

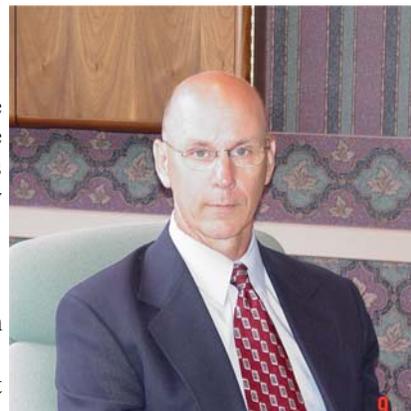
City of Jackson Police Department



2003 Annual Report
Ervin L. Portis, Chief of Police

CHIEF'S LETTER

It is my pleasure to offer the 2003 edition of the Jackson Police Department Annual Report. As the reader will clearly see, the Jackson Police Department was busy, and we are blessed to have many wonderful employees who contribute to making this an excellent organization. Allow me just a few examples to illustrate a lot of hard work:



Ervin L. Portis
Chief of Police

- Jackson has experienced a 27.8% decrease in Part I crime since 2000.
- Out of more than 2,800 custodial arrests, only 79 of those arrests resulted in officers having to use force to effect the arrest.
- Through the Staff Sergeant's and Finance Assistant's offices, the Department garnered \$280,011 in grant funds to pay for community service officers, resident police officers, training, homeland security, school officers, and juvenile justice.
- In our second full year with community service officers on the street, those three officers handled 6% of the Department's calls for service.
- Jackson Police Reserves volunteered—yes, that's right, they volunteered—8,794 hours, a 60% increase over the previous year.
- Canines and their handlers took police actions resulting in \$82,112 in forfeiture and/or seizure.
- Jackson Narcotics Enforcement Team (JNET) officers outperformed most other drug concept teams in Michigan. They opened 405 cases; arrested 365 people resulting in 425 charges; seized or purchased drugs with a street value of more than \$6 million; executed 105 search warrants; seized 93 firearms; and seized or forfeited property and real estate valued at more than \$400,000.
- Evidence Management received and processed 7,757 pieces of evidence and/or property.
- From many, many citizens, I received more than 250 cards, letters, e-mails and other formal pieces of correspondence commending patrol officers, supervisors, commanders, records clerks, and other employees.

The list could go on and on.

Please take a few moments and read this Annual Report. As you read, I am confident you will understand why I am proud of the Jackson Police Department and the fine contributions of our employees in keeping Jackson a safe place to live, work, and play.

Sincerely,

A handwritten signature in black ink that reads "Ervin L. Portis". The signature is written in a cursive, flowing style.

2003 AWARD WINNERS



Chief Portis with Reserve Officer of
the Year
Mark Richards



Chief Portis with Civilian
Employee of the Year
Carrie Shrock

On the cover (clockwise from top left): **Officer Bob Noppe** with **Safety Pup** at National Night Out activities; **Chief Ervin L. Portis** awards **Retired Sgt. Bill Kennedy** with his retirement shadowbox; A young boy performs tasks at the Bicycle Rodeo during National Night Out; **Chief Ervin L. Portis** commends **Sgt. Chris Simpson** for serving his country in the U.S. Army National Guard.

DEPUTY CHIEF'S LETTER

As you review this report, it becomes rather clear very quickly how talented the employees of the Jackson Police Department are. Another year has passed us by and you can see by the numbers it was a busy one. The story behind the numbers is the work that goes on, day in and day out, dealing with the mundane tasks that need to be accomplished to ensure the Department runs efficiently. It is this hard, diligent work the public rarely sees.

Throughout the year, when a major incident occurred or a notable case was solved, the officers involved, as well as the department, received recognition for a job well done. Certainly, the officers rose to these occasions and did an outstanding job. This is what they are trained to do. What is just as important is the work they do on a daily basis. Contrary to what people see on television or at the movie theater, policework mainly consists of mundane, less than thrilling duties. Completing vast amounts of paperwork, responding to neighbor complaints, handling non-criminal complaints, and dealing with minor problems is a more accurate description of an officer's daily duties.

Yet, the employees put their best foot forward every day to ensure the highest quality of service is provided to the public. I am proud to say that the employees of the Jackson Police Department are the most professional, highly trained, and skilled group that I have ever had the pleasure to work for. An organization is only as strong as the people that work for it. It is their dedication, hard work, and ambition that ensure the success of the Department, which in turn, makes Jackson a safe and enjoyable community to live in.

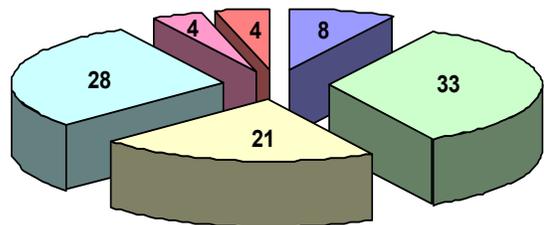
The Department's core values are: Professionalism, Community, Ethics, Excellence, Respect, and Justice. Each and every day I see employees living these values, doing what is right, and serving the community to the best of their ability. Kudos to all of you and God bless you and the work that you do.



Matthew R. Heins
Deputy Chief of Police

Department Demographics						
	Caucasian	African American	Hispanic	American Indian	Asian	Total
Sworn - Male	53	4	3	1	1	62
Sworn - Female	7	0	1	0	0	8
Civilian - Male	7	1	0	0	0	8
Civilian - Female	15	5	0	0	0	20
Total	82	10	4	1	1	98

Education Levels of Employees



■ Master's ■ Bachelor's ■ Associate's ■ Some College ■ Certificate ■ None



Sergeant Aaron Kantor and Deputy Chief Matt Heins support the Salvation Army by 'ringing the bell' at the Jackson Crossing



David Stadelman
Staff Sergeant

STAFF SERGEANT By Sergeant David Stadelman

The staff sergeant position at the Jackson Police Department incorporates many different and varied administrative assignments which include:

- Internal investigations
- Grant writing and management
- Operations manual review and management
- Organizing and facilitating the Citizens Police Academy
- City of Jackson committee participation with the Safety Committee and Code Enforcement/Nuisance Properties
- College intern program
- Pre-employment testing and background investigations
- New employee recruiting

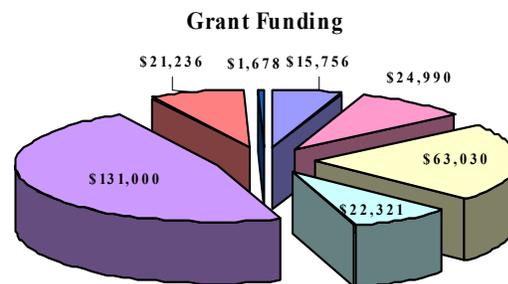
INTERNAL INVESTIGATION:

From time to time, citizens come forth with a major complaint alleging impropriety of some type on the part of one of the members of the Jackson Police Department. It is imperative that these complaints are investigated thoroughly and brought to conclusion to maintain the integrity and professionalism of the organization. The citizens of this community must be confident that members of the Department are held accountable for their actions and also held to a higher standard because of their role as police officers. Twelve internal investigations and ten miscellaneous complaints were made surrounding the conduct of members of the Jackson Police Department during the calendar year 2003.

GRANT FUNDING:

Grant funding is used to offset costs of specific programs within the Department. Monies are obtained from state or federal sources and expended in programs like the school liaison program, resident officer program, and bulletproof vest reimbursement.

TOTAL GRANT FUNDING
\$ 280,010.66



CITIZEN'S POLICE ACADEMY:

Forty-one residents of the Jackson Community participated in a successful Citizen's Police Academy. This academy is a cooperative effort with the Jackson County Sheriff's Department where citizens have an opportunity to view first hand and have a working knowledge of police operations and procedures within the law enforcement community in Jackson.

■ Bulletproof Vests	■ Homeland Security
■ LLEBG - CSOs	■ LLEBG - School Officer
■ CDBG - Resident Officer	■ JABG - Youth Center
■ MCOLES Incident Command	



2003 Citizen's Police Academy

COLLEGE INTERN PROGRAM:

The college intern program consists of a mandatory minimum number of hours of observation where a criminal justice student is exposed to a variety of functions within the police organization, i.e., patrol, service desk, detective bureau, evidence management, administration, and training. There were eight criminal justice students that completed their intern program with the Jackson Police Department during 2003. Seven students were from Jackson Community College and one student was from Tiffin University in Tiffin, Ohio.

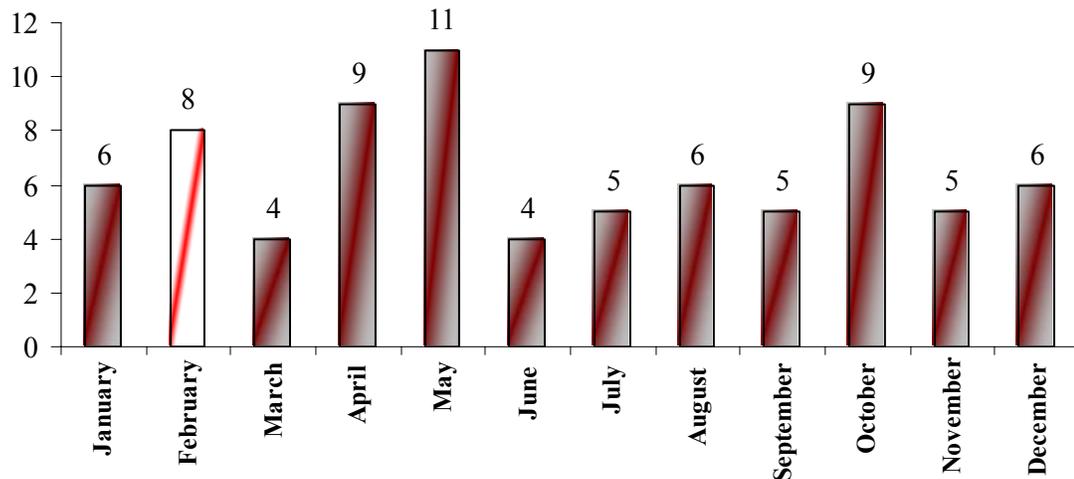
INTERNAL INVESTIGATION STATISTICS

Year	Total Complaints	Total Allegations	Exonerated	Unfounded	Sustained	Not Sustained	# Resulted in Discipline	Citizen Initiated
2003	12	30	2	11	12	5	7	6
2002	6	12	3	2	7	0	4	4
2001	8	16	1	3	4	8	4	5

MISCELLANEOUS COMPLAINT STATISTICS

Year	Total Complaints	Total Allegations	Exonerated	Unfounded	Sustained	Not Sustained	# Resulted in Discipline	Citizen Initiated
2003	10	12	1	5	5	1	4	7
2002	11	16	2	11	2	1	1	9
2001	21	38	3	19	8	8	6	15

**Use of Force by Month
2003**



PATROL OPERATIONS

By Lt. Mary Jo Kennedy



Mary Jo Kennedy
Patrol Lieutenant



John Holda
Patrol Lieutenant

Problem-solving instead of reactive management are words that best describe the year of 2003 for our patrol division. Police and Community Teams (PACTs) had a full year to establish contacts and involve stakeholders in problem identification, analysis, and assessment. The problems that were identified don't necessarily fall into traditional police work. We worked on disorderly addresses, traffic issues, troubled youth, abandoned vehicles, and making a nice Christmas for those in need.

The city is divided into eight sections, called PACTs. Each team is comprised of one sergeant and at least four police officers. The team is responsible for involving members of their community in identifying issues that threaten their quality of life. The officers share their voice mail numbers and e-mail addresses with their community to open communication. They attend meetings, social gatherings, and go door-to-door to make sure they know residents. What are the reasons for doing this? A few are: to belong to their area, to know the issues, to identify people who need assistance, to help the neighbors in taking back their neighborhoods, and to eliminate the setting for criminal activity.

One of our first major successes was Abbey Villas Apartment Complex. It began as Beachnut Grove Apartments, where officers were responding over fifty times each month to various reports of loud music, disorderly conduct, fights, parking issues, and drugs. Overall it was an unsafe place to live. The PACT pulled together all the stakeholders, the new owners, building inspectors, city attorney, fire department, and tenants to determine what was happening with the complex. Through everyone's effort of working together, the complex is now a respectable, safe place to live. The new owners have renovated 70% of the apartments and installed on-site management. Tenants have a resource now to deal with apartment issues instead of calling the police. The calls for service are now minimal and occupancy has increased. The results affected the police and everyone else involved, thereby creating a safer complex.

In December of 2003, PACT D2 felt they wanted to do something special for a couple of families in their area. These families did not ask for assistance, as they felt others needed help more than they did. The team took donations and collected money to make presents for these families. They spent an evening wrapping gifts and determining who needed what. Then they delivered their gifts to make sure that Christmas would be special. The time they used was their own that they gave willingly to make their neighborhood a happier place.

Other successes include removing drug activity from a local park, identifying eighty abandoned vehicles and bringing them into compliance with city ordinances, assisting an elderly female in getting necessary resources, reducing juveniles from being out after curfew, and identifying and closing several drug houses.

The calls for service continue and officers are able to juggle the emergency needs with their daily contacts. We responded to 35,880 calls for service, made 3,712 arrests and worked on over fifty problems. The melding of the community policing philosophy into our organization is successful and continues to improve.



Chief Portis congratulates Adam Williams on his promotion to sergeant.

PART I & II CRIME REPORT

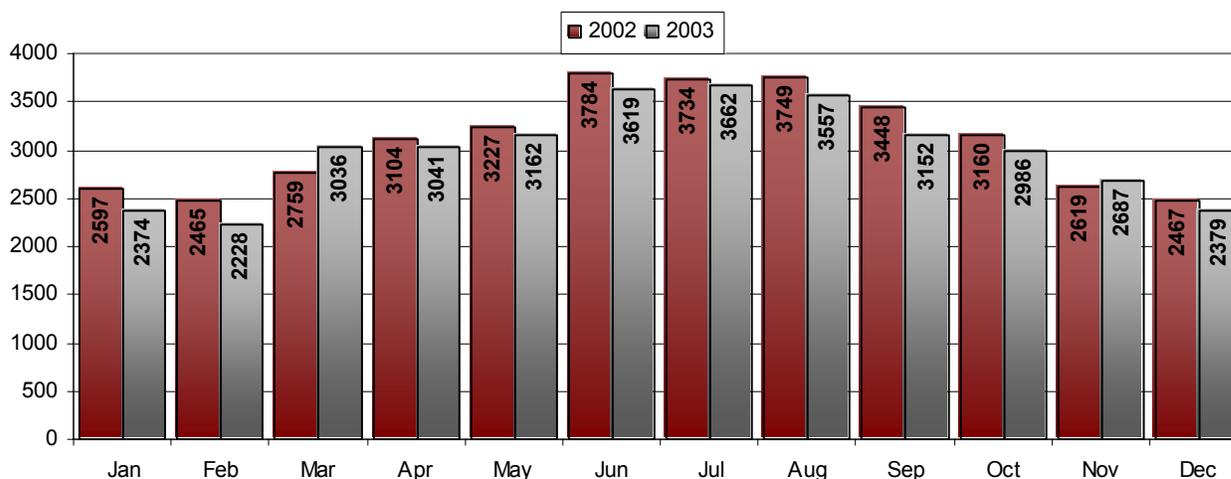
Major Crime Categories

Multi-Year Comparison

<u>Type of Incident</u>	2003		2002		2001		2000
		inc/dec		inc/dec		inc/dec	
Homicide	5	0.00%	5	undef.	0	-100.0%	3
Rape	36	-10.00%	40	-11.11%	45	36.4%	33
Robbery	63	-17.11%	76	-27.62%	105	36.4%	77
Aggravated Assault	77	-69.69%	254	-16.99%	306	38.5%	221
Burglary	363	-16.17%	433	-5.66%	459	8.3%	424
Larceny	1583	-10.67%	1772	-19.45%	2200	-0.7%	2215
Auto Theft	142	-25.65%	191	-5.91%	203	10.3%	184
Arson	33	-23.26%	43	22.86%	35	6.1%	33
Total - Part I	2302	-18.19%	2814	-16.08%	3353	5.1%	3190
Non-Aggravated Assault	1609	3.47%	1555	6.73%	1457	15.8%	1258
Forgery & Counterfeiting	58	1.75%	57	18.75%	48	20.0%	40
Fraudulent Activities	191	-13.96%	222	16.84%	190	48.4%	128
Embezzlement	30	-14.29%	35	0.00%	35	-32.7%	52
Stolen Property	18	-35.71%	28	-33.33%	42	-22.2%	54
Vandalism	1131	9.38%	1034	-21.37%	1315	8.1%	1217
Weapons	69	-2.82%	71	18.33%	60	-7.7%	65
Prostitution & Com. Vice	2	-86.67%	15	25.00%	12	-14.3%	14
Sex Offenses	79	-23.30%	103	-7.21%	111	16.8%	95
Narcotics and drugs	655	40.86%	465	5.44%	441	-13.9%	512
Gambling	0	-100.00%	1	undef.	0	-100.0%	2
Family and Children	132	12.82%	117	8.33%	108	50.0%	72
DUIL & DUID	440	26.44%	348	-0.85%	351	-21.5%	447
Liquor Laws	345	46.81%	235	-1.26%	238	-27.9%	330
Disorderly Conduct	525	-2.23%	537	4.47%	514	-8.1%	559
All Other	1184	-7.43%	1279	-9.93%	1420	-3.3%	1469
Total - Part II	6468	6.00%	6102	-3.78%	6342	0.4%	6314
Total - Part I & Part II	8770	-1.64%	8916	-8.04%	9695	2.0%	9504

6/3/04

Calls for Service by Month



RESIDENT OFFICER PROGRAM

By Officer Matt Peters



Officer Matt Peters
1043 Chittock Ave.

Community-oriented policing is the very essence of the Jackson Police Department. Police and Community Teams (PACTs) are the backbone of patrol operations. Three officers are selected from patrol to work and live within the community. The Resident Officer Program consists of these officers and their families residing in city-owned homes. The program has been in place since 1992 and has served the people and businesses of even smaller sub-sections of the city. The locations of these three resident officer homes have been carefully selected as being historically and statistically high crime and special needs neighborhoods.

One of the core values of the Jackson Police Department is community. This part of our core values reads: “**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.” To that end, the resident officers proactively engage stakeholders in their respective neighborhoods. Adults, children, and businesses alike are called upon to promote and increase their quality of life. The officers team with these community members to help maintain neighborhood beautification efforts, provide close one-on-one community-to-officer contact on a daily basis, and teach crime prevention methods.

Resident officers and their PACT members engaged in many activities in 2003. Here are just a few noteworthy highlights:

- Officer Shannon Marcetic, whose neighborhood encompasses the West Mason Street area, has been extensively involved with her PACT by organizing a community service fair for neighborhood residents. This fair made residents aware of their community resources. She has also established a PACT office in the Child and Parent Center, thanks in part to her efforts in obtaining a grant from the Community Action Agency. She was also able to organize a neighborhood cleanup and beautification project for Partnership Park. With efforts from neighbors and other stakeholders, the area was made free of litter and debris.
- Officer Gary Grant resides on South Jackson Street. This neighborhood has the benefit of a long-standing neighborhood team known as the Desert Rose Neighborhood Watch Group. This watch group and its committed members are quintessential illustration of what a valuable community group can do. The group heard about a neighbor who was called to serve his country overseas. As with many of our servicemen, he left behind a home, fiancée, and several small children. The family was in the process of cleaning up the property when he was called. The cost of having this work hired out would have been more than the family could handle. The group went right to work and for over a week straight they, along with police officers, got the place in shape. The family’s gratitude was priceless.
- Officer Matt Peters calls the 1000 block of Chittock Avenue his home. Part of his neighborhood is the Yes for Youth Park. Early in the year, the park was found to be littered with glass and in bad need of overall maintenance. Flyers were sent out and residents and businesses showed up early to get started. Through an all day effort, the park was cleaned and covered with new mulch. Additionally, the whole Chittock Alley was cleaned by hauling out garbage and abandoned vehicles and cutting back weeds and overgrown trees. Neighborhood businesses participated by providing lunch and refreshments for the workers. The children who participated were rewarded with flowers to plant at home and nurture. The children recognized the importance of the effort as they cleaned the park throughout the summer and fall without being asked.



Officer Gary Grant
941 S. Jackson St.



Officer Shannon Marcetic
326 W. Mason St.

RECORDS SECTION

By Coordinator Bob Marcinkowski



Bob Marcinkowski
Coordinator

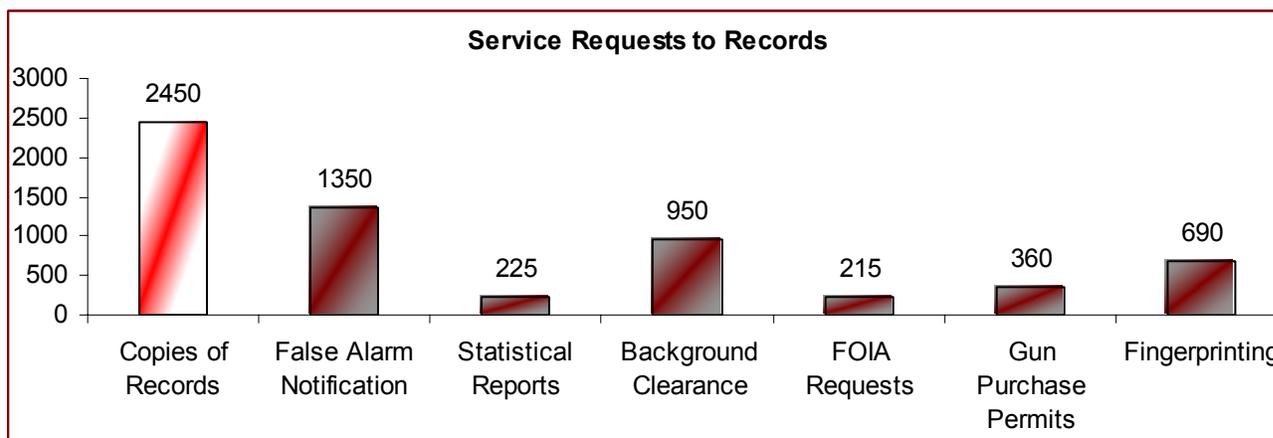
The Records Section is the general repository for all police reports generated by the Jackson Police Department. During the course of a year, more than 75,000 reports are channeled to the Records Section for retention. With the aid of a sophisticated computer system, this information is easily retrievable.

A second and equally important function of the Records Section is data entry. Information is extracted from handwritten documents and data entered into the records management system. Millions of separate data items must be accurately entered each year. The statistical analysis of this information is also a function of the Records Section.

Another function is the transcription of reports. Officers tape record the narrative portion of reports and these tapes must be transcribed. This information is merged with other data and evolves into a complete report that becomes available through the computer network. More than 18,000 reports are entered into the database each year.

Reports may fall into many categories e.g., crime, accident, arrest, or general information. Requests for information contained in these reports are never-ending and the Records Section staff must respond quickly and courteously to various demands for information.

Using data mining and mapping software, which was acquired this year, we have been able to extract data from the records management system and respond to requests from the community for information focusing on specific areas or regions within the city. This information has been especially helpful when submitting grant applications.



Michelle Gossett
IT Manager

INFORMATION TECHNOLOGY

By Michelle Gossett

This past year our motto for technology was doing more with less. This was a year to review our current systems, make suggestions, and see how to improve the service we were giving. The Jackson County Sheriff's Department's Information Technology Manager, Kathy Lincoln, retired and we continued our work changing our Law Enforcement Information Network (LEIN) connectivity. We converted old telephone lines to Topology Computer Protocol/Internet Protocol (TCP/IP) at Michigan State Police (MSP) utilizing the county's Point of Presence (POP) line. We installed Mobile Data Computers (MDCs) in early winter of this year. This installation will give our officers more information at the touch of a finger. The computers are more user-friendly and have a vast amount of information from our department and the Sheriff's department's databases.

Internally, we did a lot of work on our Geographical Information System (GIS), utilizing the Omega Group out of San Diego and Esri software. The first phase of this project was developing set parameters for data. That involved choosing three major categories to be utilized in this project: Incidents, Cases and Arrests. We also worked on setting up queries on the AS/400 database to gather this information to be presented in a timely manner. Currently, this phase of the project is up and running at 98% overall geographical location. This gives our Records Coordinator another tool to present data. Phase two of this project, which is developing an internal web base for everyone in the department to access, is underway and should be up and running by late February, 2004. This will give officers information readily available in a What, When, Where atmosphere.

Overall, this was a year of maintaining, and we look forward to the success stories of centralized booking, department wide GIS, and Field Reporting.



Scott Rogers
Patrol Sergeant

TRAFFIC ENFORCEMENT UNIT By Sergeant Scott Rogers

The Jackson Police Department focuses on traffic enforcement to reduce vehicle collisions and the ancillary costs they create, such as loss of life, injury, or property damage.

The department prioritizes traffic enforcement for all patrol units in addition to staffing a designated traffic enforcement officer. The Jackson Traffic Safety Program frequently provides grant funds throughout the year for specialized enforcement such as seatbelt or Operating While Intoxicated enforcement, which is conducted over and above the daily traffic enforcement efforts of the patrol division.

In 2003, traffic enforcement efforts identified a significant traffic problem occurring in the 700 block of Bloomfield Boulevard. A significant increase in traffic volume occurred after the installation of the "round-about" in front of the Middle School at Parkside. It combined the West Avenue traffic with Fourth Street.

Traffic enforcement officers spent in excess of eighty hours monitoring the 700 block of Bloomfield, however found no significant speed problem. Analysis of accident rates on and around the surrounding area did not reveal a significant problem.

We then utilized the resources of the traffic and engineering departments to conduct both speed and volume counts on the block and found while there was not a speed problem, volume was indeed inordinate for the roadway which was not designed for that volume of traffic.

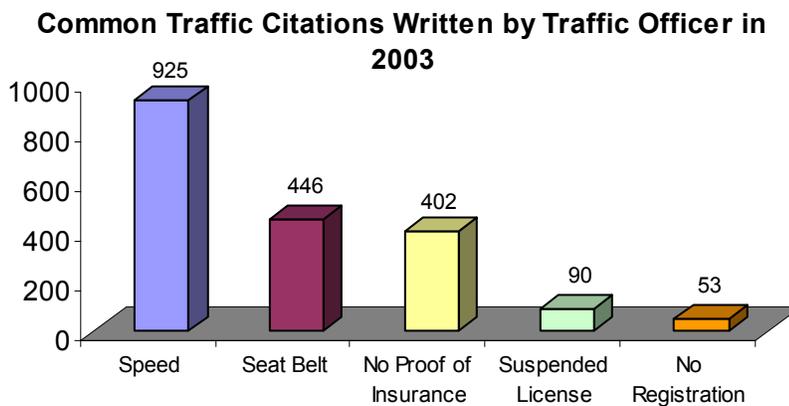
We then utilized a community policing SARA model and brought the stakeholders of the police department, with the traffic and engineering departments together, as well as neighbors living in this area to try to identify solutions. Neighbors suggested a range of solutions, including traffic calming speed bumps and street narrowing and weaving to slow traffic. A decision was made to close Bloomfield at Fourth Street creating a cul-de-sac with entry off from West Avenue.

We then worked with the Department of City Engineering to identify funding sources. The neighborhood also turned out in force to engage the City Council in a public quorum to urge approval.

The results of this classic police/community involvement working together successfully resolved the neighborhood problem. This provides an excellent example of community policing at its best.



Officer Chuck Brant
Traffic Officer



Intersections with High Accident Rates

	<u>2003</u>	<u>2002</u>		<u>2003</u>	<u>2002</u>
1. Washington & Jackson	10	14	4. Ganson & Wisner	7	9
2. West & Monroe	8	14	5. Glick & Cooper	7	8
3. West & North	8	9			

COMMUNITY SERVICE OFFICERS

By CSO Joe Smith

2003 marked the first full year Community Service Officers (CSOs) began interacting with the community and handling calls for service on their own.

CSOs handle low priority calls, which in turn helps free up time for sworn officers to address community concerns and take calls of a more serious nature. Over 1,800 calls were handled by CSOs, which account for almost 5% of the total calls in 2003. Such calls include larcenies, malicious destruction of property with no suspect information, runaway reports, and parking complaints.

A component of a CSO's daily shift includes administrative duties, such as the mail-run, delivering food to prisoners, and filling in for absent crossing guards. On average, the CSO spends one hour a day on these activities, and other administrative duties.

Another important aspect of the CSO program is community involvement. In 2003, the CSOs represented the Jackson Police Department at more than fifty different events, with over 155 hours of commitment. These events consisted of neighborhood clean-ups, bicycle rodeos, the Father Fair, and fingerprinting children at local schools.

With further experience and training, we hope our CSO program will expand to take an increase in calls, allowing patrol officers to spend more time investigating PACT issues and engaging in the SARA problem-solving process.



CSO
Joe Smith



CSO Joe Smith completes child safety kits for attendees at the National Night Out celebration.



CSO
OnDreana Campbell



Richard Lawson, Officer Matt Peters, Officer Mark Easter, Officer Ryan LePeak, Peter Lubana, and Sgt. Aaron Kantor participate in a neighborhood clean up.



Officer
Marc Smith

HONOR GUARD By Officer Marc Smith

The Jackson Police Honor Guard is comprised of men and women dedicated to honoring officers who have given their lives while in the line of duty. This is a responsibility taken with great pride by all of the Honor Guard members.

The Honor Guard also represents the department at certain functions such as parades and funerals. In 2003 they attended the following functions:

- Lansing Police Memorial
- Jackson Police Memorial
- Jackson City/County annual awards banquet
- Jackson County Fair opening day parade
- Flag raising at the IRL race at Michigan International Speedway
- Law Enforcement Torch Run opening ceremony
- Pistol Shoot opening ceremony
- Annual City of Jackson Christmas Parade

In Jackson, four officers have fallen in the line of duty. Washington, D.C. is the location for the National Law Enforcement Memorial and those four officers' names are engraved on the memorial to forever be memorialized...They will never be forgotten. Those officers names and a brief description of the circumstances causing their death can be found on page 13.



The Jackson Police Department Honor Guard: Back Row: R/Lt. Frank Miller, Officer Matt Peters, Officer Chris Kilmer, and Officer Brent Craft. Front Row: Sergeant Aaron Kantor, Officer Steve Scarpino, Officer Jan Noppe, Officer Lisa Medina, Sergeant Jennifer Carter, and Officer Marc Smith.

Law Enforcement Code of Ethics

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and the 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 never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.

Jackson Police Officers who have given the ultimate sacrifice for our community:

Sergeant Frederick Booth – Fatally wounded *March 19th, 1906* while apprehending safe burglars.

Captain John Holzapfel – Fatally wounded by a disgruntled employee *February 5th, 1907*.

Officer Leonard Carey – Fatally wounded *December 13th, 1930* during a domestic disturbance.

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



Sergeant
Jennifer Carter

POLICE RESERVE PROGRAM

By Sergeant Jennifer Carter

The Jackson Police Reserves is a group of dedicated individuals who volunteer time and service to the Jackson Police Department and serve the community as reserve officers. These individuals continued the tradition of excellence by volunteering 8,794 hours in 2003. This was an increase of 60% over last year's hours and the second consecutive year hours for service increased. Of the 8,794 hours, 5,284 were in patrol functions and 1,231 in special events. Reserve Officer John Robe left the Reserve Program, as he was hired as a fully sworn officer for Albion Department of Public Safety.

The Jackson Police Department accepted seven new reserve officers into its ranks in 2003. These seven individuals went through a rigorous process including a thorough background investigation, psychological examination, and a 14-week training academy. These individuals will be a welcome addition as they are always more than willing to assist the department in any way possible. Jackson Police Reserves are recognized for their willingness to help and dedication to the citizens of Jackson.

Reserves Who Volunteered 400+ Hours

Sergeant Chip Wood
Officer Kenneth Carpenter
Officer David Hoffius
Officer Chris Pohl
Officer Mark Richards
Officer Ronald Spees

Reserves Who Volunteered 300—399 Hours

Officer Rick Smith
Officer John Robe
Officer Shawn Warren

Reserves Who Volunteered 200—299 Hours

Sergeant Joe Beatty
Officer Ryan Corrao
Officer Adam Garcia
Officer Philip LaMaire
Officer Jacquelyn Nyies
Officer Richard Pushies

Reserves Who Volunteered 100—199 Hours

Captain James Acker
Lieutenant James Hunt
Sergeant Mark Wurmlinger
Officer James Bayne
Officer Jeremy Easter
Officer Alex Hossier
Officer John Hugle
Officer Steve Silence



2003 Reserve Academy Graduates: Chad Dack, Hans Carlson, Joshua Stanley, Robyn Ehrig, Lance Cunningham, Jeff Nowaczak, and Brent Travelbee.

SUPPORT OPERATIONS By Lieutenant John Stressman

Training, Property Management, Evidence Management, Communications, Records Management, Computer Systems Management, Investigations, and Drug Enforcement are the unseen and fundamental services which enhance the professionalism and excellence of the police department, providing the support and confidence officers need to do their jobs well and protect our community's quality of life.

Support Operations coordinators collaborate regularly to problem-solve areas needing improvement and to maintain the efficiency of police services. The better we do our jobs, the better the service the community receives from the entire department. If a patrol officer is commended for good work, we feel a great sense of pride and accomplishment that perhaps we may have played some role in that success.

Quality of service, professionalism and excellence are what is most importance to us. The accompanying articles from the Support Operations Coordinators reflect their dedication to the success of the Jackson Police Department's ability to provide the best service possible to the citizens it serves.



John Stressman
Operations Lieutenant

Chief Ervin L. Portis congratulates Reserve Joe Beatty on his promotion to Sergeant.



Tom Eagle
Detective Sergeant

DETECTIVE BUREAU By Sergeant Tom Eagle

The Investigative Operations Division is staffed by seven personnel consisting of one sergeant, five detectives, and one court officer. Detectives are assigned major felony cases initiated by patrol officers. They are responsible for the complete investigation, including evidence collection and analysis, interviews, warrant seeking, and assisting the Prosecuting Attorney at trial.

In 2003, detectives were assigned over 160 cases. Five of those cases were homicides and resulted in verdicts for Felony Murder, Vehicular Homicide and one Not Guilty verdict. One case is still pending trial and one case was closed due to the death of the identified assailant.

The court officer has several responsibilities, one of which is obtaining arrest warrants for persons lodged the previous night. Once the arrest warrant is obtained, the court officer is responsible for arranging the arrestee's court appearance. Another important responsibility is serving subpoenas to ensure the appearance of suspects, victims, and witnesses at trial.

With limited resources, the Investigative Operations Division strives to serve the community with professional and ethical service.



Kevin Hiller
JNET Sergeant

JACKSON NARCOTICS ENFORCEMENT TEAM By Sergeant Kevin Hiller

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

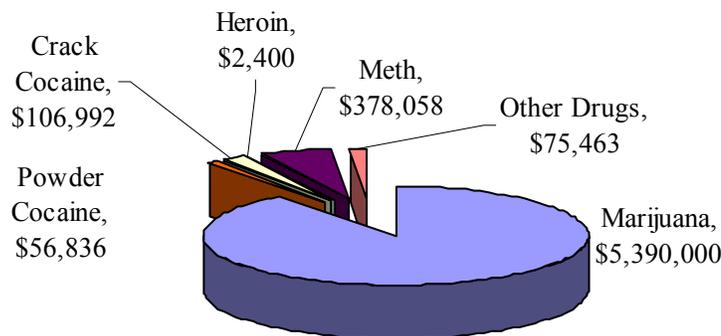
Officers, deputies, and troopers from these various departments fill the JNET investigator positions. JNET is divided into two distinct teams, one of which focuses on street level drug dealers and the other on mid- to upper-level drug dealers. With that, JNET focuses on increasing pressure on the illicit drug dealers in Jackson County.

In 2003, JNET set new records in almost all statistical categories, including: Number of cases initiated (405), persons arrested (364), and counts charged (425). Drugs seized and or purchased by JNET had a street value of \$6,009,749. Marijuana (\$5,390,000), powder cocaine (\$56,836), crack cocaine (\$106,992), heroin (\$2,400), and methamphetamine (\$378,058) were

the most common drugs.

JNET executed 105 search warrants and seized 93 handguns, long guns and assault rifles in 2003. Total money seized including property and real estate was valued at \$406,274. JNET also investigated a total of thirteen methamphetamine labs, thirteen dumpsites, and eleven component cases, where components to make methamphetamine were found.

Drugs Seized and/or Purchased



SPECIAL RESPONSE TEAM By Officer Elmer Hitt

The Jackson Special Response Team (SRT) is a joint team consisting of law enforcement officers from the Jackson Police Department and the Jackson County Sheriff's Department. The goal of both departments is to bring special threat situations to a peaceful resolution with the protection of life as the primary concern.

The team is currently made up of eleven members, five from the Jackson Police Department and six from the Jackson County Sheriff's Department. Anyone with at least one year of service may try out for the team when an opening arises. Team members are then selected through an extensive process. This consists of physical testing, psychological testing, firearm proficiency, tactical scenarios, and oral interviews. The persons selected through this process must then pass a three-week Special Weapons and Tactics (SWAT) school.

The school provides each member with the basic skills and training necessary to be on the team, but this is only the beginning. The team trains together one day each month, for nine hours, totaling 108 hours. Individual members are also selected to attend specialized trainings. These trainings include advanced SWAT, firearms, hostage rescue, and other areas deemed necessary by the team.

There were fourteen incidents throughout 2003 in which SRT was requested to respond. SRT assisted in security for the grand opening of Consumers Energy, where Governor Granholm was the guest speaker. The team executed a total of three search warrants for the Jackson Narcotics Enforcement Team (JNET). Two more search warrants were executed for the Jackson Police Department's Detective Bureau. The remaining incidents were special threat situations that patrol officers originally responded to. All incidents were resolved without injury to civilians or police.



Officer
Elmer Hitt

CANINE UNIT

By Sergeant David Stadelman

The Jackson Police Department canine unit members are Officer Tim Black with partner Timon and Officer William Mills with partner Beggy. The Jackson Police Department began its canine unit in 1995 with Officer Black and Timon. Officer Black has an extensive canine background in the Army Military Police and is able to blend that experience into the canine unit. The successes and proven need for another canine unit brought Officer Mills and Beggy together in 1999. Officer Mills had spent hundreds of hours of his personal time training with Beggy prior to joining the unit. The canines and handlers of the Jackson Police Department work in tandem with each other and have gained the respect and accolades of the law enforcement community throughout mid-Michigan.



Sergeant
David Stadelman

Some of the highlights of 2003 were:

- Officer Mills/Beggy conducted an article search and found a handgun that ultimately led to federal charges against a Jackson man.
- Officer Black/Timon did a track for Blackman Township Public Safety Department from a business to a heavily wooded area and then back to the main entry to the business. The suspect was not located at that time, but \$40,000 in merchandise from the store was located along the track.
- Officer Black/Timon conducted a track and located a victim who had been struck by a train in the area of West North Street and the railroad tracks.

The calendar year 2003 marked another successful year for the canine unit.

Calls received:	170
Calls successful:	57
Summary of calls marked "other"*	34
Numbers of arrests and/or evidence located:	54
Public relations programs:	7
Total forfeitures/property recovered:	\$82,112

**The K-9 calls that are marked "other" are K-9 uses where the outcome was non-productive. The K-9 track or drug search was conducted properly, but no contraband or person was found.*



Officer Tim Black and canine partner Timon complete a presentation at the 2003 Teen Police Academy.



Rhonda Ballard
Evidence Coordinator

EVIDENCE MANAGEMENT By Coordinator Rhonda Ballard

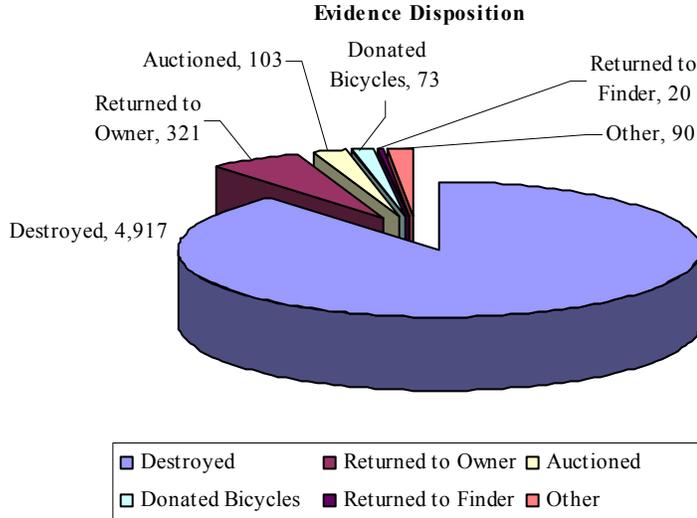
The Evidence Management Unit is responsible for recordkeeping, secure storage, and maintenance of all property received from the Jackson Police Department and the Jackson County Sheriff's Department. This property includes found items, items taken for evidentiary value, items recovered as stolen, and 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 2003, the Evidence Management Unit processed 7,757 pieces of property, which included 329 bikes and 173 guns; received \$42,993.38 into property; and \$41,452.36 was deposited as drug forfeitures.

The in-car video cameras are a useful tool for the department. Officers are able to use their videotapes for evidentiary purposes as well as for training. We currently hold the videotapes for ninety days. The videotapes are subject to Freedom of Information Act (FOIA) requests. Upon receipt of a FOIA request, a copy of the requested videotape section is made and sent in response.

Annual evidence audits of the property room are completed by an external company. The integrity of the property, procedures, and chain of custody is verified during these audits. There is a physical audit of the property, manuals, and policies. Upon completion of the audit, the auditor prepares a summary of the audit findings and recommendations for improvements to the system. We have been conducting these audits for three years and have received conclusions of continuous improvements and positive remarks on the property management system. The auditor also provides training to other police departments and uses the Jackson Police Department Evidence Management Unit as a model for those other departments.



Officer Kurt Engler shows Teen Police Academy students how to process evidence.



SCHOOL LIAISON OFFICER

By Officer Paul Gross

For almost three decades, the Jackson Police Department has assigned officers to Jackson Public Schools. Officers are assigned to Jackson High School, Tomlinson Tech, Amy Firth, and the Middle School at Parkside. Officer Lisa Medina, Officer Ted Ahlers, and Officer Paul Gross work in conjunction with each other to ensure a safe learning environment for our youth.

Managing a school environment represents a daily challenge for school and police officials. School liaison officers work closely with school administrators in an effort to resolve issues and provide resources to our stakeholders to resolve daily challenges. Positive decision-making is a role officers demonstrate and teach to students before they enter the adult world.

During any typical day, a school liaison officer will greet students as they enter the school, participate in conflict resolution and meditation, and concentrate on maintaining safety and security within the school premises. Numerous police reports are initiated, investigations completed, and petitions sent to the juvenile court system. Typically, school liaison officers attend all school functions, including sporting events, homecoming celebrations, proms, and graduation ceremonies. This continual interaction with the youth of our community helps maintain strong relationships between the students, the administration, and the officers.

At a time when the security and safety of students are at heightened awareness, officers work with the school system to maintain a safe environment. School administrators, parents, and students work together to enhance and follow safety procedures in an era of changing times. School Liaison Officers are an important element of community policing, where excellence, respect, professionalism, community, and ethics are implemented in the development of our youth.



Officer Paul Gross



Officer Sergio Garcia

FIELD TRAINING OFFICER

By Officer Sergio Garcia

The Jackson Police Department strives to deliver professional service without compromise to its community. Keeping this in mind, the Jackson Police Department actively recruits and hires only the most qualified applicants, which are placed through an extensive training program known as the Field Training Officer (FTO) program.

The FTO program is designed to mold a new recruit into a professional, polished officer. The program achieves this through mentoring and instruction.

New recruits experience a rigorous training regimen, including 700 hours of various instruction. This training period is comprised of four phases. During the first three phases, the recruits are placed with three different field training officers.

Each of these three phases consists of fifteen working days. The recruit is taught in both a classroom setting and during actual calls for service. As the recruit begins, they are expected to handle a small portion of each call. As they progress, they are expected to be able to handle any type of complaint on their own and eventually phase out of the FTO program. The fourth phase is known as the shadow phase. During this phase, the field training officer dresses in civilian clothing and monitors the recruit during his or her daily activities.

The Jackson Police Department upholds its commitment to excellence by utilizing a thorough evaluation process. The field training officer evaluates each recruit in ten different categories, which range from department policy and procedure to criminal law. Each recruit must carry a passing score through each phase to continue.

There are currently 26 field training officers within the Jackson Police Department. In 2003, these field training officers trained four new officers. Officers Mike Rucinski, Pete Postma, Ralph Morgan, and Ryan Speidel all successfully completed the FTO program and are the newest additions to the Jackson Police Department.



Officer Ralph Morgan



Officer Pete Postma



Officer Mike Rucinski



Officer Ryan Speidel



Officer
Lisa Medina

TEEN POLICE ACADEMY By Officer Lisa Medina

The Jackson Police Department held the Teen Police Academy for six weeks this past summer from July 8th through graduation on August 14th. This program is in cooperation with the Fitness Council, YMCA, and Jackson Public Schools. The Teen Police Academy emphasizes positive choices that kids can make in unhealthy situations.

Students are exposed to a hands-on learning environment on law enforcement operations, participate in role-playing exercises, and experience the day-to-day duties of police officers – traffic stops and crime scenes. Students are given an opportunity to participate in such physical activity as rock climbing, swimming and basketball.

Forty-two students participated this summer. Volunteers who assisted included an administrator, teachers, and aides from the Middle School at Parkside. The Teen Police Academy allows different organizations to come together for a common goal in providing the youth of Jackson positive role models as well as educating them in the areas of law enforcement and fitness.



Officer Ted Ahlers explains the basics of the Special Response Team.



Participants in the 2003 Teen Police Academy.

SERVICE DESK

By Coordinator Joyce Barlow



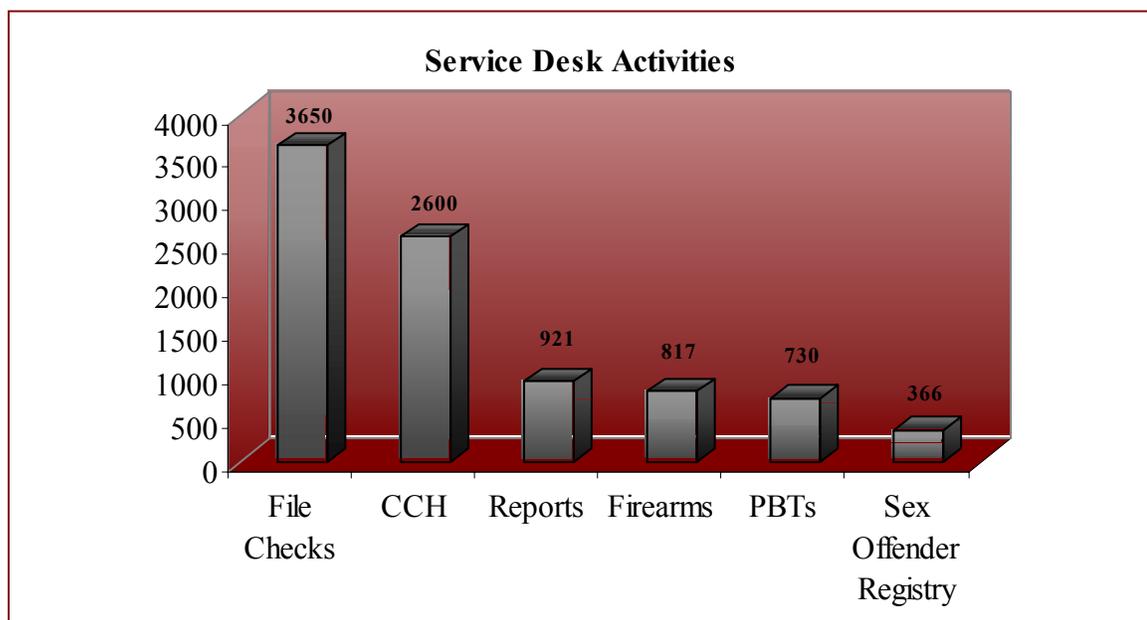
Joyce Barlow
Communications
Coordinator

The Service Desk is an administrative function of the Jackson Police Department and often the public's first contact with our agency. A unit of the Operations Support Division, it is responsible for receiving incoming calls of complaints, reports of crime, and providing general law enforcement information. Service Desk personnel operate radio equipment to communicate with officers on patrol, as well as provide Law Enforcement Information Network (LEIN) and National Crime Information Center (NCIC) services for officers and detectives. They also contact officers on the road by transmitting messages directly to patrol vehicles via Mobile Data Terminal (MDT) using the Computer Aided Dispatch (CAD) terminal. Circuit court warrants, personal protection orders, runaway reports, Orders to Apprehend (OTA), conditional bonds, and all stolen property are entered into the LEIN and NCIC computer systems by Service Desk personnel.

The Communications Coordinator is the first-line supervisor responsible for overseeing the activities of the Service Desk on all shifts. The Communications Coordinator is also a Terminal Agency Coordinator (TAC) certified by the Michigan State Police in Lansing. As a TAC, the Communications Coordinator is a second-party check for all LEIN and NCIC files entered into the LEIN/NCIC computer systems by Communications Specialists. They are checked for accuracy, proper coding, source of information, and to ensure all available information was applied to the entries. Each month, the coordinator is responsible for validating the entry of those files.

The Service Desk is staffed by a team of eight civilian employees titled Communications Specialists. They take pride in their professionalism while assisting citizens in both routine and emergency situations. Communications Specialists take all types of calls, from a lost dog to a suicidal subject. In the year 2003, they handled 119,000 phone calls and wrote 921 reports. Hundreds of filechecks are run daily to check for warrants, missing persons, stolen property and vehicles, and for identification purposes. There were 3,650 files run on citizens who came to our agency to obtain background checks for jobs. Communications Specialists also administer court-ordered preliminary breath tests (PBTs) on probationers.

In addition to the LEIN and CAD computer systems, Communications Specialists also enter warrant and ticket data into our agency's in-house computer system, the AS/400. They also use this resource to search for people, property, bicycles, addresses, and telephone numbers. They are in contact with citizens, other police and court agencies, and officers constantly. Communications Specialists are multi-task oriented and can simultaneously handle a myriad of occurrences, assignments and tasks. These are the Communications Specialists of the Jackson Police Department, giving their best to provide good customer service to employees and citizens.





Chad Edwards
Property Coordinator

PROPERTY MANAGEMENT By Coordinator Chad Edwards

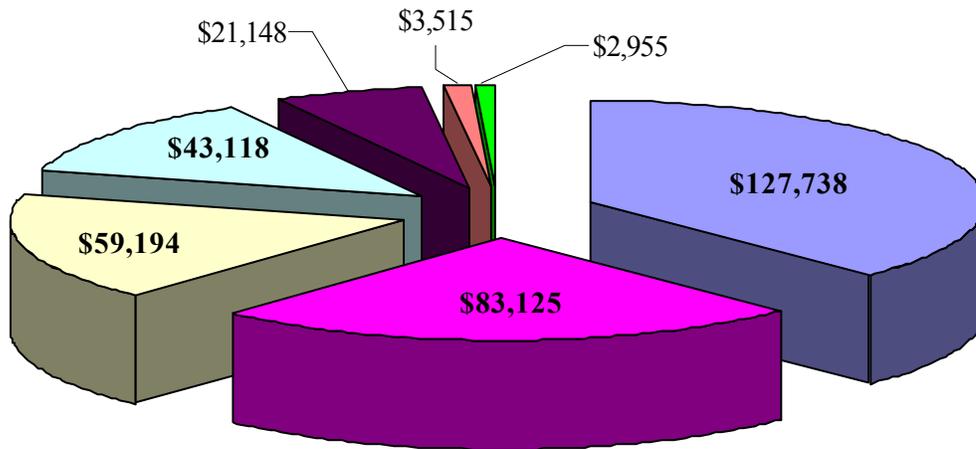
Property Management is the division responsible for monitoring and maintaining all aspects of facility, vehicle, and equipment repair. Our group consists of four civilian employees: one coordinator, one utility worker, and two janitorial personnel. We order and dispense all uniform and equipment items, research new technology, and develop strategies to keep repair expenditures below budgeted guidelines. We provide support to all personnel by ensuring their equipment and work environment is functioning properly.

In the first portion of 2003, much of our time was diverted to Consumer Energy's ongoing construction. Many of the projects and land developments blocked the entrance and exit to our building, created traffic delays on Washington Avenue, and forced our parking to be rerouted. I frequently met with construction contractors, City Engineering, and representatives of Consumers Energy to accommodate the final stages of construction. The addition of landscaping and the loss of city-owned property also raised several new concerns. We addressed and resolved many related issues such as snow removal, care of landscaping, maintenance, and grounds upkeep. We coordinated parking assignments for police employees within the west parking garage and visitor parking on the east side of the facility. The demands of our involvement with the project slowly tapered off and ceased in June of 2003.

In early July, Property Management and volunteers from the Jackson Revolver Club began formal planning for safety alterations at the outdoor range. Many ideas, costs, and options were explored prior to landscape modifications. In late July, a design blueprint was evaluated and construction of the bullet containment structure began. The configuration spanned a distance of 176 feet and took nearly five weeks to complete. The structure now provides a safer environment to citizens and neighboring properties by preventing any fired rounds from ricocheting or rolling over the impact berm.

Property Management also researched and examined the department's janitorial and floor care expenditures. Floor service had been supplied by outside contractors for several years, however, we were not receiving the quality of work expected. After calculating labor, equipment, and supply costs we determined it would be more cost effective to perform the work ourselves. This transition has provided a practical solution to our floor care concerns.

2003 Property Management Expenditures



- Vehicle Purchase
- Gasoline
- Building Maintenance
- Shooting Range Modifications
- Vehicle Maintenance
- Equipment Maintenance
- Bullet Containment



Holly Rose
Acting Training Sergeant

TRAINING SERGEANT By Acting Sergeant Holly Rose

The position of Training Sergeant continues to be an area of growth and development for the Jackson Police Department. The main focus of this position is on the quality of training our officers receive. Training is beneficial to the officers and the community. In 2003, the department implemented a three-year training plan that was proposed in 2002 after many hours of research. Our in-service training sessions focus on topics that follow our community policing initiative. Several of our training sessions in 2003 incorporated the use of community partnerships. Some examples of community partnerships in training are: Community Action Agency provided training in mediation; Lifeways assisted in training our officers in suicide intervention; and every employee received four hours of Cultural Diversity Training.

An area of training that has gained more attention in the past few years is Homeland Security. The Jackson Police Department received 280 hours of this training. One hundred twenty-eight of those hours were for eight sergeants to attend Incident Command. Every officer also received one hour of Incident Command training and four hours of Mobile Field Force training, equaling over 325 hours of combined Homeland Security training.

To help combat the problem of drinking and driving, we trained twenty-seven officers in Standardized Field Sobriety Testing. With this training, the officers fulfill a requirement needed to gain funds for special enforcement through the Office of Highway Safety Planning.

Additional responsibilities in 2003 included: managing two officers through the field officer training program, coordinating the activities of three community service officers, overseeing the background investigations through the hiring process for two new officers, and authorizing city licenses for various purposes.

The Jackson Police Department

Administration

Matt Heins, Deputy Chief
John Holda, Patrol Lieutenant
Genny Hones, Part-Time Office Assistant
Mary Jo Kennedy, Patrol Lieutenant
KayCe Parsons, Administrative Secretary
Ann Polewka, Finance Assistant
Ervin L. Portis, Chief
Dave Stadelman, Staff Sergeant
John Stressman, Support Operations Lieutenant

Support Operations

Rhonda Ballard, Evidence Coordinator
Tom Bourdeaux, Part-Time Janitor
Chad Edwards, Property Mgmt. Coordinator
Kelly Fletcher, Evidence Assistant
Michelle Gossett, IT Manager
Oscar Hall, Part-Time Janitor
Clarine Person, Administrative Secretary
Chris Simpson, Training Sergeant
Steve Smith, Utility Worker

Communications Unit

Joyce Barlow, Coordinator
JoAnne Dew, Specialist
Denise Glover, Specialist
LaShawna Heard, Specialist
Marcy Hibbard, Specialist
Gary Minix, Specialist
Denah Russell, Specialist
Carrie Shrock, Specialist



Patrol Unit

Ted Ahlers, School Liaison Officer
Tim Black, Canine Officer
Mike Brandt, Patrol Officer
Chuck Brant, Traffic Officer
OnDreana Campbell, CSO
Jennifer Carter, Sergeant
Rich Cook, Sergeant
Lew Costley, Patrol Officer
Brent Craft, Patrol Officer
Mark Easter, Patrol Officer
Craig Edmondson, Patrol Officer
Kurt Engler, Patrol Officer
Andrew Flint, Patrol Officer
Mike Galbreath, Patrol Officer
Jason Ganzhorn, Patrol Officer
Sergio Garcia, Patrol Officer
Mike Gleeson, Sergeant
Scott Goings, Patrol Officer
Gary Grant, Resident Officer
Ryan Grimm, Patrol Officer
Nat Gross, Patrol Officer
Paul Gross, School Liaison Officer
Marty Herr, Patrol Officer
Tim Hibbard, Patrol Officer
Kevin Hiller, Sergeant
Elmer Hitt, Patrol Officer
Larry Jacobson, Patrol Officer
Rob Jenks, Sergeant
Martin Jordon, Patrol Officer

Aaron Kantor, Sergeant
Mark Karle, Patrol Officer
Chris Kilmer, Patrol Officer
Cary Kingston, Patrol Officer
Shane LaPorte, Patrol Officer
Ryan LePeak, Patrol Officer
Shannon Marcetic, Resident Officer
Jeff Mazur, Sergeant
Lisa Medina, School Liaison Officer
Bill Mills, Canine Officer
Ralph Morgan, Patrol Officer
Jan Noppe, Patrol Officer
Bob Noppe, Patrol Officer
Matt Peters, Resident Officer
Pete Postma, Patrol Officer
Dave Renteria, Patrol Officer
Chris Rhodea, Patrol Officer
Scott Rogers, Sergeant
Holly Rose, Patrol Officer
Mike Rucinski, Patrol Officer
Steve Scarpino, Patrol Officer
Ed Smith, Patrol Officer
Joe Smith, CSO
Marc Smith, Patrol Officer
Ryan Speidel, Patrol Officer
Wes Stanton, Patrol Officer
Tom Tinklepaugh, Patrol Officer
Adam Williams, Sergeant

Detective Unit

Paul Albrecht, Detective
Tom Eagle, Detective Sergeant
Tim Gonzalez, Detective
Dean Schuette, Jr., Detective
Gary Schuette, Detective
Brett Stiles, Court Officer
Judy Tomlin, Detective

Records Unit

Debbie Cochrane, Data Clerk
Cindy Hargis, Data Clerk
Bob Marcinkowski, Coordinator
Sharon Raciboski, Part-Time Data Clerk
Kathy Summers, Part-Time Data Clerk
Marilyn Walker, Data Clerk
Kathy Webb, Data Clerk

Community Policing

A customer-based organizational transformation

Unlimited partnerships

Data-driven problem-solving

SARA Problem-solving

- S Scanning the environment
- A Analyzing what factors contribute to or cause the problem
- R Responding with a plan of action involving all available resources within the department and the community
- A Assessing what has been done, its effectiveness, and if the plan should continue, be modified, etc.

Partnership

The relationship between the Jackson Police Department and community stakeholders, which allows for open communication in addressing community issues.

Core Values

Professionalism
Community
Ethics
Excellence
Respect
Justice



*City of Jackson Police Department
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Jackson, Michigan 49201
(517) 788-4100*

www.cityofjackson.org/departments/police/police.asp