

# Xenia Police Division 2013 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 2013 Annual Report. 2013 was a year of dramatic changes in the City and within the Police Division Operations. Major projects included re-accreditation, new contracts for dispatching service, a newly remodeled dispatch center and implementation of a new Countywide Radio System.

The year started with the Police Division prepping for our triennial onsite for re-accreditation which occurred on April. In July The Xenia Police Division was awarded accreditation by the Commission on Accreditation for Law Enforcement Agencies (CALEA). The Xenia Police Division with this award from CALEA celebrates twenty year of continuous improvement and recognition as a police department of excellence dedicated to the highest professional standards.

Next up was working with other jurisdictions to determine if additional dispatch consolidations could result in savings for all jurisdiction involved. The result was contracts with Bellbrook and Sugarcreek Township to combine all three dispatch centers into one here in Xenia. This means that almost all of Greene Counties dispatch needs except for Beavercreek and Fairborn cities are met through the Xenia/Greene Central 911 Communications Center.

This consolidation required the remodeling of the 911 Center in Xenia which resulted in a state of the art center with five dispatch positions and a sixth overflow call taker position that can be manned in a major emergency. This consolidation resulted in lower costs for all jurisdictions involved.

The final major project of the year done in conjunction with the dispatch remodel was the replacement of the Counties aging 800 Radio Trunking system. The County and all jurisdictions involved stood up a new Motorola Trunking Radio System that is now part of the Ohio MARCS (Ohio Multi- Agency Radio Communications System)

As part of the Xenia Police Division ongoing mission we continued to join forces with other agencies 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 2014 and on into 2015. In 2014 we face the task of building a new administrative headquarters in downtown Xenia so that the Police and Court operations can expand in place in City hall as it is repurposed into a Criminal Justice Center to better meet the needs of the community and of the Police and Courts.

Funding for the Police Division remained stable and our authorized strength remains at 45 sworn

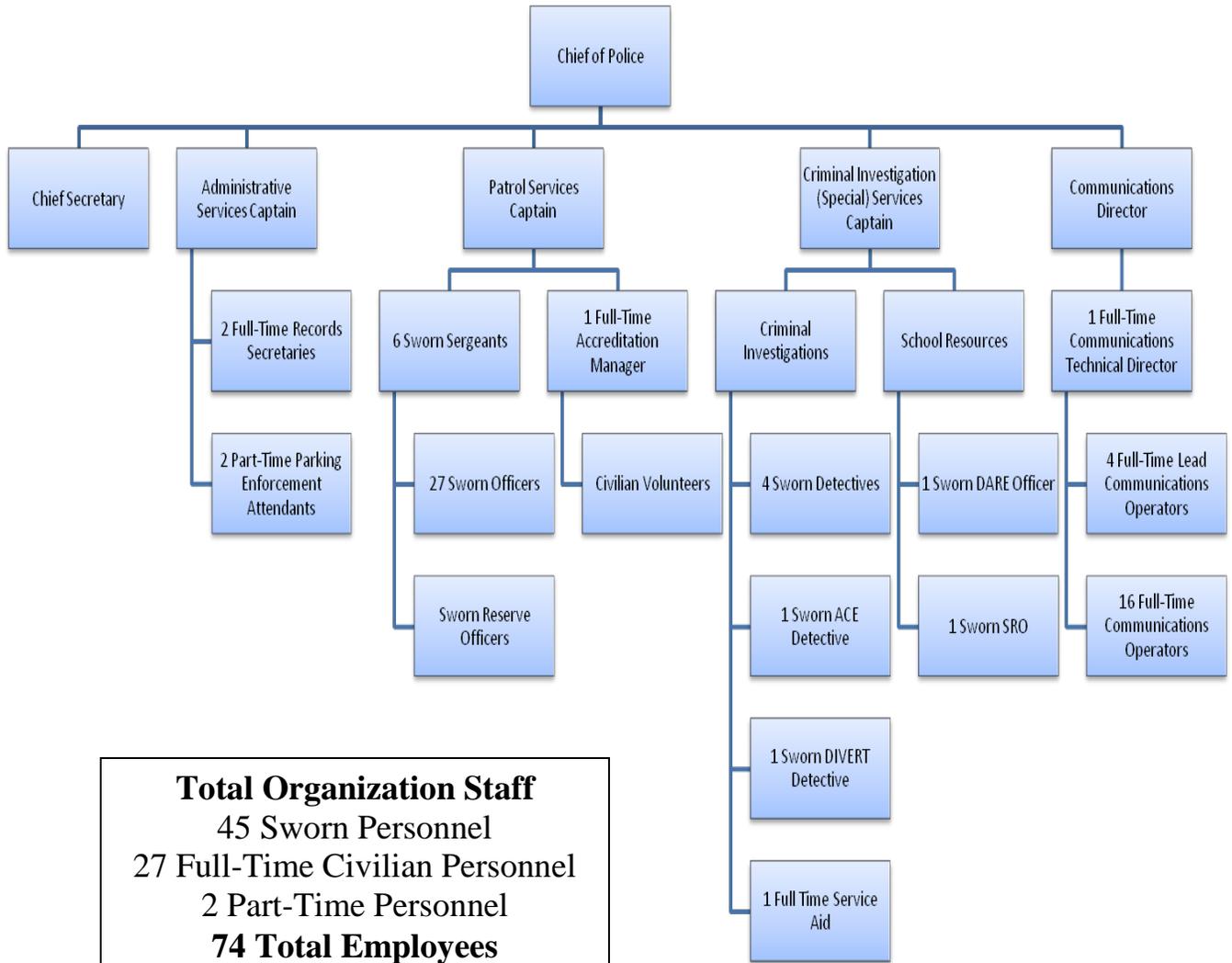
officers in 2013 and on into 2014. The level of manning allows us to provide a relatively full complement of services expected by our community. This is down from our highest strength of 48 officers in 2003 but is the correct level based on the current economic circumstances.

As always we are thankful for the support of our community and are dedicated to its betterment. 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).

Donald R. Person (Randy)  
Chief of Police  
Xenia Police Division

# 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 had served as the Administrative Captain for four years and as the Special Services Captain in charge of the Det. Section from 2006-2008. Capt. Doherty has served in all three administrative positions since being promoted to Captain. Captain Doherty has been with the Xenia Police Division since February 26, 1990. Captain Doherty was a patrol officer for 8 years before taking an assignment within the Division as a Detective in December 1997. Captain Doherty was promoted to Sergeant in May 1998. He served as the District Two Sergeant for the Evening shift for five years. Captain Doherty joined the XPD SWAT team in 1993 and served as our tactical team leader for the SWAT team from 2001-2004. In March 2003, Captain Doherty was promoted to the rank of Captain. Captain Doherty attended Wright State University for four years as a Political Science major. Captain Doherty is a 2000 graduate of the Northwestern School of Police Staff and Command. Captain Doherty received the Casey Elliot “City’s Finest” award in 2001. Captain Doherty has received the F.O.P.A. Officer of the Year as well as awards for Leadership, Meritorious Service and Distinguished Service. Captain Doherty attended the F.B.I. National Academy in 2003 and graduated in the 214<sup>th</sup> session. Captain Doherty is married to Shannon and has two children, Christina and Daniel.



## **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 Events & Tactics Team for fifteen years prior to be promoted to Lieutenant in 2003. From 2003-2006, Capt. Anger was the commander of the Special Services Section 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 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 23 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
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 2013 year.*

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

1.	Present for duty on January 1, 2013	45
2.	Retired from the Division in 2013	0
	Total.....	45
3.	Resigned from the Division in 2013	0
4.	Appointed to the Division in 2013	0
5.	Present for duty on December 31, 2013	45

**Timeline for Sworn Personnel Changes during 2013:**

No Changes

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

Rank	Authorized Strength		Actual Strength	
	1/1/13	12/31/13	1/1/13	12/31/13
Chief	1	1	1	1
Captains	3	3	3	3
Sergeants	7	6	6	6
Officers	<u>34</u>	<u>35</u>	<u>35</u>	<u>35</u>
Totals	45	45	45	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%
8	20-24	17.7%
13	15-19	28.9%
8	10-14	17.7%
6	5-9	13.3%
6	-4	13.3%

## 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	59 years
1955				1	1	58 years
1956					0	57 years
1957					0	56 years
1958					0	55 years
1959					0	54 years
1960					0	53 years
1961					0	52 years
1962		1	1	1	3	51 years
1963			1	2	3	50 years
1964					0	49 years
1965		1		1	2	48 years
1966		1	1	2	4	47 years
1967					0	46 years
1968			1	1	2	45 years
1969				1	1	44 years
1970				2	2	43 years
1971			1	4	5	42 years
1972			1	2	3	41 years
1973				1	1	40 years
1974				1	1	39 years
1975					0	38 years
1976					0	37 years
1977				1	1	36 years
1978				1	1	35 years
1979					0	34 years
1980				3	3	33 years
1981				3	3	32 years
1982				3	3	31 years
1983					0	30 years
1984				1	1	29 years
1985				1	1	28 years
1986				2	2	27 years
1987				1	1	26 years
<b>TOTAL</b>	<b>1</b>	<b>3</b>	<b>6</b>	<b>35</b>	<b>45</b>	<b>Average Age</b>
						<b>40.7 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	
2013	45	45	No Changes			

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

Unit Number	Name	Assignment
193	Mindy M. Lane	Communications Director
190	Jason Sweney	Communications Technical Director
<i>162</i>	<i>Donna K. Swisshelm</i>	<i>Communications Operator</i>
163	Marian L. Bankhead	Communications Operator
165	Connie S. Miller	Communications Operator
166	Jacquelyn M. Foster	Communications Operator
168	Dawn E. Ellis-Slone	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 L. Gibbs	Communications Operator
174	Heather L. Pitstick	Communications Operator
175	Heather Walden	Communications Operator
176	Kimberly L. Wheeler	Communications Operator
177	Heather L. Barlow	Communications Operator
179	Bobby G. Hunsaker II	Communications Operator
191	Ryan G. Harper	Communications Operator
192	Tara S. Melvin	Communications Operator
194	Michelle L. Clements-Tharpe	Communications Operator
195	Caroline L. Helling	Communications Operator
196	Jillian Pollock	Communications Operator

*Those names in Italic are individuals that ended their service to the City of Xenia sometime during the 2013 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
256	Sherri A. DeWine	Secretary
255	Stephanie Hahn	Secretary
156	Lisa R. Nolan	Parking Enforcement
257	Deborah A. Smith	Secretary
<i>158</i>	<i>Jill Paschal</i>	<i>Parking Enforcement</i>
159	Courtney E. Durflinger	Parking Enforcement

*Those names in Italic are individuals that ended their service to the City of Xenia sometime during the 2013 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 Officer grew up in East Dundee Illinois, a suburb outside of Chicago, Illinois. He came to Ohio to attend Cedarville University, where he graduated in 1995. He began his law enforcement career at the Greene County Sheriff's Office, and then moved on to the Xenia Police Division in 1999. This officer is highly respected by his fellow officers and supervisors.

This officer serves as a member of the Greene County Regional SWAT team. He has proudly served for 10 years in this capacity and assists this multijurisdictional tactical team with their high level training. This officer is a skilled Evidence Technician who has applied this ability to assist officers and investigators at many crime scenes. He has also helped the Division, acting as a Field Training Officer. There are many officers, in attendance, that have learned and benefitted from his tactical skill set as he served as their FTO. This officer worked within the ACE Task Force for several years and was very productive in this assignment. The knowledge gained as an undercover investigator has been fruitful in his role as a patrol officer, as several clandestine meth operations have been uncovered in the city and charges brought against the operators. This officer has few peers across the State of Ohio when it comes to his knowledge and expertise on tactical responses to school violence. This officer recently trained officers from across Greene County on this very subject and was used in determining the statewide lesson plan for all agencies in tactical responses to school shootings. He also has a passion for teaching and spends much of his free time teaching CCW classes and firearms classes for the Academy. The Xenia Police Division uses this Officer as a firearms and legal updates instructor but he gives us so much more on a daily basis. This officer continually gives us applicable Supreme Court rulings and the latest case laws. We are lucky to have him as a Xenia Police Officer.

This officer is married to Nichole and they have a 3 year old daughter named Brynden.

In his spare time he enjoys competing in 3-Gun Matches, reading and throwing rocks with his daughter. He recently spent one of his days off teaching Brynden's preschool how to respond in an active shooter situation.

Prior to the death of Evelyn Douglas in 1996, the daughter of Casey Elliot and the founder of this award, 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:

**Lon Etchison**



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

<b>Homicide</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>
Homicide	1	0	2	0	0

<b>Sexual Offenses</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>
Rape	26	15	4	4	6
Other Sexual Offenses	16	31	32		
<b>Total Sexual Offenses</b>	<b>42</b>	<b>46</b>	<b>36</b>		

<b>Robbery</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>
Robbery	22	19	24	16	18

<b>Assault</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>
Assaults	128	194	144	188	194
Assaults –Aggravated	4	5	9	8	13
Domestic Disputes	259	255	259	242	
Domestic Violence	277	266	268	274	252
<b>Total Assaults</b>	<b>632</b>	<b>720</b>	<b>680</b>	<b>712</b>	<b>459</b>

<b>B&amp;E/Burglary</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>
Breaking and Entering	68	50	60		
Burglary	136	163	171		
<b>Total B&amp;E/Burglary</b>	<b>204</b>	<b>213</b>	<b>231</b>	<b>183</b>	<b>203</b>

<b>Larceny</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>
Theft	1024	936	877	933	941
Motor Vehicle Theft	20	28	25	24	25
<b>Total Larceny</b>	<b>1044</b>	<b>964</b>	<b>902</b>	<b>957</b>	<b>966</b>

<b>Arson</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>
Arson	6	5	6	3	6

<b>Other Offenses</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>
Fraud/Forgery/Counterfeiting	73	48	51	54	142
Identity Theft	20	39	25		
Passing Bad Checks	8	5	11	10	
Telecommunications Harassment	68	78	118	133	248
Criminal Damaging/Vandalism	215	240	263	273	330
All Other Offenses	384	410	1121	1402	1351

\*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>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>
Fatal	0	0	0	0	1
Personal Injury	85	114	129	112	114
Property Damage	349	388	425	353	341
Hit Skip	120	144	103	136	115
Private Property	35	70	55	58	38
Number of Injures Persons	116	160	181	155	159
<b>Total Accident Reports</b>	<b>434</b>	<b>503</b>	<b>554</b>	<b>465</b>	<b>327</b>

<b>House Checks</b>	<b>2013</b>	<b>2102</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>
House Checks	18	40	65	76	59

<b>Special Services Activity</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>
Total Cases Assigned	776	881	869	651	864
Misdemeanor Cases	402	403	400	391	477
Felony Cases	315	386	382	207	342
Narcotics Cases Handled	30	45	45	32	60
Other Cases (missing, deaths, etc.)	29	47	42	21	45
Felony Charges (adult)	155	143	129	145	163
Property Room Items Logged	1363	1412	1524	1017	1113

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

For the year of 2013, we did not have any incidents that would have qualified under our pursuit policy. I have reviewed our "Attempted Vehicle Apprehension" forms as well as a thorough review of our standing pursuit policy 41.2.2 and 41.2.3. in relation to these attempted vehicle apprehensions. We have seven (7) incidents that rose to documenting offenders failing to stop for Xenia Police Officers that had activated lights and/or siren:

1. February 22, 2013 at 1919 hrs, Office Matt Miller attempted to stop a vehicle in front of 757 W. Second St. The suspect ignored officers attempt to stop the vehicle and increased its speed. The attempted stop was terminated two blocks away at 420 Bellbrook Ave.
2. February 25, 2013 at 1659 hrs, Sgt. Steve Lane attempted to stop a vehicle that was driving erratically at S. Detroit and Second St. The suspect vehicle sped up rapidly in a pedestrian heavy area. The attempted stop was terminated by Sgt. Lane.
3. April 23, 2013 at 2259 hrs, Officer Chris Reed attempted to stop a suspect vehicle at Mt. Vernon Dr and Ledbetter. The driver was operating under suspension and was suspected of possessing illegal contraband. Once lights and siren were activated, the driver took evasive actions by running a stop sign, a red light and fled at a high rate of speed. The attempted stop was terminated less than two blocks from the attempted initial stop.
4. April 30, 2013 at 0126 hrs, Officer Kelley attempted to stop a suspect vehicle at Bellbrook and Emerson Dr. The driver quickly accelerated to 80 mph in a 35 mph zone. The attempted stop was terminated at Bellbrook and Wimbledon.
5. May 21, 2013 at 0158 hrs, Officer Cvitkovich attempted to stop a suspect vehicle at N. Monroe and E. Ankeny Mill Dr. Once the suspect rapidly accelerated, made a fast left turn through a stop sign, the attempted vehicle apprehension was terminated.
6. July 07, 2013 at 0141 hrs, Officer Chris Reed attempted to stop a suspect vehicle at Washington and Home Ave. while turning to catch up to the suspect vehicle, the driver sped away in a reckless manner. The attempt to stop the vehicle was stopped immediately.
7. July 15, 2013 at 2249 hrs, Sgt Wiza attempted to stop a suspect vehicle at Dayton Ave and E. Richard Dr. Once his lights were activated the driver accelerated and did not stop. Sgt Wiza immediately terminated his attempt to stop the vehicle.

In all of these attempts to stop a suspect vehicle, the individual officer/Sergeant made the decision to disengage and terminate the pursuit before having a supervisor make the determination to terminate. This is a strong sign that members of the patrol division understand and abide by the policy and procedures regarding vehicle pursuits. Furthermore, in reviewing our Policies and Procedures I feel they are adequately serving the needs of our police division.

Vehicle Pursuits by Year

Pursuits	2011	2012	2013
Total Pursuits	4	4	7
Policy Compliant	4	4	7
Policy non-compliant	0	0	0
Accidents	0	0	0
Injuries (Officer/Suspect/Third Party)	0	0	0
Traffic Offense	2	2	7
Felony	2	2	0
Misdemeanor	0	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	2	2	1	0	1	2	4	12	2.76%
0100	1	1	0	0	2	0	4	8	1.84%
0200	2	1	0	1	2	0	2	8	1.84%
0300	2	1	0	0	0	0	0	3	0.69%
0400	1	1	0	0	0	0	1	3	0.69%
0500	0	0	1	1	1	1	2	6	1.38%
0600	1	1	0	1	1	1	1	6	1.38%
0700	0	3	5	5	1	4	0	18	4.15%
0800	0	1	7	2	5	5	0	20	4.61%
0900	2	5	4	3	4	1	0	19	4.38%
1000	3	1	2	3	1	2	3	15	3.46%
1100	0	8	2	2	4	7	4	27	6.22%
1200	6	5	6	4	4	2	1	28	6.45%
1300	2	5	4	1	1	7	6	26	5.99%
1400	2	4	8	10	12	5	5	46	10.60%
1500	2	9	9	5	5	6	3	39	8.99%
1600	2	8	8	3	6	7	1	35	8.06%
1700	5	5	5	9	5	4	4	37	8.53%
1800	1	4	2	1	3	2	1	14	3.23%
1900	3	3	2	2	1	1	1	13	3.00%
2000	2	1	4	1	1	5	2	16	3.69%
2100	2	5	1	3	1	3	2	17	3.92%
2200	2	2	1	1	0	1	4	11	2.53%
2300	1	0	1	1	1	2	1	11	1.61%
<b>Total</b>	<b>44</b>	<b>76</b>	<b>73</b>	<b>59</b>	<b>62</b>	<b>68</b>	<b>52</b>	<b>434</b>	<b>100%</b>
<b>Percent</b>	<b>10.14%</b>	<b>17.51%</b>	<b>16.82%</b>	<b>13.59%</b>	<b>14.29%</b>	<b>15.67%</b>	<b>11.98%</b>	<b>100%</b>	

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

<b>Main St @ Progress Dr</b>	<b>17</b>
<b>Main St. @ Detroit St</b>	<b>11</b>
<b>W Main St @ Church St.</b>	<b>8</b>
<b>Hospitality @ W Main St</b>	<b>8</b>
<b>N. Detroit @ Church St.</b>	<b>7</b>
<b>Harner Dr. @ Progress Dr.</b>	<b>6</b>
<b>Special note on Cincinnati @ Ledbetter Rd.</b>	<b>3</b>

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

**Pattern # 1 -** Thirty Six percent (157/433) of all the crashes in 2013 occurred between 1400 hours and 1700 hours.

**Pattern # 2** - The highest number of crashes occurred at 1400 hrs. In 2012, the highest accident rate occurred at 1600hrs.

**Pattern # 3** - There were 76 (17.55%) crashes on Mondays. The majority of these crashes occurred between 1500-1700 hrs.

**Trend # 1** - The majority of accidents continue to occur during the afternoon rush hour. In 2012, the majority of the crashes occurred on Friday; in 2013, the majority of the crashes occurred on Monday. Regardless which day of the week, the majority of the accidents occur during the afternoon hours.

**Trend #2** - In 2013 the intersection of Ledbetter and Cincinnati Ave was redesigned. During this year, XPD only responded to 2 motor vehicle accidents at this intersection.

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

**Findings:** The highest percentages of accidents continue to occur between 1400-1700 hrs during the work week. Only 13% of the accidents which occurred during these hours occurred on Saturday and Sunday.

**Recommendation:** Day shift should continue to concentrate traffic enforcement on the main thoroughfares of the city during this time frame.

**Section 2: Traffic Enforcement Statistical Data**

<b>2012</b>	<b>Citations</b>	<b>Warnings</b>	<b>Total Stops</b>
1 <sup>st</sup> Quarter	1180	934	1679
2 <sup>nd</sup> Quarter	1124	781	1507
3 <sup>rd</sup> Quarter	990	748	1351
4 <sup>th</sup> Quarter	777	535	942
<b>Totals</b>	<b>4,071</b>	<b>2,998</b>	<b>5,479</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 first quarter had the most total stops, warnings and citations. It also had the lowest number of crashes for the year.

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

**Findings:** There were 30 fewer crashes in the first quarter of 2013 in comparison with the first quarter of 2012. There were a total of 600 more stops in all of 2013 than there were in 2012. The presence of traffic enforcement and contact with the community continues to impact the number of crashes.

**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. We are also active with the Safe Street’s Community group which is led by Laurie Fox, Greene County Combined Health district.

**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	90	119	103	122
Citations	1180	1124	990	777
Warnings	934	781	748	535
Traffic Stops	1679	1507	1351	942

**Cause/Effect of Patterns/Trends:** The first quarter had the highest number of traffic stops and the lowest number of accidents. The fourth quarter had the highest number of accidents and the fewest traffic stops. There were 433 traffic crash reports filed in 2013 and 503 filed in 2012. The number of crashes has declined since 2011 with 553 crashes.

**Findings:** 54% of all stops result in a warning. The total number of crashes has continued to decline the past few years. The decrease in the amount of traffic stops can be attributed to the holiday season.

There were 70 fewer crashes in 2013 and an increase of approximately 600 traffic stops.

**Recommendations:** Contact with the community through traffic enforcement regardless if it is a citation or warning appears to relate to the reduction of 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. Team members 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 six members who respond and investigate serious crashes. In August of 2013, we added three new members to the team, they are as follows: Jeff Moore, Brian Blackaby and Chris Reed. We also bought new software (ARS360) to assist in the reconstruction of serious accidents. It is our hope that with the addition of personnel and the software that the Team is going to expand its ability to investigate crashes.

I have reviewed our Policies and Procedures and I feel they are adequately serving our needs as a Division.

Sergeant Chris Stutes (Team Supervisor)  
Officer Tim Roop, (senior officer and Reconstructionist)  
Officer Rob Kelley, (senior officer)  
Officer Rebecca Greene (officer)  
Officer Jeff Moore (officer)  
Officer Brian Blackaby (officer)  
Officer Chris Reed (officer)

The crash team responded to three call outs in 2013. They are listed below:

1. 06/17/2013 INJURY PEDESTRIAN ACCIDENT

On 06/17/2013 at 1540 hrs CRT was called out for a pedestrian/vehicle accident on Dayton Ave/W Market St. Report number 2013-12099

The team member that responded to the accident: Ofc. T. Roop

2. 08/08/2013 INJURY ACCIDENT

On 08/08/13 at 0944 hrs CRT was called out for an accident at W Main St and N Progress Dr. The report number is 2013-15697.

The team members that responded to the accident: Sgt. C. Stutes, Ofc. R. Greene

3. 09/03/2013 INJURY ACCIDENT

On 09/03/2013 at approximately 1630 hrs, CRT was called out for a crash involving a dirt bike and truck on the bike path behind Dairy King. Subject riding a dirt bike T-boned a truck that was repaving the bike path. Report number 2013-17533

Time – Approx 1630hrs

Responders: Ofc. T. Roop – On Duty, Ofc. R. Lilje – On Duty, Ofc. C. Reed – On Duty, Ofc. R. Kelly, Ofc. B. Blackaby

## 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 skills and 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>
2013	48% - 1905 hrs	52% - 2044 hrs	3949 hrs
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**

This was a busy year for the Xenia Police Division.

On January 22, Sergeant Wiza spoke to the Xenia Christian High School health class about decision-making and consequences. The topics included drugs and alcohol usage with many questions from the class. There were 12 students in the class.

On 2/4, Sergeant Wiza made contact with the employees of Star Pediatrics reference any information on handling an armed intruder at their practice. Physical improvements were noted and suggestions made to increase security of the patients and staff. Then policy issues were discussed and ideas offered that the staff could put in place to assist them in confronting an armed intruder. The meeting went well.

On 3/16, the Greene County Combined Health District had their 4<sup>th</sup> annual 5k run. It started out with a kid's 100 yard run just prior to the actual race. There were approximately 200 participants that were involved in the race, including Sergeant Steve Lane and his family.

On 3/18, Officer Matheson attended a kid's basketball tournament that was being held at the Xenia High School. This was for the 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade boys and girls. Officer Matheson was given the privilege of starting the games with the tip off. He also accepted two trophies given to the City of Xenia for its support of the league. Approximately 200 people attended the tournament.

On 4/6, The Luke Commission held their annual 5k run in the area of Shawnee Park and Central. There were approximately 60 runners for the event.

On 4/7, The Ohio River Road Runners Club (ORRRC) held their annual half-marathon / marathon. Over 1400 runners were involved in the event. Sergeant Steve Lane ran the half marathon as did Officer Becky Greene. The Xenia Police and Fire Divisions, as well as Greene Central Communications were involved in the effort. Personnel from XPD were Captains Anger and Pazynski, Sergeants Johnson and Wiza, Officers Reed, Walsh, Miller Jackson, and Detectives Osburn, Dray, and Meadows.

On 4/10, Captain Doherty and Sergeant Wiza were speakers at a Landlord/Tenant gathering amongst other dignitaries. They spoke on the aspects that the Xenia Police Division handles and answered questions from the audience. There were 14 people in attendance.

On 4/17, Sergeant Wiza toured Interfaith Hospitality Network's group home on S. Detroit St. He was then able to make suggestions and offer advice on dealing with an armed intruder at their facility.

On 4/20, Sergeant Alonzo Wilson assisted the Emmanuel Baptist Church's annual 5k run. There were approximately 120 runners.

On 5/4, the Xenia Police Division assisted with the Erik Estrada Celebrity Motorcycle ride. There were approximately 250 motorcyclists involved in the countywide parade. The parade lasted approximately 20 minutes through town. Two of XPD own, Sergeant Chris Stutes and Officer Doug Sparks took part in the motorcycle ride.

On 5/5, Christ Episcopal Church hosted the blessing of the bikes, both motorcycles and bicycles were to be involved. Detective Meadows and Officer Miller were there to talk about bike safety for those that showed and even had a patrol bike there to show off.

On 5/7, Sergeant Steve Lane assisted in the yearly mock crash at Xenia High School. He narrated the outside presentation of the crash. XFD, XTFD, XMC, Coroner's Office and insurance companies also took part. Approximately 350 people observed it.

On 5/9, Officer Matheson attended a meeting of "American Heritage Girls" that met at the First Church of Christ. The young ladies are learning about public service and Officer Matheson spoke to them about what "Police Officers Do". He also spoke about being good citizens as well. There were 7 young ladies in the group.

On 5/9, XPD officers assisted Athletes in Action as they hosted their Night of Champions. Captains Doherty and Pazynski and Sergeants Wiza and Stutes assisted in the event. There were approximately 500 people in attendance.

On 5/18, A Wilberforce University held a walk a thon for raising awareness. There were approximately 20 walkers. They started at the Bike Hub and walked north on the bike path out of town.

On 5/18, the Miami Valley Women's Center held their annual walk for their program. There were approximately 200 walkers.

On 5/18, Toward Independence held their auction and walk a thon at Faith Community Church. Officer Miller assisted in this program.

On 5/18, there was a meeting at Lexington Park for a memorial to Brittany Wakefield. There were approximately 150 people in attendance.

On 5/18, seven intrepid explorers set out at 0600 to conquer a marathon. Captain Doherty, Sergeants Lane and Wiza and Officer Barker, along with family and friends made the trek and finished back at the bike hub, where they started at 1230. All can now proudly wear their "less than 1%" shirts for completing it.

On 5/23, Officer Vitale met with his watch group at the Greene County Library. They discussed how to reduce thefts from autos, ccw and open carry issues, and texting while driving. The watch group is happy with how the police are doing in their neighborhood. There were 6 people at the meeting.

On 5/29, Officer Matheson attended Shawnee E.S. outing at Shawnee Park. The DARE truck was on display and he was able to speak to many DARE graduates and future DARE students, as well as the teachers that were in attendance. There were 200 people that attended the event.

On 6/1, Interfaith Hospitality Network held their annual 5k. There were approximately 80 people attending the event. Sgts Johnson and Wiza assisted in the event.

On 6/15, The Honda Goldwing motorcycle group held their annual light parade. There were 65 motorcycles involved in the parade. There were approximately 400 people who lined the route to watch the parade.

On 6/17, Officer Matheson attended his Tomahawk watch group meeting. The group shared in a meal and discussed the issues with a couple of houses possibly dealing drugs. Officer Vitale also attended this meeting and both officers assured the group that XPD was aware of the issues and was attempting to deal with them. There were 16 people at the meeting.

On 6/29, Paws 4 Ability held their first 5k run. There were approximately 60 participants and 12 dogs in the 5k event. Captains Doherty and Pazynski and Sgt Wiza assisted with the event.

On 7/13, there was a race that came through Xenia that was the middle race of a three race leg. The first leg lasted 50 kilometers. The leg that ran through Xenia was 50 miles. The last leg, run on Sunday, was a 26 mile marathon. There were 60 endurance athletes that participated in the endurance run.

On 7/13, Buckminn's held a motorcycle ride for a charity benefit. The starting point was at Buckminn's and went throughout the county. It ended by coming into the City from Dayton Xenia and meandered back to Buckminn's to finish. Approximately 125 motorcycles took part in this charity run.

On 7/24, Officer Matheson met with other county DARE officers and camp peer counselors as they prepared for the DARE Camp that will be taking place in August.

On 7/28, the American Cancer Society's Pan Hope Ride took place. They arrived from Wittenberg and congregated at the pavilion by the caboose at the bike hub. After a short break they took 380 out of the City to finish their ride.

On 7/28, Officer Matheson met with his Tomahawk Trail watch group. It was their annual block party. It was very well attended with 32 people from the neighborhood.

On 8/17, Officer Atkins attended the Xenia Nazarene's Back to School Bash being held at the Xenia Community Center. The church provided over 500 backpacks containing school supplies. While there, Officer Atkins answered people's questions about our job, and the little ones have a tour of the cruiser. Most of the youngsters enjoyed sitting in the backseat rather than the front seat. Officer Atkins received many thank yous from the public as they attended. Over 300 people were involved in the event.

On 8/24, Officers Reed and Atkins attended an OVI awareness program that was held at Soin Medical Center in Beavercreek. Volunteers drove a golf cart through a course while wearing "beer goggles". The volunteers then preceded through the field sobriety tests while the goggles were on. They then were able to explain what officers are looking for with driving and the tests. They were also able to answer questions about OVI. Children that came with their parents were able to have a tour of the cruiser. Over 25 people attended this event.

On 8/31, Officers assisted a motorcycle charity ride through the center of town, Approximately 20 motorcycles and 4 other vehicles were involved. It started at Buckminn's and came into town, finally leaving north on N Detroit St.

On 8/31, Officers assisted in closing E Main St down for an antique car show. There were just over 40 different vehicles involved and was open from 0900-1500. Multiple people attended the show throughout the times.

On 8/31, Officers assisted in the annual Greenleaf 5k run. The course was on the northern bike path, and then in the neighborhoods just to the east. There were approximately 120 runners and walkers for this event.

On 10/3, Officer Foubert gave six presentations to all the pre-school classes at Central Middle School. He discussed bike helmets, car seats, strangers and safe places and ways to play. There were approximately 75 children between all six classes.

On 10/5, Officer Wiza attended a safety day at Kmart with the Xenia Fire Department. He had a cruiser for people to tour and look at the equipment in the trunk. The Fire Department brought out one of their vehicles as well.

On 10/8, Officer Foubert gave four presentations to the Faith Community Preschool group. This was 40 kids learning about danger stranger, bike helmets and car seats. The age ranges ran from 3-5 years of age.

On 10/13, Circle of Victory had their annual cancer 5k/walk. XPD assisted with traffic control and there were approximately 220 people in attendance.

On 10/14, Officer Wiza attended a safety day at McDonald's on W. Main St. The Xenia Fire Division and Ohio State Patrol were also involved. There were vehicles for the people to tour and sit in. Participants asked questions about police and fire through the two hours XPD was there.

On 10/18, Officer Matheson attended his Tomahawk Trail neighborhood watch Halloween party. There were 40 people in attendance. The homeowners passed out candy and there was a scavenger hunt for all. Food was served at the end.

On 10/23, Officer Matheson attended CSB's trunk or treat at Ledbetter Plaza. There were a large number of attendees even though it was damp and cold. There was plenty of candy given out that night.

On 10/24, Officer Matheson attended McKinley E.S.'s trunk or treat. There were in excess of 1000 people attending the event. Due to the cold weather, the event went from the parking lot to inside the school. Everyone still had a good time.

On 12/11, Sergeant Lane spoke to the fourth grade XTAR students at Central Middle School about crime scene and evidence technician considerations. A power point presentation was given as well as many hands on activities. Crime scene tape was placed; measurements were taken with a laser, DNA swabs etc. There were approximately 25 students involved.

On 12/17, Officer Matheson attended the annual Christmas Dinner with his Tomahawk Neighborhood watch group. Two local families were adopted and many gifts were brought and wrapped during the get together. Twenty people were in attendance.

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

The Reserve Unit of the Xenia Police Division started the year 2013 with three officers and ended the year with two officers. Reserve Officer Kathleen Miller put in no time to retain her certification during 2013 and has decided to resign from the Reserve Unit. In the year 2013 the Reserve Unit of the Xenia Police Division logged a total of 408 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 members took part in many special events, such as traffic control and security details for the parade and Xenia Community Festival. Reserve Unit members worked traffic control for the Ohio Runners Marathon in early April. Security was also provided for many Xenia businesses in Towne Square.

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 Emergency Medical Training and certification, CPR training and certification and training on the use of AED units. Reserve Unit officers also trained in building searches.

The 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 2013 the Xenia Police Division presented the DARE curriculum in the Following Schools: Xenia Christian, Summit Academy, Arrowood Elementary, Cox Elementary, Shawnee Elementary, St Brigid, McKinley Elementary, and Tecumseh Elementary. During 2013 officer Matheson completed introducing the New DARE curriculum to all of the elementary schools. 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 to the old curriculum; 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 2013, Officer Matheson taught the DARE program at Xenia Christian, Summit Academy, Arrowood Elementary, 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 9 years. Also in April and May, Officer Matheson held graduation ceremonies for the winter/spring semester.

In June, the Xenia Police Division presented the 4 day Safety City program to about 70 of Xenia's soon to be 1<sup>st</sup> graders at Warner Middle school. Christina Shaw, Jackie Foster, Officer Fred Barker, Officer Jackie Masur, Officer Tony Vitale, Members of the Xenia Fire Division, Greene County Parks and Recreation, and Deputy Daniel Funk of the Greene County Sheriff's Office assisted facilitating the different activities conducted during the 4 day Safety City Program. 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 Monday Aug 5<sup>th</sup> through Aug 8<sup>th</sup> Officer Harold Matheson, Officer Bill Titley of Fairborn, and Officer Kevin Kovacs of Beavercreek, conducted a DARE Camp at Camp Hugh Taylor Birch. There were 60 DARE graduates that attended DARE Camp. DARE Camp registration fees were graciously donated by local businesses. Activities included: Camp fires, climbing wall, swimming, boating, archery, BB guns, a huge slip and slide, water balloon fight, Tie Dye, a Canine Demo by Greene County Deputies Funk and Nipper, and LOTS of cooperative games. DARE camp concluded Thursday 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 2013, Officer Matheson taught the DARE program at Shawnee Elementary, St Brigid, McKinley Elementary, and Tecumseh Elementary. 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. DARE students receive DARE T-shirts, book bags, pencils, erasers and other items during the classes to promote the program and encourage student participation.

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 2013. 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. Patrol officers handled calls for service if the SRO was not available. 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 very few calls for service at the elementary school level. Monthly reports were completed showing the daily activities of the SRO.

SROs are valuable resources for their schools. They are trained to fulfill three roles:

- First and foremost are law enforcement officers whose primary purpose is to "keep the peace" in their schools so that students can learn and teachers can teach;
- Secondly, they are law-related counselors who provide guidance on law-related issues to students and act as a link to support services both inside and outside the school environment.
- SRO's are also law-related education teachers who provide schools with an additional educational resource by sharing their expertise in the classroom.
- Beyond these identified roles and, perhaps most importantly, SROs are positive role models for many students who are not exposed to such role models in today's society. Their presence in the schools sends a strong message that violence is not acceptable.

As far as school safety, the SRO was involved in crisis planning meetings 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 charge process. In more serious incidents with juveniles, the Greene County Juvenile Detention Center was utilized. In cases where charges were not filed, the SRO along with a school principal counseled with the student. The SRO made an effort to be present during lunch sessions and the bus loading zone during school dismissal time to deter altercations.

The following are either major incidents or events in which the SRO was involved:

- The SRO participated in the kick-off to the Click it or Ticket campaign which took place at the high school. There were officers present from numerous Greene County jurisdictions.
- High school officials reported a written bomb threat at the high school. The SRO worked with school and police administration to help ensure the safety of students and staff. A sweep of the building was conducted before students arrived for school. School officials also checked each student's belongings before entering the building. Officers were also present.
- The SRO participated in the high school mock crash by giving a speech to the entire 11<sup>th</sup> grade class in the auditorium. Sgt. Lane also participated by narrating the event and also giving a speech.
- DARE Officer Harold Matheson and the SRO attended the ALICE Program instructor's course. They then presented the ALICE program at the Board of Education. All school principals, the superintendent, and business technologies director were present. The ALICE program was developed by Response Options to mitigate casualties during an active threat. The program gives options on how to react during such an event.

- The SRO attended the Southwest Regional SRO meeting at Mason High School. A drug detective from the Warren County Sheriff's Office gave a presentation on prescription drug abuse. He also spoke briefly about designer drug usage.
- OSP Sgt. Darren Fusner, Laura Fox from the Greene County Health District, and I did a no texting and driving campaign during all three lunch sessions at the high school. Pamphlets on distracted driving, texting laws, etc were given to students. Two "Stay Alive Don't Text and Drive" banners from OSP were hung in the school. One was placed in the cafeteria and one in the gym.
- The SRO participated in the yearly FOP Shoe Giveaway at Payless Shoes. Three elementary students in need of shoes for winter were transported to the business. Other officers and detectives participated as well.
- Cyber-bullying cases involving students occurring off school grounds were handled by the SRO at times. On one particular case, three students were charged with Telecommunications Harassment, because they disseminated the bullying comments from a social website to the victim.
- A drug trafficking case was handled at Warner Middle School in which a student passed along a scheduled prescription drug to other students. One student was transported to a hospital by paramedics. The seller was charged with felony drug trafficking. Two other students were charged with felony drug possession.

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:

- On February 15<sup>th</sup>, the SRO spoke to 2 period's of Ms. Barton's Life Skills class about internet safety, drugs, setting goals, and making good choices in life.
- On March 4<sup>th</sup>, three periods of bullying presentations were given to the entire 8<sup>th</sup> grade class. Juvenile court employees were also present. Topics covered are as follows: what is physical and psychological bullying, bullying on social websites and through texting, and how to deal while bullying. Court officials showed a documentary on a man who had been bullied throughout school due to him being homosexual. Numerous questions from students and staff were fielded.
- On March 18<sup>th</sup>, Juvenile Probation Officer Sean Wakefield, Pre-diversion officer Grace Winters, I gave bullying presentations to the entire 7<sup>th</sup> grade class. The students were split up into three groups. I spoke about the laws that can be enforced and the availability of a protection order if bullying becomes a serious issue. I also gave three real life stories of juveniles who had committed suicide because of being bullied in person, over a social website, and/or texting.
- On May 10<sup>th</sup>, the SRO gave a presentation in Ms. Campbell's 1<sup>st</sup> period class. He spoke about how choices directly and indirectly affect one's life. Topics such as drugs, social websites, and driving were discussed.
- On May 16<sup>th</sup>, the SRO gave presentations to 4 senior government class periods. The issues covered included Miranda Rights, Search and Seizure Rights, and staying safe at home. Many questions from the students and teacher were fielded.
- On September 18<sup>th</sup>, presentations were given to 3 high school health classes. Topics discussed were internet safety, cyberbullying, importance of reporting crimes in school, and prescription drug and designer drug use.
- On October 7<sup>th</sup>, a presentation was given to a high school government class regarding 4<sup>th</sup> amendment search and seizure issues.

- On October 25<sup>th</sup>, the SRO spoke to two periods of high school government class. The 4<sup>th</sup> amendment was discussed as well as how it pertains to law enforcement and the school. I fielded numerous questions from students.

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. For instance, a student who committed an Assault in the presence of other students was also charged with Disorderly Conduct. The Making False Alarms charges resulted from a student writing or saying they would harm others in the school. The following is the total number of charges on students for the Xenia City School District in 2013:

**Xenia High School**

Assault - 17  
Disorderly Conduct – 38  
Theft - 2  
Possession of Drugs – 7  
Trafficking in Drugs – 2  
Making False Alarms – 3  
Weapons -1

**Warner Middle School**

Assault – 5  
Disorderly Conduct – 7  
Menacing – 1  
CPO Violation -1  
Theft – 2  
Receiving Stolen Property - 2  
Possession of Drugs – 6  
Trafficking in Drugs - 3  
Weapons Violations – 1  
Making False Alarms - 1

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

Assault – 1  
Disorderly Conduct – 2  
Criminal Damaging -2  
Making False Alarms -1

**Shawnee Elementary**

Making False Alarms – 1

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 issues, information gathering, drug/alcohol assessments, school staff search assist, standby request, meetings attended, lockdown drills and recommendations, medical assists, mental health crisis, unruly child issues, criminal activity not resulting in charges, etc. The increase in staff request for service occurred because the SRO included other categories that were previously not included.

- Student counseling – 101
- Parent counseling – 58 (Does not include parent notification when charges were filed)
- School official request for service – 101
- Patrol/Detective Section assists – 29
- Drug Task Force info pass-a-long – 2

## **City of Xenia Police Division**

### **Juvenile Programs Review**

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

The 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 7 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 2013-2014 school year from a state grant. 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. Other programs have not been feasible due to our reduction in force from 48 to 45 that occurred a few years ago. 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.

During 2013, Officer Margioras and Officer Harold Matheson received additional training in A.L.I.C.E. Training. They have made presentations to the Xenia Community Schools Administration and Principals. The program is proposed be taught to the individual schools starting sometime in 2014. They have already provided training for St. Brigid School and have received very positive feedback.

I will continue to monitor and review the aforementioned programs to make any possible improvements. “I have reviewed our Policies and Procedures and I feel that programs are adequately serving the needs of the schools, the community, and the police division.

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

## **City of Xenia, Ohio Police Division Victim Witness Needs Analysis**

During my time as supervisor of the criminal investigations section, I have had the opportunity to observe the Victim/Witness Resources available to our community on a daily basis. Our officers refer victims to the Victim Witness Division of the Xenia Municipal Court for misdemeanor cases on a regular basis. We refer victims of felony level crimes and more specifically victims of sexual assault to the County Victim Witness Program. Most of the misdemeanor cases we refer involve Domestic Violence. The cases receive special attention from our Domestic Violence Detective (D.I.V.E.R.T. Unit) Holly Clay has an ongoing rapport with the municipal Victim/Witness Staff.

We are also fortunate to have Victim/Witness Staff available on the county level for felony cases involving sexual assault. The County Victim Witness Program is administered by the Greene County Prosecutor's Office. This agency has been a leader in this field for many years. Within the past 6 years the County Prosecutor's Office's Witness Program has opened a state of the art facility for all officers in the county that is located in Fairborn. This resource ("Michael's House") affords the investigators a place to interview juvenile victims. This facility has given our officers an adequate area to properly interview victims in a softer setting. The Prosecutor's Office also has a well trained Victim Witness Advocate conducting most of the interviews. Our detectives use this facility and resource on a regular basis.

It is my contention that our agency does an outstanding job of making referrals to both of these well trained and professional resources. The citizens of Xenia Citizens have great resources available to them when they are victims of crime.

"I have reviewed our Policies and Procedures and I feel they are adequately serving our needs as a Division".

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

### Complaints and Internal Affairs Investigations by Year

<b>External</b>	2011	2012	2013
Citizen Complaint	1	2	
Sustained	0	1	
Not Sustained	1	0	
Unfounded	0	1	
Exonerated	0	0	
<b>Internal</b>			
Directed complaint	1	1	
Sustained	1	1	
Not Sustained	0	0	
Unfounded	0	0	
Exonerated	0	0	

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

The Greene County Regional SWAT Team completed two (2) missions in 2013. Both missions were emergency call-ins for barricaded subjects.

<b>Date</b>	<b>Location</b>	<b>City/Township</b>	<b>Requesting Agency</b>	<b>Type</b>
3/10/2013	470 Ridgebury Dr.	Xenia	XPD	Barricade
7/30/2013	280 N. High St.	Yellow Springs	YSPD	Barricade

The first barricade was a suspect wanted in connection with a domestic violence incident that had just occurred. The suspect had reportedly physically assaulted his ex-girlfriend and used a baseball bat to threaten another individual. The suspect stated he would kill the police if they came to his house. The suspect reportedly had numerous firearms, including a rifle. The suspect further indicated he was going to kill himself. Chemical munitions were deployed into the residence after numerous unsuccessful attempts were made to contact the suspect. SWAT received assistance from the Regional Emergency Response Team (RERT), specifically their robot and armored rescue vehicle. SWAT eventually entered the residence and took the suspect into custody without incident. Numerous weapons were located inside.

The second mission was also a barricaded subject. Police had been on scene investigating a domestic violence incident when the suspect began shooting at them. Police made a countywide request for assistance and attempted to contain the suspect while he continued to regularly shoot at them. Police knew the suspect to suffer from mental health problems and to be heavily armed. The response to this incident included virtually every law enforcement agency in Greene County plus the Clark County Sheriff's Office, Ohio State Highway Patrol, RERT, and Dayton SWAT. The suspect continued to shoot at police, including SWAT. SWAT eventually returned fire, killing the suspect. The Ohio Bureau of Criminal Investigation conducted the criminal investigation. A grand jury reviewed the use of deadly force and confirmed its appropriateness, clearing the deputy who fired the fatal shot of any wrongdoing.

## **City of Xenia, Ohio Police Division Crisis 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.

### **Members**

Current XPD members:      As of 01/01/2014

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

Current GCSO members:      As of 01/01/2014

Sgt. David Jones (Greene County S.O. Commander)  
Sgt. Matt Walters  
Deputy Donna Dempsey

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

### Parking Citation Data

#### Month by Month Comparisons

2012 and 2013

Months	Citations 2012	Citations 2013	Amount Diff.	Percent Diff.
January	189	130	-59	-45.38%
February	174	175	1	0.57%
March	161	177	16	9.04%
April	138	197	59	29.95%
May	75	202	127	62.87%
June	59	180	121	67.22%
July	84	230	146	63.48%
August	105	109	4	3.67%
September	233	184	-49	-26.63%
October	253	325	72	22.15%
November	219	226	7	3.10%
December	158	247	89	36.03%
<b>YTD Totals</b>	<b>1848</b>	<b>2382</b>	<b>534</b>	<b>22.42%</b>

### Parking Citation Receipts

#### Month by Month Comparison

2012 and 2013

Month	Receipts *2012	Receipts 2013	Amount Diff.	Percent Diff.
January	\$4,228.09	\$2,286.66	(\$1,941.43)	-84.90%
February	\$4,297.00	\$2,391.05	(\$1,905.95)	-79.71%
March	\$5,408.37	\$2,436.24	(\$2,972.13)	-122.00%
April	\$4,596.70	\$2,471.55	(\$2,125.15)	-85.98%
May	3,229.97	4,909.88	\$1,679.91	34.21%
June	4,323.92	2,055.30	(\$2,268.62)	-110.38%
July	2,988.83	1,910.87	(\$1,077.96)	-56.41%
August	5,421.02	1,802.07	(\$3,618.95)	-200.82%
September	3,319.65	2,883.49	(\$436.16)	-15.13%
October	6,069.67	1,816.94	(\$4,252.73)	-234.06%
November	4,585.38	2,033.21	(\$2,552.17)	-125.52%
December	3,715.23	2,058.89	(\$1,656.34)	-80.45%
<b>YTD Totals</b>	<b>\$52,183.83</b>	<b>\$29,056.15</b>		

\*2012 includes Lot Rental revenue, 2013 is ticket revenue and deposits only.

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

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

In preparing for our budget figures for 2014, 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 20 dispatchers, one Communications Director, and one Communications Technical Director. The Center serves the City of Xenia for both fire and police, the Greene County Sheriff's Office, City of Bellbrook, Sugarcreek Township, and other agencies for fire services. According to the Communications Director the Center is at a manning level where all calls for service are answered in a timely manner but yet to reach its optimum level of efficiency another five dispatchers could be hired.

**Records Section:** The Records Section during 2013 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 that handle all issues dealing with timed and metered parking in the 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.

**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.

## CITY OF XENIA, OHIO

**FY 2014 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.
- 

**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.
- Continue utilizing the D.A.R.E. Officer on a regular basis in the elementary schools.
- Attempt to fulfill all requests for police involvement at functions hosted by civic groups, churches, youth organizations and government entities.
- Encourage officers to be present or participate in after school activities with our youth.
- To the extent possible publicize successes in the Police Division.
- Assist in public functions such as parades, 5K runs and any other events for crowd control.
- Implementation and training of the A.L.I.C.E. program by trained police personnel in the Xenia Community Schools

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

- Maintain accreditation standards during the year 2014 by complying with all applicable mandatory standards of excellence established by the national Commission on Accreditation for Law Enforcement Agencies (CALEA).
- 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 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. Hangan 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.
- Continue to foster a positive working relationship with Mental Health Rehabilitation Board and TCN to deal with crisis calls relating to addiction and mental health issues.

#### **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.
- A.L.I.C.E. training for X.P.D. personnel.

##### **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.
- Re-activate a group of patrol officers to work collectively with the A.C.E. Task Force Detective to proactively work to curb the explosion of use and sale of heroin and other opiates at the street level.

### **CAPITAL PROJECTS**

- Purchase three new cruisers and two 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.
- Complete implementation of the Countywide Computer Aided Dispatch and Records Management Projects.
- Remodel City Building first floor and basement to suit Police Division needs or move to Simon Kenton location.
- Awning for back patrol entrance.
- Purchase of new service weapons after studying the feasibility of changing weapon caliber and ammunition.

**CITY OF XENIA, OHIO**  
**FY 2013 OPERATING BUDGET: DEPARTMENT PERFORMANCE PLAN**  
**CENTRAL COMMUNICATIONS 1222**  
**WITH 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  
*The Communications Center did not have the opportunity to participate in any public events to promote 911 in 2013. The Communications Center will seek more opportunities to participate in public events to promote 911 in 2014.*
- Continue education programs in schools and other venues as requested.  
*The Communications Center participated in Safety City to promote 911 education to children.*

**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

An average of 8 hours of in-service training was completed by all communications employees in 2013. In-service training was completed in the areas of EMD Universal Standards, XWARN, Bomb Threats and Hostage Negotiations. In addition, 5 dispatchers successfully recertified EMD certifications.

- 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.

Five dispatchers attended 24 hours of professional training for EMD certifications and 1 dispatcher attended 16 hours of professional training for Dispatch Judo in 2013. Two dispatchers attended 8 hours of in-service training at Mercer County Sheriff's Office and the LEADS TAC attended 4 hours of in-service training at the Ohio Department of Public Safety.

- Continue the Safety Program of bi-monthly/quarterly refresher training

The Safety program of bi-monthly/quarterly refresher training was continued for all dispatchers.

- Provide training that accomplishes obtaining Continuing Education Units but does not require overtime to accomplish this.

Continuing Education requirements were met with the use of "When Seconds Count" training for each dispatcher quarterly requiring no overtime for completion.

#### **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.

The in-house Quality Assurance program was maintained above a 93% compliance rate in accordance with NAEMD procedures.

- Continue EMD QA Review Committee

The EMD QA Review Committee met during 2013.

- Hold an EMD Steering Committee to educate all regarding purpose of committee

An EMD Steering Committee meeting was not held in 2013.

- Continue updating and writing policies and procedures for Communications in accordance with CALEA, APCO, NENA, and NAEMD standards.

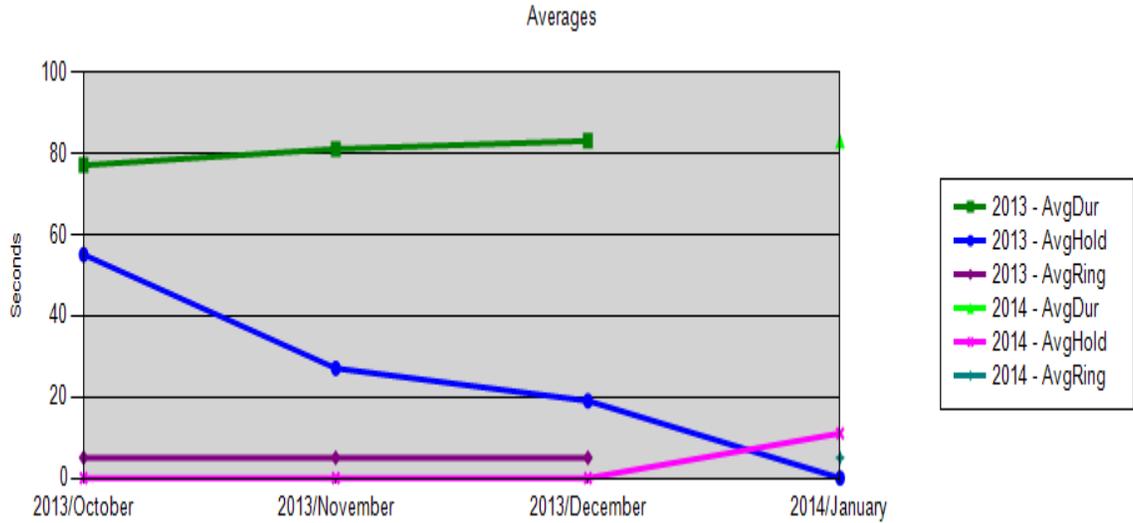
Policies and procedures for Communications continue to be updated in accordance with CALEA, APCO, NENA and NAEMD standards.

#### **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).

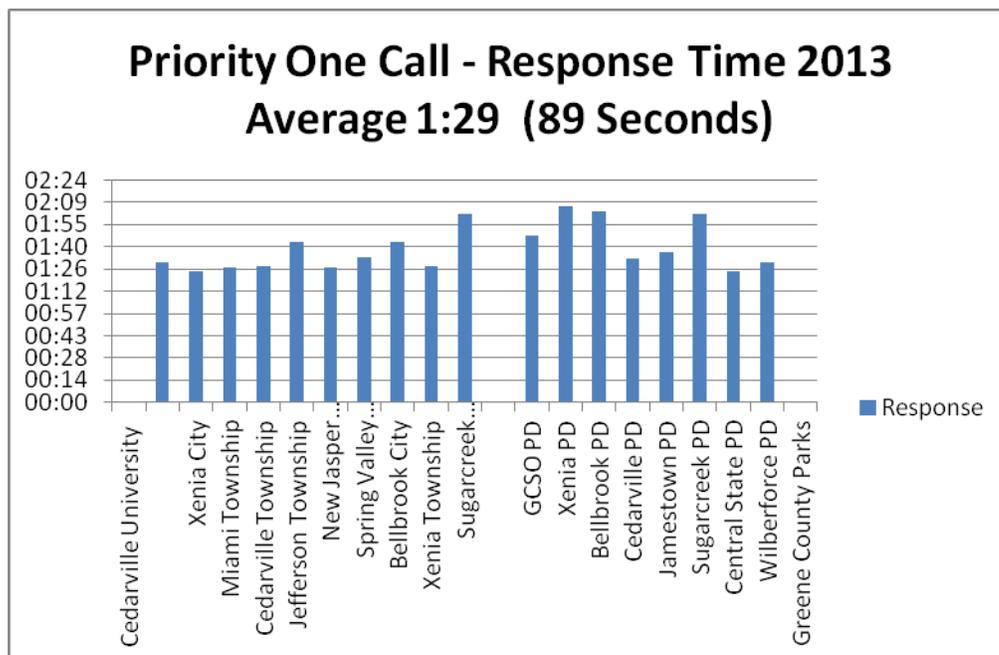
This goal was met in 2013. The average ring time for all calls was 5 seconds.



		Avg Dur Sec	Max Dur Sec	Avg Ring Sec	Max Ring Sec	Avg Hold Sec	Max Hold Sec	Hold Calls	Calls
2013	<a href="#">October</a>	77	1514	5	79	55	547	776	9775
	<a href="#">November</a>	81	1452	5	45	27	659	1519	11124
	<a href="#">December</a>	83	1477	5	64	19	1073	2301	11460
2014	<a href="#">January</a>	83	2833	5	60	11	897	2888	7757

- 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.

This goal was met in 2013. The interval from creating a call for service and dispatching an agency for 95% of Fire and Law Enforcement Priority One calls to the time the call was dispatched was an average of 1:29 (89 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.

This goal was met in 2013. All EMS calls that are coded ECHO and DELTA are priority one calls for Fire and Law Enforcement, 95% percent of priority one calls had an average time of 1:20 (89 seconds from the creation of a call for service to the time an agency was dispatched).

- 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.

All dispatchers requiring EMD recertification successfully passed the re-certification process with at least 80% proficiency.

#### **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.

The Communications Center will continue to strive to answer queries for LEADS in a timely manner.

- 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.

The Communications Center will continue to strive to make all LEADS entries of wanted persons, runaways juveniles and removal of all served or recalled warrants from LEADS in a timely manner with an acceptable 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.

Communications demonstrated a use of sick below 2012 levels. In 2013 Communications used 1095.15 hours of total sick leave. In 2012 total sick leave hours were 1102.

- Work to control hours and overtime outside the perimeter of less than maximum staffing.

The Communications Center increased minimum staffing from 3 to four with maximum staffing per platoon at 5 dispatchers due to the consolidation of Bellbrook and Sugarcreek Police and Fire departments. Due to this change in staffing, we were unable to 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.

Greene Central Communications actively participated in the radio interoperability and move to the MARCS radio system. The MARCS radio system was implemented successfully mid December, 2013.

- Collaborate on possible consolidations of 911 center to reduce overall costs to all parties involved.

Greene Central Communications successfully consolidated the operations of the Bellbrook and Sugarcreek Police and Fire Communications Center on September 15, 2013.

- Remodel center as required to accommodate radio and other changes needed in the communications center.

Greene Central Communications was able to successfully remodel and refurbish the communications center to better accommodate the new MARCS radio equipment as well as accommodate an additional dispatch position for the Bellbrook/Sugarcreek console.

#### **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.

Disaster Sirens testing continued monthly throughout 2013 on the first Monday of each month and bi-monthly refresher trainings also continued throughout 2013.

**CITY OF XENIA, OHIO**  
**FY 2014 OPERATING BUDGET: DEPARTMENT PERFORMANCE PLAN**  
**CENTRAL COMMUNICATIONS 1222**

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**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 2014.
- Provide an average of 8 hours of outside professional training in 2014 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 98% compliance in accordance with NAEMD procedures.
- Continue EMD QA Review 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.

**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 (2) minutes in 98% 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 2013 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.**

- Continue to work with other jurisdictions within Greene County to improve radio interoperability with the migration to the MARCS radio system.
- Continue the effective transition of the consolidation of Bellbrook and Sugarcreek into the 911 Center in order.
- Seek interoperability with Beavercreek and Fairborn 911 Centers in order to establish an effective emergency plan for all Greene County PSAPS.

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

- Continue testing the Disaster Sirens monthly to ensure proper functioning.
- Continue bi-monthly refresher training on the Emergency Weather Sirens and the Disaster sirens.
- Create an all-hazards emergency contingency plan for the 911 Center.