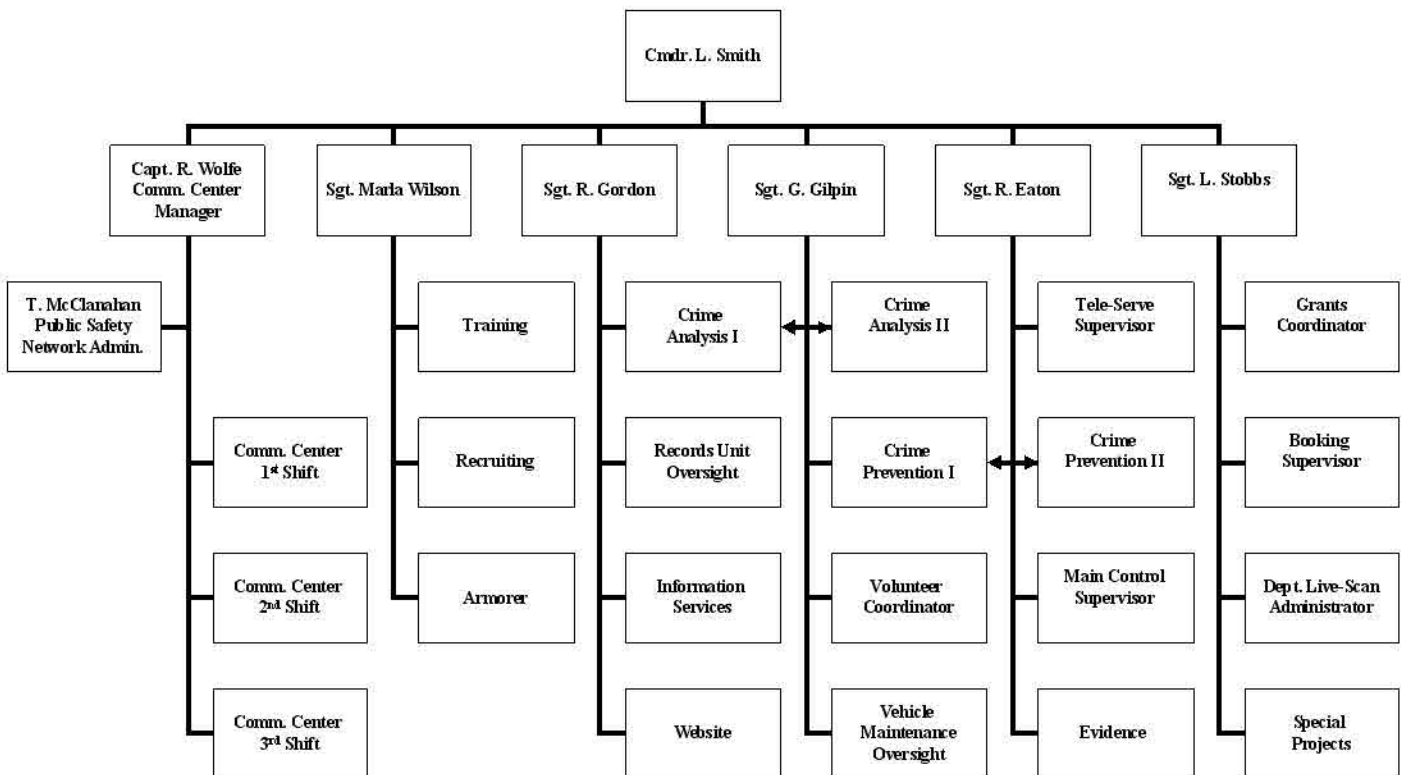
This report is the result of an analysis of statistical information and events occurring during the month of March involving the numerous functions of the Support Services Division. The intent is to produce a report that is informative yet limited to information that is useful to the recipients of the division's services.

Effective March 10, 2008 Cpl. Richard Eaton was promoted to the rank of Sergeant. This action allowed for a restructuring of the assignments of the division's unit supervisors resulting in a more balanced workload.

Another objective of the reorganization was to direct additional resources toward the anticipated expansion of the crime analysis function. The long range plan has always been that when mobile field reporting was operational, and the AEGIS records management system was well established, reliable crime statistics based upon current data would be compiled. This information could then be utilized to identify problem areas and assist in developing solutions. We are rapidly approaching that long awaited milestone.

The department's primary crime analyst Sgt. Ron Gordon's duties have been arranged to deal with information related concerns. Sgt. Greg Gilpin, who also has training in crime analysis will be assisting in that endeavor. Sgt. Eaton will assume a greater role in crime prevention activities and will relieve Sgt. Gordon of oversight of vehicle maintenance, and evidence. Special Projects which had been a responsibility of Sgt. Gordon, has now been shifted to Sgt. Stobbs. These changes are effective Monday, April 07, 2008.

**Support Services Division 2008  
Unit Supervisor Assignments**



## Communication Center

The re-banding of the radio system began this month. The process started with the 788 subscriber units consisting of hand units and mobiles installed in police and fire vehicles. The project is proceeding well ahead of schedule and work on the system infrastructure in preparation for actually changing over to the new frequencies began on March 31<sup>st</sup>. Captain Wolfe along with representatives from Midwest Mobile developed a contingency plan for all users identifying back-up frequencies not affected by the trunking system that would maintain interoperability in the event that problems arise.

Public Safety Network Administrator T. McClanahan and Sgt. R. Gordon attended the New World Software Kansas/Missouri Users Group conference held in Topeka, Kansas on March 12-13. T. McClanahan gave a summary to the group regarding the progress of our transition from the AS/400 to a Windows Based Server system that so impressed a senior manager from New World that she has been invited to speak at the National Executive Conference to be held in Scottsdale Arizona at the end of April.

On March 4<sup>th</sup>, T. McClanahan and Sgt. R. Gordon met with St. Joseph Fire Department officials and a team of software developers from New World Systems reference expectations of the Fire Field Investigations Module. New World management has indicated that they will be scheduling a visit from a system engineer, to see how the software is being used. After that review they will be able to offer suggestions to obtain maximum productivity from the software package.

Detective Lynn Garland has been temporarily assigned to the Support Services Division in a light duty capacity. He has proven to be very useful by installing updates to all of the mobile data computers in the field. He has also been able to load the GENEX package on computers in the Detective Division.

Other items of interest occurring in March;

- March 4<sup>th</sup>** CML Recording System product demonstration.
- March 5<sup>th</sup>** Plant CML Vesta-Pallas recording system product demonstration.
- March 5<sup>th</sup>** Communications Training Meeting held in the Support Services Conference Room.
- March 14<sup>th</sup>** Ten-4 Recording System product demonstration.
- March 18<sup>th</sup>** Positron Viper recording system product demonstration.
- March 18<sup>th</sup>** Communications Oversight Committee meeting held in the Administration Conference Room.
- March 20<sup>th</sup>** SWB Voice Products webinar product demonstration.
- March 25<sup>th</sup>** Evening Shift Meeting held in the Support Services Conference Room.
- March 26<sup>th</sup>** Communication Center Shift Supervisors Meeting held in the Support Services Conference Room.
- March 27<sup>th</sup>** Day and Midnight Shift Meetings held in the Support Services Conference Room.

## Department Training

Taser training continues to be the primary focus for the Tuesday training days and will continue until all commissioned members of the department have attended.

Department Training Supervisor Sgt. Marla Wilson has been busy during March preparing for upcoming training on a number of topics including active shooter training, driver's training (commissioned), and firearms (handgun transition and rifle).

Sgt. Wilson along with representatives from other City departments attended a webinar product demonstration for the Rosetta Stone Spanish instruction course to determine if it might be a tool that the employees could benefit from. The product is accessed by computer and each student would learn at their own pace with progress and use information tracked and made available to the various department training supervisors. The company agreed to provide those in attendance with a thirty day trial demo, (unfortunately in Turkish not Spanish) to evaluate the system.

The department held a supervisors retreat in the department training room on March 28<sup>th</sup>. Commander Robison provided instruction on situational leadership, Sgt. R. Gordon presented useful information regarding commonly asked questions about mobile field reporting, and Chief Connally lead a discussion on the topic of ethics in law enforcement.

### March 2008 Approved Training:

<u>Name</u>	<u>Course</u>	<u>When</u>	<u>Where</u>	<u>Cost</u>
Eaton, G. Murphy, J. Protzman	7 Habits	03/25-03/27	KCPD New Academy	\$135 POST
Sweiger	7 Habits	04/15-04/17	KCPD New Academy	\$45 POST
J. Murphy	Non-Emergency Call Handling	05/02	LEC Training Room	Free NOT POST
Loehner, Person, Kallauner, Gross	On-Scene Crash Investigation	05/05-05/09	LEC Training Room	Free POST
Wall	The Bullet Proof Mind	03/18	St. Joseph	Free POST
McCammon, R. Bradley, McBane	Energy Methods...in Traffic Crashes	04/28-05/02	Jefferson City, MO	\$393 POST
G. Murphy, R. Bradley, S. McClintick	EVOC Instructor Course	05/05-05/09	Jefferson City, MO	\$570 POST
J. Protzman	Meeting of the Minds	04/04-04/05	Kansas City, MO	\$30 NOT POST
Beaver	SEMA Conference	03/25-03/28	Branson, MO	Free NOT POST
K. Smith	Basic Spanish for Law Enforcement—Phase 2	06/16-06/19	Camp Dodge, IA	Free NOT POST
Kelley, Olszowka	5 Day Criminal Investigation And New Detective Training	04/14-04/18	Kansas City, MO	\$940 NOT POST
McCammon, Bradley, Dudley	LETSAC Conference	04/14-04/18	Lake Ozark, MO	\$1252.20 POST
Person, Gary	DWI Traffic Safety	06/04-06/06	Columbia, MO	\$511.35 POST
Green, Schroeder, Smith, Ogdahl & Cummings	MSROA Conference	06/30-07/03	Osage Beach, MO	\$1510 POST
B. Bradley, K. Smith, Norton, Jo. Rothganger	Search Management Systems	06/09-06/11	LEC Training Room	Free POST ?
Howery, Sgt. Ketchem	Rapid Risk Assessment & Air Monitoring	04/10-04/11	North KC Fire Department	\$60 NOT POST?

## Crime Prevention

Sgt. Gilpin has completed the data analysis of the citizen's survey and compiled the final report. The report has been provided to the local media upon request, and the department accreditation officer for his files. The department annual report has been produced and has been made available on the department website.

Crime prevention activities occurring in March included:

- March 3<sup>rd</sup>** Sgt. Eaton presented a leadership class at the Mid-Level Managers course.
- March 4<sup>th</sup>** Sgt. Gilpin attended the monthly meeting of the Community Police Advisory Board where he provided information on the annual report, citizen's survey, and the citizen's academy.
- March 6<sup>th</sup>** Sgt. Gilpin attended the monthly meeting of the MP33-37 Watch Group. Det. Sgt. C. Howard provided a program on computer crimes.
- March 10<sup>th</sup>** Sgt. Eaton provided a tour of the LEC for a Cub Scout group.
- March 11<sup>th</sup>** Sgt. Gilpin attended the monthly meeting of the Sherwood Neighborhood Watch Group. Neighborhood problems were discussed and applications for the upcoming citizen's academy were handed out.
- March 13<sup>th</sup>** Sgt. Gilpin provided a presentation on identity theft at the Hyde Valley Church.
- March 14<sup>th</sup>** Sgt. Eaton appeared on KQ2's Live at Five along with Chief Connally and Sheriff Strong to discuss the citizen's academy.
- March 18<sup>th</sup>** Sgt. Eaton provided a tour of the LEC for Cub Scout Pack 215.
- March 18<sup>th</sup>** Sgt. Gilpin attended the second organizational meeting of the Parkway Neighborhood Group.
- March 19<sup>th</sup>** Sgt. Gilpin attended monthly meeting of the Central Neighborhood Group. Det. Sgt. M. Wilson and Det. R. Shelton, provided a crime scene demonstration.
- March 19<sup>th</sup>** Sgt. Eaton was a guest on the Barry Birr radio talk show to promote the citizen's academy.
- March 20<sup>th</sup>** Sgt. Gilpin attended the monthly meeting of the Northwest Missouri Peace Officers Association held at Skidmore, Missouri.
- March 25<sup>th</sup>** Sgt. Gilpin provided the department command post for the Student Government Day equipment display.
- March 25<sup>th</sup>** Sgt. Gilpin attended the presentation of the \$6,000 check from the St. Joseph Kennel Club to the City of St. Joseph for the purchase of a new K9 officer.

## Crime Analysis

With the realignment of the duties of the division management team, Sgt. R. Gordon will now be able to concentrate on functions directly related to his primary assignment as the lead department crime analyst. He now oversees the operation of the Records Unit and will continue to work with both the Records Management System and Mobile Field Reporting.

Due in large part to the exceptional effort of the personnel of the Records Unit, as of April 2<sup>nd</sup> data entry of all crime reports for March 2008 had been completed. Another key factor in this fact is that an estimated 80% of crime reports for March had been submitted through Mobile Field Reporting.

It appears from review of the incoming reports that use of Mobile Field Reporting by the midnight shift is somewhat sporadic. Sgt. Gordon will be working with the supervisors of that shift to increase use of the system. He has prepared a number of lesson plans to instruct patrol supervisors in troubleshooting problems with the system and how to better use some of the features. These lessons will be presented as roll call training over the next few months.

	Murder		Rape		Robbery		Aggr Assault		Burglary		Auto Theft		Theft		Arson	
	2008	2007	2008	2007	2008	2007	2008	2007	2008	2007	2008	2007	2008	2007	2008	2007
Jan.	1	0	1	2	3	7	14	7	67	46	22	31	226	268	0	0
Feb.	0	1	1	0	6	4	22	7	38	45	12	21	132	216	1	1
March	0	1	1	1	10	4	10	14	36	56	18	25	183	239	3	2
April		0		1		3		9		60		16		193		0
May		0		1		9		10		55		22		248		3
June		0		1		2		7		62		21		215		2
July		0		1		3		4		71		24		236		2
Aug.		0		2		14		11		90		29		253		0
Sept.		0		1		3		10		62		27		261		7
Oct.		0		2		9		11		78		28		248		2
Nov.		0		1		4		10		79		18		227		2
Dec.		0		0		7		11		68		12		199		2
YTD Tot.	1	2	3	13	19	69	46	111	141	772	52	274	541	2803	4	23

## Grants

Department Grants Coordinator Sgt. L. Stobbs attended a grant seminar on March 10<sup>th</sup> provided by the Missouri Department of Transportation to prepare for the 2008 Highway Safety Grants Programs.

This month we received notification that the department had been awarded \$8,000 from the Missouri Department of Public safety for enforcing underage drinking laws. This grant will fund task force operations allowing the St. Joseph Police Department to conduct alcohol compliance checks in all of Buchanan County, Country Club Village, and Savannah, Missouri.

Sgt. Stobbs conducted alcohol server training on March 26<sup>th</sup> in the department training room. Twenty five people attended the training which was provided free of charge to the various businesses in the community licensed to serve or sell alcoholic beverages.

Sgt. Stobbs is also now responsible for Special Projects for the division. In March Sgt. Stobbs along with Department Armorer John Rothganger have been very involved with improvements to the area of our outdoor firearms facility.

The old trailer has been removed, the old vehicles stored there have been removed and sent to auction, and a gravel parking area has been created for future storage purposes. In the near future we will be installing a privacy fence around the storage lot. The vast majority of the fencing materials were acquired from the former site of the City recycling center at no cost to us. Patrol officers provided the manpower to get this accomplished. The septic system that was installed for the old trailer but never used will be fitted for use by the mobile command post. In addition, the main roads of the cemetery have been graveled.

These improvements would not have been possible without the cooperation and assistance of Landfill, Streets, and Health Department staff.

### **Vehicle Maintenance**

Vehicle maintenance activities for the month of March:

101 Work Orders Completed	1 Seat Switch installed
26 Preventive Maintenances performed	3 Radiators Repaired
16 New Tires Installed	3 Missouri Safety Inspections
1 Transmission Serviced	2 License Renewals
4 Sets Brake Pads Installed	2 Window Tracks Repaired
10 Vehicles Transported For outside Repairs	1 Windshield Wiper Repair
3 Vehicles had to be Jump Started	2 Motor Mounts Installed
25 Cars Scanned for Computer Problems	9 Batteries Installed
2 Engine Oil Cooler Lines Installed	1 Heater Control Installed
1 Police Radio Installed	4 Tires Repaired
1 Transmission Installed (Warranty)	3 Ignition Coil Installed
1 Radiator Installed (Warranty)	1 Sparkplug Wires Installed
1 Transmission Cooler Installed (Warranty)	1 Cage Installed
1 Trailer Hitch Installed	1 Transmission Cooler Line Installed
1 Police Radio Repaired	3 Cameras Repaired
1 Radiator Cooling Fan Motor Installed	19 Vehicles Prepared to go to Auction
1 CV Shaft Installed	10 Tire Monitors Reprogrammed
1 Hood from Wrecked Car Installed On Car 11	

\$340.59 Spent on outside repairs at Greg Chevrolet

\$ 1965.00. Spent on outside repair at Randy Reed Body Shop. Paid by Farmers Insurance

This included damage of \$ 1,965.00 to Car # 15 which was Repaired using used parts from a wrecked car for 335.00. We were also able to Repair damage to car 108 ( went under salt spreader) was paid with balance left from car #15. \$1,630.