

# Xenia Police Division 2012 Annual Report



Chief Donald R. Person



*An Internationally Accredited Agency*

***"A Family of Professionals"***



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## **Letter of Introduction To the Citizens of Xenia**

To the Citizens of Xenia:

It is once again with great pride that I present to you the Xenia Police Division's 2012 Annual Report. 2012 saw the City's finances improving just slightly allowing the Xenia Police Division to maintain the full manning levels (post 2003) promised with the passage of the income tax increase in 2010. This has not been easy in that while our citizens showed their support through the levy increase, the State of Ohio deemed it appropriate to continue to cut local government funds to such an extent that it further threatens local government's ability to provide public safety services.

Our authorized strength which had been at 45 sworn officers at the beginning of 2009, reduced from 48 Officers in 2003, was once again reduced through layoffs and attrition with the deepening recession to 39 sworn personnel in 2009. This was necessary even with all police unions agreeing to forgo raises in 2009 and 2010. Despite reduced manning, the police division has continued to provide the best service that manning would allow and responded to all emergency calls in a timely manner. Many of our normal service calls suffered in not being answered or answered more slowly than we would normally view as an acceptable response time. We also were forced to suspend both our DARE program and our School resource program and eliminate one of our general assignment detect slots. I am proud of our Officers and staff for persevering throughout those years and ensuring that all emergency calls were handled in a timely. Fortunately in 2012 we were able to maintain our current authorized strength of 45 total sworn officers.

In 2012 we are in our third year of our accreditation cycle and will be preparing for our next on-site in April of 2013. The Xenia Police Division is one of only three local police agencies that has been recognized by the Commission on Accreditation for Law Enforcement Agencies (CALEA) as a Meritorious Agency, having been continually accredited for more than fifteen years, and received the designation as a Flagship Agency for CALEA. The three area agencies recognized were Xenia, Lebanon and Centerville.

The Xenia Police Division has continued to join forces with other agencies over the years to better serve the community we live in. We have enjoyed a partnership with the Family Violence Prevention Center for many years. This partnership has been recognized nationally as a "best practice" to combat crime in a small community. Greene County Children Services Board has joined our team to help us in our efforts to prevent violence in the home. The consortium on Domestic Violence established by the Greene County Prosecutor's Office and Victim/Witness Division has enlisted not only the help of the police, but also of the courts, prosecutors, hospital and social agencies to provide comprehensive services in all jurisdictions of Greene County on issues involving violence in the home.

We continue our partnership with the Greene County Combined Health District through their program called "Safe Communities." Their health educator, Laurie Fox, provides training on child safety seats and coordinates safety checks. Laurie is our connection to many of Ohio's traffic safety events.

Another example of our partnerships would be our mutual aid agreement with all the law enforcement agencies in Greene County and our participation in the countywide drug enforcement unit. The Greene County Sheriff, County Prosecutor, Beavercreek Police, Fairborn Police and Xenia Police joined forces in the 80's to create the drug unit now known as The Agencies for Combined Enforcement (A.C.E.). The partnership was expanded in recent years to include agents from the State of Ohio and the Drug Enforcement Agency (D.E.A.).

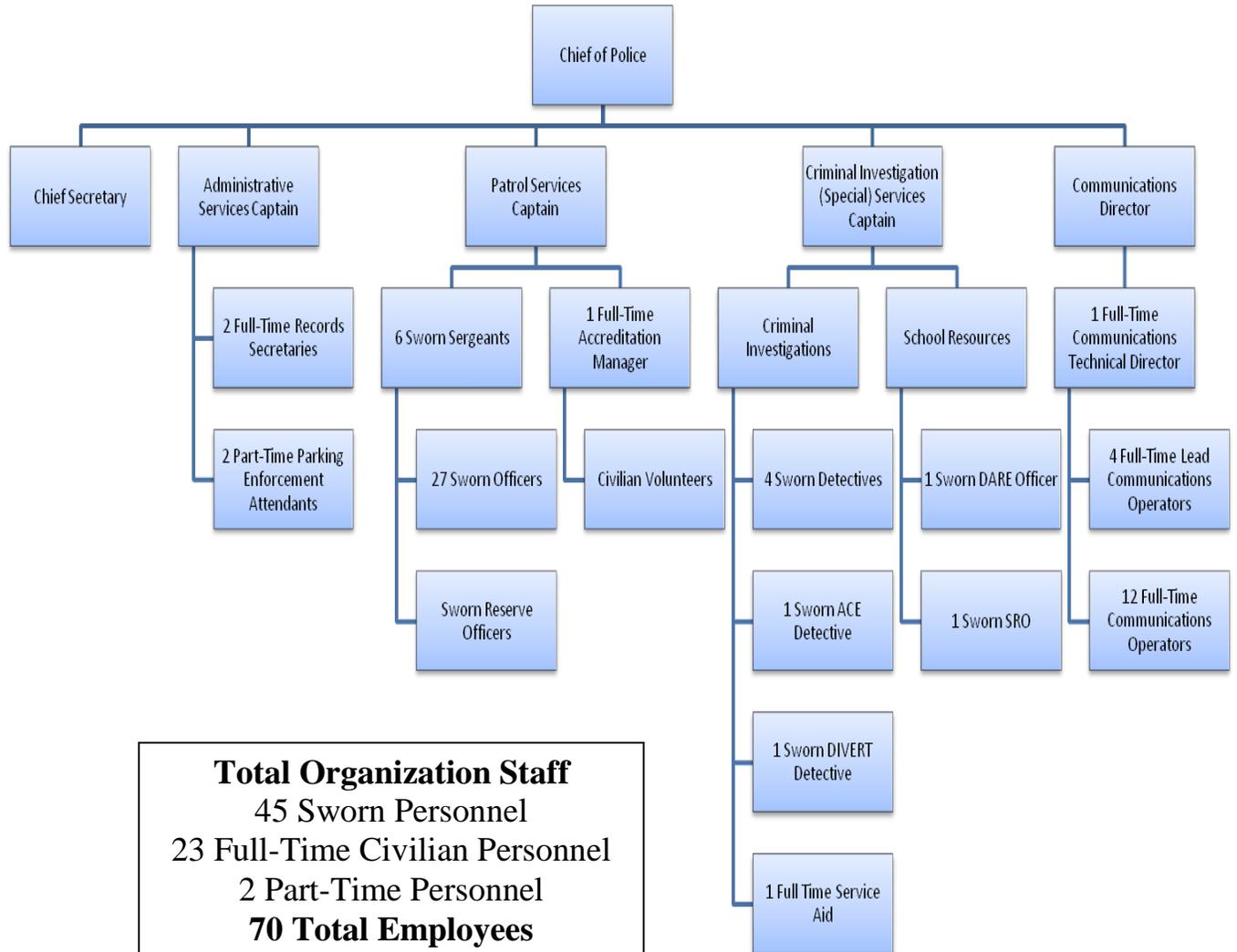
There are continuing challenges that we face going into 2013 and on into 2014. In 2013 we face the replacement of our local emergency radio system by going to the State of Ohio Multi- Agency Radio Communications System. We are also collaborating with other 911 call centers. to look at consolidations to save all communities monies. We are thankful for the support of our community and even though we

expect continuing cuts in Local Government funds from the state. Be assured that we continually look at ways of providing professional service in a cost effective manner.

Regardless of the challenges we face, rest assured, the men and women of the Xenia Police Division will continue to give the best service possible with the manpower and resources available to us.

Your comments or suggestions on how X.P.D. can better serve you are welcome. You may reach me at (937) 376-7221 or by e-mail at [dperson@ci.xenia.oh.us](mailto:dperson@ci.xenia.oh.us).

# City of Xenia, Ohio Police Division Organizational Chart



## **City of Xenia, Ohio Police Division History of Police Chiefs**

The Xenia Police Division was first organized on August 28, 1871.  
Those serving in the office of Chief of Police since that time are:

1871-1880	Marshall Soloman K. Harner
1881-1892	Chief Norman S. Tiffany
1892-1914	Chief Edward M. Smith
1915-1920	Chief James Canaday
1921-1929	Chief M. E. Graham
1930-1939	Chief Ozni H. Cornwell
1939-1950	Chief Stanley L. Nickell
1951-1955	Chief Ancil R. Stephens
1956-1965	Chief Robert Killeen
1966-1971	Chief Harold Miller
1971-1978	Chief Raymond B. Jordan
1978-1991	Chief Dan Aultman
1991-1995	Chief Claude N. Lyons
1995-1998	Chief Danny L. O'Malley
1998-2003	Chief Eric J. Prindle
2003-Present	Chief Donald R. Person

Each of these men dedicated themselves to the betterment of the City of Xenia.  
For this dedication, we honor and salute them all.

## **City of Xenia, Ohio Police Division Chief Donald R. Person**

Chief Donald R. Person, better known as Randy has been with the police division since 1976. Chief Person started his career with the City of Xenia in 1976 as a Communications Operator. In 1979 Chief Person was sworn in as a police officer. In 1987, Chief Person was promoted to the rank of sergeant and served as a street patrol supervisor. Chief Person served as a member of the division's special weapons and tactical team for a number of years before being promoted to Lieutenant in 1992. As a Lieutenant, Chief Person supervised the Patrol Section, the Administrative Section, and twice served as the interim Chief of Police before being appointed full-time to the Chief of Police position in June 2003. Chief Person has led the Xenia Police Division through its initial Accreditation process in 1993, as well as very successful re-accreditation inspections every three years since 1998 including 2010 where the Xenia Police Division was recognized as both a Meritorious and Flagship agency for CALEA. Chief Person has an Associate Degree in Applied Sciences in Law Enforcement from Sinclair Community College and a Bachelors Degree of Science in Urban Administration from Wright State University. In addition Chief Person graduated from the Northwestern University Traffic Institute School of Police Staff and Command in 1996. In 1998 Chief Person has also received the Casey Elliott "City's Finest" Award. Chief Person has worked diligently to keep the division on the cutting edge of technological advancements and current management philosophies. Chief Person, in his position as Chief, looks forward to facing the challenges in our community. Chief Person is married to his wife Cheryl and has two sons, Ben and Brian.



## **City of Xenia, Ohio Police Division Patrol Services Captain Douglas P. Doherty**

The Xenia Police Division Patrol Captain is Douglas P. Doherty. Capt. Doherty has been with the Xenia Police Division since February 26, 1990. Capt. Doherty was a patrol officer for 8 years before taking an assignment within the Division as a Detective. Capt. Doherty was promoted to Sergeant in 1998. He served as the District Two Sergeant on the Evening shift for five years. In 2003, Doherty was promoted to the rank of Captain. Captain Doherty attended Wright State University for four years. Capt. Doherty has graduated from Northwestern's School of Police Staff and Command in 2000. Capt. Doherty received the Casey Elliott "City's Finest" award in 2001. Capt. Doherty has received numerous commendations and ribbons throughout his 23 year career. Capt. Doherty attended the F.B.I. National Academy in 2003 and graduated in the 214<sup>th</sup> session. Capt. Doherty enjoys running and lifting and continues to set goals for himself and the Division. Capt. Doherty has been married to Shannon for 21 years and has two children, Christina, 21 and Daniel 19.



## **City of Xenia, Ohio Police Division Criminal Investigation Services Captain Scott J. Anger**

Captain Scott Anger started his career with Xenia Police Division in 1987. He attended Clark State Community for two years in the Criminal Justice Program. Captain Anger holds a B.A. degree in Liberal Professional Studies with a concentration in Criminal Justice and Psychology from Capital University. He graduated from the Northwestern University Traffic Institute's School of Police Staff and Command in 1999. Captain Anger graduated from The FBI National Academy Session 235 in December of 2008. Captain Anger has been active in the Fraternal Order of Police and was lodge president for two years in 2001 and 2002. He worked as the department's D.A.R.E. Officer from 1993-95. In 1995, he was assigned to the Criminal Investigation Section as a detective. In 1997, Capt. Anger was promoted to patrol sergeant and served in this capacity until being promoted to lieutenant in June of 2003. He served on the division's Special Weapons & Tactics Team (SWAT) for fifteen years prior to be promoted to Lieutenant in 2003. In 2003, Capt. Anger became the commander of the Special Services Section which included the Criminal Investigation Section, The D.A.R.E. Program, School Resource Officer, Domestic Violence Unit, and the detective assigned to the county drug task force (A.C.E.). He served as the commander of the division's Patrol Operations Section in 2007 and 2008. Captain Anger served as the commander of the Administrative Section in 2009 and 2010. Captain Anger is currently serving as the commander of Criminal Investigation Services Section which again includes the Criminal Investigation Section, The D.A.R.E. Program, School Resource Officer, Domestic Violence Unit, and the detective assigned to the county drug task force (A.C.E.). Captain Anger was awarded the "Casey Elliott Xenia's Finest" award in 1995. Scott is married and has two children. He is currently serving as a Board Member on the Mental Health and Recovery Board of Clark, Greene, and Madison Counties.



## **City of Xenia, Ohio Police Division Administrative Services Captain David J. Pazynski**

Captain David Pazynski began his career as an Ohio Peace Officer on March 1, 1991. During his first four years of service he worked as a patrol officer where he was awarded the Department's Silver Shield award (1992). He continued in this position until he accepted the D.A.R.E. (Drug Abuse Resistance Education) position. As a D.A.R.E. Officer, he was instrumental in the department acquiring its first new D.A.R.E. vehicle. In 1995, Captain Pazynski graduated from Capital University with a Bachelor of Arts in Criminal Psychology. Three years later he was promoted to the position of Patrol Sergeant. While in this position, Captain Pazynski was in charge of Crime Prevention/Community Policing and later took charge of all the Xenia Police Division's Fleet maintenance. In 2000, he graduated from the Northwestern School of Police Staff and Command.

Captain Pazynski received the Distinguished Service Award (2001, 2003) and the Leadership Award (2007). In March of 2009 he was promoted to the position of Captain and is currently in charge of the Administrative Division. David has been married to Lee for 22 years and has 3 daughters Sally, Natalie, and Claire.



## City of Xenia, Ohio Police Division Sworn Personnel Roster

Name & Unit #	Current Rank	Date Appointed
11-Donald R. Person	Chief of Police	4/12/76
12-Douglas P. Doherty	Patrol Services Captain	2/26/90
29-Scott J. Anger	Criminal Investigations Services Captain	4/6/87
21-David J. Pazynski	Administrative Services Captain	3/3/91
27-B. Todd LeMaster	Patrol Sergeant	8/6/84
35-Steven T. Lane	Patrol Sergeant	2/23/93
32-Gary E. Johnson	Patrol Sergeant	11/18/91
36-Peter P. Wiza IV	Patrol Sergeant	3/25/94
31-Alonzo O. Wilson	Patrol Sergeant	3/10/91
42-Christin A. Stutes	Patrol Sergeant	3/11/96
28-Kathleen D. Forrest	<i>Patrol Officer</i>	8/20/84
30-Gerald W. Merriman	Patrol Officer	4/6/87
26-Frederick W. Barker	Patrol Officer	2/26/90
33-Richard Scott Sams	Patrol Officer	1/20/92
34-Darrin R. Barlow	Patrol Officer	3/2/92
37-Fred E. Meadows	Detective	3/25/94
39-Timothy E. Roop	Patrol Officer	1/30/95
40-Matthew R. Foubert	Patrol Officer	2/11/96
43-Dean A. Margioras	School Resource Officer	3/11/96
46-Jeffery L. Osburn	Detective	6/16/97
47-Robert A. Kelley	Patrol Officer	6/16/97
48-Holly N. Clay	D.I.V.E.R.T. Detective	6/16/97
49-Marc A. Margioras	Patrol Officer	9/8/97
50-Ellyn D. Board	Patrol Officer	1/5/98
51-Harold P. Matheson	D.A.R.E. Officer	8/31/98
133-Patrick M. Walsh	Patrol Officer	8/31/98
53-Scott A. Beegle	Detective	1/19/99
54-Lon E. Etchison	Patrol Officer	1/19/99
55-Robert D. Stouffer	Patrol Officer	1/19/99
58-Stephen G. Shaw	A.C.E. Detective	9/7/99

25-Phillip M. Pierson	Patrol Officer	9/9/02
57-Matthew R. Miller	Patrol Officer	9/9/02
62-Rebecca L. Lilje	Patrol Officer	06/30/03
64-Matthew J. Cvitkovich	Patrol Officer	06/30/03
67-Charles D. Sparks	Patrol Officer	4/25/05
68-James M. Dray	Detective	4/25/05
61-Anthony G. Vitale	Patrol Officer	1/30/06
70-David A. Wilson	Patrol Officer	11/19/07
71-Terry L. Zoerb, Jr.	Patrol Officer	11/19/07
45-Brian K. Blackaby	Patrol Officer	3/16/08
22-Jeffrey E. Moore	Patrol Officer	1/9/11
59-Jacalyn S. Masur	Patrol Officer	1/9/11
72-Robert H. Swihart	Patrol Officer	9/5/11
73-Christopher M. Reed	Patrol Officer	10/16/11
74-Brian Atkins	Patrol Officer	1/3/12
75-Noah Sebastinas	Patrol Officer	10/15/12

*Those names in Italic are individuals that ended their service to the City of Xenia sometime during the 2012 year.*

## City of Xenia, Ohio Police Division Sworn Personnel Changes

1.	Present for duty on January 1, 2012	44
2.	Retired from the Division in 2012	1
	Total.....	43
3.	Resigned from the Division in 2012	0
4.	Appointed to the Division in 2012	2
5.	Present for duty on December 31, 2012	45

### Timeline for Sworn Personnel Changes during 2012:

- 1/3/2012      Officer Brian Atkins was hired.
- 9/16/12      Officer Kathee Forrest Retired.
- 10/15/12     Officer Noah Sebstinias was hired.

## City of Xenia, Ohio Police Division Changes in Authorized and Actual Strength of Sworn Personnel

Rank	Authorized Strength		Actual Strength	
	1/1/12	12/31/12	1/1/12	12/31/12
Chief	1	1	1	1
Captains	3	3	3	3
Sergeants	7	6	7	6
Officers	<u>34</u>	<u>35</u>	<u>33</u>	<u>35</u>
Totals	45	45	44	45

## City of Xenia, Ohio Police Division Sworn Personnel Years of Service Chart

<u>Number of Officers</u>	<u>Years of Service</u>	<u>Percent of Force</u>
4	25 +	8.8%
7	20-24	15.5%
11	15-19	24.4%
9	10-14	20.0%
7	5-9	15.5%
7	-4	15.5%

## City of Xenia, Ohio Police Division Tabulation of Age of Sworn Personnel

Year of Birth	Chief	Captain	Sergeant	Police Officer	Number of Members	Approx Age Members of Division
1954	1				1	57 years
1955				1	1	56 years
1956					0	55 years
1957					0	54 years
1958					0	53 years
1959					0	52 years
1960					0	51 years
1961					0	50 years
1962		1	1	1	3	49 years
1963			1	2	3	48 years
1964					0	47 years
1965		1		1	2	46 years
1966		1	1	2	4	45 years
1967					0	44 years
1968			1	1	2	43 years
1969				1	1	42 years
1970				2	2	41 years
1971			1	4	5	40 years
1972			1	2	3	39 years
1973				1	1	38 years
1974				1	1	37 years
1975					0	36 years
1976					0	35 years
1977				1	1	34 years
1978				1	1	33 years
1979					0	32 years
1980				3	3	31 years
1981				3	3	30 years
1982				3	3	29 years
1983					0	28 years
1984				1	1	27 years
1985				1	1	26 years
1986				2	2	25 years
1987				1	1	24 years
<b>TOTAL</b>	<b>1</b>	<b>3</b>	<b>6</b>	<b>35</b>	<b>45</b>	<b>Average Age</b>
						<b>39 years</b>

## City of Xenia, Ohio Police Division

<b>Sworn Personnel Changes - Authorized Strength Chart</b>						
<b>YEAR</b>	<b>Authorized Strength</b>	<b>Actual Strength</b>	<b>Personnel</b>	<b>Ret/Res</b>	<b>Hired</b>	<b>NOTES</b>
2002	48	45	J. Shanks	1/19/02		
		44	S. Slone	1/28/02		
		45	K. Tubbs		7/1/02	
		46	S. Huntsman		7/1/02	
		45	T. Norris	8/3/02		
		46	P. Pierson		9/9/02	
		47	M. Miller		9/9/02	
2003	48	46	E. Hughes	1/4/03		
		45	K. Tubbs	2/7/03		
		46	R. Dillon		3/24/03	
		45	S. Ritterbach	3/19/03		
		44	S. Helling	3/28/03		
		43	W. McKinney	4/30/03		
		44	J. Phillips		5/4/03	
		43	E. Prindle	5/30/03		
		44	R. Lilje		6/30/03	
		45	C. Sanso		6/30/03	
		46	M. Cvitkovich		6/30/03	
		47	W. Phillips		6/30/03	
		46	Gene Fischer	7/5/03		
		45	J. Phillips	9/2/03		
		46	W. Stott		9/29/03	
	45	45	R. K. Smith	12/7/03		Reduced three officers - failure of .25% tax levy - down economy
2004	45	44	S. Huntsman	1/27/04		
		45	C. Mintz		5/10/04	
		44	W. Phillips	7/12/04		
2005	45	43	C Mintz	1/15/05		
		42	S. Moning	2/17/05		
		43	G. Burri		4/25/05	
		44	D. Sparks		4/25/05	
		45	M. Dray		4/25/05	
2006	45	46	T. Vitale		1/30/06	Temporally hired to cover while L. Henry is on military leave
2007	45	45	TD. LeMaster	4/24/07		
	45	45	T. Vilale		4/24/07	Moved to Permanent Status
	45	44	K. Linkhart	6/16/07		
	45	45	D. Wilson		6/25/07	
	45	46	T. Zoerb		6/25/07	Temporally hired to cover while L. Henry is on military leave
2008	45	45	J. Mann	9/6/08		
	45	45	T. Zoerb		9/6/08	Moved to Permanent Status
	45	46	B. Blackaby		10/20/08	Temporally hired to cover while L. Henry is on military leave
2009	45	45	D. Donahue	3/20/09		Retired
	45	45	B. Blackaby		3/20/09	Moved to Permanent Status

<b>Sworn Personnel Changes - Authorized Strength Chart</b>						
<b>YEAR</b>	<b>Authorized Strength</b>	<b>Actual Strength</b>	<b>Personnel</b>	<b>Ret/Res</b>	<b>Hired</b>	<b>NOTES</b>
	45	44	G. Burri	8/30/09		Resigned
2010	45	43	R. Dillon	4/31/10		Resigned
	39	42	D. Wilson	6/12/10		Reduced six officers due to failed levy
	39	41	T. Zoerb	6/12/10		Reduced six officers due to failed levy
	39	40	B. Blackaby	6/12/10		Reduced six officers due to failed levy
	45	41	D. Wilson		11/7/10	Returned to Fulltime status due to levy passage
	45	42	T. Zoerb		11/7/10	Returned to Fulltime status due to levy passage
	45	43	B. Blackaby		11/7/10	Returned to Fulltime status due to levy passage
2011	45	44	J. Moore		1/9/11	
	45	45	J. Tittle		1/9/11	
	45	46	J. Masur		1/9/11	
	45	45	C. Sanso	4/1/11		
	45	44	W. Stott	6/4/11		
	45	43	J. Tittle	8/21/11		
	45	44	R. Swihart		9/5/11	
	45	45	C. Reed		10/16/11	
	45	44	L. Henry	10/17/11		
2012	45	45	B. Atkins		1/3/12	
	45	44	K. Forrest	9/16/12		
	45	45	N. Sabastinas		10/15/12	

## City of Xenia, Ohio Police Division Communications Personnel Roster

Unit Number	Name	Assignment
<i>160</i>	<i>P. June Johnson</i>	<i>Communications Director</i>
190	Jason Sweney	Communications Technical Director
162	Donna K. Swisshelm	Communications Operator
163	Marian L. Bankhead	Communications Operator
<i>164</i>	<i>Vicki L. Coy</i>	<i>Communications Operator</i>
165	Connie S. Miller	Communications Operator
166	Jacquelyn M. Foster	Communications Operator
168	Dawn E. Ellis-Whittemore	Communications Operator
169	Kimberly Creswell	Communications Operator
170	Christina L. Beegle	Communications Operator
171	Patricia A. Balonier	Communications Operator
172	Susan E. Shank	Communications Operator
173	Jessica Gibbs	Communications Operator
174	Heather Pitstick	Communications Operator
175	Heather Walden	Communications Operator
176	Kimberly Parker	Communications Operator
177	Heather Barlow	Communications Operator
<i>178</i>	<i>Nicole Downing</i>	<i>Communications Operator</i>
179	Bobby Hunsaker	Communications Operator
191	Ryan Harper	Communications Operator

*Those names in Italic are individuals that ended their service to the City of Xenia sometime during the 2012 year.*

## City of Xenia, Ohio Police Division Civilian Personnel Roster

<b>Unit Number</b>	<b>Name</b>	<b>Assignment</b>
251	Christina L. Shaw	Police Service Aide/Accreditation Manager
252	Pamela S. Gibbs	Police Service Aide
253	<i>LeJean R. Huston</i>	<i>Secretary</i>
254	<i>Sandra I. Saunders</i>	<i>Secretary</i>
155	<i>James Osburn</i>	<i>Parking Enforcement/Volunteer Coordinator</i>
257	Sherri DeWine	Secretary
256	Stephanie Erbaugh	Secretary
156	Lisa Nolan	Parking Enforcement
157	<i>Robert Eads</i>	<i>Parking Enforcement</i>
258	Deborah Smith	Secretary

*Those names in Italic are individuals that ended their service to the City of Xenia sometime during the 2012 year.*

## **City of Xenia, Ohio Police Division Casey Elliot Memorial “City’s Finest” Award Winner**

C. K. Elliott first entered employment with the City of Xenia, February 1, 1943, as a Police Patrolman. He advanced to Sergeant, declined a position as Lieutenant, only to be appointed Captain, and finally, Acting Police Chief.

He left the police division, November 1, 1966, after a nearly 24 year career, and on the Monday following his retirement, became bailiff in the Xenia Municipal Court, finally retiring from city duties after 35 years in February, 1978.

Casey's 35 year city career spanned 4 Police Chiefs and 7 or 8 City Managers, and while serving the court, 11 magistrates.

A resolution passed by the Ohio Senate in his memory termed him "a truly outstanding Ohioan."

As a result of Casey's dedication and devotion, not only to police work but to the city he loved, it is most befitting that the City's Finest Award be presented in his memory.

To commemorate Casey's contribution and allegiance to the City, his family and friends have established, through an endowment, this award to be given annually in recognition of outstanding accomplishments in the field of police work.

The Casey Award is to be awarded each year to the officer or officers who have distinguished themselves through an outstanding accomplishment in police work, or bravery in the line of duty, or a humanitarian deed. This award was set up as a memorial by the Casey Elliott family in memory of Casey Elliott, who dedicated his life to service to the City of Xenia and the Xenia Police Division.

This year's winner is a 5 year veteran of the Xenia Police Division. He grew up in Xenia and is a graduate of Xenia High School. This officer has proudly served our division since 2007. He is the youngest officer to win this prestigious award. He is a very active officer that was awarded the Xenia Police Division's Silver Shield award in 2009. This officer is a current member of our Greene County Regional S.W.A.T. team. As part of our S.W.A.T. team, he and fellow team members competed in a southern Ohio S.W.A.T. challenge in which they came in second place. This officer also recently competed in the 2011 Ohio Police and Fire Olympics, winning a Gold medal in track and field.

As mentioned earlier tonight, on Friday morning March 30<sup>th</sup> at 12:19 am, this officer responded to the area of UDF on an Armed Robbery. XPD units were scouring the area attempting to locate the suspect. This officer located the armed suspect, engaged in a foot pursuit and captured him without injury to himself or the suspect. Many XPD officers agree this was one of the best arrests they have seen made by a XPD officer.

His fellow officers and supervisors all enjoy working with this officer and have come to rely on his trust, instincts and his devotion to XPD and his fellow officers. He is never one to complain and seemingly always has a smile on his face. Words we hear to describe this officer include: “dependable”, “honest”, “patient”, “caring”, “brave” and “loyal”. All of these traits are possessed by the best, most outstanding police officers.

On a personal note, this officer enjoys weightlifting, boating, home improvement projects, cruises, motorcycle riding and “crack” - a computer game that is very addicting!

In attendance tonight for this special presentation, are many of his family members.

Prior to the death of Evelyn Douglas in 1996, the daughter of Casey Elliot and the founder of this award, she made arrangements for this award to be endowed in perpetuity. We believe that Evelyn would be proud to know that this award will continue to “carry on”.

For his many accomplishments in the Xenia Police Division and from the hearts of his fellow officers, it is indeed an honor to present the 2011 Casey Elliot Memorial "City's Finest" award to:

**Officer David Wilson**



## City of Xenia, Ohio Police Division Five Year Offense Summary Report

<b>Homicide</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>
Homicide	0	2	0	0	1

<b>Sexual Offenses</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>
Rape	15	4	4	6	7
Other Sexual Offenses	31	32			
<b>Total Sexual Offenses</b>	<b>46</b>	<b>36</b>			

<b>Robbery</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>
Robbery	19	24	16	18	24

<b>Assault</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>
Assaults	194	144	188	194	248
Assaults –Aggravated	5	9	8	13	1
Domestic Disputes	255	259	242		
Domestic Violence	266	268	274	252	272
<b>Total Assaults</b>	<b>720</b>	<b>680</b>	<b>712</b>	<b>459</b>	<b>521</b>

<b>B&amp;E/Burglary</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>
Breaking and Entering	50	60			
Burglary	163	171			
<b>Total B&amp;E/Burglary</b>	<b>213</b>	<b>231</b>	<b>183</b>	<b>203</b>	<b>183</b>

<b>Larceny</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>
Theft	936	877	933	941	943
Motor Vehicle Theft	28	25	24	25	41
<b>Total Larceny</b>	<b>964</b>	<b>902</b>	<b>957</b>	<b>966</b>	<b>984</b>

<b>Arson</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>
Arson	5	6	3	6	4

<b>Other Offenses</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>
Fraud/Forgery/Counterfeiting	48	51	54	142	128
Identity Theft	39	25			
Passing Bad Checks	5	11	10		
Telecommunications Harassment	78	118	133	248	333
Criminal Damaging/Vandalism	240	263	273	330	386
All Other Offenses	410	1121	1402	1351	1658

\*Due to our New Records Management System we have had to change the way we track things. We went from UCR reporting to NIBERs reporting.

<b>Traffic Accident Investigations</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>
Fatal	0	0	0	1	0
Personal Injury	114	129	112	114	118
Property Damage	388	425	353	341	416
Hit Skip	144	103	136	115	143
Private Property	70	55	58	38	50
Number of Injures Persons	160	181	155	159	150
<b>Total Accident Reports</b>	<b>876</b>	<b>893</b>	<b>814</b>	<b>768</b>	<b>877</b>

<b>House Checks</b>	<b>2102</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>
House Checks	40	65	76	59	67

<b>Special Services Activity</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>
Total Cases Assigned	881	869	651	864	841
Misdemeanor Cases	403	400	391	477	201
Felony Cases	386	382	207	342	576
Narcotics Cases Handled	45	45	32	60	65
Other Cases (missing, deaths, etc.)	47	42	21	45	64
Felony Charges (adult)	143	129	145	163	221
Property Room Items Logged	1412	1524	1017	1113	1416

## City of Xenia, Ohio Police Division Annual Analysis of Vehicular Pursuits

For the year of 2012, we did not have any incidents that would have qualified under our pursuit policy. Furthermore, I have reviewed our “Attempted Vehicle Apprehension” forms from 2012 and found that we were involved in four (4) such incidents. All four incidents involved our overhead lights being activated, and three with accompanying siren. The listed incidents are:

1. January 24, 2012 – Officer Barker attempted to stop a stolen vehicle at S. Miami and Detroit at 0914 in the morning. The vehicle refused to stop and the attempt to stop the vehicle ended. It should be noted that the vehicle and occupants stopped and exited their vehicle after entering a dead end street. All suspects were captured after a hasty perimeter was set up with the help of the GCSO.
2. May 08, 2013 – Officer Vitale attempted to stop a stolen vehicle at N. Detroit and City Limits at 0255. Driver accelerated N/B out of the City failing to stop for the lights/siren. Two additional units were close behind with overhead lights initiated.
3. November 09, 2012 – Officer Atkins attempted a stop Main and Orange at 0327. Driver failed to stop and the attempt to stop was ended. Pursuit of the vehicle did not meet the XPD pursuit policy.
4. November 12, 2012 – Officer Blackaby initiated a stop at W. Third and Sycamore. The driver failed to adhere to the lights and siren and made evasive movements to avoid the officer.

The shift supervisor was able to make a quick determination on three of the four attempts to stop and terminated the attempt to stop before the incident escalated into a pursuit. On the fourth, the officer made the determination to terminate the stop before the shift supervisor could make the decision. All incidents met the pursuit policy and criteria.

Vehicle Pursuits by Year

Pursuits	2010	2011	2012
Total Pursuits	1	4	4
Policy Compliant	1	4	4
Policy non-compliant	0	0	0
Accidents	0	0	0
Injuries (Officer/Suspect/Third Party)	0	0	0
Traffic Offense	0	2	2
Felony	0	2	2
Misdemeanor	1	0	0

## City of Xenia, Ohio Police Division Accident and Traffic Enforcement Review

### Section 1: Traffic Accident Statistical Data

**Data Collection:** All Traffic Accident Reports completed by the division have been compiled.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Percent
0000	3			1	1	3		8	1.59%
0100		1		1	1		5	8	1.59%
0200	8	2			1	1		12	2.39%
0300	1			2	2	2	3	10	1.99%
0400	2							2	0.40%
0500			1	1	1		2	5	.99%
0600		1	1			1		3	0.60%
0700		3	5	2	3	3		16	3.18%
0800	2	3	5	1	6	6	1	24	4.77%
0900	1	9	3	2	6	1	2	24	4.77%
1000	1	2	2	4	2	4	2	17	3.38%
1100	3	7	3	5	2	5	5	30	5.96%
1200	5	5	6	3	6	1	7	33	6.56%
1300	2	8		4	5	8	7	34	6.76%
1400	3	5	7	6	10	9	3	43	8.55%
1500	3	4	4	7	3	6	3	30	5.96%
1600	1	12	8	12	7	14	3	57	11.33%
1700	5	10	3	6	4	9	3	40	7.95%
1800	3	5	2	5	5	8	5	33	6.56%
1900	2	5	3	3	1	6	4	24	4.77%
2000			3	1	1	1	4	10	1.99%
2100	4	1	2	3	2	2	3	17	3.38%
2200	2	2	1	3	2	2	3	15	2.98%
2300		1	1	2	2	1	1	8	1.59%
<b>Total</b>	<b>51</b>	<b>86</b>	<b>60</b>	<b>74</b>	<b>73</b>	<b>93</b>	<b>66</b>	<b>503</b>	<b>100%</b>
<b>Percent</b>	<b>10.14%</b>	<b>17.10%</b>	<b>11.93%</b>	<b>14.71%</b>	<b>14.51%</b>	<b>18.49%</b>	<b>13.12%</b>	<b>100%</b>	

The following intersections were identified as having the highest number of crashes:

<b>Hospitality @ W Main St</b>	<b>16</b>
<b>W Main St @ Allison Ave</b>	<b>14</b>
<b>Main St @ Detroit St</b>	<b>13</b>
<b>Main St @ Church St</b>	<b>10</b>
<b>Main St @ Progress Dr</b>	<b>9</b>
<b>70 Hospitality</b>	<b>8</b>
<b>Church St @ N Detroit St</b>	<b>6</b>

- Progress Dr @ Harner Dr did not make the list this year.

**Pattern/Trend Identification: (See accident tally by hour/day report)**

**Pattern # 1** - The majority of all crashes (93 total / 18.49%) occurred on Friday between the hours of 1600-1800hrs.

**Pattern # 2** - The highest number of crashes occurred at 1600 hrs. (11.33%)

**Pattern # 3** - Monday had the second highest crash rate. There were 86 total crashes resulting in 17.10% of all crashes.

**Trend # 1** - Regardless of the day, the majority of all crashes happened between 1600 hrs – 1800 hrs.

**Cause/Effect of Patterns/Trends:**

**Findings:** The highest rate of accidents occurred between the hours of 1400hrs - 1800 hrs and Mondays and Fridays had the highest accident rate.

**Recommendation:** There should be an increase of traffic enforcement during these hours. The portion of day shift that is working their 9 hour days could concentrate on traffic enforcement at high accident intersections during these hours.

**Section 2: Traffic Enforcement Statistical Data**

**Data Collection:** The Divisions monthly Productivity Reports from Jan. 1 to Dec. 31, 2012 were compiled to arrive at a total number of citations. The Bias Based data was used to determine the total number of warnings and traffic stops.

2012	Citations	Warnings	Total Stops
1 <sup>st</sup> Quarter	1003	536	1092
2 <sup>nd</sup> Quarter	1045	542	1132
3 <sup>rd</sup> Quarter	1167	742	1284
4 <sup>th</sup> Quarter	959	865	1329
<b>Totals</b>	<b>4174</b>	<b>2685</b>	<b>4837</b>

\* Note that more than one violation can go on one citation. A person can be issued a combination of citations and warnings.

**Pattern/Trend Identifications:** The most citations were issued during the 3<sup>rd</sup> quarter and the least were issued during the 4<sup>th</sup> quarter. However, there were more traffic stops initiated in the 4<sup>th</sup> quarter.

**Cause/Effect of Patterns/Trends:** The officers issued more warnings in the 4<sup>th</sup> quarter while initiating more traffic stops. This resulted in more positive contacts made with the community. It should be noted that there was a slight increase in accidents in the 4<sup>th</sup> quarter which will be addressed in section 6 of this report.

**Findings:** If we take the average of 31 street officers/sergeants (patrol was not at full strength for 2012), that would equate to an average of 133 citations, 86 warnings and 156 traffic stops per officer during the 2012 calendar year. In 2012, there were 831 more traffic stops and 727 more citations issued than in 2011.

**Section 3: Specific Traffic Enforcement Activities**

**Activity 1:** Officers continue to conduct selective traffic enforcement in areas of high crash intersections and to utilize the speed trailer frequently at high crash intersections.

**Activity 2:** The Xenia Police Division continues to participate in state wide traffic enforcement campaigns, such as: Click it or Ticket, Failure to Yield and OVI enforcement.

**Section 4: Evaluation of Selective Traffic Enforcement Activities**

**Activity 1:** Officers continued to conduct the selective traffic enforcement at high crash intersections. Their “known” presence at the intersection and the presence of the speed trailer appear to be a causative factor for the decrease in accidents and traffic citations.

**Activity 2:** Participating in statewide campaigns benefits the community as a whole. There is TV media coverage of the campaigns, specialized equipment is provided to the department for their participation and it reinforces our commitment to traffic safety.

### Section 5: Activities for the Coming Year

**Activity 1:** Officers will continue to run selective traffic posts with special attention being paid to the top crash related intersections. The speed trailer will be utilized at specific locations.

**Activity 2:** The Xenia Police Division will continue to participate in state wide traffic campaigns.

### Section 6: Comparison of collision and Enforcement Activities

Event	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
Accidents	120	108	127	148
Citations	1003	1045	1167	959
Warnings	536	542	742	865
Traffic Stops	1092	1132	1284	1329

**Cause/Effect of Patterns/Trends:** There were more traffic stops in the 4<sup>th</sup> quarter but had the fewest citations and the most warnings issued during this time. The 4<sup>th</sup> quarter also had the most accidents -148 total. There were 503 traffic crash reports filed in 2012 and 553 filed in 2011.

**Findings:** Although there was more contact with drivers during the 4<sup>th</sup> quarter there was a slight increase in accidents. 29% of all accidents occurred during the 4<sup>th</sup> quarter. The decrease in the amount of tickets and increase in warnings can be attributed to the holiday season.

There were 50 fewer traffic crashes in 2012 than in 2011 and an increase of 727 traffic citations

**Recommendations:** It appears an increase of traffic stops and citations helped with the reduction of traffic crashes. Officers need to remain vigilant in their traffic enforcement and contact with the community. Tickets should still be issued in lieu of warnings when they are warranted.

## **City of Xenia, Ohio Police Division Crash Response Team Report (C.R.T.)**

The Crash Response Team (C.R.T.) is a specialized unit that is called out for serious crashes which involve death, multiple/serious injuries, multiple vehicles or high property loss. The team is made up of members from the Xenia Police Division who has or is scheduled to attend advanced training in the area of crash investigation. Members on the team have received specialized training in other areas such as: vehicle crash reconstruction, bicycle/vehicle crash reconstruction, vehicle dynamics, commercial motor vehicle investigation and evidence technician.

Currently the team has four members.

Sergeant Chris Stutes,  
Officer Tim Roop,  
Officer Rob Kelley,  
Officer Rebecca Greene

Officer, Rebecca Greene joined the crash team in 2012. She is scheduled to attend Level 1 accident investigation in March and Level 2 accident investigation in April 2013.

The crash team responded to three call outs in 2012. They are listed below:

01/01/2012- W Main St and Allison Ave

Responding team members:

Kelley

Roop

06/10/2012- 2020 N Detroit St.

Responding team members,

Stutes

Roop

12/23/2012- 385 E Church St.

Responding team members,

Stutes

Kelley

Greene

## City of Xenia, Ohio Police Division Divisional Training

The Xenia Police Division is proud of its ongoing training program. The Xenia Police Division's training program starts with the Training Committee led by Sergeant Todd LeMaster. The Training Committee meets monthly to review the ongoing training needs of the division and to review individual requests for specialized training to ensure the those requests meet both individual and divisional needs. The Training Committee is charged with scheduling all training mandated by the State of Ohio and CALEA standards. Finally the training committee is tasked with scheduling training that will keep our staff at the forefront of law enforcement tactics and techniques.

The Xenia Police Division is fortunate to have a high number of certified training instructors on our staff. We not only benefit from their ability to provide training in-house but we gain more diversity in our training by collaborating with other departments and academies by exchanging instructors.

The committee continues to work to provide officers with the training that is needed to expand their skills and abilities. The Police Division also strives to provide training which provides the knowledge to increase officer safety.

<b>Training Year</b>	<b>In-House Training Hours</b>	<b>Outside Training Hours</b>	<b>Total Training Hours</b>
2012	38% - 1160.5 hrs.	62% - 2706 hrs.	3866.5 hrs
2011	51% - 1598.5 hrs.	49% - 1527 hrs.	3125.5 hrs.
2010	60% - 915 hrs.	40% - 604 hrs.	1519 hrs.
2009	45% - 1374 hrs.	55% - 1666 hrs.	3040 hrs.
2008	44% - 1395 hrs.	56% - 1802 hrs.	3197 hrs.
2007	46% - 1552 hrs.	54% - 1798 hrs.	3350 hrs.
2006	54% - 1476 hrs.	46% - 1253 hrs.	2729 hrs.
2005	55% - 1217.5 hrs.	45% - 998.5 hrs.	2216 hrs.
2004	61% - 1904 hrs.	39% - 1231 hrs.	3135 hrs.
2003	24% - 1167 hrs.	76% - 3671 hrs.	4838 hrs.
2002	36% - 1851 hrs.	64% - 3341 hrs.	5192 hrs.

## **City of Xenia, Ohio Police Division Community Relations / Crime Prevention Report**

On February 20, Officer Board gave a tour of the Police Department to a group of Cub Scouts and their parents. They were able to see the dispatch center and talk to the dispatchers. They also were able to get a tour of a cruiser, as well as sit in it and activate the lights and sirens. They also observed how prisoners were booked in and each scout was fingerprinted. The scouts were also given a bag of goodies supplied by D.A.R.E. There were 25 people in attendance.

On February 23, Officer Vitale attended his Neighborhood watch group on Dundee Dr. He gave them an update about our hiring three new officers. He explained to the group as to the recent changes to the CCW laws as it pertains to transporting firearms in motor vehicles. He then answered several questions that covered both traffic and criminal offenses.

On Saturday, March 17, Greene County Combined Health District held their annual 5k run. There were approximately 300 people involved in the run. Captains Doherty, Anger, and Pazynski, and Sgt Wiza were assisting the runners.

On Sunday, March 25, Ohio River Road Runners Club half and full marathon came back to Xenia. They had in excess of 1000 runners, from 26 different states, 6 runners from Canada, and one runner from Tokyo, Japan. Sgt Steve Lane and his wife, Stephanie participated in the race. Captains Doherty, Anger, Pazynski, Sgt Wiza, Detectives Meadows, Osburn, and Officers M. Margioras, Miller, Greene, Reed and Jackson, along with day shift, all helped out during the race.

On April 21 and 22, XPD assisted with the Ident-a-kids program. Buckminn's was host for this program that encompassed a 150 mile radius. Officers that assisted with this event are Officers Matheson and Masur and Detectives Barlow, Meadows and Osburn.

There was the Mock Crash held for Xenia Christian High School Students in which Sergeant Lane participated.

Officer Foubert participated at the Xenia Christian Learning Center with their transportation week. He spoke to the children about how we use our cruisers to perform our job. He then let the kids get in the cruiser and one lucky kid got to use the air horn.

On 5/7, Officer Matheson attended his Tomahawk neighborhood watch group. There were 24 people in attendance for their monthly meal together. With the LIMA 100 coming into town, the watch group donated tubs of ice for the runners. Marty Martinelli, the block watch captain, ran with the Marines when they came into town. They then discussed securing their property and vehicles and reporting suspicious people.

On 5/12, Officer Matheson participated in the "touch a truck" event held at the fairgrounds. Over 200 people attended the event. The DARE vehicle was there and Officer Matheson was able to pass out items to the participants.

On 5/12, Captains Doherty and Pazynski, and Sgt Wiza assisted "The Night of Champions" at the Legacy Center, hosted by Athletes in Action. There were approximately 400 people in attendance. Officers assisted in the traffic control in to and on campus.

On 5/12, Captains, Doherty, Anger, and Pazynski and Sgt Wiza assisted in the Daniel Shawver 5k. There were approximately 200 people who ran / walked the course.

On 5/19, Sgt Johnson assisted the Xenia Nazarene Church for their 5k run in Wright Cycle Estates. There were 30 runners.

On 5/19, Sgt Johnson assisted the Miami Valley Women's Center and their "Walk for Life" in the area of W 2<sup>nd</sup> and Allison. There were 50 participants.

On 5/19, Officer Forrest assisted Toward Independence by performing security as they collected money for their annual walk. Toward Independence had approximately 200 people for their walk.

On 5/23, Officer Forrest attended a Q &A held at the Kinsey Village Office about security. \* people attended. Neighborhood watch program was discussed.

On 6/2, Interfaith held their 5k. There were approximately 90 people for this first time event. Captain Pazynski, Sergeants Wilson and Stutes, and Officer Forrest assisted with the traffic control.

On 6/2, The Casey Terrell 5k was held again. There were approximately 150 people in attendance for this race.

On 6/9, Officer Beegle attended the Shannon Lane Block Party. There were 30 people that attended the block party. They were able to have a tour of a police cruiser and the equipment inside. He was able to speak to them about police activity and answer questions.

On 6/19, The Gold Wing association held their light parade. The last time they were here was 2004. There was a large group of riders who were prepared to ride, however inclement weather had a majority of them drop out. There were still 79 riders who participated in the 20 minute parade through Xenia. There were also people sprinkled throughout the route to wave and clap as the riders went by.

On 6/30, Friends of Xenia Station held a block party at the Bike Hub. XPD had a presence there to show off the cruisers and answer questions from those attending.

On 7/15, Officer Matheson participated in the Tomahawk Trail Neighborhood watch meeting. 35 people attended the meeting. The meeting was very successful with the only complaint coming from the group was the possible drug selling from a house on the street. An intelligence sheet was filled out and forwarded to the patrol section.

There was a block party on Leslie Dr on 7/17. The evening shift was able to help keep an eye on it and to assist with the road closure. Hosts believed that there were approximately 150 people who filtered through there.

On 7/24, Officer Matheson and DARE officers from Fairborn assisted in Camp Birch DARE camp this year. There were 61 campers this year and some of the events that they partook in were the climbing wall, swimming, boating, archery and a K9 demo among other things. Overall, it was a successful camp.

On 8/11, Green Leaf celebrated their 4<sup>th</sup> annual 5K run here in Xenia. There were approximately 40 runners involved in the 5k and they were assisted by Captains Anger and Pazynski and Sergeants Wiza and Stutes.

On 8/21, Sergeant Wiza gave a tour of XPD to the YMCA's groups of 8 and 9 years olds. They kids were able to see dispatch and get to talk to the Chief and Captain Doherty. They then got to visit the ladies in records, talk to Captain Anger and Detective Meadows., and finally got to see the book in area. They also got a tour of a cruiser.

On 8/23, Officer Matheson attended the McKinley back to school party. There were over 200 kids and their parents. They got to see the DARE vehicle and ask questions of Officer Matheson. It was a good event for the parents to get to meet their kids DARE officer.

On 8/25, Officer Matheson attended the Nazarene Church back to school party. There was in excess of 1000 people attending. There were games for the kids, free back packs and school supplies and food. He was able to talk to many parents and kids and to show off the DARE truck.

On 9/14, Officer Pierson attended Summit Academy and discussed many different topics based on the age group he was speaking to. Topics included were Danger Stranger, Bike/school bus safety, when to use 911, bullies and the internet to name a few. He spoke to approximately 70 children ages from 5-15 years old. After each topic, there was a question and answer time.

On 9/14-15, The Xenia Police Division participated in the 2<sup>nd</sup> annual Xenia Community Festival. Most of the division participated in the parade on Saturday, and many officers either performed security or found their way to the festival to eat. There were approximately 350 people at the balloon glow on Saturday night.

On 9/19, Sgt Wiza participated in a senior health and safety fair held at the Adult Recreation and Services Center. There were approximately 25 vendors in attendance. Approximately 200 people wandered around the senior center as they visited the vendors. XPD passed out information on identify theft, ordering on line, home safety and some information about driving.

On 10/5, the Xenia Police Division partnered with the Xenia Fire Division and the Family Violence Prevention Center in sponsoring part of Xenia's First Fridays. Involved from XPD were Captain Anger, Detective Clay, and Officer Matheson. They were able to show off one of our new chargers and the D.A.R.E. truck. Balloons were passed out and there were give aways for parents and kids. Approximately 200-300 people stopped by to visit. It was a good outing considering the weather.

On 10/10, the traveling Vietnam War Memorial came through the city in a parade like atmosphere as it traveled to the fairgrounds. There were approximately 1500 motorcyclists who traveled through with the wall. There was a good turnout by the citizens who came out to watch it.

10/20, the Luke Commission had their 4<sup>th</sup> annual 5k run. It was a cold rainy day and approximately 40 people attended.

On 10/24, Many different local agencies met on Ledbetter Plaza to participate in Trunk or Treat. Officer Matheson was there in the D.A.R.E. vehicle. The event was scheduled for 1800 to 1930 hours. However, there were so many children in attendance that it did not end until 2030 hours. There were approximately 2000 people in attendance.

On 11/2, Officer Cvitkovich presented a program to 40 kindergarten students from Summit Academy. The presentation included talking about Danger Stranger as well as other topics related to children's safety. There was also a question and answer section about police work and duties. Finally, a tour was given, showing off the police cruiser.

On 12/8, The Women's Recovery Center had their 5k Santa Run. There were approximately 100 people in the run this year. Captain Doherty, and Sergeants Lane, Johnson, and Wiza assisted with the race.

On 12/8, There was the Downtown Xenia Christmas pageant with Santa being escorted in by the dayshift Xenia Officers. There were approximately 200-250 people throughout the blustery evening.

## **City of Xenia, Ohio Police Division Reserve Unit Report**

The Reserve Unit of the Xenia Police Division started the year with two officers and ended the year with three officers. Our new Reserve Officer is retired Xenia Officer Kathleen Miller. The Police Division is now transferring newly retired officers to the Reserve Unit for one year to see if the retired officer wishes to maintain their certification by becoming active with the Reserve Unit. In the year 2012 the Reserve Unit of the Xenia Police Division logged a total of 554 man-hours with these officers.

The hours logged by the Xenia Police Division Reserve Unit include many areas of activity in their service to the City of Xenia. Included in these hours are time on patrol duties, traffic control, service at special events, security for local businesses, training in all facets of police work and administrative duties.

Reserve Unit Officers took part in many special events, such as traffic control and security details for the parade and new Xenia Community Festival (formerly Old Fashioned Days). Reserve Unit Officers worked traffic control for the Ohio Runners in late March and for the parade of motorcyclists that escorted the Vietnam Wall Memorial into Xenia and to the Greene County Fairgrounds in October. Security was also provided for many Xenia businesses in Towne Square and traffic control for AHOP.

The reserve Unit stayed current in all training made available to them and all officers are qualified with their duty and off-duty firearms, the patrol rifles, shotguns, and Tasers. Other training included Fitness and Nutrition for Police Officers, XPD Policy reviews, Ohio law updates, two E-OPOTA classes on Human Trafficking, and an E-OPOTA Review of Police Ethics. Reserve Officers trained in Defensive Driving and Pursuit Driving Techniques and deployment and use of Stop Sticks. We also had defensive tactics training on strikes and kicks and did simulations in various scenarios to include active shooter training.

He Reserve Unit looks forward to actively serving the City in the coming year and aiding the Police Division in any way that we can.

## **City of Xenia, Ohio Police Division D.A.R.E. Report**

In 2012 the Xenia Police Division presented the DARE curriculum in the Xenia City Elementary Schools, St Brigid and Summit Academy. Over the summer, Officer Matheson attended updated DARE instructor training to facilitate the introduction of the New DARE curriculum for the fall of 2012. The new DARE curriculum added 2 lessons on bullying and 2 lessons on “Over the Counter and Prescription Drugs”. The new curriculum is similar in nature; however, it focuses more on decision making and less on facts. Each DARE session concluded with a graduation for the participants. The graduations included a slideshow with pictures of the kids doing different activities in DARE class. In addition to teaching DARE classes, Officer Matheson was available to the schools as a resource where needed.

January through May of 2012, Officer Matheson taught the DARE program at Summit Academy, St Brigid, Mckinley, and Cox Elementary schools. In April and May Officer Matheson took 16 DARE essay winners to McDonald’s for lunch. McDonald’s graciously donated the lunches as they have the past 8 years. Also in April and May, Officer Matheson held graduation ceremonies for the winter/spring semester.

In June, the Xenia Police Division presented the safety city program to about 80 of Xenia’s soon to be 1<sup>st</sup> graders at Warner Middle school. Christina Shaw, Officer Rob Swihart, Officer Dean Margioras, Officer Ellyn Board, assisted running the program and proved to be invaluable as Officer Matheson had to go out of town related to a death in his family. The students of Safety City learned about: Stranger Danger, Pedestrian Safety, Gun Safety, 911, Water Safety, Bike Safety, Seat Belt Safety, School Bus Safety, Fire Safety, and Poison Prevention. Greene County Sheriff’s Deputy Dan Funk brought out his dog for a presentation. The program went smoothly and was enjoyed by all. Many compliments and thanks from parents were received.

From July 24<sup>th</sup> through July 27<sup>th</sup> Officer Matheson, Officer Bill Titley of Fairborn, and Officer Kevin Kovacs of Beavercreek, conducted a DARE camp at Camp Hugh Taylor Birch. Activities included: Camp fires, climbing wall, swimming, boating, archery, BB guns, a huge slip and slide, water ballon fight, Tie Dye, a Canine Demo by Greene County Deputies Funk and Nipper, and LOTS of cooperative games. DARE camp concluded Friday evening with a Talent show and a dinner with the parents. The campers left with new friends and lots of fond memories.

In the fall of 2012, Officer Matheson began teaching the new DARE curriculum to students at Springhill, Tecumseh, Mckinley, and St Brigid schools. In late November and in December, Officer Matheson was busy finishing up DARE classes, taking essay winners to McDonald’s, and conducting graduations for the students completing the DARE program during the fall semester.

All of our schools embrace the program and support its continuance. The students enjoy the lessons and look forward to “DARE Day”. The younger kids look forward to their turn in the future. Parents frequently state that their kids talk about DARE and what they’ve learned (many parents are challenged about their own behaviors). Through the DARE program, the Xenia Police Division continues to establish positive relationships with school staff, students, and parents. It continues to be a positive influence in the City of Xenia.

## **City of Xenia, Ohio Police Division School Resource Officer Report**

The school resource officer program is a collaborative effort between the Xenia Police Division and the Xenia City School District to keep schools safe. Officer Dean Margioras was assigned as the School Resource Officer (SRO) for the Xenia City School District during 2012. The SRO's normal work hours were from 0730 to 1530 Monday through Friday. When school was not in session, the SRO was assigned as a patrol officer. The SRO utilized an office at the high school where most of the calls for service were generated. There were also incidents handled in the middle schools, and a few calls for service at the elementary school level. Monthly reports were completed showing the daily activities of the SRO.

The SRO was responsible for three main things: school safety, giving law enforcement related presentations to students, and providing law enforcement related guidance to students and staff. As far activities related to school safety, the SRO was involved in crisis planning meetings and giving recommendations and options on how to increase the safety of staff and students. Students who committed crimes on campus were held accountable for their actions through either the adult or juvenile criminal justice processes. In more serious incidents with juveniles, the Greene County Juvenile Detention Center was utilized. In cases where charges were not filed, the SRO assisted the school principal in counseling the student. The SRO made an effort to be present during lunch sessions and in the bus loading zone during school dismissal time to prevent altercations. According to school officials, there was a significant decrease in fights during lunch in 2012. Many athletic events and school dances were also attended. The following are some of the major incidents during the year:

- The SRO handled a cyber bullying complaint in which an ex-Xenia student was being bullied by numerous Xenia High School students via Facebook. The ex-student lived in Butler County, and the SRO worked closely with a Butler County Sheriff's Office detective to resolve the situation. The SRO spoke with all of the Xenia students and their parents discussing the seriousness and potential negative outcome of the situation. There were no charges filed, but after the SRO intervened, there were no further complaints.
- At Warner Middle School, the SRO was asked to monitor students during a lunch recess in the gym. A violent assault occurred during one these periods and a female student broke another female student's nose. The SRO assisted in diffusing the situation along with school staff. The assailant was incarcerated at the Greene County Juvenile Detention Center and a felony Assault charge was filed on the juvenile assailant.
- During the year, the SRO many times handled incidents that occurred off school grounds and in the community when these situations involved students. The incidents were usually brought to the SRO's attention by school staff and parents. One of the most serious incidents was one in which a male high school student assaulted his girlfriend multiple times lifting her up and over a bridge railing while threatening to drop her. After an investigation, the male student was arrested on a felony warrant and a protection order was placed on the male student.
- The SRO received information on an individual in the Xenia community who was selling drugs to students. The information was disseminated to the Greene County Drug Task Force which led to 10 felony drug charges and the arrest of the subject.
- Two high school students and two middle school students were charged with felony Drug Trafficking on school grounds.
- The SRO participated in the Xenia High School Mock Crash Program that preceded the 2012 prom. The entire junior class was present for the event, and the SRO spoke briefly about making good choices on prom night and how those choices can affect the lives of others.

- Two Greene County Sheriff's Office K-9 units were utilized in an attempt to locate any illegal drugs at the high school. The K-9 units checked all lockers inside the school and checked the exterior of all vehicles in the student parking lot. There were no alerts. There was a report of a marijuana cigarette left under a desk in a classroom after the searches.
- After the Connecticut school shooting, a high school student made a threat to shoot students at the high school on a social website. Numerous parents called school officials and the dispatch center concerned about the threat. The SRO and detective section worked with a juvenile probation officer and Xenia High School Principal Ted Holop which led to the quick arrest of the student by patrol units.
- Mr. Holop had the SRO assist him with speaking to the student body about the school threat and also about other school events occurring after the threat. The SRO was present while the 10<sup>th</sup>, 11<sup>th</sup>, and, 12<sup>th</sup> grade classes met in the auditorium. Many student questions were fielded by the SRO.

There were occasions in which the SRO was asked to speak with students in the classroom setting about various safety and law-related topics. The following are all of the presentations given during the year:

- The SRO gave self defense presentations to 6 periods of girls' physical education class. Students were told how to be more alert and stay safe in the community. Abduction videos were utilized, and the SRO demonstrated how they can physically defend themselves if abducted or sexually assaulted.
- Presentations were given to 5 periods of gym classes at Warner Middle School. Topics such as drugs, fighting, bullying, and proper internet usage were discussed. An allotment of time at the end of the presentation was left for discussion and questions.
- A presentation on how the choices we make can affect not only your life but the lives of others was given to two periods of Life Science class. The SRO spoke about choices made in school, internet activity, and texting while driving.
- Fourteen class periods of high school Health classes were informed about designer drugs (spice & bath salts), responsible use of social websites (cyber bullying, sexting, etc.), and the importance of reporting serious matters (drugs, weapons in schools, etc.).
- The SRO gave a presentation to a class at Warner Middle School. A counselor requested the SRO speak about law enforcement as a career.
- The SRO participated in a cultural fair in the gymnasium of Xenia High School for the majority of the day. There were numerous booths representing different countries. English classes in all grades attended the fair which equated to approximately 1200 students. The SRO assisted at the Greek booth and taught students how to Greek dance. He had a lot of positive contact with students and staff. One of the gym teachers mentioned that students were talking very positive about their experience.
- A presentation to Ms. Barton's class at the high school. The SRO was asked to speak about Child Abuse and Domestic Violence.
- A self defense presentation was given to 6 periods of girls' physical education class. The SRO explained the importance of being alert in the community and how to respond if attacked. Abduction videos were utilized.
- The 4<sup>th</sup> Amendment Search and Seizure Rights were discussed with 3 periods of high school government class.

- Four second grade classes at Spring Hill Elementary were given talks about strangers and when to call 911.

During the year, the SRO works with principals taking reports and charging students for crimes committed on school grounds depending on the situation. Most of the criminal offense calls for service were Assaults and Disorderly Conduct. In many cases, multiple charges were placed on a student. For instance, a student who committed an Assault in the presence of other students was also charged with Disorderly conduct. One of the reasons the Assault charges increased in 2012 was that students were charged Assault in a mutual fight when injuries occurred. There were also a few incidents in which students were charged with multiple counts of Assault. The following is the total number of charges and reports for 2012:

Xenia High School – 9<sup>th</sup> to 12<sup>th</sup> grade

Assault - 27  
 Disorderly Conduct – 33  
 Aggravated Menacing – 1  
 Menacing - 1  
 Theft - 3  
 Trespass - 1  
 Possession of Drugs – 5 (1 felony)  
 Trafficking in Drugs – 2  
 Total reports taken - 45

Warner Middle School – 7<sup>th</sup> and 8<sup>th</sup> grade

Felony – 1  
 Assault – 5  
 Disorderly Conduct – 7  
 Menacing – 2  
 Theft – 1  
 Possession of Drugs – 3  
 Sexual Imposition – 1  
 Weapons Violations – 1  
 Inducing Panic – 1

Central Middle School – 6<sup>th</sup> grade

Assault – 6  
 Disorderly Conduct – 8  
 Aggravated Menacing – 2  
 Drug Paraphernalia – 2

The following is the total calls for service in all schools which did not result in a criminal charge. Some of the issues that were dealt with are as follows: bullying, referrals to other agencies, social website problems, information gathering, drug/alcohol assessments, school staff search assist, standby request, meetings attended, lockdown drills and recommendations, medical assists, mental health crisis, criminal activity not resulting in charges, etc.

- Student counseling – 125
- Parent counseling – 50 (Does not include parent notification when charges were filed)
- School official request for service – 77
- Patrol/Detective Section assists – 16
- Drug Task Force info pass-a-long – 3
- Medical assists – 2
- Missing juvenile recovered - 1

## **City of Xenia Police Division Juvenile Programs Review**

As required by Division Policy, I have evaluated our divisional affiliations pertaining to Juvenile Enforcement and Prevention Programs.

### **1. D.A.R.E. Program**

As you know, our D.A.R.E. Program has been in existence since the early 1990's. The program has been an important part of the great rapport that has been built with our local schools. The D.A.R.E. Program is very popular with Parents, Students, and School Faculty. Officer Harold Matheson had been teaching the program full-time for six ½ years. Our command staff has evaluated the program several times within the past few years and the program continues to be a high priority for our division.

In light of recent tragic events that have occurred nationally, we plan to continually scrutinize and evaluate the D.A.R. E. Program to find new ways to enhance its effectiveness. We want to achieve more presence and provide additional assistance to our schools in any way possible. Our command Staff has recently started to brainstorm ways to make sure our D.A.R.E Officer maintains contact with all the elementary schools on a more regular and random basis. We are requesting that this occur even after his D.A.R.E. Programs culminate for the semester.

There are many reasons for maintaining the program such as its great value to the community with the interaction of students with law enforcement and the fact that the program receives partial funding for the 2012-2013 school year from a state grant. Since we had experienced a reduction in force over the past few years, our community relations abilities had been adversely affected. Our D.A.R.E. Officer has done an outstanding job of representing our division for a myriad of community events in the absence of any other divisional program directed at our youth. I continue to receive high praise in the school staff evaluations for the job Officer Matheson is doing in our schools.

### **2. School Resource Officer**

Xenia Police Division, the schools, and the community as a whole have again benefitted greatly from the services of our School Resource Officer. He has worked diligently at both the middle and high school levels throughout the past year. Officer Margioras continues to have a great rapport with both the students and school staff while carrying out his duties. He participates in many aspects of the school environment on a daily basis. The School System and the community have always supported this important connection between our division and the secondary schools. I have spoken directly with members of the school faculty and they were very excited and complimentary about having the S.R.O. Program in the high school and middle schools. Officer Margioras intervenes with all levels of school discipline and is very proactive agent to preventing school crime and violence. Officer Margioras' efforts are very appreciated by his peers, especially those on the day shift. His ability to handle cases from start to finish enhances the overall communications and manpower allocations for the division. Our S.R.O., through his experiences, has now gained a great rapport with the Juvenile Court Staff. This rapport allows him to more effectively intervene in disciplinary matters with students when it is appropriate. He presents a great image for the division while working this assignment. This officer has also been able to intervene quickly and effectively with felony level cases that have been disclosed to school staff. He knows how to handle the disclosures and get them to the proper investigators in a timely manner to ensure effective outcomes. It is also comforting to know that our S.R.O. is S.W.A.T. Trained and understands as well as anyone how to respond to an act of school violence.

We will continue to monitor and review the aforementioned programs to make any possible improvements. It continues to be my opinion that both of these programs are extremely beneficial to the division, schools, and the community

## City of Xenia, Ohio Police Division D.I.V.E.R.T Report

**DIVERT Contact Rate:**

Total number of disputes cases were 223, DIVERT made contact with 156 which makes 70% contact rate.

Total number of domestic violence were 265, DIVERT made contact with 220 which makes 83% contact rate.

**DIVERT Outcomes Evaluations:**

Total number of cases where contact was attempted	227
Total number of cases where contact was available	135
Total number of cases where contact was unavailable	92
Wrong number	9
No longer in service	66
Four time callback	14
Client moved	3

Number of contacts who

Agreed to participate	133
Refused to participate	2

**Of the contacts who agreed to participate**

1. Did you receive any additional information about community resources that you felt were helpful to your situation?

Yes	133	No	0	Don't Know	0
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2. a. Did you contact any of the referral resources we gave you?

Yes	225	No	242
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b. Was the contact helpful?

Yes	221	No	4	Don't Know	0
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3. I am going to list the specific agencies or resources that the DIVERT Team referred you to during their contact with you. Please indicate yes or no about whether you were in contact with the agency.

Number of referrals made to agencies	467
Average number per case	3.5
Actual referral resources contacted	225
Did not make contact	242

4. Have there been any more incidents of violence since you contact with the DIVERT team?

Yes	48	No	85	Will Not Disclose	0
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5. Would you be willing to have the DIVERT team come to your home again if you experience another crisis situation?

Yes	133	No	0	Don't Know	0
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## **City of Xenia, Ohio Police Division Victim Witness Needs Analysis**

Our Investigators continue to have a close professional relationship with all the components of the victim witness resources that are available to them. The City of Xenia experiences a wide range of cases that can require assistance and advocacy for our victims. The cases involve all crimes ranging from Property Crimes such as theft all the way up to Homicide. The vast majority of the cases that we refer to the victim witness advocates involve Sexual Assault Cases, Crimes Against Children, and Domestic Violence Cases. We continue to refer victims of felony level crimes to the Greene County Victim Witness Program. Most of the misdemeanor cases that we make referrals on involve Domestic Violence and Assault Cases. These cases receive special attention from our Domestic Violence Detective (D.I.V.E.R.T. Unit), Holly Clay. Det. Clay works very closely with the Municipal Law Department's Victim/Witness Staff and the Greene County Family Violence Prevention Staff. Our investigators also work very closely with the Greene County Children's Services Staff.

We also continue to work closely with Victim/Witness Staff available on the county level for felony cases. The County Victim Witness Program is administered by the Greene County Prosecutor's Office. This agency has been proven to be a leader in this field for many years. Within the past 5 years, Greene County Victim Witness has opened a state of the art facility for all officers in the county to interview child victims. This facility is located in Fairborn, Ohio. This resource (Michael's House) affords the investigators a place to interview juvenile victims in a setting that specifically caters to their needs and special circumstances. This has given our investigators the ability to quickly and effectively schedule and conduct interviews with a full-time child victim advocate on staff. We have also worked with the Greene County Victim Witness Staff to get two of our investigators trained to conduct forensic interviews of juvenile victims in emergency cases when they are not available.

Our investigators also attend joint training sessions and seminars with the Victim Advocates to better enhance our services through a team approach.

It is my contention that our agency continues to do an excellent job making referrals to all of these very capable and professional resources. At this time, the citizens of Xenia have great victim resources available to them and no requests or referrals for their services go unfulfilled.

## City of Xenia, Ohio Police Division Internal Affairs Statistical Summary

### Complaints and Internal Affairs Investigations by Year

<b>External</b>	2010	2011	2012
Citizen Complaint	0	1	2
Sustained	0	0	1
Not Sustained	0	1	0
Unfounded	0	0	1
Exonerated	0	0	0
<b>Internal</b>			
Directed complaint	1	1	1
Sustained	1	1	1
Not Sustained	0	0	0
Unfounded	0	0	0
Exonerated	0	0	0

## City of Xenia, Ohio Police Division Greene County Regional Swat Team

The Greene County Regional SWAT Team completed four (4) missions in 2012. Two (2) of the missions were emergency call-ins and the other two (2) partial team non-emergency calls-ins.

The first non-emergency partial team use was by GCSO. Deputies were going to evict subjects who had previously stated they would not leave. On-duty SWAT members stood-by in the area and were ready to conduct an officer rescue. The eviction was conducted without incident.

The second non-emergency partial team call-in was by the FBI. The FBI was investigating terroristic threats by a subject with mental health issues. SWAT stood by at headquarters. The FBI made contact with the suspect without incident and SWAT was released.

<b>Date</b>	<b>Location</b>	<b>City/Township</b>	<b>Requesting Agency</b>	<b>Type</b>
<b>5/30/2012</b>	3610 Faulkner Rd.	Caesars Creek Twp.	GCSO	Other – Standby during an eviction
<b>6/14/2012</b>	2654 River Bluff Rd.	Sugarcreek Twp.	FBI	Other – Stand by during FBI Investigation
<b>6/26/2012</b>	1605 Richland Rd.	Spring Valley Twp.	GCSO	Barricade
<b>9/16/2012</b>	1493 Alameda Dr.	Xenia	Xenia PD	Barricade

The first barricade was a suspect wanted in connection with a domestic violence incident that had just occurred. The suspect had reportedly assaulted his wife and was intoxicated. There was reportedly a long gun in the residence. The suspect came to the door upon deputies' initial arrival but quickly retreated back inside the residence and refused to come out. The suspect, through negotiations, eventually came out and gave himself up without further incident.

The second barricade was a suspect wanted in connection with an aggravated menacing incident that had just occurred. The suspect had reportedly used a handgun to threaten to kill the victim. He was also reported to be intoxicated. Additionally, there was information that the suspect had a rifle in his apartment. The suspect, through negotiations, came out and gave himself up without further incident.

## **City of Xenia, Ohio Police Division Hostage Negotiation Team Report**

The Hostage Negotiating Team was established in 1982 and consists of full-time Xenia Police officers who are highly trained in crisis negotiations. In 2008, the Team joined with the Greene County Sheriff's Office and became known as Crisis Negotiating Team. The negotiators work directly with the Greene County Regional SWAT during situations that require a trained negotiator; such as, Hostage Situations, Suicidal Persons, and Barricaded Subjects. The negotiator's goal is to attempt to end situations with no loss of life or injury to all subjects involved.

Current XPD members: 01/01/2013

Sgt. Chris Stutes (Commander)  
Det. Fred Meadows (Intel, Asst. Commander)  
Det. Scott Beegle (Equipment)  
Det. Steve Shaw (Training)

Current GCSO members: 01/01/2013

Sgt. Matt Walters  
Sgt. David Jones  
Detective Sean Magoteaux  
Deputy Donna Dempsey

In 2012, The Crisis Negotiating Team responded to two call outs. They were on 06/28/2012 (Richland Rd) and 09/16/2012 (1493 Alameda Dr). Below are the details of the Call:

**Richland Rd.**

On 6/28/2012 at about 2330 hours, CNT was called to assist the Greene County Sheriff's office on Richland Road in Greene County Ohio. Forty seven year old software engineer Craig Treisch had been in a domestic wife his wife of one and a half years. He was said to be highly intoxicated, and had been drinking heavily since he returned home from work. He is under psychiatric call with DR. Yerion. Det. Shaw and I were the first negotiators to arrive from Xenia. Det. Shaw began negotiations by bullhorn at about 2301. Donna arrived and was assigned by me to be the coach and to start the time line. Det. Beegle was assigned as security for the negotiators. I gathered intell from the spouse. The Greene County CNT commander arrived and I turned command over to him. I requested the time line from Donna however I have not received it. The negotiations were successful and the suspect came out after about three and one half hours of negotiations. All members of the team reacted and performed their duties well.

## City of Xenia, Ohio Police Division Parking Revenue Receipts

### Parking Citation Data

#### Month by Month Comparison 2011 and 2012

Month	Citations 2011	Citations 2012	Amount Difference	Percent Difference
January	181	189	8	4.2%
February	192	174	-18	-9.38%
March	228	161	-67	-29.39%
April	160	138	-22	-14.77%
May	185	59	-126	-103.28%
June	183	50	-133	-114.16%
July	127	76	-51	-50.25%
August	166	88	-78	-61.42%
September	194	216	-22	-10.73%
October	266	241	-25	-9.86%
November	240	194	-46	-21.20%
December	157	144	-13	-8.64%
YTD Totals	2,279	1,730		

### Parking Citation Receipts

#### Month by Month Comparison 2011 and 2012

Month	Receipts 2011	Receipts 2012	Amount Difference	Percent Difference
January	\$ 3,822.85	\$4,228.09	\$405.24	9.58%
February	\$ 4,486.18	\$4,297.00	- \$189.18	- 4.22%
March	\$ 5,403.18	\$5408.37	\$ 5.19	0.10%
April	\$ 5,093.04	\$4596.70	\$496.34	10.24%
May	\$ 3,751.66	\$3229.97	\$521.69	14.93%
June	\$ 4,601.23	\$4323.92	\$277.31	6.21%
July	\$ 4,147.95	\$2988.83	-\$1159.12	-32.48%
August	\$ 3,530.92	\$5421.02	\$1890.10	42.23%
September	\$ 4,889.57	\$3319.65	-\$1569.92	-38.25%
October	\$ 3,944.02	\$6069.67	\$2125.65	-42.45%
November	\$ 4,142.23	\$4585.38	\$443.15	-10.16%
December	\$ 5,154.56	\$3715.23	-\$1437.33	-32.45%
YTD Total	\$52,967.39	\$52,183.83		

## City of Xenia, Ohio Police Division Annual Review of Special Positions

As we get ready to review our estimated budget figures, I am reviewing our specialized positions within the Police Division as required by 16.2.1 of the CALEA standards.

**D.A.R.E. Officer:** This program was reinstated in 2011 after the tax levy was approved by the voters. This position in the past has been a valuable asset to the Division; the City; and the Schools; and yet may be possibly one. It is in my opinion that the Division should look into evaluating the effectiveness of this position and see whether it should continue as it is or be replaced by another program.

**School Resource Officer (S.R.O.):** This position was reinstated after the 2011 tax levy was approved by the voters. It is a position that has taken root in the high school and has become a valuable resource for the Division. By placing an officer in the high school it has made a positive impact with the students and staff by facilitating communication between the Division and the school. The S.R.O. handles the majority of calls for service to the high school which has eliminated the need to send officers to the high school who may not have been near saving fuel and time. Serious consideration should be made into replacing the D.A.R.E. officer with another S.R.O. officer.

**Accreditation Manager:** This position used to be known as the R & D Officer but was transitioned into a civilian role at the beginning of 2004. Since 2004, it has evolved and is now known by the previously mentioned title. The responsibilities that it has are various but it's primary focus is to maintain the division's accreditation with CALEA. This position is very valuable to the Division and it has improved a great deal under the current employee. The Accreditation Manager is vital to the smooth operation and effectiveness of the Police Division and should remain as is.

**A.C.E. Task Force Detective:** This position continues to be an essential collaborative effort, which provides us access to the joint task force. This joint task force allows us to deal with drug problems/complaints and organized/vice crime on a county and regional basis. We continue to receive the Byrne-Memorial funding for the task force, which helps to make this a very cost effective venture. In past years, this Task Force has been responsible for a high level of money and property seizures. Due to several high profile investigations the need for increased manning has never been as great. We used a rotating detective position to assist in the workload and to provide our officers with investigative experience. Recommended continuation of the full time position with the possibility of an additional position in the future.

**DIVERT Detective:** This is a nationally recognized program and has resulted in plenty of positive publicity for the Xenia Police Division. This program was started thirteen (13) years ago and has evolved into an elite investigative tool. This Detective remains very busy based on the call load and follow-up investigations provided by this unit handling hundreds of follow ups a year as well as filing most felony domestic violence charges. The detective maintains a strong and vibrant connection with the Greene County Children's Services Board, the Xenia Municipal Court as well as the Greene County Prosecutors' Office and Victim Witness Advocates.

**Divisional Detectives:** We have four (4) long standing investigative positions that review cases daily. These investigators will initiate follow-ups and review cases with the County Prosecutor in an attempt to prosecute offenders and solve cases. There is one (1) investigator assigned to each geographical section in the city and is responsible for cases that are initiated in that section. Each section Detective handles their own section with additional responsibilities such as property room, CVSA, Missing Persons and speaking engagements to name a few.

## **City of Xenia, Ohio Police Division Workload Assessment for non-sworn Positions**

In preparing for our budget figures for 2013, I am reviewing our non-sworn positions for purposes of allocation within the Police Division as required by 16.1.2 of the CALEA Standards.

**Communications Center:** The Communications Center is currently authorized to operate with 16 dispatchers, one Communications Director, and one Communications Technical Director. Due to the retirement the Center's Communication Director it is currently slightly under staffed. This problem should be resolved shortly since we are currently in the process of recruiting someone new for this position. This should bring us back up to our full complement. Even with manning levels returning to what we had at the beginning of 2010 it is still barely sufficient based on call load-which according to the Communications Director has increased due to the amount of cell phone usage and texting by the public. The current manning level does not allow the center to handle any turnover effectively or efficiently and it is the absolute minimum that allows the center to operate safely. With this minimum number of operators we can expect overtime costs to remain high. When the funding becomes available, the personnel level should be reevaluated and increases may be needed.

**Records Section:** The Records Section during 2012 was staffed by two full time employees. One clerk handles all opening, entering, and closing of cases; and UCR tallies. The second full-time position handles all warrants, LEADS entries, expungements, UCR Reports, accident and ticket entry. Both full time positions handle walk up window requests, faxing documents, and any other clerical duties that the records section may need. These two positions also work closely with the Administrative Captain to help prepare financial documentation. These two employees remain extremely busy and the option of returning to a third full time position in the future should remain.

**Parking Section:** The Parking Section consists of two part time positions. It manages and handles all issues dealing with timed and metered parking in downtown Xenia and the Xenia Towne Square. Our Parking Enforcement attendants are responsible for patrolling the downtown meters and municipal parking lots; issuing parking citations and collecting money from the meters. These employees are also responsible for mailing out warning notices for people who receive parking tickets and do not pay the fines in a timely manner.

**Police Service Aid – Special Services:** There is one Police Service Aid assigned to the Special Services Section. This position consists of a secretary/receptionist for the section, along with filing and transcription services. This position has taken on more responsibility with our software change and Live scan fingerprinting machine. This position is properly manned and should continue without changes for the coming year.

**Police Service Aid – Patrol Services:** This position assists the Patrol Captain in all aspects of the Patrol Section. This position handles all of the procurement, for patrol, from paperwork to uniforms. Several years ago, this position was given the added responsibility of accreditation duties. This person has also added becoming an assessor for CALEA to help review and prepare other agencies for accreditations. These duties along with other "special needs" keep this position quite busy.

**Police Chief Secretary:** The Police Chief's secretary handles many responsibilities such as: all correspondence for the Command Staff; payroll for the entire Police Division; processing of invoices for the Administrative Captain; clerical duties; and contact with the public. These responsibilities take up the majority of her time. This position should be considered for reclassification as a Police Service Aid since it handles so many important and sensitive duties.

**XENIA POLICE DIVISION 1221, 1223, 1213, 1224  
2012 PERFORMANCE PLAN and OUTCOMES**

**IT IS THE MISSION OF THE POLICE DIVISION TO:**

- Make the maximum contribution to enhancing the quality of life in Xenia;
- Have the courage to always fight injustice;
- Protect the innocent and provide aid to those who cannot care for themselves;
- Work in partnership with our community to prevent, resist, and eliminate crime;
- Recognize diversity and foster a relationship of mutual respect with the members of our community;
- Achieve personal and professional excellence;
- Ethically, consistently, and equitably exercise police powers and discretion.

Requested Resources:

Employees ... 48 Sworn Officers & 6 Civilians & 1 Parking Enforcement

<b>Positions</b>	<b>General Fund – 101</b>	<b>Parking Fund - 615</b>
Police Chief -1	100%	
Captains, Admin, Special-2	100%	
Captains, Patrol – 1	95%	5%
Sergeants – 7/6	100%	
Officers – 37 (34/35 Authorized)	100%	
Civilians – 6 (5 Authorized)	100%	
Parking Enforcement – 1 (Going to 2 P/T)		100%

■ **Grant Income -**

Violence Against Women’s Act (VAWA/DIVERT) - Estimated at \$60,000.00 including required match.

D.A.R.E. Grant - \$18,000.00 (Estimated)

Third Grade Safety Belt Program - \$1,700.00 (Estimated)

**ADMINISTRATIVE GOALS:**

**KEEP POSITIVE PUBLIC RELATIONS A PRIORITY BY MAINTAINING CLOSE ASSOCIATIONS WITH VARIED SEGMENTS OF THE COMMUNITY.**

- Assign uniform personnel to most school zones on a daily basis. **Ongoing, we are able to do this most days depending on manpower.**
- Continue the partnership with secondary school administrators through attendance at meetings, semi-annual drug sweeps, and discussing matters of mutual concern. **We continue to collaborate with the schools with much of this liaison falling to the School resource officer.**
- Maintain existing Neighborhood Watch groups to address quality of life issues in and around their neighborhoods. Look for opportunities to start new groups. **Ongoing, we take advantage of opportunities as they arise.**
- Address complaints and compliments in a timely manner. The preferred course of action is to meet with the reporting party in person, if possible. In all cases forward action to the appropriate

supervisor and R&D. **Ongoing, we pride ourselves in responding to complaints in person and in a timely manner.**

- Utilize our School Resource Officer on a regular basis in the high school and both middle schools. **Ongoing, this has been very effective with our SRO having outstanding results effecting young people's lives.**
- Attempt to fulfill all requests for police involvement at functions hosted by civic groups, churches, youth organizations and government entities utilizing the new crime prevention unit from the Xenia area. **We do this as we can depending upon available manpower.**
- Encourage officers to be present or participate in after school activities with our youth. **Ongoing, our officers continue to be involved in activities on their own time.**
- To the extent possible publicize successes in the Police Division. **Ongoing.**

#### **ACHIEVE AND MAINTAIN STANDARDS OF EXCELLENCE IN ALL ASPECTS OF POLICE OPERATIONS**

- Maintain accreditation standards during the year 2012 by complying with all applicable mandatory standards of excellence established by the national Commission on Accreditation for Law Enforcement Agencies (CALEA). **Ongoing, on-site scheduled for 2013**
- Maintain at least 85% compliance with all applicable other than mandatory standards of CALEA. **Ongoing**
- Continue to maintain standards and prepare for our next on-site inspection in 2013. **Ongoing**

#### **CONTINUE TO DEVELOP DIVISION WIDE INNOVATION,**

- Encourage the command staff and first line supervisors to develop, cultivate and implement programs and ideas that optimize results utilizing current limited resources. **We continue to look for ways to better utilize resources.**
- Continue to look at ways to control and minimize overtime. **Ongoing.**
- Evaluate operations, staffing, and special programs to determine the needs of the division and the efficacy of the special programs. **Annual review completed.**
- Continue to review policy on fleet utilization to ensure safe vehicles and maximize useful life and utility. **Ongoing.**
- Include personnel and form committees from all sworn departments to give their feedback when making large capital purchases that directly impact their working conditions. (i.e. vest and vehicle selections) **Completed.**
- Maintain and update the Police Division's City Web Pages. **We need to spend more time in this area as our pages become dated.**

#### **ADDRESS QUALITY OF LIFE ISSUES IN A TIMELY AND EFFECTIVE MANNER**

- Increase community awareness and expectations on junk vehicles and other neighborhood nuisance programs as it relates to the police division. Continued partnership with city staff and XPD personnel to handle junk vehicles within the City. **Ongoing as we continue to coordinate with other city departments and the City newsletter to get this information out.**
- Strive to increase division visibility which projects positively on the division and on the city. Look at new arenas for promoting the police division. **We could do better in this area.**

#### **OPERATIONAL GOALS:**

#### **IMPROVE DIVISIONAL SKILLS/SAFETY THROUGH TRAINING**

- Provide annual training schedule with emphasis this year on a Diverse Training program for officers. **Completed.**
- Provide updates or in-service training on the topics of “legal use of force” and “vehicle pursuit policies”. **Completed.**
- Continue to provide at least 8 hours of in-service training for all officers on less lethal force options in the department to include the ASP baton, chemical agents (OC spray), tasers, and all other authorized less lethal force options at least once during the year. **Completed.**
- Continue to meet state guidelines for continuing education to maintain certification of officers. **Completed.**
- Implement exercise, nutrition, and stress management guidelines for division personnel and encourage compliance with same. **Ongoing.**

### **EMPHASIZE ATTENTION TO TRAFFIC SAFETY THROUGH ENFORCEMENT AND EDUCATION.**

- Continue to focus enforcement efforts in traffic areas identified as hazardous based on recent crash reporting data. Utilize fixed traffic posts to increase police visibility at the most dangerous city street intersections. **Ongoing.**
- Maintain a balance of proactive traffic enforcement by all officers assigned to patrol duty. **Ongoing/Completed.**
- Encourage Patrol Sergeants to be creative in best utilizing and assigning directed patrols or special enforcement tactics. **Our Sergeants have done an excellent job of recognizing crime trends and adjusting patrols to intervene.**
- Attempt to balance speed enforcement between high-volume roadways and residential streets attracting citizen complaints. Display the Division’s speed monitoring trailer in critical areas, followed by increased police presence to reinforce posted limits. **Ongoing/Completed**
- Support and participate in enforcement campaigns organized and promoted by the Ohio Department of Public Safety. Publicize local efforts with the assistance of print and broadcast media. **Completed – Click it or Ticket plus other targeted enforcements activities.**
- Continue the Safety City traffic and safety education program. The Safety City program teaches safety to first graders including bicycle safety, pedestrian safety, Danger Stranger; Police Officers are Our Friends, and fire safety. Investment of about 160 hours of D.A.R.E. officer time required to set up and run the program. **Completed, continues to be well received by the community.**
- Provide one sworn officer full-time to the D.A.R.E. program and the D.A.R.E. summer camp, serving over 450 children each year. **Completed.**
- Present at least one seat belt education program at each elementary school to teach children to “buckle up” their safety belts. **Completed.**

### **WORK TO PREVENT AND REDUCE FAMILY VIOLENCE**

- Reduce the number of Domestic Violence complaints and related injuries by establishing and maintaining an arrest ratio of at least 75% in all reported Domestic Violence reports. **Ongoing goal that we strive for.**
- Reduce the number of repeat Domestic Violence calls to the same residence within a 12 month period by striving to ensure the response of a trained social worker and police officer team to 100% of all follow-up investigations for Domestic Violence. **Ongoing goal that we strive for.**

- Task the DIVERT Detective to provide legal updates pertaining to Domestic Violence case law for all sworn officers. **Completed.**
- Renewal of DIVERT grant to maintain DIVERT Officer full-time. **Completed.**

#### **CONTINUE ALL PRACTICAL MEANS OF REDUCING STREET LEVEL DRUG ABUSE AND/OR TRAFFICKING.**

- Schedule additional special patrol assignments that target all “nuisance complaints” commonly associated with those involved in ongoing drug activity. **Ongoing/Completed.**
- Emphasize in-service training relevant to drug law enforcement. Seek external training opportunities worthy of XPD participation. **Completed.**
- Solicit more joint operations with the ACE Task Force, utilizing its resources and promoting collaborative efforts. Attempt to supply a second XPD officer to ACE to provide valuable experience to interested officers on a part-time, rotating basis as available. **We continue to work well with the ACE task force but manpower has not allowed us to assign a second officer to this task.**
- Promote and maintain a clear line of communications between the street officers and the A.C.E. Task force detective. This will enable the exchange of relevant intelligence pertaining to street level drug dealers between patrol units and investigations units. **Ongoing/Completed.**

#### **CAPITAL PROJECTS**

- Purchase three new cruisers and one Utility vehicle. **Completed.**
- Equip new vehicles with new cages, consoles, and marker lights. **Completed.**
- Purchase new light bars for new vehicles. **Completed.**
- Purchase new video systems for new vehicles. **Completed.**
- Purchase new ruggedized laptops for cruisers. **Completed.**
- Continue implementation of the Countywide Computer Aided Dispatch and Records Management Projects. **Ongoing, we continue to be frustrated with this project.**

**CITY OF XENIA, OHIO**  
**FY 2013 OPERATING BUDGET: DEPARTMENT PERFORMANCE PLAN**  
**XENIA POLICE DIVISION 1221, 1223, 1213, 1224**

**IT IS THE MISSION OF THE POLICE DIVISION TO:**

- Make the maximum contribution to enhancing the quality of life in Xenia;
- Have the courage to always fight injustice;
- Protect the innocent and provide aid to those who cannot care for themselves;
- Work in partnership with our community to prevent, resist, and eliminate crime;
- Recognize diversity and foster a relationship of mutual respect with the members of our community;
- Achieve personal and professional excellence;
- Ethically, consistently, and equitably exercise police powers and discretion.

**Requested Resources:**

Employees ... 48 Sworn Officers & 6 Civilians & 1 Parking Enforcement

<b>Positions</b>	<b>General Fund – 101</b>	<b>Parking Fund - 615</b>
Police Chief -1	100%	
Captains, Patrol, Criminal-2	100%	
Captains, Admin – 1	95%	5%
Sergeants – 6/6	100%	
Officers – 37 (35/35 Authorized)	100%	
Civilians – 6 (5/5 Authorized)	100%	
Parking Enforcement – Part-Time 2		100%

■ **Grant Income -**

Violence Against Women’s Act (VAWA/DIVERT) - Estimated at \$60,000.00 including required match.

D.A.R.E. Grant - \$18,000.00 (Estimated)

Third Grade Safety Belt Program - \$1,700.00 (Estimated)

**ADMINISTRATIVE GOALS:**

**KEEP POSITIVE PUBLIC RELATIONS A PRIORITY BY MAINTAINING CLOSE ASSOCIATIONS WITH VARIED SEGMENTS OF THE COMMUNITY.**

- Assign uniform personnel to most school zones on a daily basis.
- Continue the partnership with secondary school administrators through attendance at meetings, semi-annual drug sweeps, and discussing matters of mutual concern.
- Maintain existing Neighborhood Watch groups to address quality of life issues in and around their neighborhoods. Look for opportunities to start new groups.
- Address complaints and compliments in a timely manner. The preferred course of action is to meet with the reporting party in person, if possible. In all cases forward action to the appropriate supervisor and R&D.
- Utilize our School Resource Officer on a regular basis in the high school and both middle schools
- Attempt to fulfill all requests for police involvement at functions hosted by civic groups, churches, youth organizations and government entities utilizing the new crime prevention unit from the Xenia area.
- Encourage officers to be present or participate in after school activities with our youth.

- To the extent possible publicize successes in the Police Division.

### **ACHIEVE AND MAINTAIN STANDARDS OF EXCELLENCE IN ALL ASPECTS OF POLICE OPERATIONS**

- Maintain accreditation standards during the year 2013 by complying with all applicable mandatory standards of excellence established by the national Commission on Accreditation for Law Enforcement Agencies (CALEA) and successfully complete the 2013 on-site review.
- Maintain at least 85% compliance with all applicable other than mandatory standards of CALEA.

### **CONTINUE TO DEVELOP DIVISION WIDE INNOVATION,**

- Encourage the command staff and first line supervisors to develop, cultivate and implement programs and ideas that optimize results utilizing current limited resources.
- Continue to look at ways to control and minimize overtime.
- Evaluate operations, staffing, and special programs to determine the needs of the division and the efficacy of the special programs.
- Continue to review policy on fleet utilization to ensure safe vehicles and maximize useful life and utility.
- Include personnel and form committees from all sworn departments to give their feedback when making large capital purchases that directly impact their working conditions. (i.e. Hangun selections)
- Maintain and update the Police Division's City Web Pages.

### **ADDRESS QUALITY OF LIFE ISSUES IN A TIMELY AND EFFECTIVE MANNER**

- Increase community awareness and expectations on junk vehicles and other neighborhood nuisance programs as it relates to the police division. Continued partnership with city staff and XPD personnel to handle junk vehicles within the City.
- Strive to increase division visibility which projects positively on the division and on the city. Look at new arenas for promoting the police division.

### **OPERATIONAL GOALS:**

#### **IMPROVE DIVISIONAL SKILLS/SAFETY THROUGH TRAINING**

- Provide annual training schedule with emphasis this year on a Diverse Training program for officers.
- Provide updates or in-service training on the topics of "legal use of force" and "vehicle pursuit policies".
- Continue to provide at least 8 hours of in-service training for all officers on less lethal force options in the department to include the ASP baton, chemical agents (OC spray), tasers, and all other authorized less lethal force options at least once during the year.
- Continue to meet state guidelines for continuing education to maintain certification of officers.
- Implement exercise, nutrition, and stress management guidelines for division personnel and encourage compliance with same.

#### **EMPHASIZE ATTENTION TO TRAFFIC SAFETY THROUGH ENFORCEMENT AND EDUCATION.**

- Continue to focus enforcement efforts in traffic areas identified as hazardous based on recent crash reporting data. Utilize fixed traffic posts to increase police visibility at the most dangerous city street intersections.
- Maintain a balance of proactive traffic enforcement by all officers assigned to patrol duty.
- Encourage Patrol Sergeants to be creative in best utilizing and assigning directed patrols or special enforcement tactics.
- Attempt to balance speed enforcement between high-volume roadways and residential streets attracting citizen complaints. Display the Division's speed monitoring trailer in critical areas, followed by increased police presence to reinforce posted limits.
- Support and participate in enforcement campaigns organized and promoted by the Ohio Department of Public Safety. Publicize local efforts with the assistance of print and broadcast media.
- Continue the Safety City traffic and safety education program. The Safety City program teaches safety to first graders including bicycle safety, pedestrian safety, Danger Stranger; Police Officers are Our Friends, and fire safety. Investment of about 160 hours of D.A.R.E. officer time required to set up and run the program.
- Provide one sworn officer full-time to the D.A.R.E. program and the D.A.R.E. summer camp, serving over 450 children each year.
- Present at least one seat belt education program at each elementary school to teach children to "buckle up" their safety belts.

#### **WORK TO PREVENT AND REDUCE FAMILY VIOLENCE**

- Reduce the number of Domestic Violence complaints and related injuries by establishing and maintaining an arrest ratio of at least 75% in all reported Domestic Violence reports.
- Reduce the number of repeat Domestic Violence calls to the same residence within a 12 month period by striving to ensure the response of a trained social worker and police officer team to 100% of all follow-up investigations for Domestic Violence.
- Task the DIVERT Detective to provide legal updates pertaining to Domestic Violence case law for all sworn officers
- Renewal of DIVERT grant to maintain DIVERT Officer full-time

#### **CONTINUE ALL PRACTICAL MEANS OF REDUCING STREET LEVEL DRUG ABUSE AND/OR TRAFFICKING.**

- Schedule additional special patrol assignments that target all "nuisance complaints" commonly associated with those involved in ongoing drug activity.
- Emphasize in-service training relevant to drug law enforcement. Seek external training opportunities worthy of XPD participation
- Solicit more joint operations with the ACE Task Force, utilizing its resources and promoting collaborative efforts. Attempt to supply a second XPD officer to ACE to provide valuable experience to interested officers on a part-time, rotating basis as available.
- Promote and maintain a clear line of communications between the street officers and the A.C.E. Task force detective. This will enable the exchange of relevant intelligence pertaining to street level drug dealers between patrol units and investigations units.

#### **CAPITAL PROJECTS**

- Purchase three new cruisers and one unmarked vehicle.
- Equip new vehicles with new cages, consoles, and marker lights.
- Purchase new light bars for new vehicles
- Purchase new video systems for new vehicles
- Purchase new ruggedized laptops for cruisers.
- Complete implementation of the Countywide Computer Aided Dispatch and Records Management Projects.
- Start implementation of new radio/data system either stand alone or through MARCS.
- Complete upgrade of insulation in training center
- Start plans to expand Police Division onto first floor.

**XENIA/GREENE CENTRAL COMMUNICATIONS CENTER  
2012 PERFORMANCE PLANS AND GOALS and **OUTCOMES****

**IT IS THE MISSION OF THE XENIA/GREENE/CENTRAL COMMUNICATIONS CENTER TO:**

- Establish and maintain an essential link between those who need services and those who provide assistance.
- In times of crisis, obtain and relay critical information to ensure the safety of responding emergency personnel and persons in danger at the scene.
- Provide information, instructions, and support to callers requesting intervention.
- Act as the initial point of contact for community information and referral.
- Provide a high-level state of readiness for immediate and coordinated response during natural and man-made disasters and other unusual occurrences.
- Achieve personal and professional excellence.

**REQUESTED RESOURCES:**

Full-time employees: 1 Communications Director, 1 Technical Communications Director, 2 Supervisors 16 Communications Operators

Position	General Fund – 270
Communications Director – 1	100% *
Technical Communications Director – 1	Funded by Xenia City and partially by Fairborn and Beavercreek Police
Communications Supervisors - 2	100% * (None Authorized)
Communications Operators – 16	100% *

- Essentially includes a 50% reimbursement of costs from Greene County With the exception of the Communications Technical Director.

**ADMINISTRATIVE GOALS:**

**SEEK OPPORTUNITIES TO DISPLAY POSITIVE IMAGE AND PROVIDE PUBLIC EDUCATION**

- Participate in public events to promote 911 **During 2012, we participated during Xenia’s Community and spoke to booth visitors about our Center operations and what happens when they call 9-1-1.**
- Continue education programs in schools and other venues as requested. **Communications was represented during the annual Safety City Program for 1<sup>st</sup> graders. We presented “When to Call 9-1-1 and the Do’s and Don’ts of Calling 9-1-1”.**

**DEVELOP CAREER TRACKING SYSTEMS THAT LEAD TO PROFICIENCY IN THE ORGANIZATION AND SELF SUFFICIENCY IN ITS OPERATION BY A PROCESS OF CONTINUOUS IMPROVEMENT AND SELF-ASSESSMENT.**

- Provide an average of 8 hours in-service training in 2012 **Ten hours of in-service was provided to the dispatchers during 2012 ranging from operations during emergency operations, using multi-media training methods, to review of policies/procedures.**
- Provide an average of 8 hours of outside professional training in 2012 for at least half of the Center operators to expand their skills, knowledge and abilities. **The free training usually sponsored by APCO in November was not held this year. Three current employees attended the Advanced EMD class and received certification. Two employees**

attended Priority Dispatch ED Q class and were certified as EMD Qs. A third ED Q attended an one day refresher training.

- Continue the Safety Program of bi-monthly/quarterly refresher training Each Lead Dispatcher goes over seldom used but highly important procedures/equipment in case of emergency, along with paging protocols for various emergency teams.
- Provide training that accomplishes obtaining Continuing Education Units but does not require overtime to accomplish this. We continue to use the monthly lessons from The Public Safety Group's-When Seconds Count console lessons. Each successfully completed lesson counts as one CEU per month. We also utilize National Academy of Emergency Dispatch's CD Rom's for Emergency Medical Dispatch. We receive four CD Roms a year with a different protocol lesson. Each successfully completed lesson counts for two CEUs.

### **MAINTAIN POLICES AND PROCEDURES FOR THE HANDLING OF CALLS FOR SERVICE**

- Continue our in-house Quality Assurance program with 93% compliance in accordance with NAEMD procedures. We continue to see nearly 100% compliance. Those who fail to make compliance in a month are given remedial training. This is a rarity.
- Continue EMD QA Review Committee The Committee met once during 2012. Unfortunately due to switch of ED Q Lead and schedules of all involved on this committee, the second meeting for the year fell through. The Committee is made up of the EMD Q, Assistant EMD Q, one CTO, one operator, and a paramedic member of Xenia FD.
- Hold an EMD Steering Committee to educate all regarding purpose of committee One of the ED Qs and I met with Medical Director and GMH EMS coordinator regarding our desire to set up the EMD Steering Committee to approve our EMD policy. She has agreed to meet but we have not been able to coordinate a meeting between the Medical Director, Police Chief, XFD Fire Chief, Director, and ED Q Lead Dispatcher.
- Continue updating and writing policies and procedures for Communications in accordance with CALEA, APCO, NENA, and NAEMD standards. I find it difficult among my other duties to write new ones. Mostly I am able to keep current policies updated as technology requires we rewrite/update our duties and methods of completing our tasks.

### **OPERATIONAL GOALS:**

#### **PROVIDE PROMPT RESPONSE AND PRE-ARRIVAL EMERGENCY INSTRUCTIONS ON ALL CALLS INVOLVING AN ILLNESS, INJURY OR THREAT TO LIFE UNTIL A FIRST RESPONDER IS ON THE SCENE.**

- Answer a minimum of 90% of 9-1-1 calls within 12 seconds (two rings of the telephone). We continue to meet this goal. Although with the continuous surge of cell phones, it makes it difficult to meet this goal during severe weather and high profile incidents.
- Establish the interval from answering of all Fire and Law Enforcement Priority One calls from time of receiving location of emergency to the time of dispatch to 95% within 90 seconds. We continue to meet this goal.
- Establish the interval from answering EMS calls from time of verifying location of emergency to the time of dispatch of ECHO and DELTA to 95% within 90 seconds. We continue to meet this goal.

- Testing of all operators through the National Academy of Emergency Medical Dispatchers (NAEMD) on EMD procedures with all operators scoring at least 80% proficiency. Re-certification (testing) is required every two years with operators having completed 24 hours of approved continued education during those two year **We continue to meet this goal.**

#### **PROVIDE TIMELY AND ACCURATE INFORMATION TO RESPONDING PUBLIC SAFETY PERSONNEL**

- Provide prompt information to law enforcement personnel by answering queries for LEADS to within three (3) minutes in 95% of all wants, warrants, and registration requests. **We continue to meet this goal.**
- Make all LEADS (Law Enforcement Automated Data Systems) entries of wanted persons, runaway juveniles and removal of all served or recalled warrants from LEADS with a 100% accuracy rate. **We meet this goal whenever we received information in a timely manner from the courts, warrant officers, and police officers. We did have some problem this year with warrants and computer entry sheets pulled, however, the entries had been left in LEADS. We have changed operations to try to eliminate this problem.**

#### **ENSURE ADEQUATE STAFFING TO HANDLE THE PROJECTED WORKLOAD**

- Demonstrate use of sick time by Communications Operators is maintained at or below 2011 levels. **2012 sick leave usage was well below 2011.**
- Work to control hours and overtime outside the perimeter of less than maximum staffing. **We are able to control overtime hours through on the job console training. By lowering sick leave usage we are also able to control use of sick leave. Our largest use of overtime occurred because we had three new trainees this year.**

#### **DEAL EFFICIENTLY WITH ALL WEATHER EMERGENCIES AND OTHER DISASTERS**

- Continue testing the Disaster Sirens monthly first Monday of the month at noon and bi-monthly refresher training in the evenings. **We continue to do this. During the severe weather on two occasions this summer, the storms hit near shift change time. The platoons going off duty stayed over during the first hour of shift change to assist the oncoming operators with the over load of phone calls. These dispatchers do what is necessary to accomplish the tasks whether it is inside or outside of their scheduled hours.**

**CITY OF XENIA, OHIO**  
**FY 2013 OPERATING BUDGET: DEPARTMENT PERFORMANCE PLAN**  
**CENTRAL COMMUNICATIONS 1222**

**IT IS THE MISSION OF THE XENIA/GREENE/CENTRAL COMMUNICATIONS CENTER TO:**

- Establish and maintain an essential link between those who need services and those who provide assistance.
- In times of crisis, obtain and relay critical information to ensure the safety of responding emergency personnel and persons in danger at the scene.
- Provide information, instructions, and support to callers requesting intervention.
- Act as the initial point of contact for community information and referral.
- Provide a high-level state of readiness for immediate and coordinated response during natural and man-made disasters and other unusual occurrences.
- Achieve personal and professional excellence.

**REQUESTED RESOURCES:**

Full-time employees: 1 Communications Director, 1 Technical Communications Director, 2 Supervisors, 16 Communications Operators

Position	General Fund – 270
Communications Director – 1	100% *
Technical Communications Director – 1	Funded by Xenia City and partially by Fairborn and Beavercreek Police
Communications Supervisors - 2	100% * (None Authorized)
Communications Operators – 16	100% *

- Essentially includes a 50% reimbursement of costs from Greene County With the exception of the Communications Technical Director.

**ADMINISTRATIVE GOALS:**

**SEEK OPPORTUNITIES TO DISPLAY POSITIVE IMAGE AND PROVIDE PUBLIC EDUCATION**

- Participate in public events to promote 911
- Continue education programs in schools and other venues as requested.

**DEVELOP CAREER TRACKING SYSTEMS THAT LEAD TO PROFICIENCY IN THE ORGANIZATION AND SELF SUFFICIENCY IN ITS OPERATION BY A PROCESS OF CONTINUOUS IMPROVEMENT AND SELF-ASSESSMENT.**

- Provide an average of 8 hours in-service training in 2013
- Provide an average of 8 hours of outside professional training in 2013 for at least half of the Center operators to expand their skills, knowledge and abilities.
- Continue the Safety Program of bi-monthly/quarterly refresher training
- Provide training that accomplishes obtaining Continuing Education Units but does not require overtime to accomplish this.

## **MAINTAIN POLICES AND PROCEDURES FOR THE HANDLING OF CALLS FOR SERVICE**

- Continue our in-house Quality Assurance program with 93% compliance in accordance with NAEMD procedures.
- Continue EMD QA Review Committee
- Hold an EMD Steering Committee to educate all regarding purpose of committee
- Continue updating and writing policies and procedures for Communications in accordance with CALEA, APCO, NENA, and NAEMD standards.

### **OPERATIONAL GOALS:**

#### **PROVIDE PROMPT RESPONSE AND PRE-ARRIVAL EMERGENCY INSTRUCTIONS ON ALL CALLS INVOLVING AN ILLNESS, INJURY OR THREAT TO LIFE UNTIL A FIRST RESPONDER IS ON THE SCENE.**

- Answer a minimum of 90% of 9-1-1 calls within 12 seconds (two rings of the telephone).
- Establish the interval from answering of all Fire and Law Enforcement Priority One calls from time of receiving location of emergency to the time of dispatch to 95% within 90 seconds.
- Establish the interval from answering EMS calls from time of verifying location of emergency to the time of dispatch of ECHO and DELTA to 95% within 90 seconds.
- Testing of all operators through the National Academy of Emergency Medical Dispatchers (NAEMD) on EMD procedures with all operators scoring at least 80% proficiency. Re-certification (testing) is required every two years with operators having completed 24 hours of approved continued education during those two year

#### **PROVIDE TIMELY AND ACCURATE INFORMATION TO RESPONDING PUBLIC SAFETY PERSONNEL**

- Provide prompt information to law enforcement personnel by answering queries for LEADS to within three (3) minutes in 95% of all wants, warrants, and registration requests.
- Make all LEADS (Law Enforcement Automated Data Systems) entries of wanted persons, runaway juveniles and removal of all served or recalled warrants from LEADS with a 100% accuracy rate.

#### **ENSURE ADEQUATE STAFFING TO HANDLE THE PROJECTED WORKLOAD**

- Demonstrate use of sick time by Communications Operators is maintained at or below 2012 levels.
- Work to control hours and overtime outside the perimeter of less than maximum staffing.

#### **SEEK INTEROPERABILITY BETWEEN OUR AGENCY AND OTHER PUBLIC SAFETY AGENCIES.**

- Seek to work with other jurisdictions within Greene County to improve radio interoperability and participate in the planned move to the MARCS radio system.
- Collaborate on possible consolidations of 911 center to reduce overall costs to all parties involved.
- Remodel center as required to accommodate radio and other changes needed in the communications center.

**DEAL EFFICIENTLY WITH ALL WEATHER EMERGENCIES AND OTHER DISASTERS**

- Continue testing the Disaster Sirens monthly first Monday of the month at noon and bi-monthly refresher training in the evenings.