WAUPACA POLICE DEPARTMENT

2004 ANNUAL REPORT

The Mission Statement of the Waupaca Police Department is to serve our community with the enduring belief that in doing so, we serve ourselves. We believe that community problems require total commitment between ourselves and those we serve. As professionals, we view our responsibilities as covenant of public trust. We recognize that the primary purpose of our organization is not only the skillful enforcement of the law, but the delivery of humanitarian services which promote community peace.

Waupaca Police Department
Chief Tim Goke
124 S. Washington Street
Waupaca, WI 54981
715-258-4400

Waupaca City Council
Waupaca Police Commission
Mayor Brian Smith
City Administrator/City Clerk Henry Veleker

City Representatives,

Attached you will find the Waupaca Police Department Annual report for 2004. 2004 was a challenging year for the department due to staffing issues. Police Chief H. Bud O'Neill retired from the department on May 1st following 7 years as Chief. Police Officer Matt McDonald was called to active military duty in early June and has been serving his Country in Iraq. Officer Aimee Kontos was assigned light duty in early July and was then on Family Medical Leave for the remainder of the year. Dispatcher Cammie Robbins was also on Family Medical Leave for approximately 6 weeks.

In November, the Commission appointed a new Chief of Police following an extensive hiring process and I am proud to say that I was selected to fill the position!

2005 is shaping up to be a very challenging year. The creation of a Public Safety Building Adhoc Committee will be reviewing potential buildings plans for a new police department; the department will continue to seek State Accreditation, and we will be implementing a new Records Management System which is shared with the Waupaca County Sheriff's Office.

Myself and every member of the Waupaca Police Department look forward to serving the community in the most efficient, effective way possible in the years to come.

Respectfully submitted,

Timothy Goke
Chief of Police

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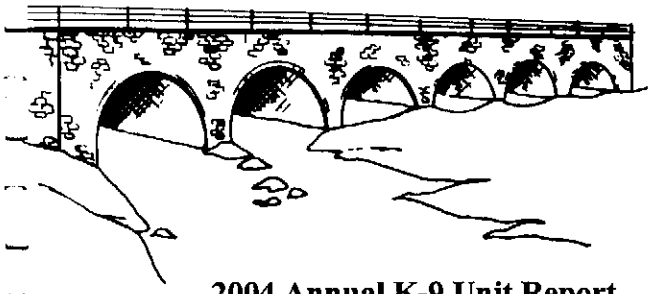

Waupaca Police Department

Chief Tim Goke
124 S. Washington Street
Waupaca, WI 54981
715-258-4400

2004 Annual K-9 Unit Report

Waupaca Police Commission
Waupaca Common Council
Chief Tim Goke
Mayor Brian Smith

Dear Representatives,

The Waupaca Police Department K-9 Unit completed its last full year of service in 2004. The K-9 Unit was established in 1998 with the strong support of the police commission and the community. K-9 Badger will be 9 years old in April and with my recent promotion to Lieutenant, it is no longer possible to continue as the department's K-9 handler. The job duties of Lieutenant do not permit me enough time to continue the training required to keep the K-9 proficient in his duties.

In 2004, the K-9 Unit conducted 16 narcotic searches, 3 tracking requests, 3 building searches, and performed 10 K-9 presentations. K-9 Badger also provided officer protection on all traffic stops that I conducted throughout the year. I have included a break down of the statistics since the program was implemented in 1998.

Waupaca Police Department K-9 Program Statistics

	1998	1999	2000	2001	2002	2003	2004
K-9 Narcotic Searches	22	30	32	30	20	21	16
K-9 Tracking	1	2	2	3	3	2	3
K-9 Evidence Searches	0	2	0	3	2	1	0
K-9 Building Searches	3	0	2	1	4	2	3
K-9 Presentations	20	20	23	20	19	14	10

K-9 Officer protection records are not kept but it should be noted that the K-9 acts as a back-up officer on every traffic stop by watching his partner and reacting if there is any threat of danger to the officer.

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Waupaca Police Department
Chief Tim Goke
124 S. Washington Street
Waupaca, WI 54981
715-258-4400

It has been an honor for me to serve as the first K-9 Handler on our department and in Waupaca County. The program requires a strong commitment on behalf of the department and the officer selected to be the handler. The program also benefits from the strong support of the community, and the residents of the City of Waupaca and Waupaca County have always supported our program. While attending K-9 Conferences around the state, I always mention how the funds were raised to start out program and other agencies envy our support. I anticipate keeping Badger visible in the community even in retirement.

Respectfully,

Lt. Geoff C. Johnson

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EQUAL OPPORTUNITIES IN
EMPLOYMENT - CURRICULUM - ACTIVITIES

November 19, 2004

Geoff Johnson
Waupaca Police Department
124 S. Washington
Waupaca, WI. 54981

Dear Geoff,

I would like to thank you for the professionalism and positive attitude displayed when the dog search at our school was performed on Friday. Great job!

I would also like to thank you for supporting the "Drug-Free" beliefs that are present within the schools in Wisconsin. I believe that together we can make a difference.

Again, thank you for your help with the search. We would like to use Badger's and your services again in the future. If you ever need a home for Badger, I have one for him!! (~___~)

Sincerely,

Randy Marsh, Principal
New London High School

2004 Budget Summary

The 2004 Budget for the Waupaca Police Department was $1,256,325.00 which does not include funding provided by the Waupaca Area School District for 2 Police School Liaison Officer positions, one assigned to the Middle School, and the other assigned to the High school. This funding accounted for approximately $85,281, of which 100% is reimbursed by the School District and, therefore, it is not included in the summary budget. Total expenses incurred for the year equaled $1,248,935, for an overall budget surplus of $683.00. Table 1 depicts the actual budget for specific programs for 2004.

In 2004, The Police Department experienced serious staffing shortages due to a retirement, an Officer on light duty and family medical leave, and an Officer being called to active Duty in the Marines. A strong effort was made to utilize part time staff which eased the staffing burden, however, that line item exceeded to budgeted amount by $3,509. In addition to the staffing issues, the City experienced greater than anticipated health insurance payments, retirement payments, social security payments, and life insurance payments which exceeded the budgeted amount in excess of $20,000. Many adjustments were made throughout the year to compensate for these over expenditures including reducing the School Safety Patrol (Crossing Guards) by 1 position, and utilizing part time dispatch staff to cover a full time employee out on family medical leave.

2004 BUDGET SUMMARY			
	Budgeted	Actual	Difference
Police Administration	$220,673	$215,402	$5,271
Police Patrol	$741,087	$767,531	($26,444)
Clerical	$181,839	$176,020	$5,819
Emerg. Duties	$500	$3,103	($2,603)
Public Relations	$0	$117	($117)
School Patrol	$19,508	$12,957	$6,551
Parking Enforcement	$4,099	$1,688	$2,411
Capital	$39,350	$39,271	$79
Bldg Maint	$29,269	$28,556	$713
Bldg Capital	$20,000	$10,997	$9,003
TOTAL	**$1,256,325**	**$1,255,642**	**$683**

Table 1

2004 Revenue Summary

The total revenue generated by the Waupaca Police Department in 2004 was $130,867, an approximate increased of 28.5% over 2003. Table 2 depicts the actual source of revenue over the past 5 years, and Figure 2 depicts the average percentage in each category for 2004.

POLICE DEPARTMENT REVENUE SUMMARY					
	2004	**2003**	**2002**	**2001**	**2000**
traffic	17,138.00	18,322.00	15,106.00	15,900.00	18,715.00
misdemeanors	19,222.00	24,590.00	19,669.00	28,538.00	22,827.00
parking	19,663.00	21,074.00	12,954.00	12,213.00	12,458.00
alarms	375.00	45.00	60.00	555.00	985.00
copies	1,012.00	1,417.00	960.00	2,326.00	1,062.00
immobilize cars	125.00	65.00		90.00	40.00
liaison	73,332.00	36,332.00	35,608.00	29,925.00	32,761.00
totals	**130,867.00**	**101,845.00**	**84,357.00**	**89,547.00**	**88,848.00**

Table 2

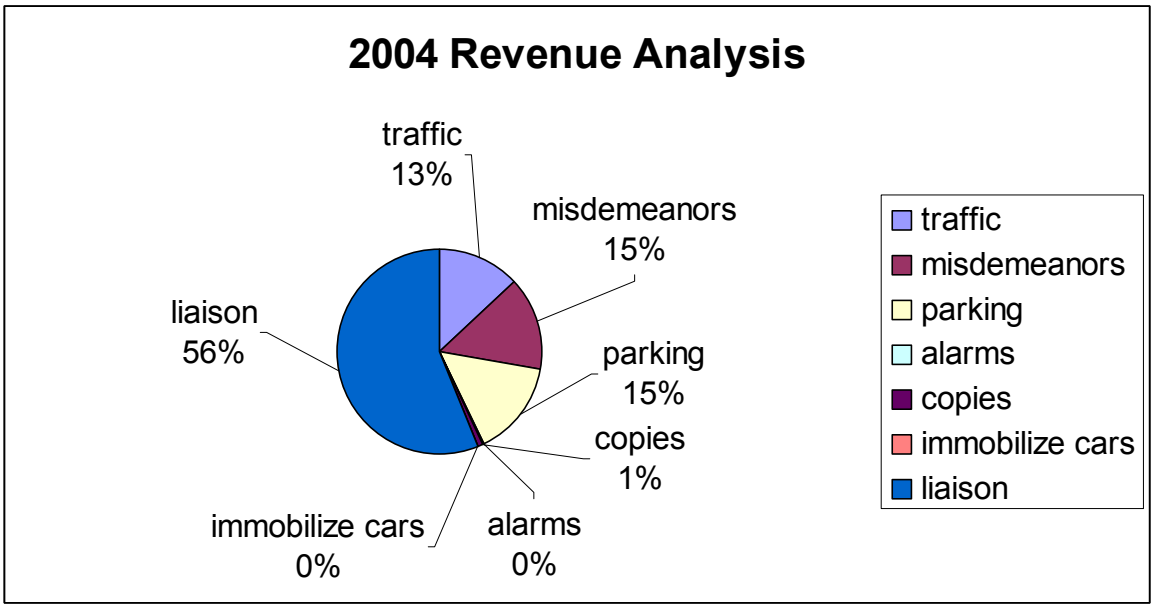


Figure 1

Police Department 2004 Incident Analysis

The Police Department tracks every call an Officer is called to, including all self initiated field activity (SIFA). Table 3 depicts the 2004 yearly summary with a percentage depicted for each category shown in Figure 2. A summary of each category is as follows:

Assist: General citizen assists to include assisting EMS, FIRE, businesses, motorists (i.e. lockouts), and assisting other agencies.

Criminal: All calls related to criminal activity, such as burglaries, thefts, drug offenses, and domestic disturbances.

General: This category includes a variety of services, including animal complaints, delivery of council and other legal notices, follow up investigations, and community presentations:

Ordinance: General ordinance violations, such as animal complaints, disturbances, bad checks, truancy, and permit violations.

Service: General service related calls, such as missing persons, special patrols, and warrant arrests.

Traffic: All traffic related calls, such as speeding, OWI, school zone enforcement, traffic direction, and accident investigation.

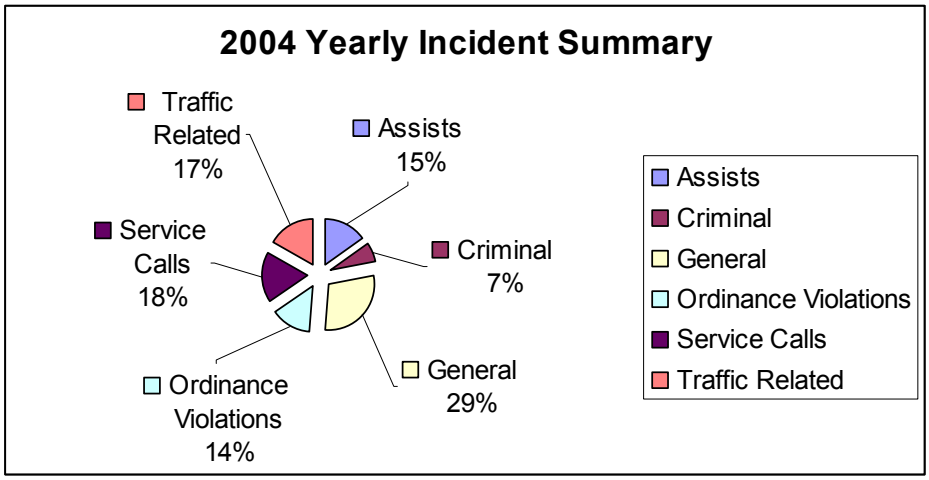


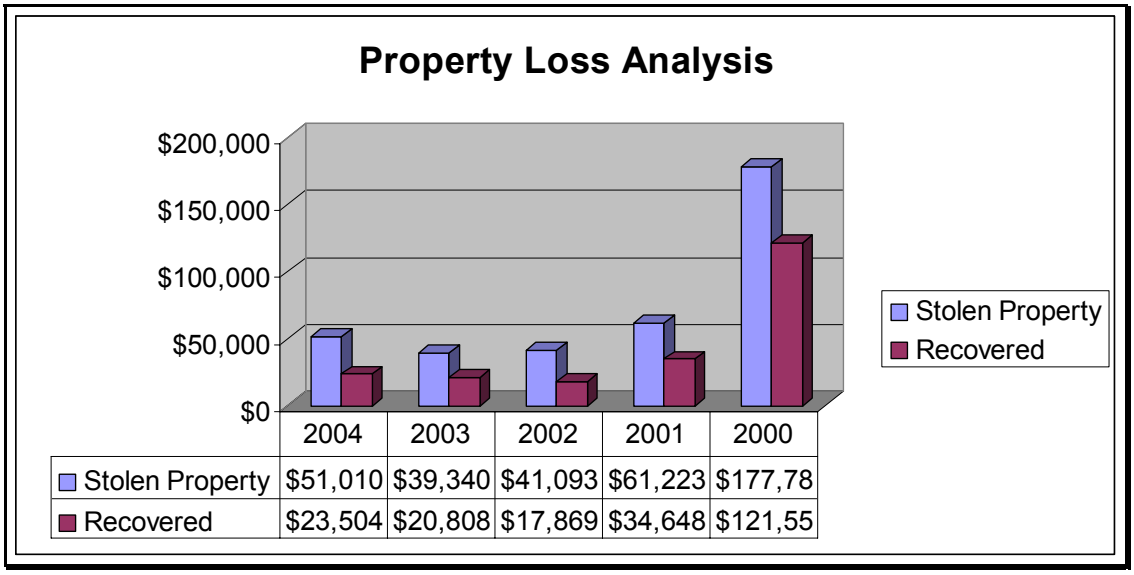
Figure 2

Assists	1194
Criminal	530
General	2300
Ordinance Violations	1106
Service Calls	1402
Traffic Related	1294
TOTAL CALLS	**7826**

Table 3

2004 Property Loss Analysis

The total property loss (theft) for 2004 was reported at $51,010, and the amount of stolen property recovered was $23.504, or just slightly more than 46%. In 2003, the statewide recovery rate average was 42%. Figure 3 depicts a property loss analysis over the past 5 years.



	2004	2003	2002	2001	2000
Stolen Property	$51,010	$39,340	$41,093	$61,223	$177,78
Recovered	$23,504	$20,808	$17,869	$34,648	$121,55

Figure 3

Uniform Crime Reporting Summary

The Federal Bureau of Investigation's Uniform Crime Reporting (UCR) Program, which began in 1929, collects information on the following crimes reported to law enforcement authorities: homicide, forcible rape, robbery, aggravated assault, burglary, larceny-theft, motor vehicle theft, and arson.

In 2004, The WPD saw a relatively sharp increase is Assaults, from 2 in 2003 to 29 in 2004. This is a result of a review of our reporting procedures, which now puts us in compliance with UCR requirements.

UNIFORM CRIME DATA SUMMARY					
	2004	2003	2002	2001	2000
Murder	0	0	0	0	0
Rape	2	0	0	0	0
Burglary	27	15	38	21	27
MV Theft	6	5	4	9	14
Robbery	1	0	0	0	1
Theft	183	147	118	124	279
Assault	29	2	9	12	2

Table 4

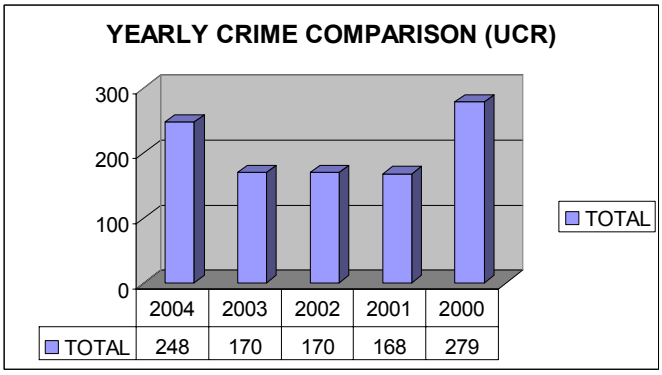


Figure 4

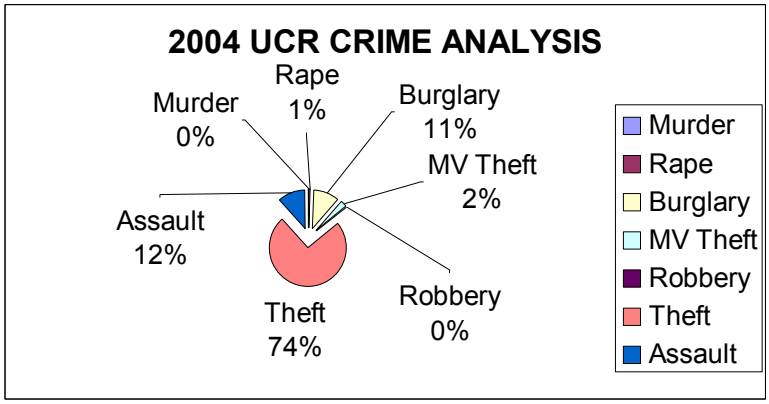


Figure 5

2004 Criminal Arrest Analysis

Figure 6 depicts the actual number of total criminal arrest made by the Waupaca Police Department. Figure 7 and 8 depict a percentage breakdown of all arrests made in 2004. Although the total number of criminal arrests made were down by about 35% when compared to 2003, there was an increase in the issuance in ordinance citations in lieu of criminal referrals by almost 52%.

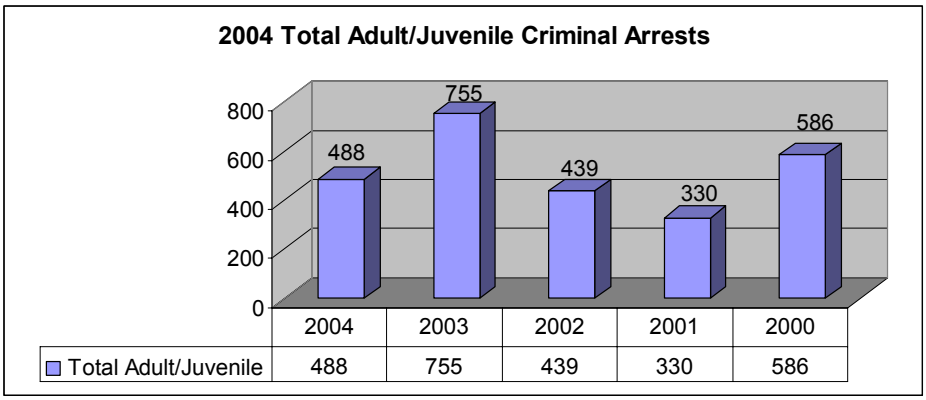


Figure 6

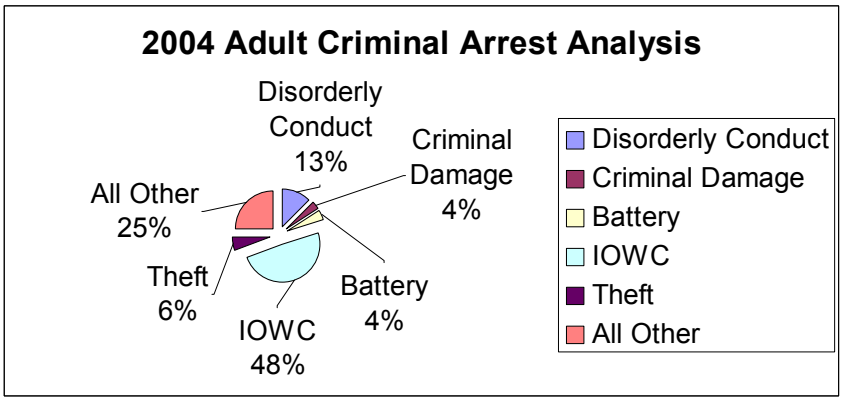


Figure 7

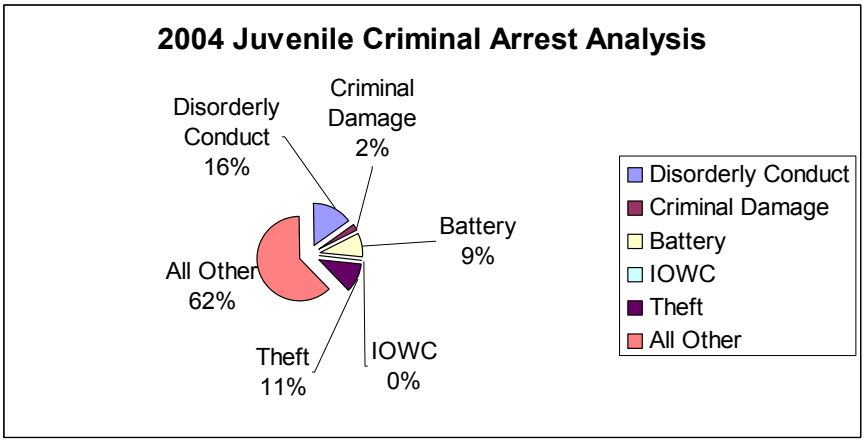


Figure 8

2004 Citation Analysis

Table 5 depicts the actual number of citations, both traffic and ordinance violations issued over the past 5 years. For 2004, traffic citations were down considerably, while the issuance of ordinance citations was higher than any previous year.

CITATION SUMMARY

YEAR	TRAFFIC	UNDERAGE ALCOHOL	ORDINANCE	TOTAL
2004	544	69	425	1038
2003	916	104	279	1299
2002	486	99	265	850
2001	449	119	260	828
2000	478	103	362	943

Table 5

Figure 9 depicts a percentage breakdown of all traffic citations issued in 2004.

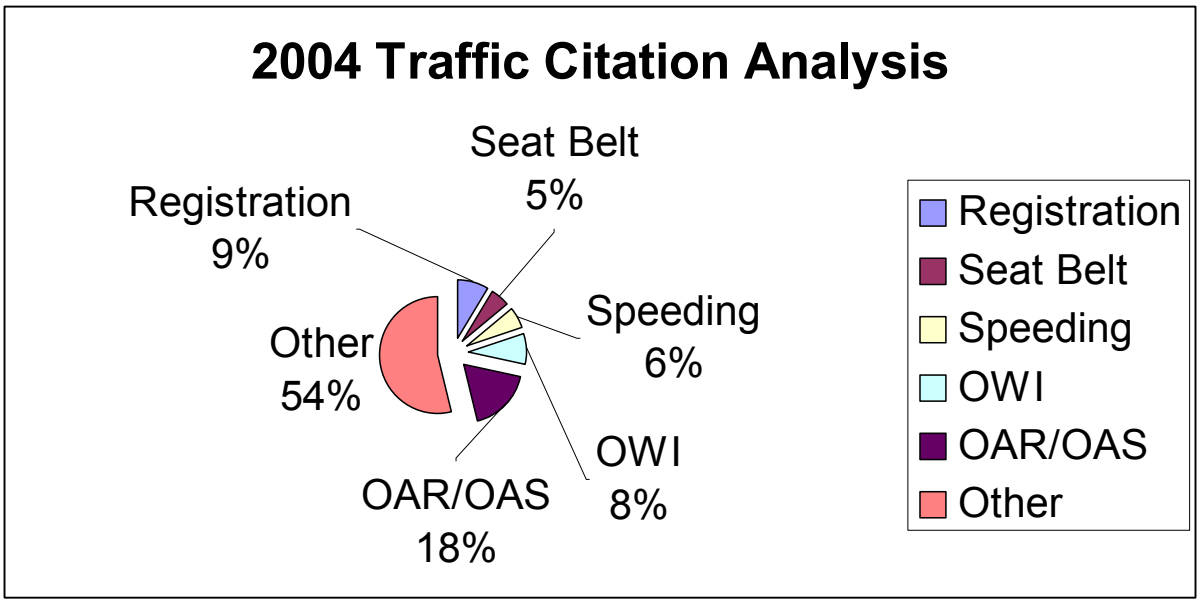


Figure 9

2004 Parking Citation Analysis

Figure 11 depicts a percentage breakdown of the total number of parking citations issued in 2004, and Table 6 shows a comparison of citations issued over the past 5 year period.

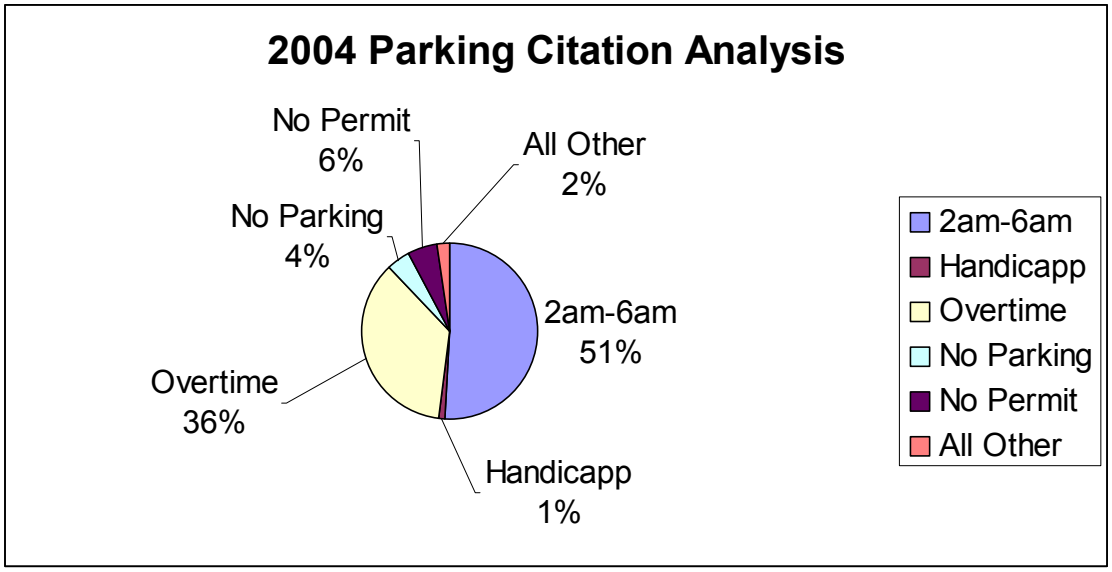


Figure 10

Parking Citation Breakdown

	2004	2003	2002	2001	2000
2am-6am	995	1029	971	788	488
Handicap	19	3	3	3	11
Overtime	709	809	561	743	477
No Parking	80	80	64	162	9
No Permit	108	113	73	256	9
All Other	46	30	28	30	63
Total	**2018**	**2064**	**1716**	**1884**	**1210**

Table 6

STAFFING LEVELS

In terms of Wisconsin averages, there were 2.35 sworn officers per 1,000 residents, 0.90 civilians per 1,000 residents, and 3.25 total employees per 1,000 residents, based on 2003 averages. The number of employees per 1,000 is related to a variety of factors including crime level, geographic coverage, size of agency, and budgetary issues.

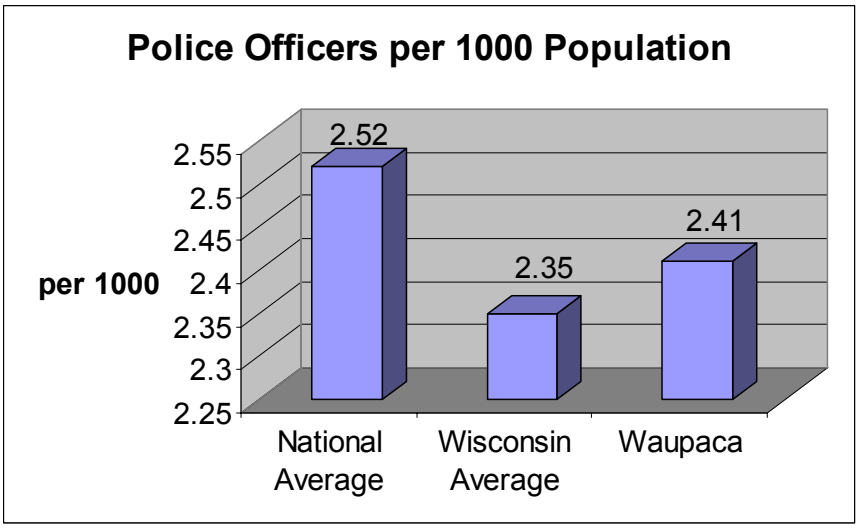


Figure 9

As of January 1, 2004, The Waupaca Police Department employed 14 full time sworn officers, and 4 full time non-sworn employees. Based on current population, Waupaca has 2.41 sworn officers per 1,000 residents, and .69 non-sworn per 1,000 with a total of 3.1 employees per 1,000 residents. Figure 10 depicts that National average, State of Wisconsin average, and the actual number of officers employed per 1,000 residents for the City of Waupaca.

On May 1, 2004, Chief H. Bud O'Neill retired from the Waupaca Police Department after serving the department for 7 years. In June of 2004, Officer Matt McDonald was called to active service with the Marines and was deployed to Iraq. In addition, Officer Aimee Kontos was assigned light duty during a pregnancy which created a serious staffing level deficiency throughout the remainder of the year. Dispatcher Cammie Robbins was also out on a pregnancy and a full time dispatcher resigned to take a position with the Waupaca County Communications Center.

STAFF

Chief Tim Goke
Lt. Geoff Johnson
Sgt. James Kirk
Det/Sgt. Brian Hoelzel
Ofc. Tom Hansen
PSLO Bob Lewinski
PSLO Bill Zelenski
Ofc. John Helgeson
Ofc. Chad McClellan
Ofc. Matt McDonald
Ofc. Nicole Jacobs
Ofc. Aimee Kontos
Ofc. Mario Graceffa
Ofc. Lisa Benitez

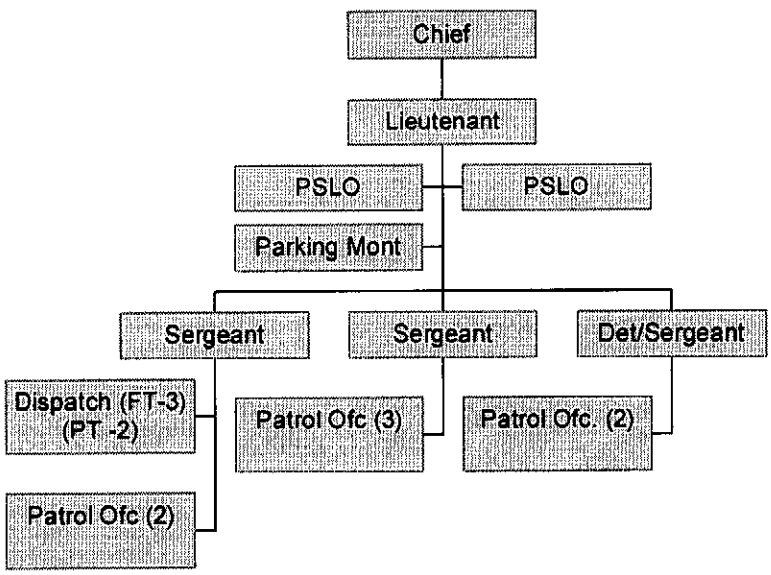
Part Time Ofc. Diana Flatoff
Part Time Ofc. Scott Romeis

Dispatcher Cammie Robbins
Dispatcher James Vinz
Dispatcher Kitti Baldwin

Part Time Dispatcher Mark Bock
Part Time Dispatcher Pam Reitz

Parking Monitor Angel Janusch

WAUPACA POLICE DEPARTMENT
ORGANIZATIONAL CHART



Waupaca Police Dept 2005 Goals

Priority scale (10-highest----------0- lowest)

Rating	GOAL
10	Develop a plan for a public safety building that meets the needs of the police department. Visit other police departments to gather ideas what worked best for their departments and what we will need to provide the best service to the community while keeping the building cost to a minimum.
10	Analyze the cost effectiveness of the dispatch center. Work with Waupaca County Sheriff's Office to study the possibility of consolidation.
10	Implement job description plan to create an Administrative Assistant/Dispatcher position
10	Implement new Records Management System through consolidation with the Waupaca County Sheriff's Office.
9	Review the current patrol schedule and attempt to provide additional coverage during the 8P-7 shift.
8	Implement the use of the Advanced Taser M26 for patrol staff. Develop a policy and schedule training for the officers in the use of the Advanced Taser M26.
8	Study current "on call" practice and implement policy, and bring forward a recommendation for compensation.
7	Address the current status of the Accreditation Process and develop a plan to move forward to meet the requirements and standards set forth by WILEAG. Provide the department staff with a unified set of policies and procedures.
7	Create a new format and implement a bi-annual evaluation process for the patrol officers.
5	Formulate a plan to integrate a K-9 Unit to replace the future retirement of K-9 Badger. The plan should include the application process for the handler and fund raising proposals.
5	Create a one year eligibility list for full and part-time officers
4	Implement a Citizens Police Academy and review our community orientated programs such as Neighborhood Watch programs and Crime Prevention.
4	Research available funds for equipment to offset budgetary cuts. (Grant Writing Schools)