

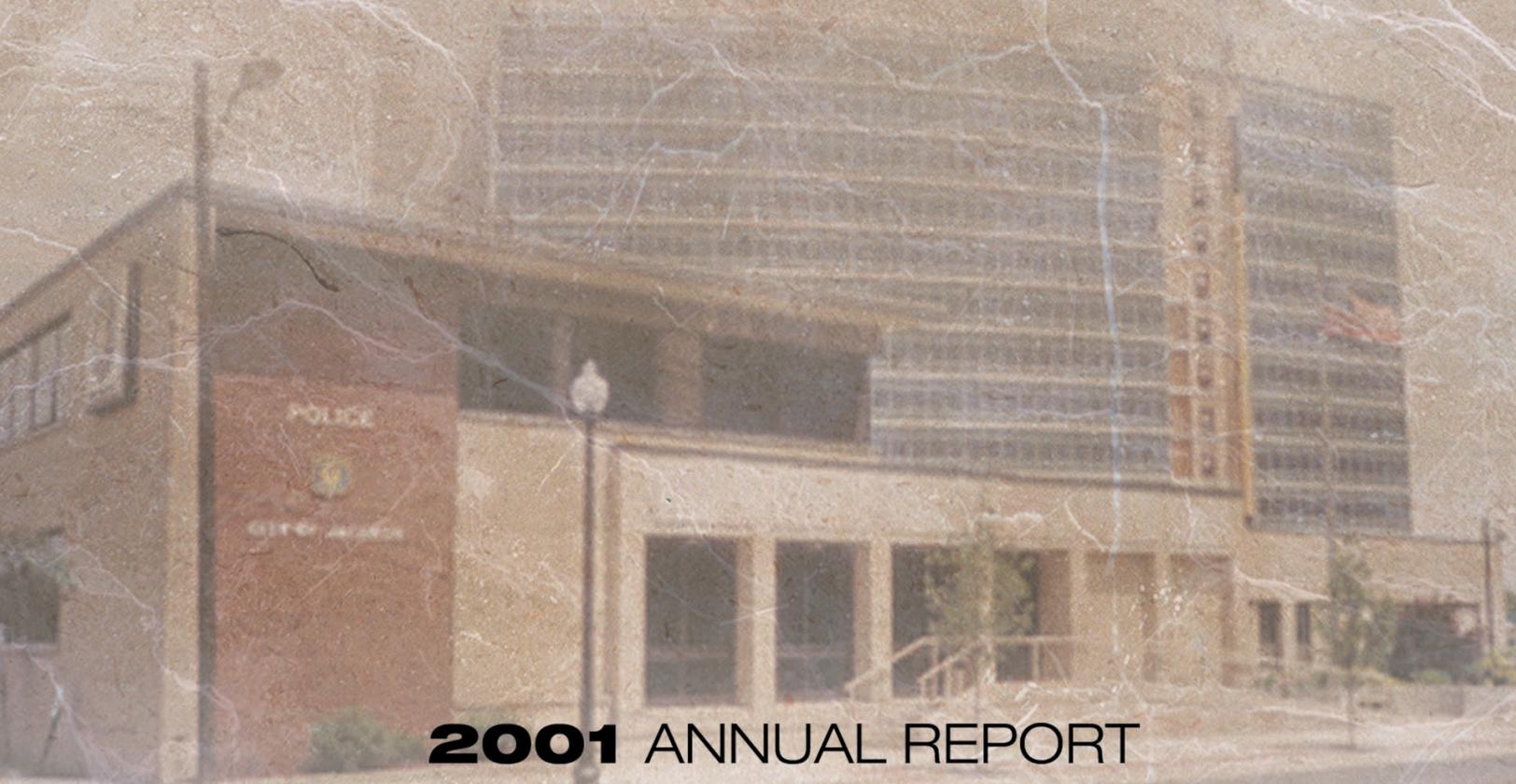


**FOUNDED FEBRUARY 26, 1857**

*Ervin Portis, Chief of Police*

# *City of Jackson*

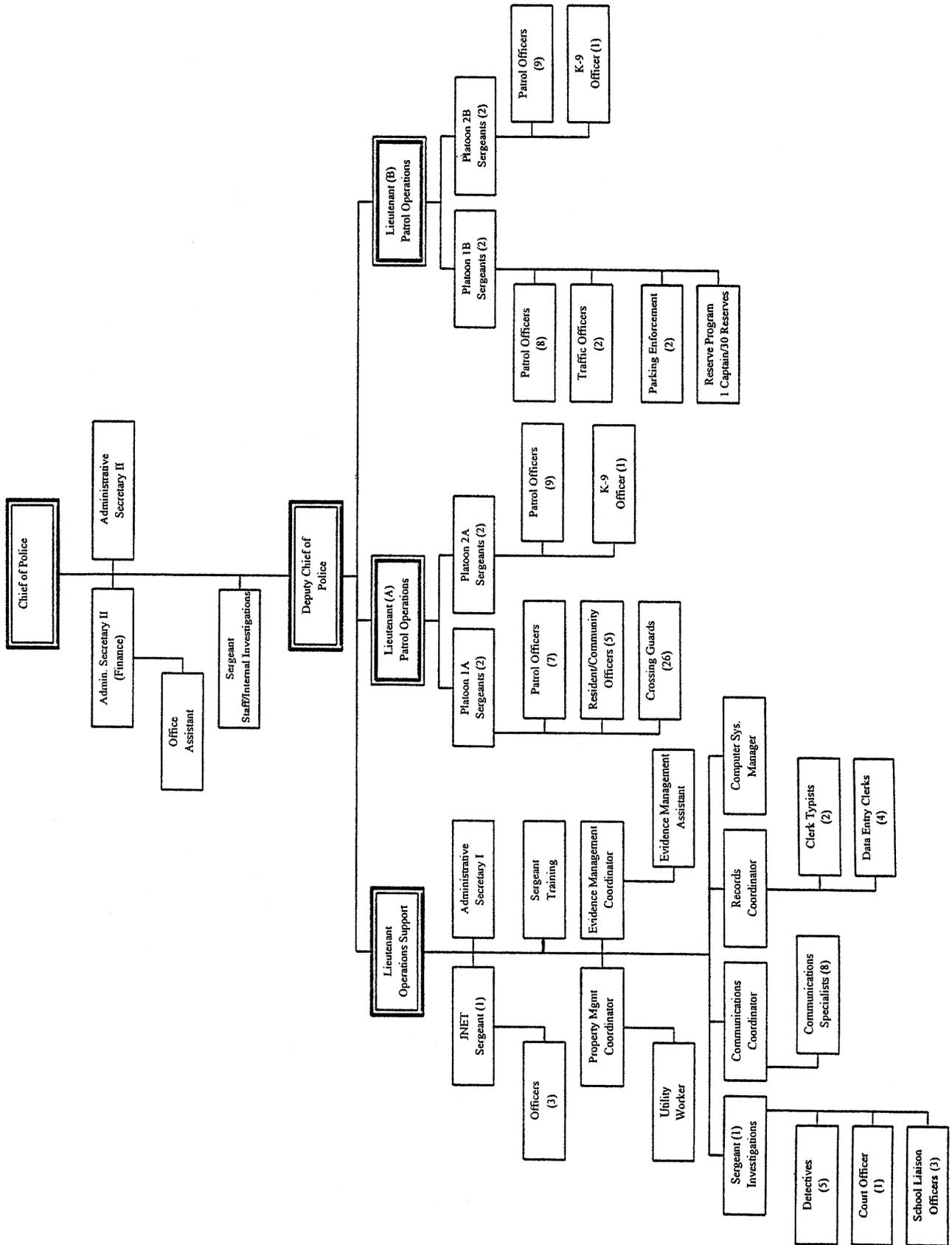
**POLICE DEPARTMENT**



**2001 ANNUAL REPORT**

**PROFESSIONAL COMMUNITY SERVICE . . . WITHOUT COMPROMISE**

# JACKSON POLICE DEPARTMENT ORGANIZATIONAL CHART



## COMMAND STAFF



**Back row from left to right:** *Lieutenant John Holda, Deputy Chief Matt Heins, Chief Ervin Portis, Lieutenant Mary Jo Kennedy, Lieutenant John Stressman.*

**Front row from left to right:** *Sergeant Michael Gleeson, Sergeant David Stadelman, Sergeant William Kennedy, Sergeant Jeff Mazur, Sergeant Richard Cook, Sergeant Scott Rogers, Sergeant Aaron Kantor, Sergeant Rob Jenks, Sergeant Chris Simpson, Sergeant Jennifer Carter, and Sergeant Kevin Hiller.*



## CHIEF'S LETTER

2001 was a tremendous year for the Jackson Police Department as we experienced substantial positive strength and growth. An organizational restructuring took place in April as part of our overall plan to institutionalize community policing as a department-wide philosophy.

This restructuring included the addition of one lieutenant with the intent to affix geographic responsibilities for patrol. Furthermore, operations support functions were placed under the organizational control of a lieutenant and the position of Administrative Officer was upgraded and renamed to Training Sergeant. That



sergeant has been charged with conducting a thorough needs assessment and development of a three year training plan that supports community policing activities. Planning continued toward the goal of transitioning all patrol officers from 911 driven patrol sections to Police and Community Teams (PACTs) with implementation planned in early 2002. Commanders, sergeants and patrol officers will engage key community stakeholders in their assigned PACTs to identify and resolve problems that decrease citizens' quality of life and lead to crime.

As if that was not enough, Jackson's police employees worked especially hard and made significant accomplishments in the year. Throughout this report, the reader will find many good examples, but here are some:

- The Jackson Narcotics Enforcement Team (JNET) set records in numbers of persons arrested and counts charged. JNET seized drugs with a street value of \$628,645.00, 44 cars valued at \$324,000.00 and 258 other property items valued at \$92,640.00.
- Jackson's police officers received more than 50 hours of training on topics ranging from rapid deployment, first aid, defensive tactics, ethics, diversity awareness, firearms, evidence collection and many other topics.
- Video cameras were installed in all marked police cars.
- Evidence Management processed 7,383 pieces of property.
- Complaints against employees decreased 27% from 2000 and 63% from 1999.

How did all this happen? The answer is easy-with a good staff committed to continuous organizational improvement. Jackson's citizens are fortunate to have a dedicated staff of sworn and non-sworn employees who believe in and strive toward incorporating the values, vision and mission of the Jackson Police Department.

I encourage readers to thoroughly examine this Jackson Police Department 2001 Annual Report. In putting this report together, Communication Specialist Gary Minix, Records Unit employee Cynthia Hargis, my secretary Lora Kilmer and Deputy Chief Heins and all those who contributed articles endeavored to tell this great story of hard work and success.

Ervin L. Portis  
Chief of Police



Ervin L. Portis  
Chief of Police

*"Jackson's citizens are fortunate to have a dedicated staff of sworn and non-sworn employees who believe in and strive toward incorporating the values, vision and mission of the Jackson Police Department."*

## DEPUTY CHIEF'S LETTER



**Matt Heins**  
*Deputy Chief*

*“Having such a talented and educated pool of employees participating in the change process resulted in buy in and ownership giving us quick and innovative solutions to many problems.”*

As you read through this annual report one theme surfaces time and time again. The men and women of the Jackson Police Department stepped up to the plate and met every challenge presented to them in 2001.

Our department, just like any other department or private business, is only as strong as the people who make up the organization. You will read and begin to appreciate the hard work, dedication, ingenuity and professionalism of all the members of the department.

A little over two years ago Chief Portis was the catalyst in developing a partnership with Michigan State University and the Regional Community Policing Institute. He had a vision of changing the culture within the police department. A committee comprised of a cross section of the department helped to define the vision as a customer-based organization, working hand in hand with the community, to identify and solve problems. Over a year went into developing the skeleton of the plan; in 2001 the meat was added to the bones.

Members throughout the department participated in numerous committees and teams to develop the nuts and bolts of the change process. The following are just a few examples of some of the tasks that were completed by committees:

- The organizational structure was revised to create new lines of authority and accountability, particularly for patrol lieutenants, and to prioritize development of a training plan to support community policing.
- A new City of Jackson web site was established with links to the police department.
- SARA problem-solving training team trained by MSU.
- PACT boundaries established and agreed upon.
- LLEBG grant funding secured to develop Community Service Officers.
- BYRNE grant and Jackson Public Schools funding secured to add one school liaison officer.
- Jackson Emergency Dispatch protocols work group created to revise dispatch protocols for PACTs, CSOs and to support geographic based teams approach.

As if this was not enough, 2001 also saw a major change in the command ranks. With Deputy Chief Kent Maurer's retirement, I was promoted to take his place. Two lieutenants' promotions were also made. One promotion was to replace my vacated position and one was a newly created position allowing us to have two lieutenants overseeing the Patrol Division.

Naturally, with so much change occurring at one time there was a lot of uneasiness and uncertainty. As one question was answered two more surfaced. Having such a talented and educated pool of employees participating in the change process resulted in buy in and ownership giving us quick and innovative solutions to many problems.

Reflecting back on the accomplishments of 2001, it is clear we are much closer to fulfilling the vision of being a customer-based organization, which uses data driven problem solving techniques while collaborating with stakeholders to identify and solve problems. 2002 will present many more challenges, however, no obstacle will be too great with so many committed to the change. The citizens of Jackson can rest easy knowing they are well served by the men and women of the Jackson Police Department.

## PATROL OPERATIONS BY LT. MARY JO KENNEDY

The patrol division is the core service for any police department. For the Jackson Police Department, it is comprised of two lieutenants, eight sergeants and thirty-five officers, including two K-9 officers, dedicated to patrol. Patrol officers responded to 37,832 calls for service.

Patrol methods are changing. An officer may now be seen on a bicycle, in shorts or walking in a neighborhood. No matter the attire, they will be working to provide police excellence through ethical and professional service.

The year was filled with planning, reorganizing and committing the entire patrol division to the philosophy of community policing. Community policing is not a program or a series of programs. It is a philosophy, a belief that by working together, the police and the community can accomplish what neither could accomplish alone. The planning was not accomplished by the age-old method of those in charge directing the change, but by committee and consensus, with particular emphasis given to including patrol officers in decision-making. This was the last phase of the planning and training with implementation of significant changes to occur in early 2002.

In early 2002, each patrol officer and supervisor will be assigned to a specific geographic area. The intent is to bring long term policing continuity and knowledge to each geographic assignment. Officers will be required to meet and work with citizens to resolve problems and introduce alternative methods to address community concerns.

The new geographic assignments will be called Police and Community Teams, referred to as P.A.C.T.s. PACTs will be designed to deliver police services based on the needs of the community and the geographical area served.

The final plans are in place. Patrol is ready and willing to embark on the commitment of community based policing and excited to further the cooperation with the citizens and community to make Jackson a great place to live and work.

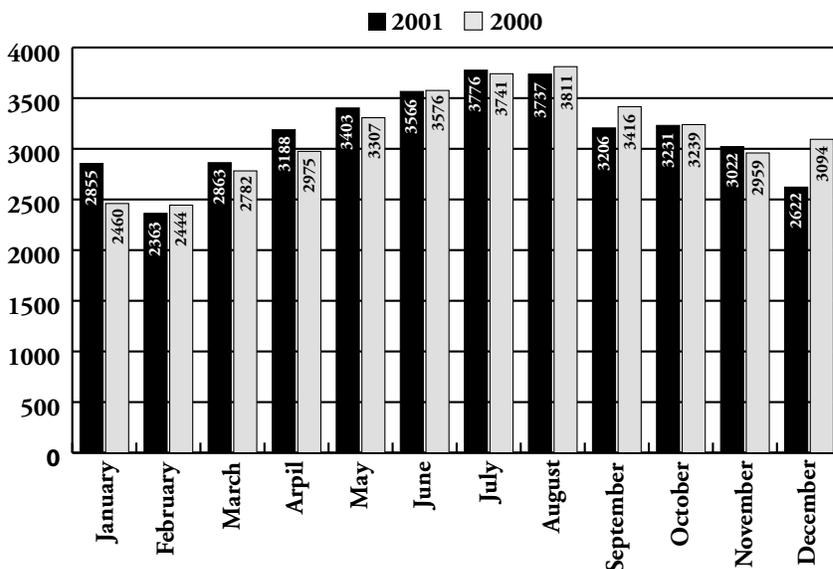


Lt. Mary Jo Kennedy  
North PACTS  
Patrol Commander



Lt. John Holda  
South PACTS  
Patrol Commander

### Calls for service by month 2001/2000



*“Patrol methods are changing.  
An officer may now be seen  
on a bicycle, in shorts  
or walking in a neighborhood.”*

# RESIDENT OFFICER PROGRAM/ COMMUNITY OFFICER PROGRAM

BY OFFICER GARY GRANT



Officer Gary Grant  
JPD Officer for 5 years.

*“The ROPS and COPS routinely work with other city departments and utilize a wide array of city and other community resources to identify and resolve problems.”*

Community policing is the essence of the Jackson Police Department’s goals and mission. In 1993, the Jackson Police Department initiated the Resident Officer Program (ROP). For almost a decade, officers and their families have resided in city owned homes, in historically high crime neighborhoods. One major goal of the program is to provide a higher level of safety and security by involving neighborhood stakeholders in long term problem solving that address quality of life issues.

The Community Officer Program (COP) utilizes the same concept; however officers do not live in their assigned neighborhoods. ROPS and COPS patrol their designated neighborhoods on foot and bicycle, making the officer easily accessible to the community. Residents and businesses build close relationships with their neighborhood officer, providing a better sense of comfort and stability.

Through 2001, Sergeant Jeffrey Mazur and Sergeant Christopher Simpson supervised the unit. Officer Gary Grant, Officer Elmer Hitt, and Officer Christopher Kilmer served in the capacity as Resident Officers while Officer Kurt Engler and Judy Tomlin served as community officers.

The ROPS and COPS routinely work with other city departments and utilize a wide array of city and other community resources to identify and resolve problems. Officers spend time with neighborhood watch groups; organize activities at local schools and churches, along with having neighborhood cleanups, block parties, youth activities and other community events.

## ROP/COP STATISTICS 2001

Dispatched Calls .....	984
Resident Contacts .....	2004
Code Compliance Violations .....	1084
Presentations .....	79
Narcotics Referrals .....	82

## CROSSING GUARDS BY SGT. RICH COOK



Jackson’s citizens have entrusted to a group of dedicated School Crossing Guards the safety of their children walking to and from school. Daily, hundreds of children are escorted across busy roadways and dangerous intersections. While staffing twenty-five different intersections, crossing guards experience many challenges, including impatient and/or distracted motorists. Crossing Guards must maintain a watchful eye and yet sensitive natures toward the youngster who may feel a little too independent to having someone help him/her cross the roadway.

School Crossing Guards staff their corners from one-half hour to one hour up to three different times each school day. In fiscal year 2001/2002, the Department budgeted \$99,540 for School Crossing Guards.

When school starts each year, Crossing Guards quickly take ownership of “their corner” and “their kids.” Despite early morning rain or afternoon blizzard like conditions, these dedicated individuals ensure their duty to provide safety to the children is accomplished.

# JACKSON POLICE DEPARTMENT CANINE UNIT

BY SGT. WILLIAM KENNEDY

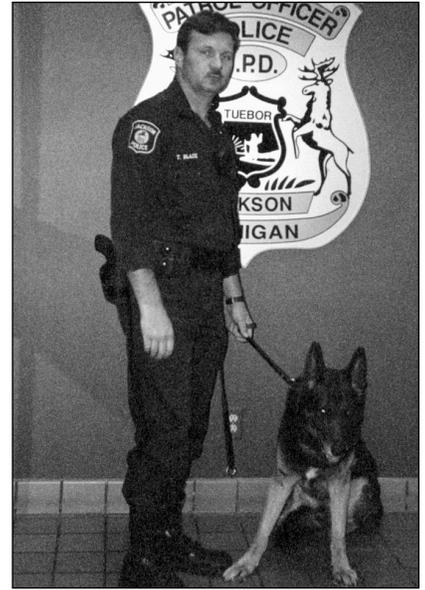
In 2001, and for the first time since the inception of the unit, tracks and building searches out numbered drug searches. The canine units made 72 drug searches and conducted 86 track/building searches. In keeping with the department's vision and direction toward community policing, the canine units entertained more than 200 people, young and old alike, with demonstrations in the use and abilities of the canine teams. The units have completely integrated themselves into the department and currently are assigned to two different PACT areas in the city.



Officer Bill Mills and Beggy

The canine units routinely train with other units from Jackson County, Ann Arbor and Lenawee County. They train bi-weekly in drug detection, building searches and apprehensions. These joint training sessions have created a beneficial relationship with the other law enforcement agencies. One such example in 2001 occurred when Ann Arbor's cadaver dog was called to assist searching sites where an informant had suggested a body might be buried. By using Ann Arbor's K-9, search time was substantially reduced. Through K-9 searches and other comprehensive investigation, we were able to determine the informant's tips were false.

Timon, handled by Officer Tim Black, and Beggy, handled by Officer Bill Mills, participated in 576 hours of training in 2001. The two K-9s and their handlers also completed 64 hours of recertification training.



Officer Tim Black and Timon

## TRAFFIC ENFORCEMENT UNIT BY OFFICER SAM TIJERINA

The strongest pillar of the Jackson Police Department is community service. It is also the core of the mission and vision statements. It is the job of the Traffic Enforcement Unit to stress the importance of traffic safety through aggressive enforcement. The traffic unit was established in 1997 by Chief Portis to address the high number of accidents and to make travel through Jackson safer for its citizens.

In 2001, Officer Sam Tijerina and Ted Ahlers were assigned exclusively to the traffic unit. Utilizing community input and with hard data provided by the Region II Planning Commission, traffic officers direct their efforts on high accident intersections and thoroughfares. The Region II Planning Commission reviews and compiles data from every Traffic Crash Report completed by Jackson's police officers. With this information at hand, the department determines where and when violations occur and how those violations contribute to collisions. This information is then used to direct traffic enforcement efforts. This successful partnership between Region II and the traffic unit resulted in a 12.8% decrease in traffic accidents in the year 2001 compared to 2000.

Officer's Tijerina and Ahlers together wrote 3,089 tickets, an average of 257 tickets a month. Through twelve months, all officers of the Jackson Police Department made 12,672 traffic stops. Traffic citations were issued in 80% of all stops; warnings were issued 14% of the time, and 3% of all stops resulted in a custodial arrest. Speed violations accounted for 49% of all traffic stops; followed by equipment violations, 16%; other moving violations, 15%; safety belt violations, 11%; alcohol and controlled substance violations, 1.1%; and other violations, 7%.



Officer Ted Ahlers targets speeders on a busy city street.

*"This successful partnership between Region II and the traffic unit has resulted in a 12.8% decrease in traffic accidents in the year 2001."*

## JACKSON POLICE RESERVES BY SGT. JENNIFER CARTER

### Reserves who volunteered

#### 100 to 199 hours:

Rick Smith  
Steven Silence  
James Bayne  
Jennifer Kennedy  
Amy Nichols  
Geremy Burns  
Todd Derby  
Alexander Hossler  
Dean Dermeyer

### Reserves who volunteered

#### 200 to 299 hours:

James Acker  
Joe Beatty  
Brad Chambers  
Christopher Taylor  
Thomas Tinklepaugh

### Reserves who volunteered

#### 300 or more hours:

Ronald Spees

The dedicated men and women of the Jackson Police Reserves have completed yet another year of faithful, quality service to the citizens of our community. Common underlying traits Reserve Officers exhibit are characteristics such as volunteerism, a desire for community involvement, a desire to learn and bravery.

All new police reserves experience a comprehensive application process that includes thorough background investigations, medical and psychological evaluations and interviews. Once accepted as an academy student, reserves attend the Jackson Police Reserve Academy, which meets four hours a day, two days a week for eighteen weeks. Numerous topics are covered over the course of the academy. To graduate and be accepted as a Reserve Officer, all candidates must successfully complete all segments of the reserve academy.

#### *Topics include, but are not limited to:*

- Firearms
- Use of Force
- Traffic Stops
- Criminal Law
- Ethics
- Department Policies and Procedures
- PPCT
- Diversity and Cultural Awareness

#### *Jackson Police Reserves donated over 3,500 hours of service to the community in 2001. Those hours include many different events, including:*

- Jackson County Fair and Flower Festival
- Rose Parade
- Christmas Parade
- Eve on the Ave
- Local high school sporting events
- Local high school social activities
- Patrol
- Training
- Administrative Duties

The Jackson Police Reserves are yet another invaluable tool, which enables our organization to continually provide quality police service to the citizens of our community and will continue to do so for years to come.

## FIELD TRAINING OFFICER PROGRAM BY SGT. AARON KANTOR



*Officer Adam Williams and  
Officer Martin Jordan*

The Field Training Officer (FTO) shoulders tremendous responsibility in training new officers and preparing them for solo patrol. The Jackson Police Department is blessed with FTOs who are motivated and dedicated to training our new officers to the best of their abilities.

After fifteen weeks and more than 650 hours of classroom study, new police officers graduate from a basic police academy with a general understanding of police work. True knowledge of being a “cop” comes from the invaluable one on one interaction with their FTOs during the FTO program.

This 15-week program is comprised of three training stages and one shadow phase, with each step demanding more of the new officer. During each stage, the new officer is assigned a different FTO to further familiarize them with individualized tactics and procedures. Upon successful completion of the FTO program, the new officers are assigned to solo patrol.

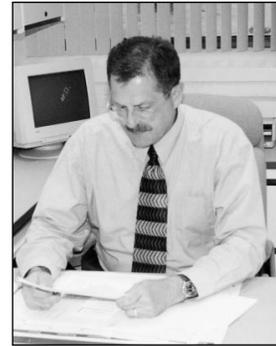
In 2001, seven new police officers successfully completed the FTO program and became fully sworn police officers for the City of Jackson. Undoubtedly, diligent work of dedicated FTOs will be an important element in determining new officers’ success.

## SUPPORT OPERATIONS BY LT. JOHN STRESSMAN

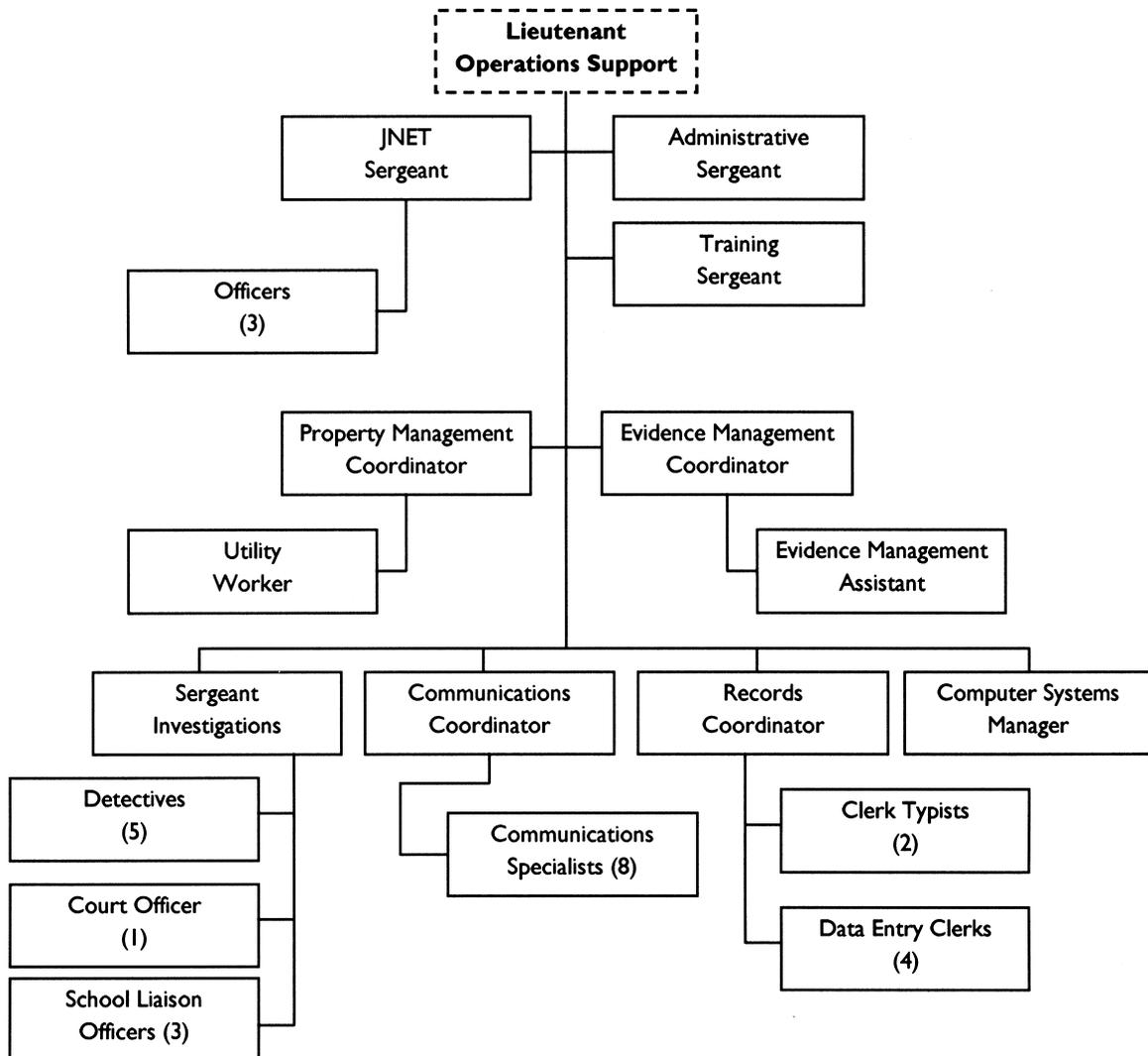
Support Operations comprises all non-patrol functions. Those responsibilities include facilities and fleet maintenance, records management, crime analysis, evidence processing and storage, detective bureau, service desk and computer systems.

One of the primary goals of Support Operations is ensuring the Patrol Division receives all the necessary support services, such as crime data, a well maintained patrol fleet, or the latest in computer technologies. By doing so customers can be assured the best service possible. Officers can better concentrate their efforts on assisting a complainant when they do not have to worry about if their vehicle will run, if they have the latest data available at their fingertips or if a piece of evidence was correctly secured.

The citizens of Jackson are of the utmost importance to us. As community members, we are very conscious of the safety and security needs our citizens desire to keep a high quality of life standard. Support Operations personnel take pride in the services Jackson Police Department provides to the community it serves.



Lt. John Stressman  
*Operations Support*



## JACKSON NARCOTICS ENFORCEMENT TEAM

BY SGT. KEVIN HILLER

*In 2001 JNET seized and/or purchased drugs with a street value of \$628,645.00*

The Jackson Narcotics Enforcement Team (JNET) is a multi-jurisdictional drug task force whose primary mission is to suppress drug trafficking in Jackson County. It is a coalition of resources from the Jackson Prosecutor's Office, Jackson Police Department, Jackson Sheriff's Department, Blackman Township Public Safety and the Michigan State Police.

Officers, deputies and troopers from the enumerated departments serve as JNET's investigators. JNET is divided into two distinct teams, one of which focuses on street level drug dealers and the other on middle to upper level drug dealers.

In 2001, JNET set records in numbers of persons arrested (345), and counts charged (305). Drugs seized and/or purchased by JNET had a street value of \$628,645.00, in the following amounts: Marijuana (\$445,154.00); powder cocaine (\$88,600.00); crack cocaine (\$63,943.00); Heroin (\$13,406.00) and Methamphetamine (\$12,860.00).

JNET seized 44 vehicles with a value of \$324,000.00 and 258 other property items with a value of \$92,640.00, for total assets seized of \$416,640.00. JNET also encountered and seized 113 weapons.

By the end of 2001, JNET had a reserve fund balance of \$281,383.53. This money is statutorily limited for expenditure on drug law enforcement only. The JNET operating agreement with other participating entities specifies how the money can be appropriated for use.

## TRAINING SERGEANT BY SGT. AARON KANTOR



Sgt. Aaron Kantor  
Training Sergeant

*“Annually, JPD officers receive in excess of 50 hours of training on topics ranging from rapid deployment, first aid, defensive tactics, ethics, diversity awareness, firearms and evidence collection.”*

In 2001, the Jackson Police Department reorganized its command structure and created the position of training sergeant. This new position is intended to place a strong emphasis and accountability on quality training for the entire department.

This renewed emphasis included training surveys, the implementation of more “hands on” training and the development of a three year training plan to support the department's evolution wherein all employees participate in community-policing.

Annually, JPD officers receive in excess of 50 hours of training on topics ranging from rapid deployment, first aid, defensive tactics, ethics, diversity awareness, firearms and evidence collections. In addition to overseeing this schedule, the training sergeant coordinates the offering of Jackson Police Department training to other law enforcement agencies in the county. In 2001, more than 60 state troopers, county deputies, and township officers benefited from training provided by the Jackson Police Department. The Jackson Police Department truly stands apart as a Jackson County leader in police training.

The training sergeant also works closely with the Michigan Commission on Law Enforcement Standards (MCOLES) to ensure that all new officers comply with state standards. Seven new officers were hired in 2001 and the training sergeant is responsible for their weeklong orientation and oversight of the 15 week Field Training Officer (FTO) program.

The training sergeant assists the staff sergeant with supervision of the teen police academy and oversees internship and business fellowship assignments provided by the Jackson Police Department. In 2001, JPD had one intern from Michigan State University who participated in 216 hours of ride alongs and other duties with all units of the department. JPD also sponsored a business fellowship opportunity, in cooperation with Spring Arbor University, which brought Marion Koetsier to us for 240 hours of observation and professional development. Marion, a counselor for Vandercook Lake High School, was introduced to all aspects of police work and left with a true understanding of the juvenile justice system. This program works to expand the knowledge of local educators so they are able to expose their students to modern day work realities. The Jackson Police Department will continue to sponsor this deserving program.

Due to the vast number of task and assignments, organization and coordination skills are the keys to being successful in the position of training sergeant.

## PROPERTY MANAGEMENT

BY CHAD EDWARDS, PROPERTY MANAGEMENT COORDINATOR

The focus of property management is to provide departmental personnel with the fundamental tools required for effective policing. Police department employees are continuously challenged to perform multiple functions and tasks. To do their jobs, all employees must be equipped with the proper resources. Property management's job is to distribute, repair, and monitor the supplies and equipment that aid in the enhancement of public safety.

Maintenance of the facility, vehicles and equipment are an unending challenge within the day to day operations of property management. The ordering, stocking and dispensing of supplies are often time consuming, and this particular year has placed new barriers into our existing schedule.

Perhaps our biggest challenge in 2001 was coordinating the department's daily activities while in the midst of Consumers Energy construction. Many hours of planning, compromising and communication were necessary during the initial phases of construction. The utilization of the police department's property was frequently required to provide access into the project site. Both patrol and employee parking lots sustained considerable property loss during the construction process. Employee parking and traffic patterns were re-routed to accommodate the installation of new gas, electrical, cable, sewer and telephone lines. This project has required extensive cooperation between property management and multiple construction vendors.

Maintenance of patrol video systems has also created scheduling challenges for property management. The video project of 2001 entailed the installation of video recording units into twenty-one marked patrol vehicles with a total expenditure of approximately \$93,975. Start up costs included the purchase of 3,000 videotapes.

In car video-recording systems are essential to provide accurate documentation of interactions between police officers and citizens.



The video units endure long hours of operation and extreme variances in weather conditions, resulting in frequent maintenance. Because video cameras provide valuable evidence in many police-citizen interactions, such repair requests receive high priority.

With patrol vehicles being the main mode of transportation it is imperative they work when called upon. The Department has 24 fully marked police cars, 12 unmarked, and 3 semi-marked vehicles.

### *Vehicle maintenance expenditures included:*

- Four new Chevrolet Impalas at \$18,583 per vehicle, \$74,332 total.
- Ninety-seven new tires at \$48 each, for \$4,656.
- Seven new alternators at \$145 each, for \$1,015.
- Twenty-seven new batteries, 11 at \$75 and 16 at \$120 for a total of \$2,745.
- One new engine, \$4,356, in a Ford Crown Victoria.

### *Other 2001 expenditures included:*

- Uniforms - \$84,066
- Custodial Supplies - \$7,403
- Building Maintenance - \$77,095
- Gasoline - \$48,162
- Equipment Maintenance Supplies - \$27,419
- Equipment Maintenance - \$48,017
- Vehicle Maintenance - \$70,197
- Vehicles - \$93,887



**Chad Edwards**  
*Property Management  
Coordinator*

*"Perhaps our biggest challenge in 2001 was coordinating the Department's daily activities while in the midst of Consumers Energy construction."*

## EVIDENCE MANAGEMENT

BY RHONDA BALLARD, EVIDENCE MANAGEMENT COORDINATOR



**Rhonda Ballard**

*Evidence Management Coordinator  
sorts through hundreds of pieces of  
evidence every day*

*“Property includes  
found items, items taken  
for evidentiary value, items  
recovered as stolen, and  
items held for safekeeping.”*

The Evidence Management Unit is responsible for record keeping, secure storage, and maintenance of all property received from the Jackson Police Department and the Jackson County Sheriff’s Department. This property includes found items, items taken for evidentiary value, items recovered as stolen, and items held for safekeeping. One full-time coordinator and one full-time assistant staff this unit.

A major responsibility of the Evidence Management Unit is to manage the chain of custody of all evidence, including that which the unit transports to the Michigan State Police Crime Laboratory for analysis. Unit members maintain property seized as evidence and protect the chain of custody. The importance of this function is to verify that evidence is exactly how it was submitted when seized and to maintain its credibility when prosecuting cases. Evidence Management also holds property that is found or recovered stolen so officers can attempt to determine ownership and return property to its rightful owner.

### *In 2001, the Evidence Management Unit:*

- Processed 7,383 pieces of property
- Destroyed 2,641 pieces of property that could not be returned to owners or were considered contraband
- Returned 420 items to owners
- Auctioned 70 items
- Returned 27 items to the finders
- Turned over 287 unclaimed bicycles to non-profit organizations
- Deposited \$21,026.00 in cash, \$15,449.37 of which was from drug forfeitures.

The Department started using in-car video cameras in February 2001. Almost 2,500 videotapes are maintained for use in the sixty day recycle period. All videotapes must be erased before reuse, resulting in this activity becoming quite labor intensive. Videotapes are subject to Freedom of Information requests. Upon receipt of a FOIA request, a copy of the videotape section, not the entire videotape, is made and sent in response.

*Officers Jeff Mazur, Gary Grant, and Aaron Kantor with the 2001 Teen Academy.*

## STAFF SERGEANT BY SGT. JEFF MAZUR

The Staff Sergeant's duties include managing the recruitment and background investigation phases for all department hiring; grant administration; conducting major internal investigations; policy and procedure review and development; research and planning; and the Citizens Police Academy.

In 2001, the Staff Sergeant investigated eight major complaints against employees, a reduction of 27% from 2000 and 63% lower than in 1999. Major complaints against employees are defined by general order as: Excessive force; Harassment, sexual harassment and discrimination; False arrest/imprisonment; Unlawful search and Seizure; Officer involved shootings; Neglect of duty; Drug and narcotic violations; Civil rights violations; Commission of a criminal offense; and all other complaints as directed by the Chief of Police.

Miscellaneous complaints are those not defined as major and are generally investigated by the employee's supervisor or commanding officer. Nineteen such complaints were received and investigated.



Sgt. Jeff Mazur  
Staff Sergeant

*Grant funding received by the Jackson Police Department in 2001 includes:*

- \$73,879 in Local Law Enforcement Block Grant (LLEBG) funds, utilized for computer systems upgrades, with particular emphasis on data-mining and crime-mapping technology. LLEBG grant funding is authorized annually by the U.S. Department of Justice. All committed funds must be spent within two years of approval, resulting in three different LLEBG grant programs running concurrently.
- \$36,516 in Byrne Memorial Grant funds, to place a third full time school liaison officer at Tomlinson and Amy Firth schools.

*“In 2001, the Staff Sergeant investigated eight major complaints against employees, a reduction of 27% from 2000 and 63% lower than in 1999.”*

The Staff Sergeant oversees the hiring process. This process begins, by arranging the department's representation at recruitment fairs throughout the state actively soliciting qualified applicants. In 2001, the Jackson Police Department participated in four university recruiting fairs, making more than two hundred contacts with potential applicants. The Staff Sergeant assists with the pre-employment testing, organizes an interview panel, assigns and monitors background investigations, and confers with the Chief on recommended candidates.

As Chair of the Department's Policy Review Committee, the Staff Sergeant has primary responsibility for assuring policies and procedures are legally current and updated to reflect best practices. Detailed processes assure broad input is gathered when drafting general orders and that all employees receive and understand each policy. All general orders receive annual review by the Policy Review Committee to assure they do not become outdated.

The Citizens Police Academy is a joint effort between the Jackson County Sheriff's Department and the Jackson Police Department. The purpose of the academy is to provide a citizen the opportunities to get a first hand look at what a job in law enforcement entails. There were 20 participants in the 2001 academy.

*Law Enforcement Code of Ethics*

As a law enforcement officer, my fundamental duty is to serve mankind; to safeguard against oppression or intimidation, and the peaceful against violence or disorder and to respect the Constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all, 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 in both my professional and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of in 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 feeling, prejudices, animosities or friendship 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 violence 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 the police service. I will constantly strive to achieve these objectives and ideals dedicating myself before God to my chosen profession...law enforcement.

## INTERNAL/MISCELLANEOUS INVESTIGATION

### *Internal Investigation Summary 2001 - 1999*

Year	Total No.	% Exonerated	% Unfounded	% Sustained	% Not Sustained	No. Resulted In Discipline	Citizen Initiated
2001	8	12	38	38	12	3	5
2000	11	18	18	45	18	4	8
1999	22	9	27	32	32	6	19

### *Miscellaneous Investigation Summary 2001 - 1999*

Year	Total No.	% Exonerated	% Unfounded	% Sustained	% Not Sustained	No. Resulted In Discipline	Citizen Initiated
2001	19	16	42	21	21	3	15
2000	32	9	47	16	28	5	27
1999	34	26	32	9	32	2	27

*Officers Adam Williams, Martin Jordan, and Sergio Garcia help move Mrs. Lucille Sharp.*



## SPECIAL RESPONSE TEAM (SRT)

BY OFFICER SHANE LAPORTE

The Jackson Special Response Team (S.R.T.) is comprised of law enforcement officers from the Jackson Police Department and the Jackson County Sheriff's Department. The S.R.T. is a proven example of how two law enforcement agencies can combine resources in an effective manner to resolve some of law enforcement's most dangerous incidents.

After the selection process, each S.R.T. candidate is required to attend a rigorous three-week school that provides a strong foundation for each S.R.T. member.

The team trains once a month. Training consists of physical exercise, tactical techniques, scenarios and firearms training. Every six months each member must pass a physical endurance test and firearms qualification. Team members possess a great deal of fortitude, self-restraint, positive attitude and the ability to resolve problems as a team.

S.R.T. operators are cross-trained for handling high-risk incidents. Specialists receive additional training in areas such as sniper and chemical and less lethal deployment. The S.R.T. was called upon four times in 2001. Three of the calls were requested by JNET for drug and weapons searches in the city of Jackson. Concord Police Department made the 4th call; team members were requested to execute a search warrant for a hostile person with automatic weapons. All four call outs were successfully handled with no injuries.



*Training scenarios, like the one pictured here, are crucial to the crises preparedness of the Jackson Police Department*

*Officer Mike Brandt helps with the Annual Optimist Club Christmas party.*



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## RECORDS MANAGEMENT

BY ROBERT MARCINKOWSKI, RECORDS COORDINATOR



**Debbie Cochrane**  
*Data Clerk*  
*pulls a case file*

Document retention, data entry and information retrieval are the primary functions of the Records Unit. Other services performed include applicant fingerprinting, background clearance letters, false alarm notification letters, firearms purchase permits, and Freedom of Information Act requests. Crime analysis is also an ever-expanding function.

### *Data Entry:*

- 11,000 incident reports
- 2,200 accident reports, public and private property
- 2,100 parking tickets
- 3,500 tape-recorded incident narratives were transcribed
- 2,000 arrest reports

### *Service Requests:*

- 2,450 Requests by citizens, courts, insurance companies, etc., for copies of material stored within the Records Management area.
- 1,350 Mailed notifications of those who have violated the city's false alarm Ordinance.
- 225 statistical analysis reports.
- 950 Background clearance letters.
- 215 Freedom of Information Act requests.
- 360 Gun registration purchase permits.
- 690 Applicant fingerprints.

Records Management also records and transfers monies obtained through the court's forfeiture process and monies related to police service that requires the collection of a fee.

State, Federal and Department guidelines are established which control the release of information from government agencies. Records personnel adhere to these established guidelines. These records are confidential and records personnel are aware of the responsibility of maintaining the integrity of these documents.



## PART 1 & 2 CRIME REPORT

*City of Jackson  
Part 1 & Part 2 Crime Report  
Major crime categories  
2001/2000/1999 Comparison*

Type of Incident	2001		2000		1999
Homicide	0	-100.0%	3	0%	3
Rape	45	36.4%	33	57.14%	21
Robbery	105	36.4%	77	6.94%	72
Aggravated Assault	306	38.5%	221	1.38%	218
Burglary	459	8.3%	424	6.27%	399
Larceny	2200	-0.7%	2215	14.95%	1927
Auto Theft	203	10.3%	184	15.00%	160
Arson	35	6.1%	33	26.92%	26
<b>Total Part 1</b>	<b>3353</b>	<b>5.1%</b>	<b>3190</b>	<b>12.88%</b>	<b>2826</b>
Non-Aggravated Assault	1457	15.8%	1258	-13.06%	1447
Forgery & Counterfeiting	48	20.0%	40	8.11%	37
Fraudulent Activities	190	48.4%	128	16.36%	110
Embezzlement	35	-32.7%	52	6.12%	49
Stolen Property	42	-22.2%	54	28.57%	42
Vandalism	1315	8.1%	1217	8.86%	1118
Weapons	60	-7.7%	65	35.42%	48
Prostitution & Com. Vice	12	-14.3%	14	-48.15%	27
Sex Offenses	111	16.8%	95	4.40%	91
Narcotics and drugs	441	-13.9%	512	8.94%	470
Gambling	0	-100.0%	2	0.00%	2
Family and Children	108	50.0%	72	-10.00%	80
DUIL & DUID	351	-21.5%	447	13.16%	395
Liquor Laws	238	-27.9%	330	0.00%	330
Disorderly Conduct	514	-8.1%	559	22.59%	456
All Other	1420	-3.3%	1469	15.85%	1268
<b>Total Part II</b>	<b>6342</b>	<b>0.4%</b>	<b>6314</b>	<b>5.76%</b>	<b>5970</b>
<b>Total Part 1 &amp; Part II</b>	<b>9695</b>	<b>2.0%</b>	<b>9504</b>	<b>8.05%</b>	<b>8796</b>



## SCHOOL LIAISON OFFICERS BY OFFICER LISA MEDINA



*Officer Dave Renteria patrols the halls of Jackson High.*



*Quite often the School Officer will bring the classroom to the squad room. Pictured above is School Officer Paul Albrecht taking a group of Parkside students for a tour of the Police Station.*

Jackson Police Department and Jackson Public Schools have been working in partnership for nearly 20 years to guarantee safe schools for our children. Both are dedicated to maintaining a safe, orderly and disciplined school environment for the Jackson community. Jackson Public Schools has traditionally paid \$50,000 to the City of Jackson for two school officers. New to the program in 2001 was a third school officer, this one to serve Amy Firth and Tomlinson Schools. The third position was funded by \$35,000 from Jackson Public Schools, \$27,387 from Byrne Grant funds, with the remainder (\$9,129) being City of Jackson General Fund.

Three officers served Jackson Public Schools in 2001. They were Lisa Medina (Middle School at Parkside), David Renteria (Jackson High School), and Ted Ahlers (Amy Firth and Tomlinson Schools). Each officer works closely with the school administrators, teachers and students.

School Liaison Officers typically meet with school administrators to discuss upcoming events, as well as any issues that need to be addressed. They take part in disciplinary counseling sessions on the average of four to six sessions per day. Officers may randomly pick classrooms and spend a short time in class. Any concerns, questions or special requests for officer assistance are addressed. Officers also monitor problem areas and hallways during class changes, as well as the cafeteria during all lunch hours.

### *Some, but certainly not all, of Liaison Officer activity for 2001 included:*

- Supervising six Jackson High and two Middle School at Parkside school dances.
- Attending five Fun Nights at Middle School of Parkside and all graduation activities.
- Supervising approximately ten extra curricular concerts and plays, all bake sales and National Honor Society events.
- Attendance at all home football, basketball, softball and baseball games, the Selby Memorial Track Invitational and many other fall and winter sporting events and student class events.

## SERVICE DESK

BY JOYCE BARLOW, COMMUNICATIONS COORDINATOR

The Jackson Police Department Service Desk is a 24 hour, seven day a week operation and is staffed by eight Communications Specialists.

The Service Desk is both challenging and interesting. Challenging because Communication Specialists must often perform multiple tasks simultaneously, such as responding to police radio traffic, taking telephone and walk-in complaints, updating and maintaining records and other administrative tasks for various sections within the department. Interesting because nearly every day is different and many complaints are unique requiring Communication Specialists to utilize numerous resources to help solve a problem.

Although not a 9-1-1 dispatch center, we receive many emergency calls through our Service Desk and Communications Specialists are prepared to handle them. When an emergency call comes in to our Service Desk, the Communication Specialist must decide if he/she should handle the call or if it would be better served transferred to 9-1-1 Central Dispatch. There are also times when it is necessary for Communication Specialists to keep a caller on line while relaying information to Central Dispatch via the hotline so an officer can be immediately dispatched. Such calls are usually life threatening, where time is critical and need to be handled immediately.

Communication Specialists follow some simple rules to maintain excellence in customer service, these are referred to as the LEAP rules.

*Listen - focus on understanding the citizen's concerns.*

*Empathize - imagine yourself in their shoes.*

*Acknowledge - let them know you understand.*

*Pamper - go the extra mile to help.*



**Denise Glover**  
*Communications Specialist*

*“The Service Desk  
is both challenging  
and interesting.”*

*Officers Mike Brandt, Elmer Hitt, and Wesley Stanton assist Mrs. Hazel Adams rake fall leaves.*



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## COMPUTER SYSTEMS

BY MICHELLE GOSSETT, COMPUTER SYSTEMS MANAGER



**Michelle Gossett**  
*Computer Systems Manager*

A technology committee was formed to review the Jackson Police Department's computer system. With Windows 95, Lotus CCMail 8.2 and IBM Version 3 no longer supported, the committee was charged with the task of improving the system.

The entire infrastructure was examined and subjected to planning and reconfiguration, resulting in a budget and implementation plan to go on line with new systems, particularly data-mining, crime-mapping, higher levels of internet access, e-mail systems for all employees, and other important changes beginning in early 2002.

Purchases included Windows 2000 and seven Dell Optiplex 240, Pentium III, 350 MHz (megahertz) to replace Pentium I, 166 MHz systems. One high power law enforcement Compaq system, equipped with Windows 2000, Esri GIS (Geography Information Systems 3.2 Software), New Worlds Systems Safety Software Data Analysis/Crime Mapping and Case Management was also purchased to allow the Records Coordinator to begin Crime Mapping.

In conjunction with the Jackson Sheriff's Department, we upgraded both the hardware and software portion of the IBM AS/400. This upgrade will enhance our TCP/IP protocol connectivity. A plan was developed to enhance our internet and e-mail systems with an outside firm, Sequoia Analysts International, who developed a plan for Novell Groupwise 6, replacing Lotus CCMail 8.2, allowing direct internet connectivity.

While one would think all that was enough, in 2001, Computer Systems also found time to provide refresher training for commanders, detectives and patrol officers. A Users' Guide was written and disseminated. Converting the AS/400 for accommodation to PACT areas began in 2001. The year has been all about changing systems to improve connectivity and creating new internal and external communication linkages.

*Officer Gary Grant with some 2001 Teen Academy members.*



# JACKSON POLICE DEPARTMENT HONOR GUARD

BY SGT. AARON KANTOR

The events of September 11, 2001 have changed our country forever. The word "sacrifice" has a renewed significance to American citizens in light of the devastating attack that occurred that fateful morning. Just as all Americans vow to never forget, the Jackson Police Department Honor Guard strives to always remember and honor those who have paid the ultimate price in the line of duty. To date, the Jackson Police Department has lost five officers in the line of duty.

The Jackson Police Department Honor Guard solemnly pays tribute to not only our own, but to all public safety personnel who have sacrificed their lives throughout this great country.

This dedicated twelve-officer unit trains monthly and represents the department throughout the year. These functions include, but are not limited to memorial services, funerals, dedications and parades. In 2001, the Honor Guard participated in the Jackson Police Department Annual Police Memorial, the Jackson Fire Department Annual Fire Memorial, the Annual Michigan Police Memorial in Lansing, the 9/11 Memorial, Jackson County Rose Parade, Jackson Christmas Parade, Jackson Chamber of Commerce Memorial Dinner, Jackson Police Reserve Graduation and the Jackson Law Enforcement Cooperative Banquet.



### Jackson Police Department Officers who have fallen while in service to our community.

**Sergeant Frederick Booth**  
*Fatally shot, March 19, 1906 while apprehending safe burglars.*

**Captain John Holzapfel**  
*Fatally shot by a disgruntled employee February 5, 1907.*

**Officer Leonard Carey**  
*Fatally shot December 13, 1930 during a domestic disturbance.*

**Lieutenant William James Nixon**  
*Fatally shot April 27, 1978 while apprehending a man transporting stolen construction equipment.*

**Back row from left to right:** Officer Kurt Engler, Sergeant Chris Simpson, Officer Steve Scarpino, Detective Paul Albrecht, Officer Brent Craft.  
**Front row from left to right:** Officer Marc Smith, Officer Dave Renteria, Sergeant Jennifer Carter, Officer Lisa Medina, Officer Jan Noppe, Sergeant Aaron Kantor.

*"The word 'sacrifice' has a renewed significance to American citizens in light of the devastating attack on our country September 11, 2001."*



The National Law Enforcement Officers Memorial is located in Washington D.C.

# **CORE VALUES OF THE JACKSON POLICE DEPARTMENT**

## **PROFESSIONALISM**

*We strive to provide professional community service without compromise.*

*Therefore:*

*We are honest and just in all our actions.*

*We hold ourselves accountable for all of our actions.*

*We will continually enhance our personal and professional knowledge.*

*We are dedicated to public service by our strong sense of duty and commitment to excellence.*

*We treat all persons fairly and without favoritism.*

## **COMMUNITY**

*We believe in enhancement of our community through service and ownership . . .*

*Therefore:*

*We are involved in our community.*

*We take pride in the community we serve.*

*We promote cooperative efforts to enhance quality of life issues.*

*We recognize that our authority is derived from the community.*

## **ETHICS**

*We value ethical behavior.*

*Therefore:*

*We accept accountability for our actions.*

*We will be fair, just, and honest.*

*We value integrity.*

## **EXCELLENCE**

*We strive for community, departmental, and personal excellence.*

*Therefore:*

*We always give our best effort.*

*We work to resolve problems.*

*We provide training for ourselves and the community.*

*We acknowledge positive work performance.*

*We seek highly qualified applicants; we maintain highly qualified employees.*

*We understand honest human error; we learn from our mistakes.*

## **RESPECT**

*We respect our colleagues, our community, and ourselves.*

*Therefore:*

*We are courteous, patient and sincere in all relationships.*

*Difference and diversity enriches our community and our organization.*

*The dignity of each person must be preserved.*

## **JUSTICE**

*We uphold the principles embodied in our Constitution.*

*Therefore:*

*We respect and protect the rights of all persons.*

*We treat all persons fairly and without favoritism.*

*We enforce the law, using reasonable discretion.*

*We obey the law.*

*I value and accept the core values.*



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**VISION STATEMENT**  
*The Jackson Police Department  
collaborates in a team effort,  
with community stakeholders,  
to prevent crime and solve  
community problems for a safe,  
secure and healthy environment.*

**JACKSON - OUR HOME; OUR RESPONSIBILITY; OUR PRIVILEGE.**