***Ryan M. Burkholder (Chief of Police)* **

**October 1st, 2018 – October 1st, 2019**

**Yearly Report \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Overview***

The yearly report from October 2018 through October 2019 consisted of 7,426 Calls for Service, 256 Offense Reports were generated, and 271 Traffic Citations were issued in the Village of Bluffton. The previous yearly report from October 2017 through October 2018 consisted of 7,516 Calls for Service, 335 Offense Reports generated, and 394 Traffic Citations were issued in the Village of Bluffton. The Bluffton Police Department service calls has decreased by 90 Calls for Service, decrease by 123 citations issued, and decrease of 79 Offense Reports.

***Capital Improvements***

* Body Armor (Replacement every 5 years) Grant completed received just under 10K.
* Gun Racks and Storage boxes
* Computers (MDT’s) pending e-citation software
* Traffic Vests
* Rain Jackets

The capital Improvements have all been completed for this year.

 ***Administrative Reports***

 Monthly Activity Reports UCR (FBI Report)

 Domestic Violence Report BMV Records of Vehicles

 Citations Records Misdemeanor Records

 Retention of Records BMV Record Accounts

 LESO Records FEPMIS Records

 Clergy Reports Juvenile Quarterly Detention Reports

 Juvenile Yearly Race Reports Human Trafficking Reports

 OHLEG Reports OPOTA Records (Hiring, Resigned, and Retired)

 DAWN Reports OPOTA Training Records (CPT)

 BMV Salvage Titles

***Bluffton Police Department Officers Additional Duties***

The additional officer’s duties include specialized jobs, tasks, or reports which help the department function. The additional duties also give an officer the opportunities to explore areas of the department where they become an expert or allow them to build on their leadership skills. The additional duties are either designated by the administrative team or requested by the officer (s).

 \*See attached document

***Community Events***

University Graduation Festival of Wheels Fall Festival

 Homecoming Parade Homecoming Dance Homecoming Bonfire

 Blaze of Lights Prom Memorial Day Parade

 Bike Rodeo Relay for Life (5K) Craft Show

 National Night Out Ride to Remember

***2019 Department & Individual Training***

* ***Individual***

Officer Hannah – Critical 1st Aid,

Officer Francis- Critical 1st Aid, Drug Identification,

Officer Rayle – Officer Wellness,

Officer Michael- 80 Hour Basic Instructor OPOTA, Detective Training

Officer Kent- Marijuana Laws,

Sgt. Hochstetler – K9 Training

Lt. Oglesbee- Detective Training

Chief Burkholder- Chief in- Service, Domestic Violence Instructor, Procedural Justice Instructor, and Stops and Approach Instructor, Officer Wellness, Church Security Program

***Officers attended Owens Community College for additional training courses and online courses as well throughout the year.***

* ***Department Training Topics***

In 2019, we utilized Lexipol with DTB’s ***(Daily Training Bulletins)*** which I selected and issued the topics to the officers. There were 61 topics covered and tested and are as follows…

1. Vehicle Operations 2. Use of Force 3. Supportive Services

4. Search and Seizures 5. Personnel 6. Officer Safety & Tactics

7. Equipment 8. Additional Topics 9. Custody and Detention

10. Investigations & Enforcement

* ***Policy Manual & Ohio Collaborative***
1. 300 – Community Relation
2. 314- Discriminatory Harassment
3. 340 – Community Relations
4. 401 - Bias Based Policing
5. 807- OHLEG
6. 808- Chaplain – Volunteer Program
* ***EOPOTA Courses (Ohio Police Officer Training Academy)***
1. Ohio’s Child Passenger Safety Law
2. Procedural Justice & Police Legitimacy
3. OH-1 Update Crash Report
4. Responding to Human Trafficking
5. Crisis Intervention
* ***Emergency Medical Responders (EMS training)***
1. CPR Health Care Renewal
2. AED Training
3. Pharmacology, EPI, Naloxone, Nitro
4. START Triage
5. State Trauma Triage
6. 1st Responder emergency responds to active shooter
* ***Firearms Training and Taser Training***

The police department had two range dates for this year which all officers successfully requalified and meant the OPOTA standards. Open ranged date also was given for personal improvement in November.

The police department has also completed its yearly requalification of the Taser and all officers are up to date on training.

* ***Additional Officer Training***

At our September Department Meeting, I scheduled a guest speaker for the officers to meet. Sheriff Michael Heldman came and spoke about his career and met our department personnel.

***Major Department Cases***

Lt. Oglesbee – Armed Robbery

Lt. Oglesbee – Murder case stemmed from Bluffton but located in Lima in a pond

Lt. Oglesbee- Human & Sex Trafficking Case

Sgt. Hochstetler and Kato & Dominic Francis – Major Marijuana seizure from a traffic stop.

Sgt. Hochstetler and Kato & Dominic Francis – Major drug seizure from a traffic stop meth, cocaine, LSD, Heroin, and Marijuana

***Programs / Activities for the Community***

* ***ALICE Training***

The police department put on an ALICE training course for the GROB supervisors and key personnel at ONU in Ada. Sgt. Hochstetler was the main presenter for the event.

* ***Senior Citizen Guest Speaker***

 I conducted two presentations at the Senior Citizen Center on the topic of Police Technology. The attendance was approximately 20 members on the first event and approximately 65 on the second event.

* ***Guest Speaker for Lions Club Meeting***

I was a guest speaker for the Lions Club meeting and covered the topic of Police Department Structure and Common IRS scams.

* ***K9 Unit***

The K9 program has been a great success with taking drugs of our street and out of our community. Additional events Sgt. Hochstetler and Kato did included several meets and greets in the community.

1. Bluffton Elementary School with the students / teachers
2. Bluffton High / Middle School with the students / teachers
3. Senior Citizens Center
4. Maple Crest – Poinsettia Club
5. St. Johns Church – Hero Day Vacation Bible School
* ***Bike Rodeo***

Officer Hannah coordinated the Bike Rodeo with several other community leaders. The event was another great success with helping the child of our community learn bike safety rules, basic rules of the roadway, getting a free safety helmet, night reflective lights, and free light snack.

* ***D.A.R.E. Program***

Officer Hannah successfully completed the first year of running our DARE program in the schools since the 1990’s. I have had nothing but positive feedback on the program.

* ***Safety Pup Program***

Officer Hannah had another successful year in running the Safety Pup program in our local schools.

* ***Church Security Program***

I was requested by BAMA (Bluffton Area Ministries Associates) for safety recommendations for their place of worship. The project included an Ohio Crime Prevention training in Bucyrus, Ohio on direction on how to form a program for the local churches. Over the past several months, I attended meetings and had discussions with each of the churches and staff on improving their safety. I then created a booklet of information for each individual church setting.

* ***Rite – Aid (Drug Take Back Program)***

In 2018, the police department was able to receive a grant from Rite Aid to be able to have a drug take back container in our lobby. The container gives the citizens a safe place to dispose of their medications rather than in their trash or left in the cabinets. The program helps keep the drugs off the streets. The program continues with great success.

***Department Awards***

* ***Awards***

Officer Francis – Recognized in the Attorney General Office as Officer of the Year for our department

* ***Letters***

Officer Francis- Letter of Commendation

Sgt. Hochstetler & Kato – Letter of Commendation for drug seizure

Sgt. Hochstetler & Kato – Letter of Commendation for assisting in the locating a missing mental health citizen.

Corporal Kent- Letter of Commendation for assisting in the locating a missing mental health citizen.

* ***Note of Appreciation***

Officer Francis Officer Hannah Officer Rayle Officer Michael

Officer Kent Sgt. Hochstetler Lt. Oglesbee

***2019 Chief’s Meetings attended***

Allen County Chief’s (Monthly) Hancock County Chief’s Meeting (Quarterly)

LEPC – Hancock (Quarterly) LEPC Allen County

Allen County Detectives (Monthly) 2nd Districts Chief’s Meeting (Quarterly)

Lima- Allen Co. Safer Community Council Meetings (2 month)

Perry ProTECH (Quarterly)

***2018 Records & Background Checks (Chief’s responsibility)***

I fulfilled 256 requests for records which led to making copies of reports, emailing reports, searching the systems, and typing letters regarding the results. The requests were filled in a timely manner. I have kept record of these requests as well.

***2019 Inspections***

1. The Ohio Department of Public Safety conducted their yearly inspection at our station. We passed on all the equipment in which we use.
2. Evidence Room Accountability. I randomly inspect the evidence room. Cpl. Kent passed the inspection by being able to physically produce evidence which was randomly selected off the list.

***Nixle Alerts***

 October 2018 to October 2019, I sent out 38 Nixle alerts to the community. These alerts were related to weather, road construction, or public safety events. The alerts are attached in the binder as well.

***Chief’s Calls for Service***

 October 2018 to October 2019, I had 943 documented calls for service which did not include phone calls in the office, home, etc. I have attached my calls for service generated in CISCO.

***2019 Chief’s additional Coverage***

* ***Holiday’s worked***
1. Memorial Day (Day Shift)
2. July 4th (Night Shift)
3. Labor Day (Night Shift)
4. Christmas (Night Shift)

In addition to these holidays, I worked several other night shifts to assist in attempting to apprehend the suspects breaking into cars and garages. On several other occasions, I worked Saturday and Sunday mornings, being available for the part-officers if they needed anything.

In Conclusion, I believe 2019 was a very productive year with several positive highlights listed in the report. My focus is to make sure we provide the highest level of service for this great community. I believe I have a great team that works with me. In closing, I will continue to strive to make sure those officers are taken care of.

Respectfully,

Ryan M. Burkholder

Chief of Police