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# City of Jackson Police and Fire Departments

## 2013 Annual Report



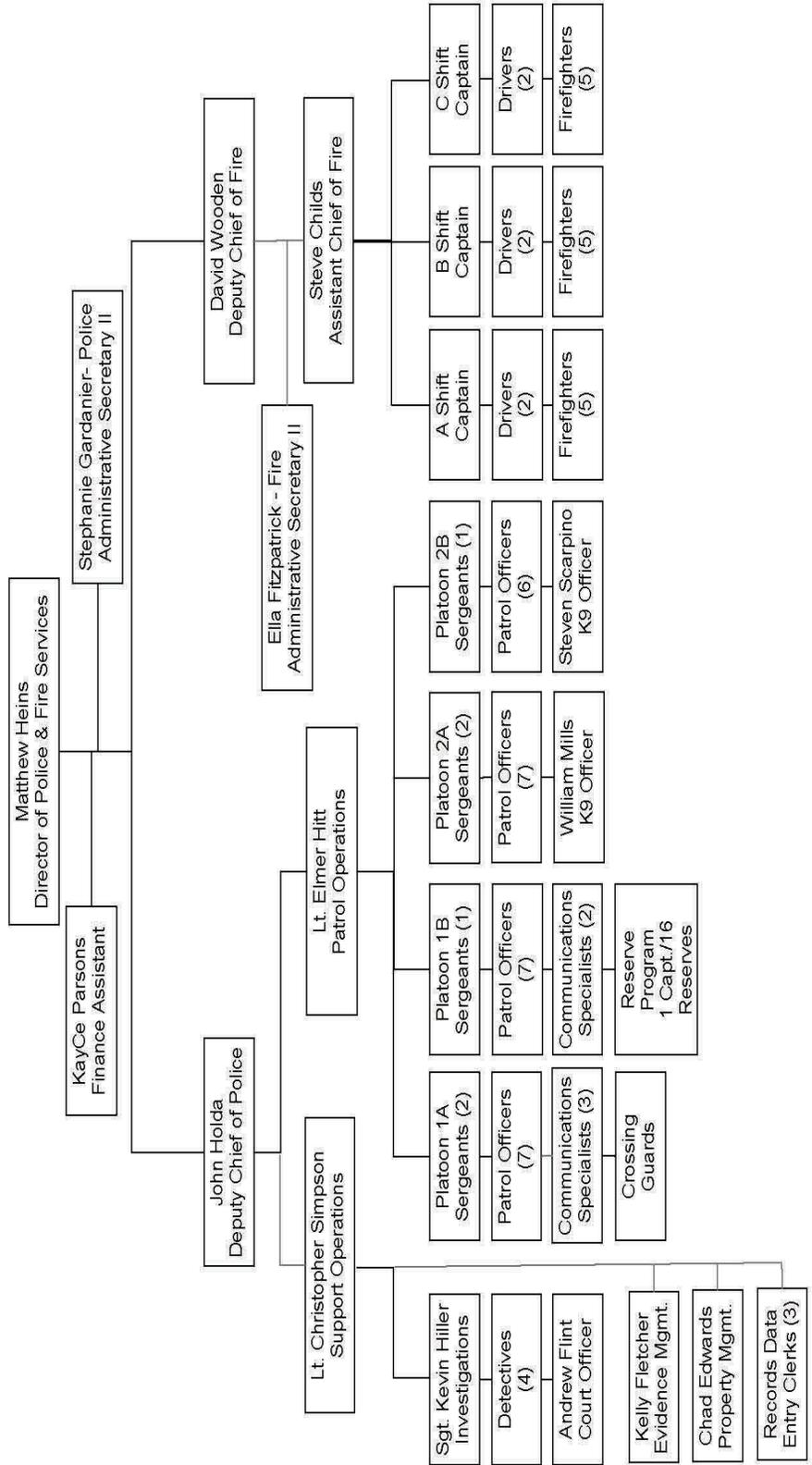
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*Professional Community Service Without Compromise*

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**2013 Jackson Police and Fire Departments  
Organizational Chart**



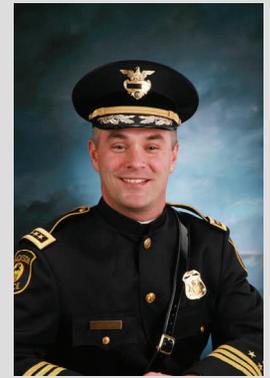
## Director's Letter

Thank you for taking the time to review our 2013 Annual Report for Police and Fire Services. Like many emergency service organizations in Michigan, we have faced many challenges over the years. These have tested the creativity, ingenuity and wherewithal of all our employees. I'm proud to say, we have yet to be confronted with a problem or concern we could not handle or work through.

As you read this report, I believe you will come to understand the depth of talent, commitment, and dedication our employees show each and every day. It's because of their hard work and willingness to go the extra mile that Jackson is such a great place to live, work, and play.

As Director I am faced with numerous challenges daily from a variety of fronts. I always receive comfort knowing that if I do not have an answer or cannot sort out an issue there is someone within the organizations that is able to do so. It never ceases to amaze me the resourcefulness displayed by our employees in a variety of circumstances. Please keep in mind, as you peruse through the report, only a portion of our story is being told. For every statistic or event mentioned, there is a vast amounts of staff time, energy, and resources involved in the outcome. It's these efforts, rarely seen by the public, that leave people in awe when they are exposed to them and often results in a comment, "I never knew you did all of this."

I hope you find this report informative and worth your time. Finally, I would like to thank the men and women of the Jackson Police Department and Fire Department for their devotion and hard work. It's a true honor to work with you!



**Matthew R. Heins**  
Director of  
Police and Fire  
Services

*Matthew R Heins*

<b>2013 Jackson Police Department Demographics</b>					
	<i>Caucasian</i>	<i>African American</i>	<i>Hispanic</i>	<i>Other</i>	<i>Total</i>
<b>Sworn - Male</b>	35	5	2	2	44
<b>Sworn - Female</b>	3	0	0	0	3
<b>Civilian - Male</b>	2	0	0	0	2
<b>Civilian - Female</b>	8	2	0	0	10
<b>Total</b>	48	7	2	2	59

## Police Department 2012/2013 Expenditures and 2013/2014 Budget

<u>Description</u>	<u>2012/2013 Actual</u>	<u>2013/2014 Budget</u>
<b><u>Personnel Services</u></b>		
Termination Pay	42,099	23,736
Salaries and Wages	3,431,593	3,644,810
Wages—Temporary	57,914	59,284
Overtime	174,990	170,209
Employers FICA	86,728	96,670
Health Insurance	505,491	612,944
Health—MERS HAS	4,039	0
Rx Drug Insurance	46,548	0
Health Deductible	49,473	80,550
Pension—General	52,437	67,959
Pension—Police/Fire 345	1,970,588	2,057,468
Pension—MERS DC	2,633	7,274
Unemployment	25,326	26,862
Workers Compensation	49,154	51,658
Other Fringe Benefits	43,029	56,156
<b><u>Material and Supplies</u></b>		
Supplies	12,900	15,493
Data Processing Supplies	5,887	5,162
Publications	1,013	837
Ammunition	11,799	26,156
Uniform Allowance	29,617	27,364
Gasoline	131,392	138,690
Miscellaneous Supplies	5,311	6,851
Photography Supplies	3,863	8,139
Laundry	733	767
Medical Supplies	2,107	930
Custodial Supplies	2,879	3,748
Equipment Maintenance Supplies	21,991	17,361
<b><u>Contractual and Other</u></b>		
Consultant Services	11,977	17,190
Contractual Services	11,389	11,389
Special Investigations	981	1,000
Medical Services	5,110	4,364
Telephone	38,846	31,848
Auto Allowance	400	0
Travel	2,164	7,302
Printing and Publishing	1,813	7,282
Insurance	85,298	85,298
Insurance—Deductible	5,000	10,000
Physical Agility Testing	29,189	32,233
Utilities	43,635	45,712
Building Maintenance	30,032	25,631
Equipment Maintenance	27,785	28,189
Office Equipment Maintenance	26,840	37,941
Vehicle Maintenance	65,013	77,476
Building Rental/Lease	5,419	5,460
Office Equipment Rental	32,402	32,402
Membership and Dues	1,147	2,495
Education and Training	19,252	22,932
Contribution to JED	41,662	43,748
<b><u>Capital Outlay</u></b>		
Building, Equipment, and Software	21,540	22,574
Vehicles	76,869	89,380
<b>Total</b>	<b>7,355,318</b>	<b>7,848,957</b>

## Fire Department 2012/2013 Expenditures and 2013/2014 Budget

<b>Personnel Services</b>		
Termination Pay	31,412	64,496
Salaries and Wages	1,287,877	1,358,833
Wages—Temporary	7,900	0
Overtime	158,399	163,666
Employers FICA	23,176	23,961
Health Insurance	180,581	200,681
Rx Drug Insurance	7,602	0
Health Deductible	12,461	83,366
Health Deductible—Fire	47,749	0
Pension—General	4,540	5,953
Pension—Police/Fire 345	899,754	954,876
Pension—MERS DC	(380)	0
Unemployment	6,707	6,534
Workers Compensation	26,107	28,459
Other Fringe Benefits	2,699	17,170
<b>Material and Supplies</b>		
Supplies	1,181	2,238
Publications	1,394	457
Chemicals	2,450	2,156
Uniform Allowance	12,151	10,252
Protective Clothing	24,363	15,451
Gasoline	28,525	29,030
Miscellaneous Supplies	9,023	3,996
Emergency Medical Supplies	12,424	10,618
Custodial Supplies	3,089	2,724
Equipment Maintenance Supplies	5,082	8,450
<b>Contractual and Other</b>		
Professional Services	65,742	4,881
Medical Services	9,871	10,025
Telephone	7,932	7,728
Travel	1,105	535
Insurance	28,883	28,883
Subsistence Pay	15,420	20,000
Physical Agility Testing	16,000	25,000
Residency Allowance	500	500
Utilities	43,887	40,128
Building Maintenance	50,102	24,525
Equipment Maintenance	13,175	12,528
Office Equipment Maintenance	7,665	3,355
Vehicle Maintenance	51,142	62,606
Membership and Dues	443	245
Education and Training	23,607	23,691
Contribution to JED	17,855	18,750
<b>Capital Outlay</b>		
Building Additions & Improvements	0	9,488
Fire Equipment	3,974	0
Hazmat Equipment	0	5,800
Machinery & Equipment	1,630	0
<b>Total</b>	<b>3,155,200</b>	<b>3,292,085</b>

*Police Personnel Activity**Department Roster*

<b>Mary Adams</b> , Data Clerk II	<b>Elmer Hitt</b> , Lieutenant
<b>Paul Albrecht</b> , Officer	<b>John Holda</b> , Deputy Chief
<b>Matthew Beard</b> , Officer	<b>Bethany Horn</b> , Communication Specialist
<b>Nathan Belen</b> , Officer	<b>Akthar Hossain</b> , Officer
<b>Timothy Black</b> , Officer	<b>Robert Jenks</b> , Sergeant
<b>Charles Brant</b> , Officer	<b>Warren Johnson</b> , Officer
<b>Adam Brooker</b> , Communication Specialist	<b>Cary Kingston</b> , Officer
<b>Richard Burkart</b> , Officer	<b>Michael Klimmer</b> , Officer
<b>Emily Canda</b> , Officer	<b>Shane LaPorte</b> , Officer
<b>Richard Cook</b> , Sergeant	<b>John Lillie</b> , Officer
<b>Lewis Costley</b> , Officer	<b>William Mills</b> , K9 Officer
<b>Craig Edmondson</b> , Officer	<b>Ralph Morgan</b> , Officer
<b>Chad Edwards</b> , Coordinator	<b>Robert Noppe</b> , Officer
<b>Bradley Elston</b> , Officer	<b>KayCe Parsons</b> , Finance Assistant
<b>Kelly Fletcher</b> , Coordinator	<b>Matthew Peters</b> , Officer
<b>Jennifer Flick</b> , Sergeant	<b>Peter Postma</b> , Officer
<b>Andrew Flint</b> , Officer	<b>David Renteria</b> , Officer
<b>Michael Galbreath</b> , Officer	<b>Holly Rose</b> , Officer
<b>Jason Ganzhorn</b> , Officer	<b>Steven Scarpino</b> , K9 Officer
<b>Sergio Garcia</b> , Detective	<b>Dean Schuette, Jr.</b> , Officer
<b>Stephanie Gardanier</b> , Administrative Secretary	<b>Gary Schuette</b> , Detective
<b>Cheryl Gilmore</b> , Communication Specialist	<b>Christopher Simpson</b> , Lieutenant
<b>Scott Goings</b> , Officer	<b>Marc Smith</b> , Officer
<b>Gary Grant</b> , Officer	<b>Wesley Stanton</b> , Officer
<b>Paul Gross</b> , Sergeant	<b>Brett Stiles</b> , Detective
<b>Matthew Heins</b> , Director of Police & Fire Services	<b>Thomas Tinklepaugh</b> , Officer
<b>Marcy Hibbard</b> , Communication Specialist	<b>Marilyn Walker</b> , Data Clerk II
<b>Timothy Hibbard</b> , Sergeant	<b>Kathy Webb</b> , Data Clerk II
<b>Kevin Hiller</b> , Sergeant	<b>Adam Williams</b> , Sergeant
	<b>Toni Wilson</b> , Communication Specialist

New Hires

**Nathan Belen**, Officer—Hired March 2, 2013  
**Bethany Horn**, Comm. Spec.—Hired March 2, 2013  
**Michael Klimmer**, Officer—Hired March 23, 2013  
**Adam Brooker**, Comm. Spec.—Transferred Aug. 30, 2013  
**Stephanie Gardanier**, Adm. Sec.—Transferred Oct. 22, 2013

Promotions

**Holly Rose**, Detective—Promoted May 25, 2013

Retirements

**Ann Polewka**, Fin. Asst.—Retired Dec. 26, 2013

## *Fire Personnel Activity*

### *Department Roster*

**Matthew Barbarich**, Firefighter  
**Steven Childs**, Assistant Chief  
**Jonathan Crawford**, Fire Motor Driver  
**Christopher Ermatinger**, Captain  
**Chad Everett**, Fire Motor Driver  
**Ella Fitzpatrick**, Administrative Secretary  
**Timothy Gonzales**, Firefighter  
**Joshua Gonzalez**, Firefighter  
**Shane Green**, Firefighter  
**Ryan Hendricks**, Firefighter  
**Dustin Hotchkin**, Firefighter  
**Frank Huntley**, Firefighter  
**Richard Lutton**, Firefighter  
**Justin Marchand**, Firefighter

**Steve Miller**, Firefighter  
**Joseph Rayburn**, Firefighter  
**Craig Reppert**, Fire Motor Driver  
**Agustin Rodriguez**, Firefighter  
**Jason Senft**, Captain  
**Joel Skrypec**, Fire Motor Driver  
**Joel Smith**, Firefighter  
**Michael Stock**, Firefighter  
**Richard Terrell**, Fire Motor Driver  
**Robert Vanderkarr**, Firefighter  
**Robert Walkowicz**, Captain  
**Todd Weaver**, Fire Motor Driver  
**David Wooden**, Deputy Chief

### New Hires

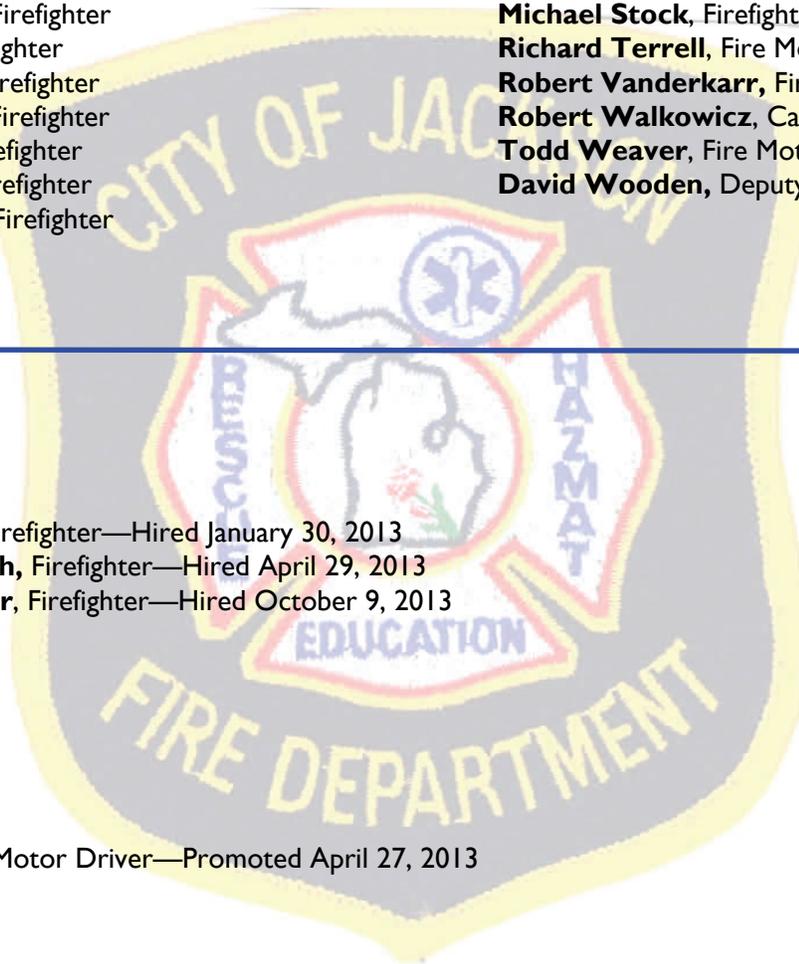
**Joseph Rayburn**, Firefighter—Hired January 30, 2013  
**Matthew Barbarich**, Firefighter—Hired April 29, 2013  
**Robert Vanderkarr**, Firefighter—Hired October 9, 2013

### Promotions

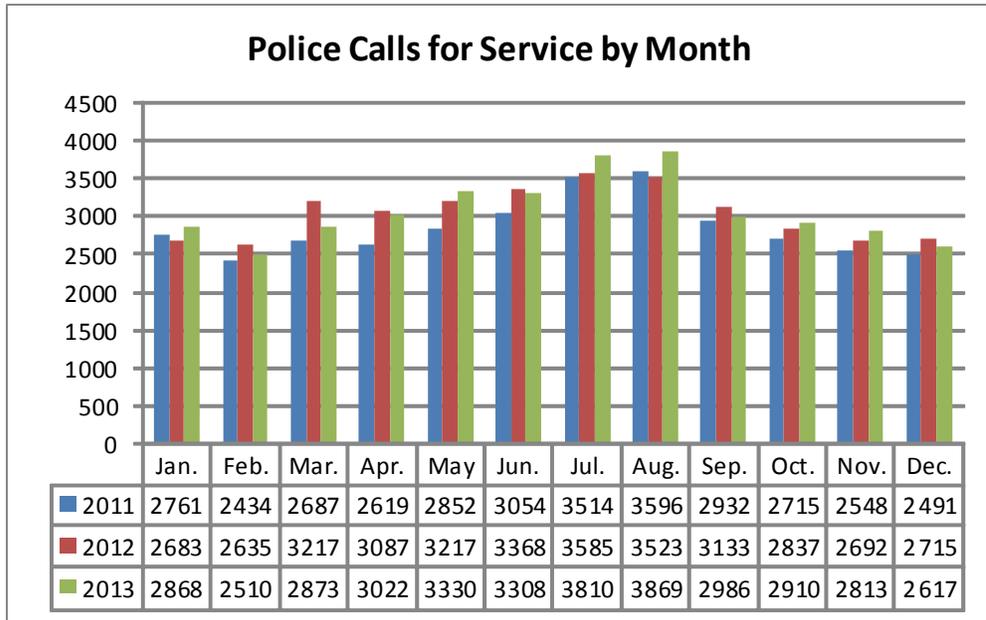
**Joel Skrypec**, Fire Motor Driver—Promoted April 27, 2013

### Retirements

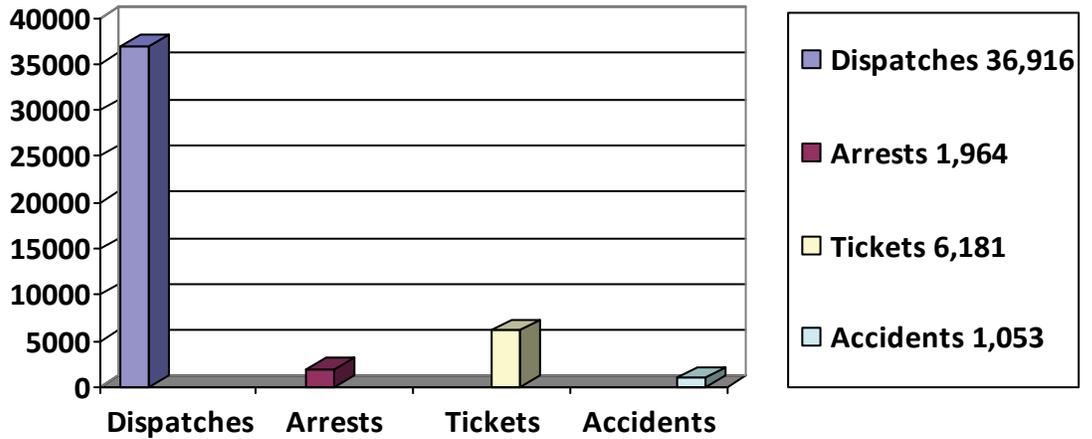
**Steven Rudolph**, Firefighter—Retired January 17, 2013  
**Mark Jamieson**, Firefighter—Retired April 21, 2013  
**Thomas Loveberry**, Firefighter—Retired July 20, 2013



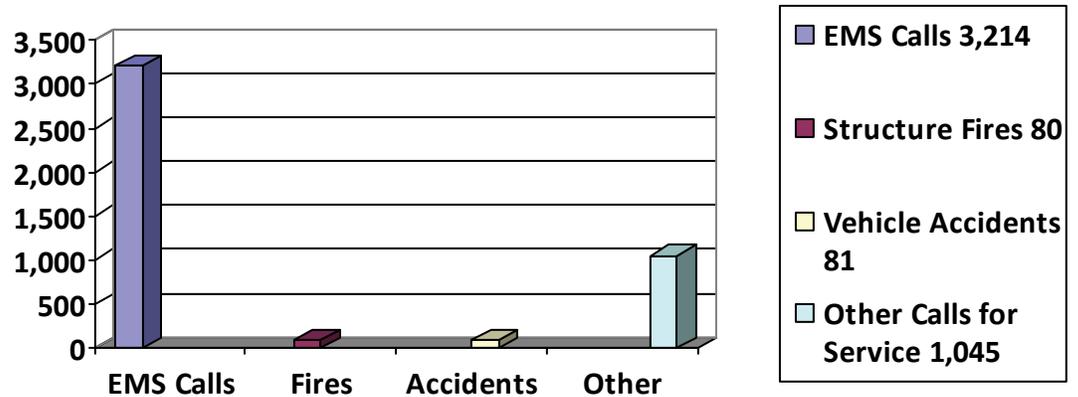
**Calls for Service**



**Police Department**



**Fire Department**



## Patrol Operations

The Patrol Division is the largest division of the Jackson Police Department. Each day these men and women put their lives on the line for the citizens of Jackson. As an organization, we have pledged to uphold the trust and confidence of those we serve. Through this trust, we are able to build partnerships and working relationships which are the cornerstones of keeping the City of Jackson a safe place to live and work.

The Patrol Division maintains 37 employees, consisting of 1 lieutenant, 6 sergeants, and 30 officers. The sergeants and officers work 12-hour shifts. The shifts are divided into two road patrol shifts, a day and night shift. The shifts currently deploy 5-8 officers per shift.

2013 brought three new faces to the Patrol Division. Officers Mike Klimmer, Nathan Belen, and Emily Canda were hired as police officers.

Officer Klimmer and Officer Belen completed their training in August. Officer Canda began her training in December. All three officers are a fine addition to the department's ranks.



**Lt. Elmer Hitt**  
Patrol Operations  
Commander

## Reserve Program by Sergeant Jennifer Flick

The Jackson Police Department reserve program began in 1941 to assist when staffing levels were impacted by World War II. Since that time, the reserves have been a valuable asset to both the citizens of Jackson and the Jackson Police Department.

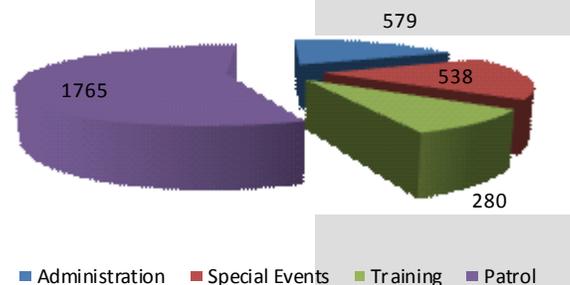
Over the years, reserves gained more training and have expanded their role. In 1975, city ordinance made them an official entity of the Police Department.

The reserves attend training, partner with a regular sworn officer on patrol, and assist with many community events including the Rose Parade, Storyfest, and the Hot Air Jubilee.

During 2013, the seventeen member reserve cadre volunteered over 3,000 hours. These volunteer hours are on top of the busy lives that each of our reserve officers lead.

Notable events of 2013 include Jason Ashenfelter being selected as Reserve Officer of the Year and Reserve Ken Carpenter completing his 10<sup>th</sup> year of service. The reserves reflected back as former Reserve Captain Lou Castillo passed away. Castillo was the reserve commander from 1987 -1995.

Reserve Hours



### Reserve Program Roster

- James Acker**, Captain
- \***Ronald Spees**, Lieutenant
- \***Alan Lindquist**, Sergeant
- \***Frank VanGoethem**, Sergeant
- Mark Wurmlinger**, Sergeant
- \***Jason Ashenfelter**, Officer
- John Beck**, Officer
- Kenneth Carpenter**, Officer
- Mike Corravo**, Officer

- Scott Czarnik**, Officer
- Timothy Dean**, Officer
- Adam Garcia**, Officer
- Joseph Haas**, Officer
- John Hays**, Officer
- Alexander Hosser**, Officer
- Gregory Miller**, Officer
- John Noppe**, Officer

\* Indicates reserves who volunteered more than 200 hours in 2013.

## Michigan Incident Crime Reporting 2010—2013 Comparison

Type of Incident	2010		2011		2012		2013
<b>Part I Crimes</b>		<i>Inc/Dec</i>		<i>Inc/Dec</i>		<i>Inc/Dec</i>	
Homicide	5	-40%	3	0%	3	33%	4
Rape	51	-63%	19	-5%	18	33%	24
Robbery	57	9%	62	-6%	58	7%	62
Aggravated Assault	203	37%	278	-36%	179	18%	212
Burglary	444	13%	503	-17%	420	0%	421
Larceny	1144	-1%	1129	-6%	1057	11%	1179
Auto Theft	62	24%	77	12%	86	2%	88
Arson	16	19%	19	63%	31	-55%	14
<b>Total Part I</b>	<b>1982</b>	<b>6%</b>	<b>2090</b>	<b>-11%</b>	<b>1852</b>	<b>8%</b>	<b>2004</b>
<b>Part II Crimes</b>							
Non-Aggravated Assault	1043	-10%	936	21%	1137	-15%	933
Forgery & Counterfeiting	28	79%	50	4%	52	15%	60
Fraudulent Activities	218	-10%	197	-43%	113	17%	132
Embezzlement	16	-31%	11	-55%	5	40%	7
Stolen Property	38	-42%	22	32%	29	14%	33
Vandalism	602	0%	599	-4%	575	-3%	559
Weapons	64	-36%	41	56%	64	75%	112
Prostitution and Com. Vice	12	-100%	0	Undef.	2	-50%	1
Sex Offenses	68	-12%	60	-12%	53	19%	63
Narcotics & Drugs	644	-63%	239	25%	299	3%	309
Family & Children	74	-15%	63	33%	84	-4%	81
DUIL & DUID	435	-51%	213	-4%	204	7%	218
Liquor Laws	404	-29%	286	28%	365	-1%	361
Disorderly Conduct	325	-36%	207	10%	227	14%	259
All Other	1310	-16%	1099	13%	1242	0%	1243
<b>Total Part II</b>	<b>5121</b>	<b>-24%</b>	<b>4023</b>	<b>11%</b>	<b>4451</b>	<b>-1%</b>	<b>4401</b>
<b>Total Part I &amp; II</b>	<b>7263</b>	<b>-16%</b>	<b>6115</b>	<b>3%</b>	<b>6306</b>	<b>2%</b>	<b>6405</b>

## K-9 Unit by Sergeant Adam Williams

The Jackson Police Department continues to employ two full time K-9 officers to assist patrol in areas such as commercial and residential building searches, tracking of individuals involved in felony crimes, vehicle searches involving illegal narcotics, and other miscellaneous activities as assigned. The utilization of the police K-9 has allowed the apprehension of suspects that would have escaped capture and the ability to locate narcotics that would not otherwise have been located.

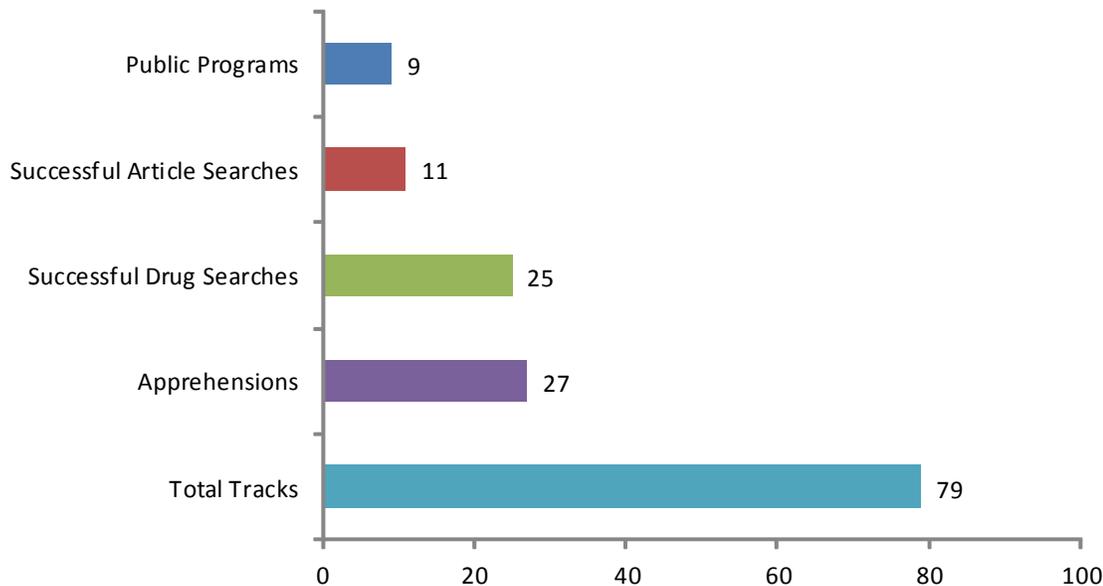
Officer Mills with Nero and Officer Scarpino with Zygus continued to be productive assets to the police department during 2013. Some of the highlights include:

01-21-13 Officer Scarpino and K-9 Zygus responded to the 1300 block of W. Franklin Street for a residential burglary that had just occurred. An extensive track was conducted which led to an apartment near the intersection of W. Mason and Blackstone Street. Two suspects were located hiding inside the apartment and were taken into custody.

05-18-13 Officer Scarpino, along with other patrol officers, responded to a homicide that occurred in the 700 block of Lansing Avenue. K-9 Zygus was used to conduct an article search around the crime scene. Crucial evidence was located that directly linked the suspect to the murder investigation.

07-05-2013 Officer Mills and K-9 Nero were about to end their shift at 0626 in the AM. A call came in for the 700 block of Fourth Street regarding a rape in progress. The K-9 team responded and made contact with the victim. As they were talking to the victim, the suspect was observed hiding near a porch at a neighboring house. The suspect took off on foot and a lengthy foot chase and dog track over several blocks ensued. The suspect was not from the Jackson area, making it very important to apprehend and identify him. The suspect was apprehended on Franklin Street near Third Street and taken into custody with the assistance of K-9 Nero.

**K9 Activity**



*2013 Police Annual Awards*



**Officer Dean Schuette Jr.**

**Officer of the Year**

Lifesaving Award

Detective Holly Rose

Meritorious Service

Officer Richard Burkart  
Officer Jason Ganzhorn  
Detective Sergio Garcia  
Officer Dean Schuette Jr. (2)  
Detective Brett Stiles

Outstanding Service Awards

Officer Richard Burkart (4)  
Officer Michael Galbreath  
Officer Jason Ganzhorn (2)  
Detective Sergio Garcia  
Sergeant Paul Gross  
Sergeant Timothy Hibbard  
Officer Akthar Hossain (2)  
Officer Warren Johnson (2)  
Officer Michael Klimmer  
Officer John Lillie  
Officer William Mills (3)  
Officer Peter Postma (2)  
Detective Brett Stiles  
Data Clerk L. Kathy Webb



**Officer Jason Ashenfelter**

**Reserve Officer of the Year**

Civilian Employee of the Year

Toni Wilson

Merit Citation

Officer Richard Burkart  
Officer Bradley Elston  
Officer Michael Galbreath  
Officer Gary Grant  
Officer Akthar Hossain (2)  
Sergeant Robert Jenks  
Officer Cary Kingston  
Officer Michael Klimmer  
Officer John Lillie  
Res. Sgt. Alan Linquist  
Officer William Mills (2)  
Officer Robert Noppe  
Officer Peter Postma  
Officer Mark Smith  
Res. Lt. Ron Spees (2)  
Comm. Spec. Toni Wilson

Term Award

Officer Richard Burkart  
Data Clerk Marilyn Walker (2)

## Support Operations

Support Operations consists of all department functions that provide for an efficient delivery of patrol services to the Jackson community. Training, Property Management, Evidence Management, Communications, Records Management, Bureau of Investigations, and Drug Enforcement all are aspects that enhance the capabilities of the organization. Support Operations involves providing support and unlimited resources to the employees of the Patrol Division to help them better protect the citizens of Jackson.

Delivery of quality service to the community, professionalism, and excellence are of the utmost importance to us. We are conscious of the safety and security that our fellow citizens desire and work hard to ensure the highest quality of life possible by continuing our support role to all police operations.

Whether it is through compiling crime data, managing computer networks, maintaining the patrol fleet, or providing administrative support through our communications center,

Support Operations works to make sure the Patrol Division has the best information and resources at its disposal. By doing these things, citizens of Jackson can be assured of quality police work and know that the Jackson Police Department will continue to provide the best service possible.



**Lieutenant  
Christopher Simpson**  
Support Operations  
Commander



## Investigations by Sergeant Kevin Hiller

The Detective Bureau is responsible for investigating a wide spectrum of criminal complaints that directly affect the citizens of this community. The bureau consists of a detective sergeant, four detectives and a court officer. The detective sergeant is responsible for the assignment, direction, and review of criminal cases investigated by officers and detectives. Additionally, he also processes and manages all city drug forfeiture cases, and coordinates information between the City Attorney, County Prosecuting Attorney, and other government agencies.

Detectives primary focus is on investigating felony cases, such as robberies, homicides, aggravated assaults, child abuse, and sexual assault. They work to solve these cases, obtain warrants for suspects, and arrest those responsible for these crimes. In 2013, detectives were assigned 263 cases many of which were closed with an arrest and successful prosecution.

As criminals do not concern themselves with governmental boundaries, our detectives partner with a multi-jurisdictional county task force to solve crimes that affect both city and county residents. The

task force has been called upon numerous times when serious felonies occur.

The court officer acts as a liaison between the Jackson Police Department and the 12<sup>th</sup> District Court. Officer Andrew Flint was assigned as the court officer in 2013. He has completed his three year assignment and has turned over his duties to Officer Tim Black. Officer Black is now tasked with coordinating the subpoena delivery system, obtaining criminal warrants, and the transport of prisoners.

### Major Internal Investigations

Year	Total Complaints	Total Allegations	Exonerated	Unfounded	Sustained	Not Sustained	# Resulted in Discipline	Citizen Initiated
2009	6	8	5	0	2	1	2	2
2010	5	8	2	0	3	1	3	2
2011	3	4	1	0	2	1	1	2
2012	4	4	0	1	2	1	1	1
2013	5	7	2	0	1	2	0	4

### Minor Internal Investigations

Year	Total Complaints	Total Allegations	Exonerated	Unfounded	Sustained	Not Sustained	# Resulted in Discipline	Citizen Initiated
2009	8	8	4	0	2	2	0	7
2010	13	13	7	0	5	1	4	9
2011	6	11	4	0	4	2	3	5
2012	3	5	0	1	1	3	0	3
2013	1	1	0	0	0	1	0	1

### Administrative Reviews

Year	Total Complaints	Total Allegations	Exonerated	Unfounded	Sustained	Not Sustained	# Resulted in Discipline	Citizen Initiated
2009	12	17	1	0	10	6	8	1
2010	13	13	0	0	13	0	12	1
2011	12	14	1	0	10	3	6	1
2012	11	13	0	1	10	2	9	1
2013	11	13	0	1	10	0	9	2

Major internal investigations are cases of alleged brutality, racial profiling, sexual harassment, etc.; Minor internal investigations are often cases of alleged improper service or unprofessional behavior; and Administrative Reviews examine an employee's actions when accused of a minor infraction.

## Patrol Training Officer by Lieutenant Elmer Hitt

The Jackson Police Department prides itself in the training of new police officers. The Patrol Training Officer Program consists of 15 weeks in which the new officer is guided by a veteran officer who has received specialized training to become a Police Training Officer (PTO). In 2013, Officer Nathan Belen and Officer Mike Klimmer successfully completed the PTO Program. Officer Emily Canda began her training in December.

The 15 week program is divided into four phases, including a week long mid-term and final evaluation. The four training phases are divided into areas called substantive topics: non-emergency incident response, emergency incident response, patrol activities, and criminal investigations.

Within each of the training phases there are 15 core competencies that make up the basic training elements of that portion. The substantive topics and core competencies are brought together to form a learning matrix, the content of which represents the

procedures, policies, laws, and philosophies the trainee will learn. The matrix serves as a guideline for trainers and trainees during the program and demonstrates the relationship between core competencies and daily police activities.

This training method incorporates the department's problem solving and community policing philosophies to enhance the skills and abilities of each new officer preparing them to join the team of professionals at the Jackson Police Department.



Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Journaling	●															●
Neighborhood Portfolio Exercise	●															●
Coaching & Training Report		1 ●	2 ●	3 ●	4 ●	5 ●	6 ●		7 ●	8 ●	9 ●	10 ●	11 ●	12 ●		
Problem-Based Learning Exercise		1			2				3			4				
	Integration	Phase A			Phase B			Mid-Term	Phase C			Phase D			Final	

## Service Desk by Sergeant Rich Cook

The service desk and its personnel are a hub of information for citizens and officers. Communications Specialists are asked to perform a variety of tasks, which include administering preliminary breath tests, registering sex offenders, issuing handgun purchase permits, and bike licensing, as well as completing reports with no suspects.

In addition, they juggle answering all incoming phone calls and radio traffic requests from officers.

There are five communications specialists working seven days a week from 6:00 am until 10:00pm. They have the challenge of answering all questions and channeling incoming information and delivering it to the appropriate entity.

Officers utilize Communication Specialists to obtain information pertaining to past calls and reports, arrest information, license and vehicle information, and for specialty information from outside resources. The communications center also serves as the backup for the Jackson County 911 dispatch in case of emergency or technology failure.

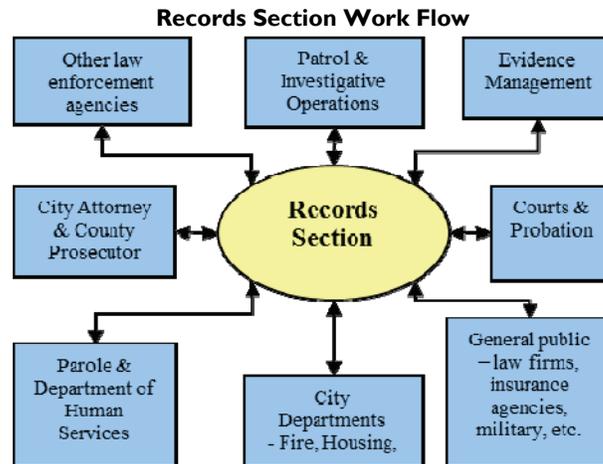
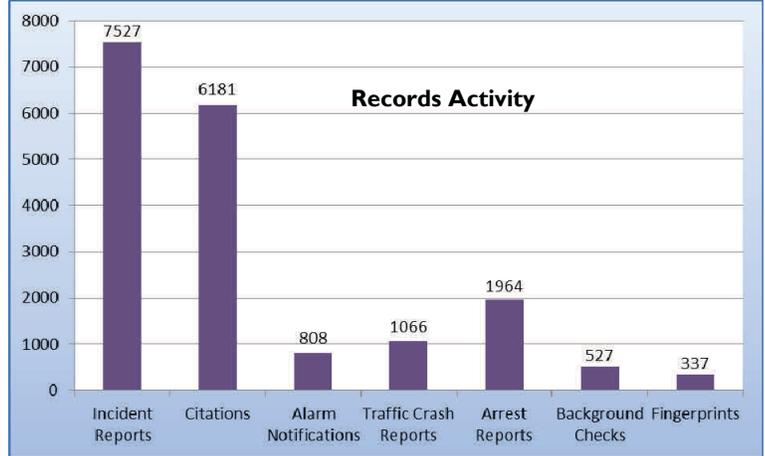


The lobby of the Jackson Police Department.

## Records Section by Mary Adams

The Records Department is comprised of three full-time employees who are tasked with maintaining the paper flow for all incident reports and handling requests that come in from other agencies and citizens of the community. Over the past couple of years advances in technology have helped save time and improve efficiency. Instead of typing each dictated report, the officers have been equipped with the Dragon Naturally Speaking software so that the report and narrative can be uploaded into the computer system as soon as it is completed. This benefits citizens by cutting down on the wait time to obtain a report. Additionally, all of the paperwork that filters into the Records Department is being scanned and attached to the police report which helps closely related agencies, such as the county courts and prosecutor's office as they now have access to the files directly within our computer system.

An update to be implemented in 2014 is electronic ticketing. Citations will be printed from the officer's patrol vehicle and that information will be directly transferred into our records management software. Keeping police records and documents organized and easily accessible improves the functionality of the department and is an important component in keeping our community safe.

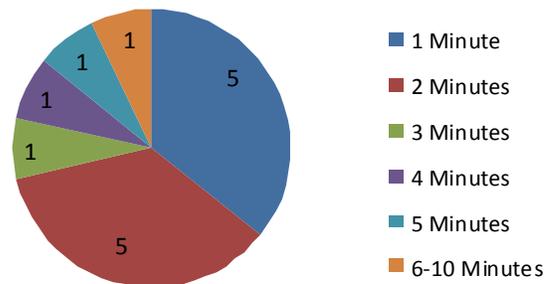


The Records Department provides a variety of services to the citizens. These include background checks, fingerprinting (ink and scanned), and taxi cab driver applications. Records personnel attempt to make sure that each person who walks into the Jackson Police Department obtains the information they need in a quick and efficient manner. We strive for each experience to be positive and productive.

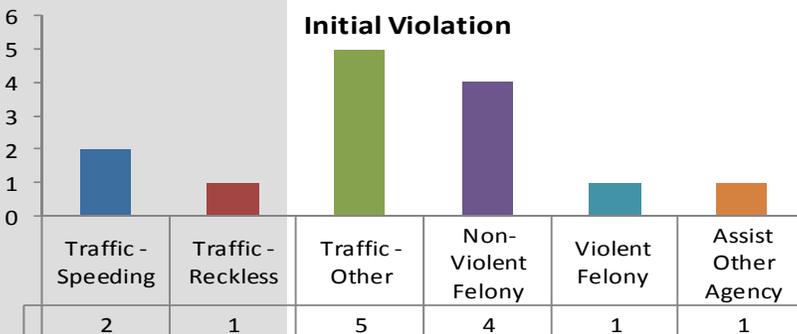
## Pursuit Data

## Pursuit Duration

Suspect Impairment	Number	% of Total
None	3	38%
Alcohol	3	38%
Drugs	0	0%
Unknown	2	25%



## Initial Violation



Suspect Age	Number	% of Total
1-15 Years	1	7%
16-18 Years	1	7%
19-23 Years	3	21%
24-28 Years	4	29%
29-35 Years	1	7%
36-42 Years	1	7%
43-49 Years	1	7%
50+ Years	1	7%
Unknown	1	13%

## Jackson Narcotics Enforcement Team by Officer Wesley Stanton



The Jackson Narcotics Enforcement Team (JNET) is a multi-jurisdictional task force comprised of resources and personnel from the Jackson Police Department, Jackson County Office of the Sheriff, and the Michigan State Police. The team primarily works toward interdiction and suppression of narcotics in Jackson County, but also targets major crimes.

In 2013, JNET detectives opened an ongoing investigation on a store front marijuana dispensary in

Michigan Center. During the course of the investigation, detectives made several controlled purchases of marijuana. They were also able to locate a residence that was supplying marijuana to the dispensary. Search warrants were obtained, one for the business and one for the residence. While conducting the searches at both locations, 71 large marijuana plants and approximately 60 pounds of processed marijuana were located. JNET detectives identified real estate assets valued at \$1,474,000.

Seized was over \$500,000 in U.S. currency, 26 rifles and shotguns including 4 assault rifles, 22 vehicles, and several other pieces of property, totaling approximately \$763,000. This case is currently pending with the Jackson County prosecutor and the Federal IRS.

JNET Activity					
	2009	2010	2011	2012	2013
Initiated Investigations	259	300	239	226	201
Arrested Persons	209	169	121	101	103
Arrest Charges	290	221	165	138	144
Search Warrants	57	74	42	34	56
Firearms Seized	38	45	24	23	41
Drugs Seized (Street Value)	\$1,689,144	\$2,429,634	\$2,262,611	\$1,539,471	\$1,219,542

## Evidence Management

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 Office of the Sheriff. This property includes found items, items taken for evidentiary value, items recovered as stolen, and items held for safekeeping. This unit is staffed by one full time coordinator.

A major responsibility of the Evidence Management Unit is to manage the chain of custody of all evidence, including that which is transported to the Michigan State Police Crime Lab for analysis. The

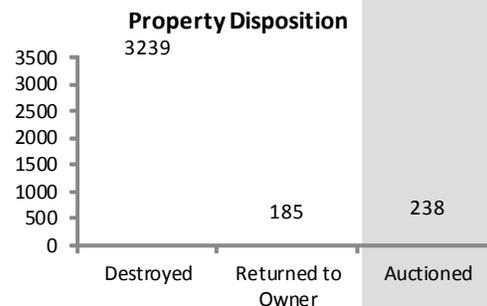
importance of this function is to verify that evidence is exactly how it was submitted when seized and to maintain its credibility when cases are prosecuted. Property that is found or recovered stolen is held so officers can attempt to determine ownership and return property to its rightful owner.

Bi-annual audits of the property room are completed by an external company. They verify integrity of the property, procedures, and chain of custody. 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 eight years and have received conclusions noting continuous improvements and positive remarks on the property management system.



**Kelly Fletcher**  
Evidence Management  
Coordinator





A riot shield and helmet used by police when necessary.

## Special Response Team by Lt. Elmer Hitt

The Jackson Special Response Team (SRT) is a collaboration between the City and County of Jackson. The SRT was formed as a joint team in the early 1990's and consists of law enforcement officers from the Jackson Police Department and the Jackson County Office of the Sheriff. The goal of the SRT 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 thirteen members, seven from the Jackson Police Department and six from the Jackson County Office of the Sheriff. Team members are selected through an extensive process consisting of physical and psychological testing, firearm proficiency, tactical scenarios, and oral interviews. New team members are required to attend and successfully pass a two week Special Weapons and Tactics (SWAT) School.

SWAT School provides each new member with the basic skills and training necessary to serve as a tactical operator. Individual team members are also selected to attend specialized trainings throughout the year. These trainings may include Advanced SWAT, firearms, hostage rescue, and other areas deemed necessary by the team. All members train together as a team one day each month of the year, totaling 108 hours.

There were five incidents throughout 2013 in which the assistance of the SRT was requested. All incidents were brought to a peaceful resolution with no injuries to law enforcement personnel or citizens.

Date	Location	Situation	Outcome
4/17/13	12351 Territorial Rd.	Assist other agency	No injuries
5/30/13	617 Oakhill Ave.	High risk warrant	No injuries
6/14/13	3856 Westchester Blvd.	Barricaded gunman	No injuries
8/9/13	312 Francis St.	High risk warrant	No injuries
8/28/13	1225 Chittock Ave.	High risk warrant	No injuries

### 2013 Use of Force Summary

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Type	Threatened Deadly Force	0	3	2	3	3	1	0	1	0	2	0	0	15
	ECD (Taser)	2	3	2	1	1	3	3	1	0	2	0	0	18
	PPCT	1	0	5	1	0	2	1	3	0	3	0	2	18
	Ground Defense	0	4	5	1	1	2	3	5	3	4	2	2	32
	Chemical Agent	3	1	8	2	2	4	1	2	0	5	0	2	30
Out-come	Arrests	3	7	11	5	5	10	6	7	3	9	2	3	71
	Officer Injuries	1	1	4	1	1	1	0	0	0	0	0	0	9
	Subject Injuries	2	1	2	0	0	4	2	2	1	0	1	1	16
Reason	Drugs	0	2	1	0	3	0	1	0	0	1	0	0	8
	Alcohol	3	4	9	2	0	6	4	7	2	7	1	3	47
	Mental Illness	2	0	2	1	2	2	0	0	0	0	0	0	9

In 2013, the Jackson Police Department made 1,964 arrests. Of those arrests, force was only applied 82 times. Forced was used in only 4.18% of total arrests.

## Property Management

Property Management is responsible for overseeing maintenance to the building, property, or vehicles. Equipment is evaluated and repairs prioritized based on condition. Problems with essential functions of the department must be resolved quickly, and solutions must be presented that provide immediate results. Property Management is responsible for preparing a maintenance budget, and monitoring funding for both planned and unexpected repairs which includes examining current maintenance expenses and looking at upcoming years to plan for any issues that may arise. We research purchases such as vehicles and building components, and recommend replacement options and products. We also order and dispense a wide variety of supplies, uniforms, and patrol equipment. A typical schedule can vary widely from repairing an in-car video system, to preparing purchase specifications for an air conditioning unit.

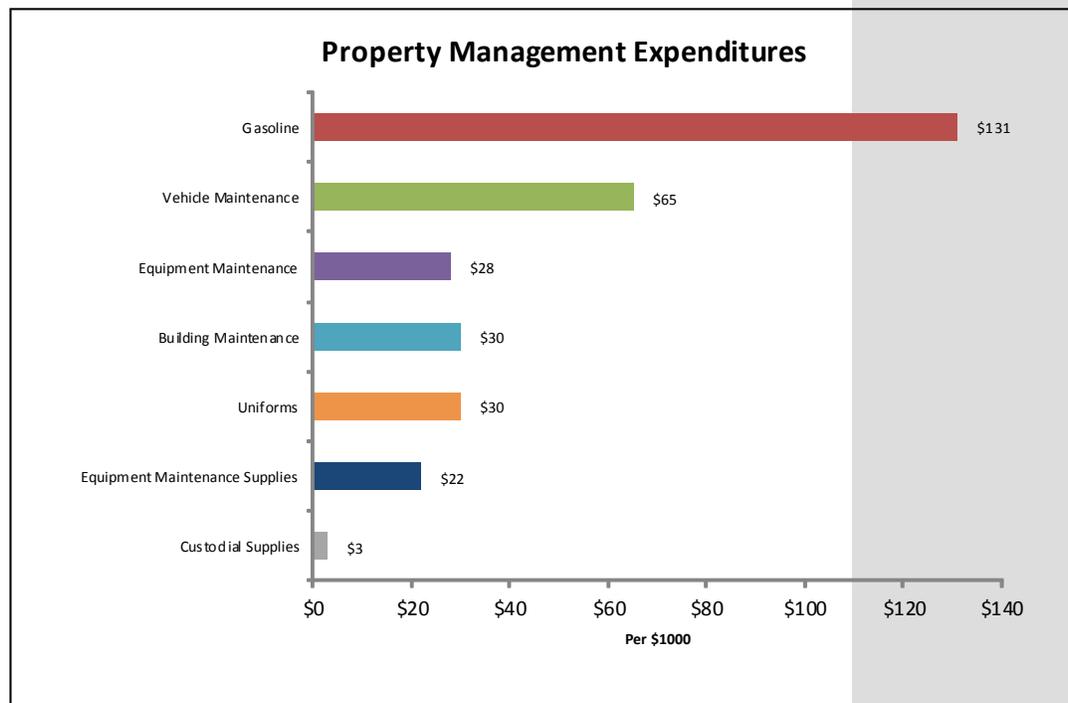
Each year various projects are performed to update the facility, equipment, and fleet. In early 2013 the Communications Center was redesigned to provide a more functional work environment. The project was more time consuming than expected as all old wiring, computers, and outdated equipment had to be removed from the area. New desks, adjustable keyboard trays, computer mounts, and storage cabinets were purchased and installed. Work stations were reconfigured to provide better access to equipment, and plastic chair pads were installed to allow easier movement between desktop spaces. During the process, a second LEIN terminal was also installed, and wireless headsets were purchased to provide hands free communications when answering telephone calls. Computer monitors were moved from the desktop, and installed onto one centralized mount for each individual workstation.

Grouping the monitors together assists with accessing data from multiple computer screens.

Other projects included the installation of new carpeting into the Historical room, and repainting sections of the basement and first floor hallways. A new air conditioning system was installed into the 2<sup>nd</sup> floor computer room, and new in-car video systems were installed into 20 patrol vehicles. The challenges of transferring onto the county radio system also continued, and many hours were spent coordinating with vendors and meeting with officials from the Office of the Sheriff. FCC licensing problems, radio coverage, and a last minute change of radio vendor presented obstacles and created delays in the process. Ultimately components arrived in late July for a new transmit site, and after several months of construction installation was complete in mid-December.



**Chad Edwards**  
Property Management  
Coordinator



## Hazardous Materials Response Team by Captain Jason Senft

The City of Jackson Hazardous Materials Response Team (Hazmat) is currently made up of 18 members from within the city and 10 additional personnel from surrounding fire departments in the county. The team serves all of Jackson County and may be activated to respond to incidents involving fuel spills, chlorine leaks, mercury spills, ammonia leaks, and natural gas leaks.

The last year has brought about many changes for our team. The Emergency Management and Homeland Security Division of the Michigan State Police created a regional structure for specialized response teams. Jackson is part of Region I which includes nine counties and the City of Lansing.

Regionalization has brought about increased training for local teams as well as a buildup of regional assets for major events that may overwhelm smaller jurisdictions. Our Hazmat team is benefiting from the training required to participate in the regional response, as well as the additional resources that are now available for larger scale events. We have recently upgraded to a larger trailer for our expanding equipment cache, along with new multi-gas detection meters capable of monitoring for hydrogen cyanide, a gas recently discovered as posing a large threat to firefighters during interior firefighting and overhaul activities.

Through collaborative efforts like this, area fire services are working together to increase capabilities and the effectiveness of response to hazardous chemical incidents.



## Urban Search and Rescue by Fire Motor Driver Joel Skrypec



The Counties of Clinton, Eaton, Gratiot, Hillsdale, Ingham, Jackson, Lenawee, Livingston, and Shiawassee, along with the City of Lansing make up Region I.

The Jackson Fire Department participates in the Michigan Region I Urban Search and Rescue (USAR) response system. Jackson firefighters, along with Summit Township firefighters, are trained in a multitude of technical rescue disciplines. These disciplines include: rope, high-angle, tower, trench and excavation collapse, structural collapse, confined space, heavy truck and machine rescue.

The Region I USAR response system is designed to provide supervision and control of essential functions at incidents where technical rescue expertise and equipment are required for safe and effective rescue operations.

USAR incidents can be caused by a variety of events ranging from a tornado to a terrorist incident, anything that can lead to widespread damage to structures and entrapment of people. Other examples of USAR events include mass transportation accidents with multiple victims or single site events such as a trench cave-in or confined space rescue involving only one or two victims. Specialized training and equipment are required to mitigate these incidents in the safest and most efficient manner possible. Those participating in this response team go above and beyond to provide the best rescue services to the residents of the City of Jackson and the surrounding communities.

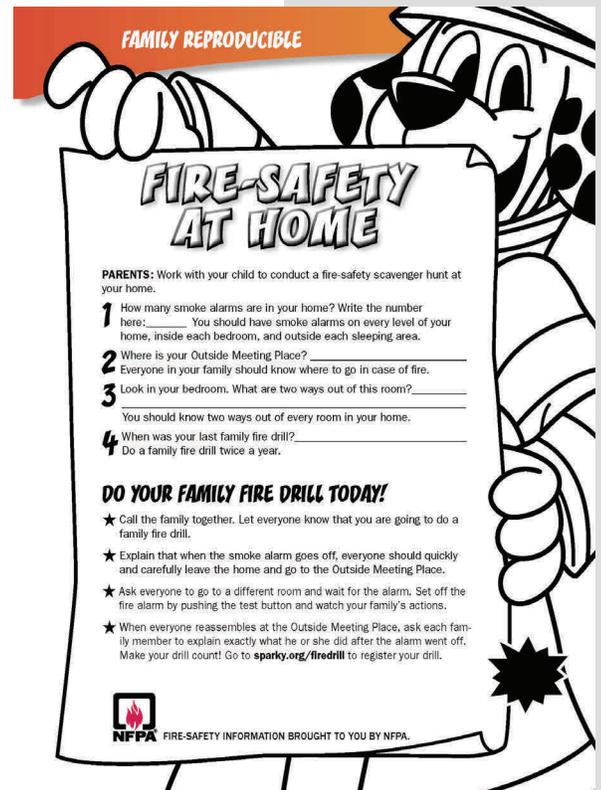
## Fire Prevention and Safety Programs by Captain Christopher Ermatinger

The Jackson City Fire Department is active in educating the public about fire safety. The fire department provides presentations for residential multi-story complexes giving information on general housekeeping, kitchen fire safety, and evacuation plans. Residents are informed about how serious a fire can be in large complexes.

Fire safety presentations are also done in local schools through the use of DVD's. Topics such as prevention and extinguishing of cooking fires, annual smoke detector battery replacement, and creating a residential evacuation plan are discussed.

The firefighters dress in their fire gear and air tank to help the younger children be more comfortable with how a fireman coming to put out a fire may look.

The fire department also provides on-site presentations at the fire station. Firefighters provide safety plans for residential homes, show the children the fire trucks along with other specialized equipment the fire department uses such as a water rescue boat, hazardous material apparatus, and the aerial apparatus.



## Hydrant Maintenance Program by Fire Motor Driver Jon Crawford

The hydrant maintenance program is conducted annually during the months of October and November. The purpose of this program is to ensure that the hydrants are operable at any time they are needed.

The hydrants are first checked to make sure that the barrels are free of water. With Michigan's climate, this is a necessity to prevent the hydrant from freezing. If water is found in the barrel it must be pumped out as soon as possible.

The hydrant caps are then checked for serviceability and the threads are wire brushed to remove rust and corrosion. A spray lubricant is applied to the threads to help keep them in good working order. An overall visual inspection of the hydrant is performed and any defects noticed are recorded and referred to the City of Jackson Water Department for repair.

There are a total of 1,500 hydrants in the City of Jackson. Of these 85 were found to have water in the barrels and needed to be pumped out. Repairs were requested for six hydrants. Maintaining adequate water supply is crucial for fire suppression.



Functioning fire hydrants are a critical component of an effective fire response.

## Honor Guard by Sergeant Jennifer Flick



Honor Guard member Officer Thomas Tinklepaugh stands guard next to the memorial wreath during the ceremony.

In 1970, Lieutenant Frank Miller approached Chief Daryl Miller about starting an Honor Guard for the Jackson Police Department. Chief Miller agreed and established the honor guard to pay respect to and honor the officers who made the ultimate sacrifice during the performance of their duty.

Today, the Jackson Honor Guard is an elite unit of specially trained officers selected by their peers to represent the Jackson Police Department. This group continues to recognize and pay respect to our five fallen officers, but also honors retirees that have passed away during the year. The Honor Guard also attends the Lansing Memorial, funerals for other Michigan's fallen officers, and numerous city functions.



The Jackson Police Department Honor Guard at the 2013 police memorial.



Police, Fire, and EMS all came to the memorial to support those lost in the line of duty.

## Jackson Fire Department Personnel Killed in the Line of Duty

- Arlo Pickett**—End of Watch— December 5, 1927
- Fredrick Russo**—End of Watch— April 5, 1928
- Edward Ratchford**—End of Watch— March 30, 1935
- Bert Hyland**—End of Watch— December 18, 1938
- Kenneth Harding**—End of Watch— January 12, 1944
- William Dolson**—End of Watch— March 14, 1957
- Donald Johnson**—End of Watch— October 19, 1961
- Wilbur Smith, Jr.**—End of Watch— May 1, 1968
- Norman Creger**—End of Watch— August 28, 1982

## Jackson Police Officers Killed in the Line of Duty

- Sergeant Frederick Booth**—End of Watch—March 19, 1906  
Fatally wounded while apprehending safe burglars.
- Captain John Holzapfel**—End of Watch—February 5, 1907  
Fatally wounded by a disgruntled employee.
- Officer Leonard Carey**—End of Watch—December 13, 1930  
Fatally wounded during a domestic disturbance.
- Lieutenant William James Nixon**—End of Watch—April 27, 1978  
Fatally wounded while apprehending a man transporting stolen construction equipment.
- Officer James Bonneau**— End of Watch—March 9, 2010  
Fatally wounded while trying to apprehend a domestic violence suspect

## Deputy Chief's Letter

It is always pleasant to see new faces join the Jackson Police Department family, and 2013 brought more additions to the organization than the previous four years combined. New officers with fresh ideas and unlimited enthusiasm create energy and excitement within the shifts while they gather experience. Along with new people, new technology also finds its way into our patrol vehicles and the innovation allowed us to save money and time by eliminating a step in our reporting process.

There have been few personnel additions over the past several years. This year, we were able to hire three officers, two communications specialist, and promote an officer to detective. Officers Nathan Belen, Richard Klimmer, and Emily Canda all joined the department to begin their careers in law enforcement. In a short time, these officers have already made a positive impact on the organization and the

community. Our team of Commination Specialists welcomed Bethany Horn and Adam Brooker. Each comes with customer service experience from previous employment, and both are eager to learn as they assist our front lobby patrons and support our officers on the street. In May, Director Heins promoted Holly Rose to the rank of Detective. Holly brings invaluable experience as an evidence technician and problem solver to the investigative division.

Completing a police report can be a time consuming endeavor which impedes an officer's ability to respond to other calls. While necessary, the process takes time and involves several steps before approval of a final document. Enter Dragon Naturally Speaking Software, this software allows officers to dictate their observations, interviews, and actions directly into an electronic report. A supervisor then reviews and

approves the report before it is merged into our Records Management System. Prior to this innovation, officers dictated their reports on a micro-cassette recorder. This recording then had to be transcribed by one of our data processing clerks. Dragon software eliminates this step saving us time and money.

Finally, as we experienced an influx of new employees to our team this year, we also lost the services of a pillar of the department, Ann Polewka. After dedicating 27 years of finance excellence to us made the decision to retire. We will miss Ann's attention to detail and accounting of every penny and we wish her well in her retirement. The organization seems to be in a constant state of change as innovations change the job, and new people replace the seasoned. We prepare for anticipated changes and excel at navigating through the unexpected.



Deputy Chief  
of Police  
John Holda

## Deputy Chief's Letter



Deputy Chief  
of Fire  
David Wooden

The economic challenges we faced in 2011 and 2012 stabilized in 2013. Our priorities have been the training of newer personnel especially in hazardous materials, and renewing emphasis on some valuable programs like public education and code enforcement.

We reenergized the public education programs with a focus on kindergarten thru second grade. We feel kids are very impressionable at these young ages and behavioral patterns are being established. We attempt to instill a sense of general safety that will have a lasting impression well into adulthood.

We completed a full year under the umbrella of the SAFER Grant which supported 9 positions within the department. These much needed funds allowed us to focus other general fund moneys on areas such as maintenance costs for our aging fleet and buildings.

We lost over 70 years of experience with the retirement of Firefighter's Steven Rudolph, Mark Jamieson, and Thomas Loveberry. These men tirelessly gave of themselves day and night to help the sick and less fortunate within our community. We wish them a long and healthy retirement.

The year in review shows civilian injuries and firefighter injuries nearly unchanged. Although 2013 did bring a civilian death after several years of no fatalities, statistically our fire related calls were consistent with our 5 year average, while emergency medical calls were up 8 % for the year.

The Fire Department staff is a proud professional group. We strive to provide the citizens and visitors to our community the highest level of service we can with integrity and quality.

**City of Jackson, Michigan**

**Police Department**

**216 E. Washington Ave.**

**Jackson, MI 49201**

**(517) 788-4100**

**[www.cityofjackson.org/police](http://www.cityofjackson.org/police)**



**Matthew R. Heins**

**Director of Police and Fire Services**



**City of Jackson, Michigan**

**Fire Department**

**518 N. Jackson St.**

**Jackson, MI 49201**

**(517) 788-4150**

**[www.cityofjackson.org/fire](http://www.cityofjackson.org/fire)**