

# Mauston Police Department

2017 Annual Report



Chief Michael D. Zilisch

# Mauston Police Department

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# Mauston Police Department

January 10, 2018

To: Mayor Brian McGuire and Members of the Common Council; President Andy Crandall and Members of the Police and Fire Commission; And the Citizens of the City of Mauston.

It is an honor to present the 2017 Mauston Police Department Annual Report for your review. I hope you find this document informative and worthwhile as I discuss the year of 2017.

The Mauston Police Department continues to maintain our excellent working relationships with other agencies and community. For example we partnered with several other municipalities and the county in a Drug Task Force to assist all of us with the fight against illicit narcotics. We also created the “Coins for Kids” program with our local Lending Institutions. This program will allow us to foster community interaction with our youth.

The past year was a very busy year for the Mauston Police Department. The department set out with several goals that started in 2016 and continued into 2017. One of these specific goals was drug related investigations. We certainly met that goal and exceed my expectations. We will continue to be vigilant in our pursuit to combat drugs in our community.

In my second year of being Chief of Police the department has worked very hard to maintain expectations in certain areas and improve in others. I am extremely proud of the Mauston Police Department’s personnel regarding their performance. We will continue to improve equipment, policy, training, and customer service as we move forward.

It continues to be a privilege to lead this department. It is extremely satisfying as a leader to see the passion and continued excitement to grow with our community. The department surpassed the 2016 year in many categories, which I will discuss in this document. The department’s dedication, initiative, kindness, and bravery continues’ to be remarkable. I look forward to the future.

Chief Michael D. Zilisch

# Mauston Police Department

The police profession is a noble and honorable calling that requires integrity, honesty, dedication, and a commitment to serve our community. We are tasked with providing effective service to our community in a professional and ethical manner. We can accomplish our goals by effective policy providing a blueprint for employees and through professional training.

## **MISSION STATEMENT**

The full time mission of the Mauston Police Department is to safeguard the lives, property, and rights of all persons within the City of Mauston in an equitable and nondiscriminatory manner.

## **VALUES OF THE MAUSTON POLICE DEPARTMENT**

To accomplish the Department's Mission Statement, we are committed to the following values:

### **PROFESSIONALISM**

Members of the Mauston Police Department strive to achieve and maintain the highest standards of ethics, integrity, and professional conduct. We hold the welfare of our citizen's paramount and customarily carry out the affairs of the Department publicly. We are responsible to the community for our performance and remain accessible to the citizens at all times.

### **COMPASSION**

We strive for fairness and impartiality in all our actions, showing understanding, empathy, sensitivity, and caring for all persons with whom we have contact.

### **TEAMWORK**

Department Employees recognize the importance of each person as an individual and team member. We are most effective when we work together to identify and solve organizational and community problems.

### **INDIVIDUAL GROWTH**

We are committed to providing an atmosphere of respect, health, and concern which permits all employees the opportunity to work and grow in a challenging environment.

# Mauston Police Department

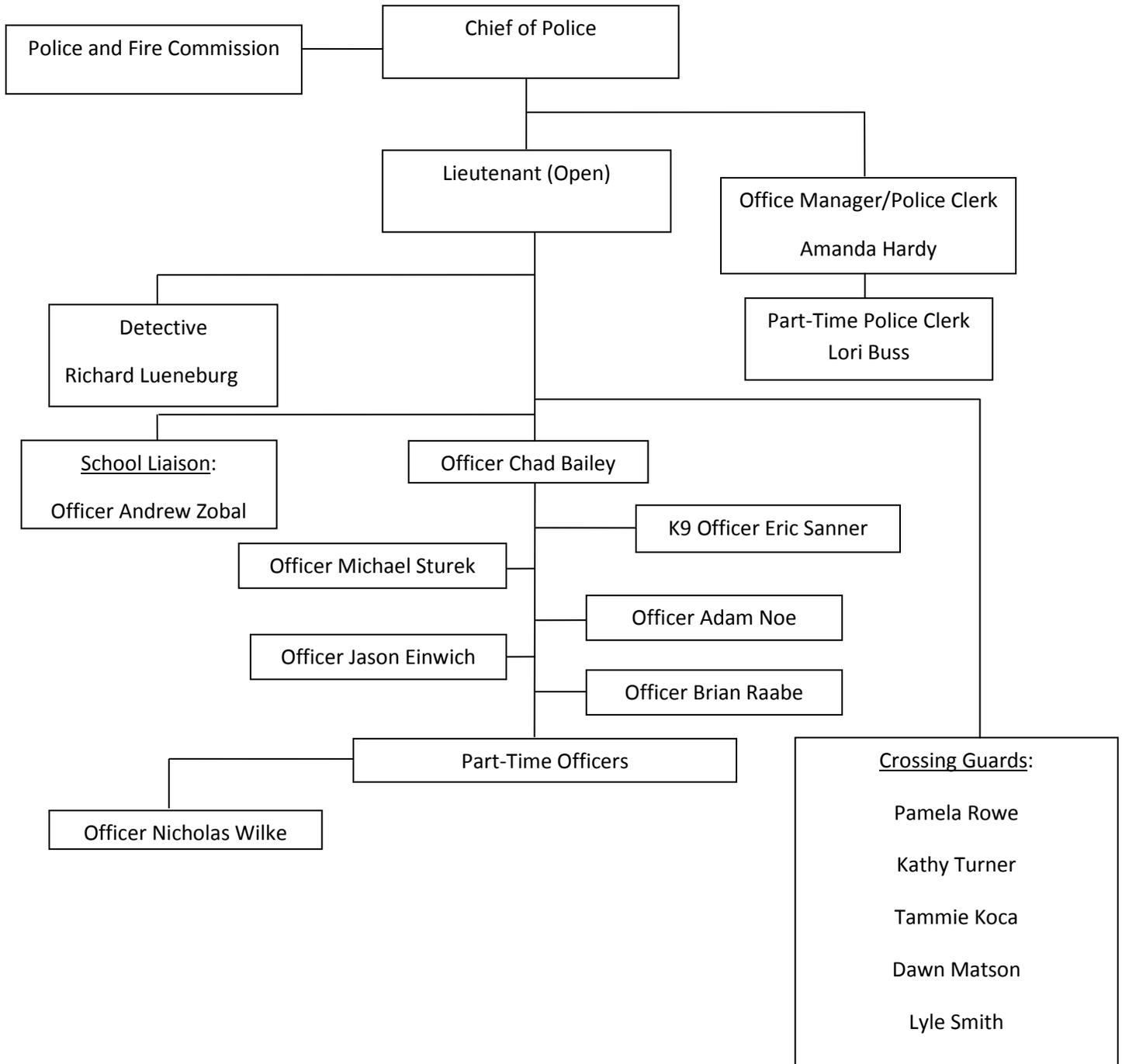
## Personnel

<u>Position</u>	<u>Name</u>	<u>Years of Service</u>
Chief of Police	Michael Zilisch	15 years, 9 months
Patrol Officer	Andrew Zobal	20 years
Patrol Officer	Chad Bailey	12 years, 11 months
Patrol Officer	Richard Lueneburg	12 years, 8 months
Patrol Officer	Eric Sanner	8 years, 8 months*
Patrol Officer	Michael Sturek	12 years, 5 months*
Patrol Officer	Adam Noe	5 years, 10 months*
Patrol Officer	Jason Einwich	7 years, 1 month*
Patrol Officer	Brian Raabe	9 months
Police Clerk	Amanda Hardy	4 years, 5 months*
Police Clerk	Lori Buss	1 year, 1 month*
Crossing Guard	Pamela Rowe	22 years, 4 months
Crossing Guard	Kathy Turner	9 years, 4 months
Crossing Guard	Tammie Koca	5 years, 3 months
Crossing Guard	Dawn Matson	4 years, 3 months
Crossing Guard	Lyle Smith	3 years, 2 months

\* Includes years served in all positions with the Mauston Police Department full or part time.

# Mauston Police Department

## Organizational Chart 2017



# Mauston Police Department

## Support Services

The Support Staff consists of one full-time Office Manager/Police Clerk and one part-time Police Clerk. The office hours are 8:00 AM to 4:30 PM Monday thru Friday. The Support Staff is responsible for providing customer service to citizens, support the command staff, officers, and assisting the department in assigned projects. Some of the daily tasks associated with these positions are records management, mailings, collection of money, taking open records requests, answering phones, dispatching calls for service, and monitoring the front lobby window.

The Support Staff are also dispatchers responsible for gathering necessary complaint information for the officers and keeping track of where and when the officers are on a call. The Support Staff are primarily dispatches for non-emergency calls that come through our agency. Some examples of the types of calls are noise complaints, parking complaints, barking dogs, thefts, missing juveniles, disorderly conduct and batteries. The support staff also answers emergency calls that are coordinated or transferred to the 911 center.

Data entry is a very significant part of the Support Staff day. This can include managing our Records Management System. Another service is preparing pre-trials, court, scanning, filing, verification of incidents in our RMS, and monitoring payment/non-payment in our parking program.

The Support Staff reports to the Chief of Police. The Office Manager is in charge of the day to day operations and overseeing the running of the office with providing the above listed tasks. The Office Manager is responsible for the Incident Based Reporting (IBR), which is done monthly. State Statute requires all agencies in the State of Wisconsin to report their crime statistics to the Office of Justice Assistance (OJA). The Office Manager is responsible for all open records requests which are very time consuming. Each report must be read to have confidential information redacted. Generally the request will be fulfilled within seven to ten days. Another major job task is the Time Agency Coordinator (TAC), and Train Administrator. The Time System is a tool used for law enforcement agencies to access confidential records such as driving records, criminal histories, and wanted person files. The TAC is responsible to ensure that all of the terminal operators, which would be approximately 20 people consisting of our command staff, officers, and support staff are properly trained, certified, and re-certified. The Train Administrator is responsible for registering personnel for training.

# Mauston Police Department

## Historical Data:

In 2014 the Mauston Police Department produced a total amount of contacts in the amount of 2,414. This was much higher than 2013, however the why we tabulated and recorded events was different. Overall 2014 was a much busier year then 2013.

2014 Arrests 238 Citations 1611 Warnings 524 Other Contacts 41 Reports 1048

In 2015 the Mauston Police Department produced a total amount of contacts in the amount of 5,647. During this year period the MPD doubled the output of the previous year with the same recording process. This was a very significant achievement by the department.

2015 Arrests 245 Citations 2260 Warnings 1991 Other Contacts 855 Reports 1476

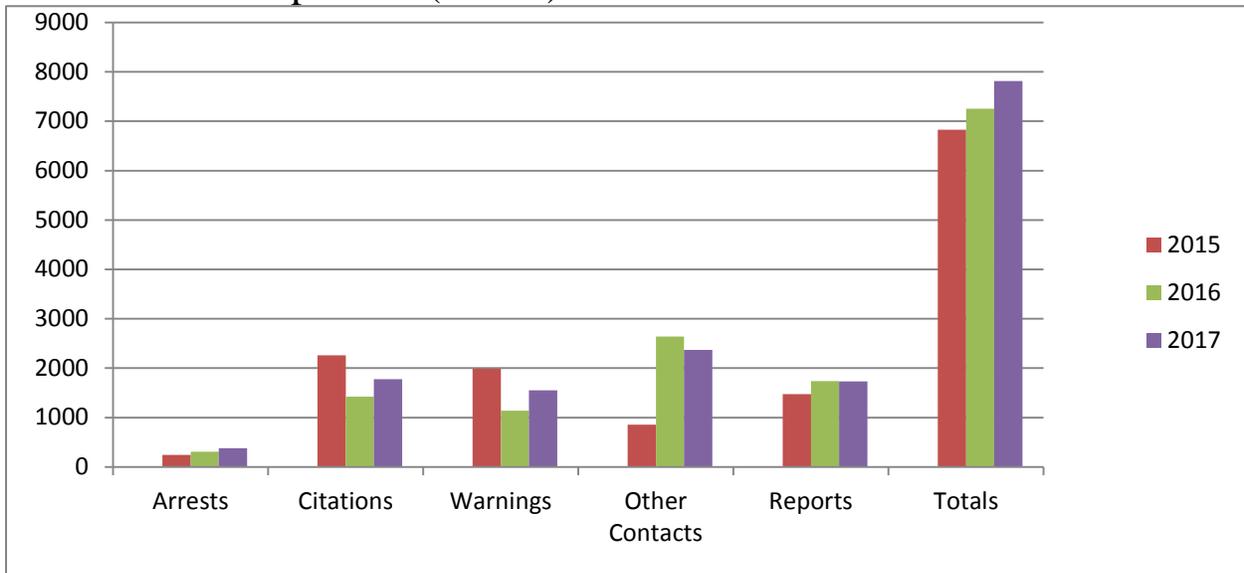
In 2016 the Mauston Police Department produced a total amount of contacts in the amount of 6273. The Department continued its trend of increasing production of self-generated activities as well as dealing with an increase of calls for service.

2016 Arrests 309 Citations 1426 Warnings 1142 Other Contacts 2641 Reports 1736

In 2017 the Mauston Police Department produced a total amount of contacts in the amount of 6574. The Department continued its trend of increasing production of self-generated activities as well as dealing with an increase of calls for service.

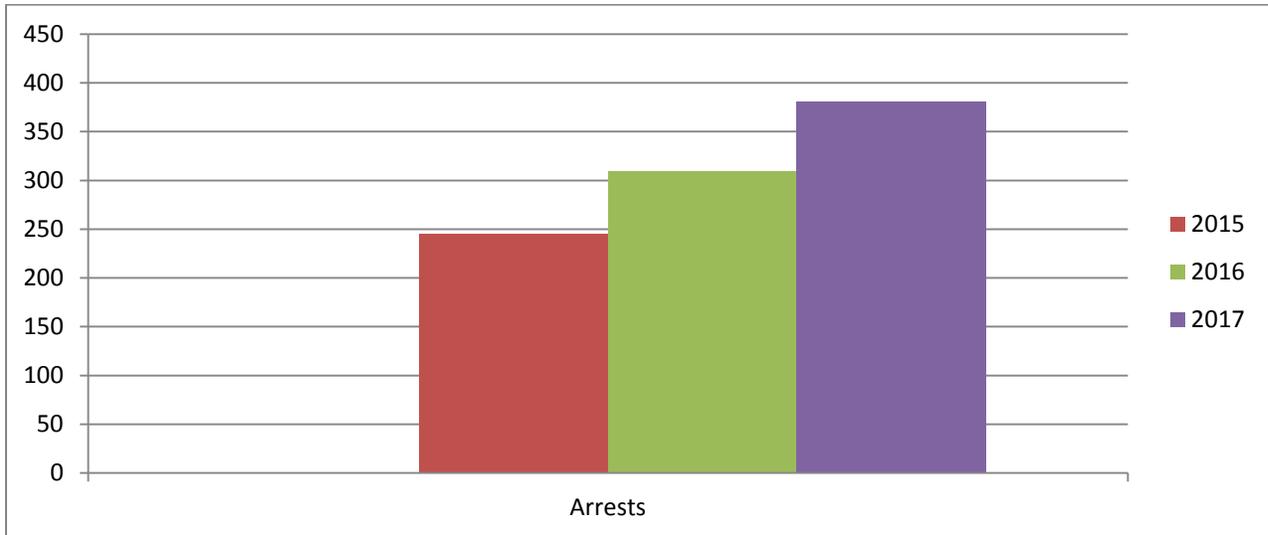
2017 Arrests 381 Citations 1779 Warnings 1549 Other Contacts 2373 Reports 1733

## Three Year Comparison (Totals)

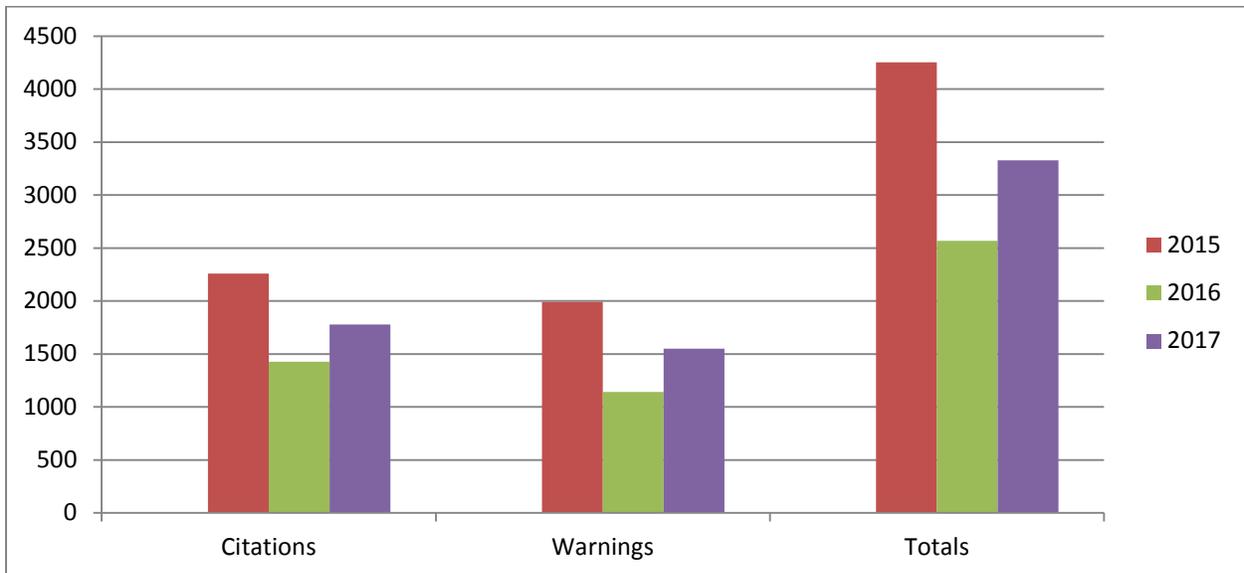


# Mauston Police Department

## Three Year Comparison (Arrests)

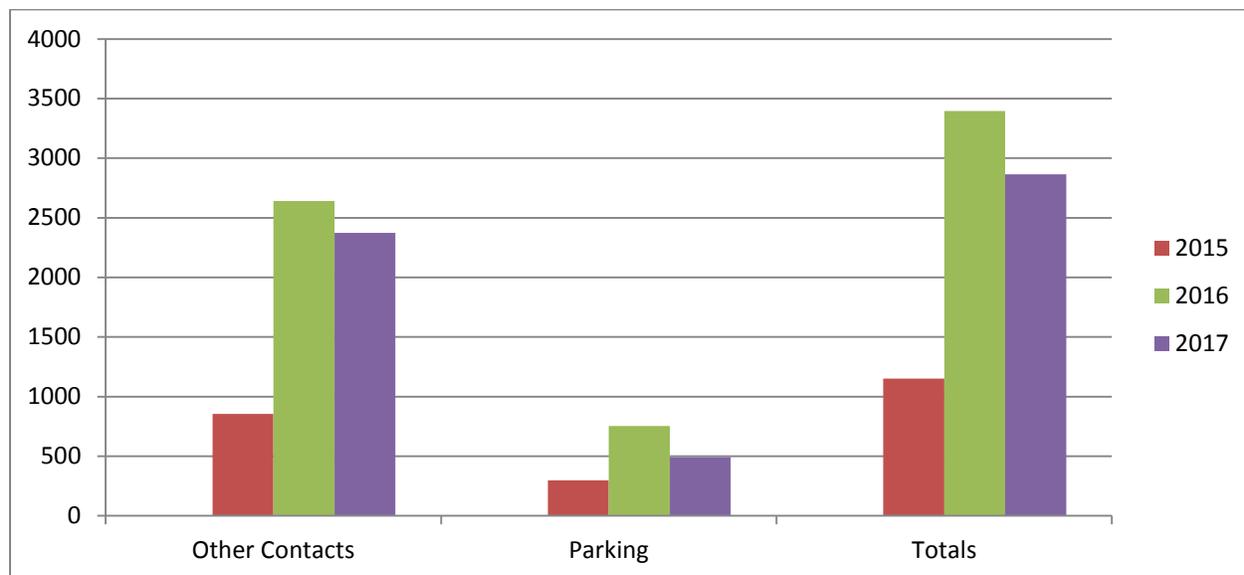


## Three Year Comparison (Traffic Enforcement)



# Mauston Police Department

## Three Year Comparison (Other Contacts and Parking Citations)



The Mauston Police Department continues to be extremely busy as compared to years past. The trend really started to increase in 2015 and continues in 2017. 2016 and 2017 overall is a close comparison. 2017 did have an overall increase of approximately 300. If we look back at 2015 numbers, we are still significantly lower when comparing traffic enforcement in 2016 and 2017. This is due to not receiving Traffic Enforcement Grants from the State of Wisconsin. If we just look at 2016 and 2017 numbers regarding traffic enforcement we do see an increase of 760. I am very pleased with this production as traffic enforcement helps make the community safer. I would also like to point to the 2017 increase of arrests which is significantly higher compared to 2015 and 2016.

The following categories of violations are some of the more serious crimes involving the City of Mauston. This really is a snapshot of categories that I wanted to single out. We have other serious violations like sexual assault, but I wanted to keep the group small for discussion purposes.

In 2017 we have minimal decreases in some categories and some large increases in others. The department has really increased its enforcement in 2016 and 2017 regarding drug related violations. This could be reason for the increase in numbers as we were seeking out and investigating these specific violations. In the years to come this will be an interesting group of numbers to evaluate.

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	2014	2015	2016	2017
Domestic Battery	5	5	11	6
Domestic DC	23	18	26	25
Battery/Subst Battery	4	4	7	9
Drug Related Charges	39	92	110	119
THC / Marijuana	18	28	32	46
Meth/Heroin	3	3	3	4
Thefts and Thefts <\$ 2500	26	23	37	42
Totals	<u>118</u>	<u>173</u>	<u>226</u>	<u>251</u>

What does this all mean?

As I stated last year the trends clearly show an increase of calls for service and self-generated activity from the officers. As Police Chief, the self-generated activity is a great way to gauge work performance and the department's buy in to our goals.

The increased calls for service are taxing on resources regarding serious calls. Serious calls for service require more time to investigate and complete. This was a problem which I identified as something we as a department needed to solve when I became Chief of Police. The Detective position has really assisted in solving that problem. The department has seen a reduction of patrol investigation hours which provides more time for patrol functions. The creation of the detective position has been a wonderful addition as this has provided a reduction of patrol officers conducting investigations and being able to provide better services to the community. The Detective has been provided specific or advanced training that cannot be provided to all Patrol Officers.

As a City we will have to closely watch these trends and see if it continues to increase, plateau, or decrease. I hope this report will assist us with planning our future staffing levels so we can continue to maintain our level of service and meet the needs of the community.

I have attached our 2017 year-end Record Management System Report which is where the above numbers are taken from. I have not included it into the body of the Annual Report as the document is 44 pages long.

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## Budget:

These are the actual fiscal numbers for the Mauston Police Department for the below listed years by line item. These numbers indicate what was actually spent, not what was budgeted. For each of the four years the Mauston Police Department was under budget.

Project Description	2015 Actual 12/31/2015	2016 12/31/2016	2017 Actual 12/31/2017	2018 Budget
Salary/Wages	488,924.08	464,228	556,014.24	583,126.00
Clerical PT Wages	7,844.76	5,676	13,014.00	14,040.00
PT Wages	1,664.00	39	0	2,000.00
OT Wages	44,989.12	52,187	0	0
Parking Enforcement Wages	6,056.76	3,027	0	0
Crossing Guard Wages	21,748.02	19,332	17,289.75	20,590.00
LEA/Matron Wages	662.71	56	0	0
FICA/Medicare	42,675.43	39,912	44,239.82	46,033.00
Health Insurance	101,900.98	119,931	126,995.28	144,909.00
FSA Contribution	9,143.77	7,122	8,060.82	8,500.00
Dental Insurance	6,811.15	8,443	9,211.47	11,365.00
Vision Insurance	1,888.25	2,410	2,187.46	2,818.00
Retirement	71,072.77	68,155	73,957.79	68,777.00
Clothing Allowance	4,563.85	5,241	6,471.70	6,500.00
Protective Clothing/Gear	493.27	-	796.33	500
Legal	6,569.86	11,039	8,937.65	7,500.00
Hire & Recruitment	1,089.90	2,501	409.25	500
Investigations	1,867.64	3,590	17,116.76	4,500.00
K9 Unit	4,712.86	900	935	1,500.00
Undercover Local	0	-	0	0
Telephone/Fax	6,884.32	6,122	7,120.92	6,200.00
Contractual Service	388.09	212	146.1	250
Animal Control	0	-	0	0
Office Supplies	3,267.57	3,167	3,723.51	3,500.00
Membership/Dues	165	396	485	500
Publications	497.2	40	0	250
Travel/Training	6,096.35	3,347	7,706.15	7,000.00

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Motor Fuel	19,597.48	13,249	13,944.68	20,000.00
Tools/Supplies/Small Equip	17,220.33	91,828	14,678.39	19,000.00
Equip Maintenance Office	3,808.61	3,517	3,386.26	2,650.00
Info Tech	12,211.89	13,273	16,934.66	13,500.00
Equip Maintenance Vehicle	3,631.21	7,007	7,063.93	3,000.00
Squad Setup	0	0	10,182.39	7,000.00
Building Maintenance	3,143.80	915	756.14	500
Miscellaneous	1,835.65	2,162	1,931.85	1,500.00
TOTAL	903,426.88	959,024	973,697.30	1,008,008.00

# Mauston Police Department

## Accomplishments

2017 was a momentous year for Mauston Police Department personnel. I developed a new community program for kids with area Lending Institutions, hired a new Police Officer, promoted a Detective, retired our Police K9 Kantor, promoted a new K9 handler, developed a (EAP) Employee Assistance Program, and started an awards program for the Officers.

- The “Coins for Kids” Program. During my tenure as Chief of Police I have wanted a way to reward behavior that is inspiring and community minded. With this in mind I approached the local Lending Institutions: The Bank of Mauston, Oakdale Credit Union, and Royal Bank and was able to develop this idea of providing a “challenge coin” to those individuals. The program’s design was for Officers of the City of Mauston Police Department to reward our youth with a “Coin” for an out of ordinary gesture. The new coins are in and we are looking forward to giving away a token of our appreciation to our youth doing community minded deeds.
- We hired a new officer, Officer Brian Raabe which was because of a vacancy from Officer Richard Lueneburg being promoted to Detective Lueneburg. This was a major step for the department as we have not had a dedicated Detective since the late 70’s. I can report the position has been a great improvement to the department which equates to an improved customer service for the community. Detective Lueneburg has stepped into his new position with grace, passion, and purpose.
- Officer Raabe completed his (FTO) Field Training with Officer Bailey, Officer Sanner, and Officer Sturek. The trio of FTOs reported great work ethic, professionalism, dedication, and an outstanding positive attitude from Officer Raabe.
- Police K9 Kantor over 2017 developed severe allergies and ultimately had to be retired. This was clearly an unfortunate situation for Officer Sanner, Kantor, and the department. However with the years of fundraising after acquiring Kantor we were prepared to replace him with all of the donations received. This was in large part to Officer Sanner, the community, and the department.
- In late December we interviewed and promoted Officer Noe as the new K9 handler and he will be acquiring his new partner in late January 2018. Officer Noe is looking forward to the new position and challenges of learning a new set of skills.
- When I became Chief of Police in 2016 I wanted to develop a (EAP) Employee Assistance Program as a resource for my Officers and staff to deal with stress and other mental health issue. I was able to achieve this goal in 2017. I am very humbled by the

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use of the program and I hope it fulfills the needs of my department. I was also able to include all City of Mauston employees with the company the I contracted through.

- I truly believe rewarding great behavior and great employees is an absolute must for any organization. *In the arena of human life the honors and rewards fall to those who show their good qualities in action. – Aristotle*

With that being said, I have adopted the following categories:

1. **Silver Star for Bravery** - The Silver Star is awarded for extraordinary heroism performed in the line of duty. It recognizes an officer whose act of courage goes above and beyond the call of duty.
2. **Law Enforcement Purple Heart** - The Police Purple Heart is issued to officers who are injured or disabled in the line of duty. Purple Heart recipients are eligible if they were required to seek professional medical attention and were out of work at least one week.
3. **Life Saving Award** - Issued to anyone whose actions saved the life of a fellow citizen in an emergency.
4. **Merit Award for Excellent Arrest** - This award is issued to law enforcement officers who make a notable arrest of a dangerous felon.
5. **General Commendation** - This award is issued to law enforcement officers whose actions deserve to be commended for an outstanding act during the performance of their duties.
6. **Honor Award for Public Service** - May be issued to law enforcement officers, elected officials or citizens whose leadership skills are outstanding in reducing crime or assisting departments in volunteer activities.
7. **Criminal Investigation Award** - In recognition of those detectives or investigators who are often not recognized for solving cases, yet are important in the investigation of all types of cases.
8. **Distinguished Police Service Award** - Recognizes law enforcement officers for honorable service (5 years minimum) and is normally issued at retirement.
9. **Correctional Officers Award** - Available for correction officers for 5 or more years of honorable service or for actions deemed noteworthy while performing their duty.
10. **John Edgar Hoover Memorial Award** - This award is issued to law enforcement officers who have successfully completed additional training to garner new skills in the field of criminal justice. It recognizes officers who continually seek a lifetime of education and advancement. It can also be issued to instructors or institutions who provide beneficial products or services to the law enforcement community.
11. **Knights of Justice Award** - This award is issued to the Good Samaritan who comes to the aid of those in need. Law enforcement officers automatically qualify as they put their life on the line every day they are on duty. Citizens involved as crime watch volunteers are also eligible.
12. **Civilian Medal of Appreciation** - This award is to thank a citizen for support of law enforcement by services or an act of valor. It can also be used to recognize private security whose actions aid local law enforcement officers.

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13. **K-9 Service Certificate** - For the K-9 police dog that assists in the apprehension of criminals and the prevention of crime.

14. **K-9 Memorial Certificate** - For the K-9 police dog killed in the line of duty.

This year I had the honor to rewarding four individuals from our department and two individuals from the Juneau County Sheriff Office.

Chief Michael Zilisch, Officer Michael Sturek, Officer Adam Noe, Officer Brian Raabe, Deputy Zachary Board, and Deputy Danica Gordon