

# Mentor Police Department



## 2019 Annual Report

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# Foreword

As Chief of Police, I am proud to present the 2019 Annual Report for the City of Mentor Police Department. This report details the activities and progress made by the department in 2019.

The format is a compilation of individual section reports brought together into a single document. This allows for a unique overview of department operations as viewed by the personnel who are responsible for program implementation. The Mentor Police Department continues to receive much support from the City Manager, his staff, other city departments, and City Council. It is vitally important to also acknowledge the support offered by the citizens of this community. Our community continues to reach out a hand



to law enforcement, and we are proud to join with you to make this city a safe place to live, work, and play with strong police-community relationships.

It was a rewarding year, and I am proud of the organization's accomplishments. I'm honored to lead an outstanding department of dedicated men and women. The Mentor Police Department is dedicated to reaching the highest standards of professionalism through unrivaled personnel, policies, training, and technology.

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Ken Gunsch  
Chief of Police

# Mission Statement

**W**e, the members of the Mentor Police Department, vow to uphold the Constitution of the United States and the State of Ohio, to maintain order, and to protect life and property. We pledge to promptly deliver the highest quality service and wisely use available resources. We shall strive to improve the quality of life for the community and endeavor to be role models.

**W**e will accomplish our mission through innovation, problem-solving, and community involvement.

**I**n accepting this challenge, we will genuinely pursue our core values of Integrity, Caring, Fairness, and Professionalism.

## **INTEGRITY**

**We are dedicated to** individually upholding the public trust and being held accountable for performing our duties ethically, morally, and honestly.

## **CARING**

**We are dedicated to** showing concern, courtesy, and sensitivity to ourselves, fellow employees, and those we serve. We will be compassionate and treat everyone as we wish to be treated.

## **FAIRNESS**

**We are dedicated to** treating all persons with respect, understanding, and dignity. We will consistently use common sense in a non-discriminatory fashion to promote harmony and equality.

## **PROFESSIONALISM**

**We are dedicated to** providing the community with a competent, responsive, and supportive department. We will provide quality service through effective communication, cooperation, and personal involvement. Our commitment to excellence in all we do will present a professional image.

**T**he Mentor Police Department consists of three major divisions, each responsible for separate duties and functions, but designed to offer support to each other. Currently the Police Department consists of the Administrative Division, Operations Division, and Support Services Division. The Command Staff of the Police Department is made up of the Chief of Police, who oversees the entire Department, and three Captains each of whom command one of the three Divisions. The Command Staff works at coordinating all the efforts of the Police Department to achieve the Department's goals and objectives. The Chief and the Captains are assisted by two full time secretaries. The Victim's Assistance program is directed through the office of the Chief of Police.

## **2019 Distinguished Awards**

In an effort to recognize outstanding work and achievement, the Mentor Police Department has adopted the Lake County Association of Chiefs of Police (LCACP) Award Program. The awards consist of a citation bar to be worn on the officer's uniform and a written account of the award to be placed in the officer's personnel file.

Some awards are issued internally through the department. The Medal of Honor, Distinguished Service, Combat Cross, Injured on Duty, and Life Saving Award are normally awarded by the LCACP awards committee. Occasionally an officer is recognized for his or her achievements by outside agencies and businesses.

<b>Ptl. Kevin Hatch</b>	<b>Lake County Chiefs of Police Lifesaving Award</b>
<b>Steven Ondercin</b>	<b>Officer of the Year (for 2018)</b>
<b>Libby Santon</b>	<b>Civilian of the Year (for 2018)</b>
<b>Michael Danzey</b>	<b>Exceptional Service Award (May)</b>
<b>Matthew Jacob</b>	<b>Exceptional Service Award (May)</b>
<b>Paul Balongie</b>	<b>Letter of Commendation (April)</b>
<b>Curt Davis</b>	<b>Letter of Commendation (May)</b>
<b>Richard Smith</b>	<b>Letter of Commendation (May)</b>
<b>Mike Fuduric</b>	<b>Letter of Commendation (July)</b>
<b>Scott Bell</b>	<b>Letter of Commendation (July)</b>

## Mentor Police Department Victim Assistance Program



The Mentor Police Victim Assistance Program addresses the needs of crime victims in the cities of Mentor and Mentor on the Lake. Our program has served about 6,000 victims since its inception in 1997. The program currently employs one full time Victim Advocate who works in cooperation with the police department, municipal court, probation department, and prosecutor's office in assisting victims through the criminal justice process. A volunteer also provides clerical assistance to the program.

The goal of the program is to provide prompt, personalized services to citizens victimized by crime. Victims are provided written notifications regarding hearings and made aware of their rights as a victim. Victims are welcome to meet individually with the Advocate concerning their individual needs and concerns. Services may begin from the moment a victim makes a police report and continue through sentencing. The Advocate is available to provide victims with court accompaniment, crisis intervention, complete explanation of the criminal court process, referrals to counselors and social service agencies, notification of court hearings, assistance in obtaining protection orders, notification and awareness of VINE (Victim Information and Notification Everyday), obtaining restitution, and assistance in completing Victim Impact Statements and Victims of Crime Compensation applications. Additionally, victims of Domestic Violence are provided with comprehensive services including safety planning, referrals, and information packets. Victims receiving services in 2019 ranged from age 1 through 81 years old.

The Mentor Victim Assistance Program served 275 Victims in 2019, an increase of 31% from the previous year. Of these, 114 were victims of domestic violence, comprising 40% of all victims served in 2019. Given the complexity of domestic violence, these cases typically are provided the most extensive services including crisis intervention, safety planning, referrals, and no contact orders. It is not uncommon for the advocate to work with the same victim over a prolonged period to provide ongoing support and advocacy to enable the victim to leave the abusive relationship.

In addition to domestic violence, other crimes such as assault, menacing, burglary, robbery, and theft are major areas of focus for the program. Services were provided to 75 felony crime victims who were provided advocacy and information during arraignment and preliminary hearings. Additionally, the Victim Advocate contacted victims prior to arraignment to assess the need for No Contact Orders as bond and/or probation conditions. The Advocate then completed and presented those recommendations to the court. During the year, 187 No Contact Orders were initiated and processed by the Victim Advocate.

The program works in concert with the Mentor Municipal Court Judge, Mentor Prosecutor, Probation Officers, Lake County Victim Assistance Office, and other community agencies in the best interests of all crime victims to provide quality services. The Victim Advocate is a member of the Northeast Ohio Victim Assistance

Taskforce, Lake County Suicide Prevention Coalition, and the Domestic Violence Taskforce. As a member of the Lake County Suicide Prevention Coalition, the Victim Advocate has coordinated training for Mentor Police Correction Officers to improve skills related to assessing suicide risk in prisoners.

The Mentor Police Victim Assistance Office receives funding through a grant from the Victims of Crime Act. The program is conveniently located within the Mentor Police Department Building and can be reached at 440-205-2438.

## **Historian**

In late 2010 it was decided that the police department needed to make a special effort to preserve its history. The volunteer position of a Police Historian was created to document, record, and honor past officers and the history of the department. Detective Steve Ondercin has volunteered to be the Historian. In the spring of 2011 display cases crafted by the city road department woodshop were installed in the patrol hallway where officers passing them are reminded of the rich history of their department and the citizens that are served.

Donations were received from retired officers and others to preserve the past and honor those officers with some treasured photographs, memorabilia, and old equipment. Both display cases are filled, but their content is frequently getting updated. Since today is tomorrow's history, the department is constantly collecting items, especially photographs of officers and current equipment.

## **Administration Division**

The Administrative Division is responsible for the Community Services Unit, Court Services Unit, grant procurement and management, labor contract management, personnel, training, research and project management, liaison with the City IT department, and working with Public Works to manage the Department's fleet of vehicles.

Due to several recent retirements the department offered a police officer entrance exam in Spring 2019. The hiring process is a very detail oriented and involved endeavor and continued through the end of the year. As a result of the hiring process, eight officers were hired in 2019. One officer resigned during his field training program.

In early 2019 we finalized the ability to file crash reports with the State electronically, as opposed to copying and mailing the reports. This feature allows people to view their crash reports at the Ohio Department of Public Safety website very quickly, usually within one business day of the report being filed. The reports can be downloaded or printed from that website at the user discretion. Another, on-going project for the department involves electronic ticketing. After working with the State and the vendor for much of 2019 we should be utilizing this technology in early 2020.



## Court Services

The Court Liaison Officer, a sworn Mentor Police Officer, is responsible for the security and safety of the Mentor Municipal Court. The position is comprised of four part-time Officers. This allows for flexible scheduling. There are also two additional part-time Officers (unarmed) that manage the front door of the Court and Police Department entrance. They make sure all people entering have business with these areas and are scanned for weapons, contraband, etc.

The Court Officer performed daily security checks of the courtrooms, all offices, hallways, stairwells, and outer perimeters. Panic alarms were tested monthly and the results documented. The Court Officer discussed and reviewed safety and security issues with the Bailiffs and the front door officers.

The Court Officer ensured timely delivery of any official documents to and from the Courts including criminal complaints, arrest reports, traffic citations, warrants, jail commits, and subpoenas. An additional duty included transporting prisoners between the Court and Lake County jail. During 2019 the department purchased a new prisoner transport van. The transportation section of the van has three separate units capable of holding ten prisoners. This allows for separation of male and female prisoners or co-defendants, if needed.

## Community Service Unit

All members of the Mentor Police Department, as part of an officer's normal operation and contact with the public, perform the function of community service. The Community Service Unit has continued to cultivate a positive image for the police department through educational programming in addition to daily interaction with the public.

This year saw the retirement of Crime Prevention Officer Colleen Petro after several years in the unit. Officer Scott Bell was moved into the position from the Patrol Division in April, along with a part time civilian, Tracey Woodward.

For the past 20 years the Unit has completed extensive informational and statistical packets for the annual awards presented by the Northeast Ohio District American Automobile Association. The City of Mentor received top honors for the eighth straight year with the prestigious Platinum Award in showing leadership for traffic safety programming and projects.



AAA Safety Advisor Lori Cook presenting the platinum award to MPD

The Mentor Police Department Community Service Unit participated in a variety of community and business safety events. For the past 30 years the Unit has sponsored the third-grade seat belt program and poster contest, where we focus on educating third graders from all eight Mentor Elementary Schools about the importance of proper seatbelt safety and regulations.



The School poster contest winners received many prizes donated by local businesses and were invited to the Great Lakes mall and presented their awards during Hero's Day in May. The program reached almost 600 students.

Another program coordinated by the Community Service Unit is the Officer Phil Safety Program. This program encompasses all elementary schools (K-5) and is sponsored by local businesses and gives a presentation by a ventriloquist "infotainer" along with safety books given to each student. This program emphasizes general safety issues including bullying, drug abuse, and peer pressure. This is the 36<sup>th</sup> year for the Officer Phil program.



2019 Officer Phil Program

The City of Mentor offers a reduced priced bicycle helmet program. Helmets are sold to the general public and are fitted by the Crime Prevention Unit to insure a proper fit. In 2019, fifty-two helmets were sold and fitted by the unit.

The Community Service Unit continued to coordinate the police department's Helmet Safety Citation program. This program rewards children for wearing their helmets while practicing safe riding techniques. When officers issue a safety citation it can then be redeemed at the Police Department for great prizes. In 2019, nineteen police officers participated, issuing 203 safety citations to area children. Officer Nick Zevnik won the title as the top bicycle helmet citation writer for the department.



In conjunction with the National “Drive Sober or Get Pulled Over” campaign, the Lake County Crime Prevention Task Force and the police department co-sponsored the “Protect and Serve Tavern” at the Great Lakes Mall. Guest servers were local Chiefs of Police, local Municipal and County Judges, along with State Representative John Rogers. This event reinforced the message of safe and responsible driving throughout

the holidays and year-round. This was the 25<sup>th</sup> year for this event.

The Unit members hold certifications as child safety seat technicians and assist residents with proper child safety seat installations. With the retirement of Officer Petro the unit was without any technicians from May until the end of September when Officer Bell and Tracey Woodward successfully completed the 32-hour training program. Since their appointment they did 18 child safety seat installs, while Officer Petro had completed 23 before she left.

The “Prevent-A-Gram” program is still in effect. Daily reports are received from patrol regarding observations of potential criminal targets (such as open garage doors, bicycles left out overnight, etc.). Residents living at the identified addresses are then made aware through a police department mailing. In 2019, volunteers sent out 310 Prevent-A-Grams to citizens.

In addition to the above we participated in a variety of activities such as “Buckle Down”, National Night Out, and Miracle Treat Day at a local Dairy Queen. We also assisted with numerous security surveys and attended health and safety fairs. Safety talks were given at the Mentor Senior Center, Small Hands Big Dreams Academy, Little Scholars, Sterling Morton Elementary, and Re/Max realtors.



The Unit also held demonstrations with high school students throughout the year at Mentor High School and Lake Catholic High School regarding current roadway safety issues, such as distracted and sober driving, during prom and homecoming weeks. As in years past, the Unit coordinated the International Walk to School Day with several elementary schools and the Mentor Police Department. The Unit also participated in the Mentor Fire Department’s Safety Village Program for third grade students.

Another program we assisted with is the Safety Town program, funded by the Junior Women’s Club of Mentor. The week-long program includes classes on fire safety, stranger danger, poison prevention, water safety, and an outside mini town with instructions on pedestrian/traffic/bicycle rules. The children have a very positive

interaction with the Police while learning. Registration is open to children ages four, five, and six years old

## **Personnel and Training Unit**

Training is a crucial function that prepares the committed police officer to safely meet every challenge on the job. As the largest municipal police department in Lake County, the Mentor Police Department strives to provide all officers with the tools they need to set the department above all others in the area. Our commitment to training maintains our police department on the cutting edge of police professionalism. As we pursue our core values of Integrity, Caring, Fairness, and Professionalism, the Mentor Police Department will continue to train officers to be able to do their job to the best of their abilities to help keep the community safe.

During 2019, the department invested 15,970 hours in training to maintain and improve the skill levels of sworn officers and civilian employees. Of those, 4,513 hours were free training.

Many training classes were conducted by our specialized in-house instructors, including Range Training, Defensive Tactics Training, and Evidence Technician Training. During 2019, additions to our in-house instructor staff included two new certified Taser Instructors and one new Precision Rifle Instructor. Officers in the department administration and supervisory staff received Tactical Leadership training. One Captain attended the prestigious FBI National Academy. Two sergeants completed Supervision of Police Personnel training during 2019.

The department hosted training on evidence collection techniques. The training was attended by 23 MPD officers and officers from several neighboring departments. The instructors included MPD detectives and scientists from the Lake County Crime Lab. The training included the most advanced techniques in lifting latent prints and preserving crime scenes.

## **Field Training Officer (FTO) Program**

The Mentor Police Department Field Training Officer program consists of three weeks of “in house” training and fourteen weeks of on the road training with a training officer. During that time the new officer will have three different training officers and work both day shift and night shift. Once a new officer completes the program they are cleared to begin working as a single-officer unit.

This was a busy year for the FTO program. We had a total of eight officers go through the program. Two officers were hired and began the program in January 2019, four other officers were hired and began the program in August 2019, and two additional officers were hired and began the FTO program in November 2019. One officer resigned during the field training program.

Three senior officers were added to the program as training officers and completed the four-day FTO school. We currently have sixteen training officers and plan on

adding additional training officers in 2020. Sergeant Kloski does a great job running the program.

The training officers are expected to train the new officers in everything from department forms, laws of arrest, building searches, and everything in between. They document everything the new officer does and test the recruits regularly. These FTO's really are the backbone of the department.

With the city poised to give another entrance test in 2020 the training officers look forward to another busy year.

## **Range and Defensive Tactics**

The Police Department continued its very active range program in 2019. This program is run twice each month in conjunction with the Defensive Tactics program. There were several range courses designed to not only simulate real world scenarios, but to keep officers proficient with their duty weapons. One primary goal of the range and defensive tactics program is to keep officers proficient with each of the many tools available to them during the course of their workday. This is accomplished by relevant training scenarios and exercises.

There are currently seven range officers on the department. Each has received ongoing, advanced training to help improve the firearms portion of our training program. They each bring a unique element to the program, though all are committed to improving the firearm capabilities of all our officers.

## **Police Vehicle Fleet Maintenance**

In 2019 the fleet garage was responsible for maintaining the 50+ unit police fleet along with upfitting eight new Police cruisers. The fleet garage also repurposed three of these retired black and white units back into the police fleet by getting them painted and upfitted as undercover and pool cars. Unfortunately, the fleet lost one car to an accident and had to use one of these 8 units for its replacement. Because of this, the last unit that was scheduled to be replaced will be postponed until 2020.

## **Operations Division**

The Operations Division is the heart of the Mentor Police Department. Both the Patrol Bureau and the Detective Bureau fall under the Operations Division. The patrol officers are responsible for handling all calls for service, taking initial reports of crime, completing investigations, enforcing traffic, and providing a safe environment for our residents and businesses. The detective bureau is responsible for investigating more serious crimes, crimes that are more complex, or those requiring investigation outside the city. The detective bureau also provides valuable support to the patrol division with various investigative tools. Each unit has its own objectives and responsibilities to provide effective and efficient delivery of police services which is the overall goal of the Operations Division. In 2019, the Operations Division provided security and



maintained a safe environment for many of the community events including Mentor on Tap (June), Fourth of July Concert and Fireworks, Beach Fest (July), Mentor City Fest (August), Mentor Rocks Concerts, and the Lake Health Northern Ohio Marathon (October). The Operations Division is committed to providing excellent service to our citizens and business owners.

## Patrol Bureau

Officers assigned to the patrol bureau work 12-hour shifts. This allows for maximum patrol coverage throughout the day. 2019 was a year of transition within the patrol bureau. There were several promotions within patrol and eight new officers were sworn in during the year. Our patrol officers continue to adapt to the changing trends in law enforcement and technology. Officers use their in-car and body worn cameras to assist them in their everyday activity. Our officers use technology as another tool to help do their jobs.

In addition to normal patrol duties, patrol officers will at times conduct special details including warrant service, targeted traffic enforcement, and aggressive criminal enforcement in higher crime areas. During the year the patrol division worked hard on many significant criminal investigations. Arrests were made for several of the following types of incidents: bank robbery, other types of robberies, aggravated burglary, drug trafficking, thefts, weapons violations, and a host of other criminal offenses.

The call activity in the department increased by 4% in 2019 compared with 2018. However, the total number of arrests decreased by 306, down 18% from 2018. Theft and drug offenses were again the leading arrest categories. The number of drug arrests decreased by 21% and the number of theft arrests decreased by 28% in 2019 as compared to 2018. The effects of the department's aggressive enforcement of retail thefts over the last few years has continued to pay off with a reduction of thefts throughout our retail stores.

	2018	2019	Difference	Percent Change
<b>Calls for Service</b>	21,837	22,754	917	4%
<b>Criminal Offenses</b>	2,245	2,091	-154	-7%
<b>Adult Arrests</b>	1,584	1,301	-283	-18%
<b>OVI</b>	220	209	-11	-5%
<b>Total On-Street Accidents</b>	1,477	1,385	-92	-6%
<b>Total Injury Accidents</b>	303	335	32	11%
<b>Traffic Citations</b>	4,871	5,536	665	14%
<b>Written Warnings</b>	1,364	1,132	-232	-17%

A major goal and objective of the Patrol Bureau is traffic enforcement directed at reducing the number of motor vehicle accidents occurring on the city's roadways. The

Mentor Police Department actively participated in three State of Ohio Department of Public Safety sponsored traffic enforcement programs: “Drive Sober or Get Pulled Over”, “What’s Holding You Back,” and “Click it or Ticket.” The Patrol Bureau’s efforts assisted in reducing the number of accidents by 6% from 2018.

### **Traffic Services**

Traffic law enforcement is a responsibility of patrol throughout the year. However, at times there were specific issues that needed to be addressed. Traffic complaints were addressed in one of several different ways. First, the department utilized two portable, speed monitoring trailers that were towed to sites reporting to have speed-related problems. These provided data on the extent of the speeding problem. Next, requests for special attention were relayed to patrol officers during daily roll calls. Also, we utilized a selective enforcement program where officers were assigned specific locations for enforcement efforts. Lastly, a designated traffic calming program was used.

The traffic calming program ran from April 1 through December 9, 2019. Select locations were designated in residential areas during the year in an effort to keep citizens safe and to promote safe driving habits. The Mentor Public Works Department assisted in the traffic calming program by posting signs at targeted locations. The program was broken down into six-week segments with each ward having a designated street at all times. Patrol officers conducted traffic enforcement activities at each location throughout the year.

In 2019, Lieutenant Dan Molnar managed traffic services for the police department. This included fielding and responding to complaints, communicating and assigning enforcement activities, and organizing the traffic calming and speed trailer programs. Lt. Molnar was also a member of the city’s traffic working group. The group deals primarily with traffic safety and consists of representatives from several city departments.

There were 59 complaints received through various channels in 2019. Most came directly from citizens or through City Council members. The most common complaint was speeding vehicles. Eighteen of those complaints were assigned selective enforcement. The others were handled by deployment of the speed trailers or passed on to patrol officers during roll call.

Traffic law enforcement will continue to be a priority with the Mentor Police Department patrol division in an effort to promote safe driving habits and reduce accidents.

## **Special Events**

In 2019, the Department provided security for several City sponsored special events. The department utilized bike patrol, foot patrol, ATVs, and a side-by-side vehicle to keep the citizens attending these events safe. This provided opportunities for the Police Officers to have positive interactions with the citizens of Mentor and everyone who attended. There were not any significant police incidents during any of the special events.



### ***July 4<sup>th</sup> Concert and Fireworks***

The Cleveland Pops Orchestra performed at the amphitheater beginning at 7:30 P.M. The show was followed by the annual fireworks display which was accompanied by music.

### ***Mentor Rocks Summer Concert Series***

The Tuesday evening concerts at the amphitheater continued to be a popular event in 2019. They took place from June 4<sup>th</sup> through August 27<sup>th</sup>. Some of the highlights included 7 Bridges (Eagles Tribute), Country Redford, Satisfaction (Rolling Stones Tribute), Billy Morris & Sunset Strip, Queen Nation (Queen Tribute), and The McCartney Years (Paul McCartney Tribute).



### ***City Fest***

The annual Mentor City Fest took place on August 23<sup>rd</sup> and 24<sup>th</sup> at Mentor Civic Center Park. The events included a parade, color dash and walk, giant inflatables, a zip line, fireworks, and live music. King's Highway performed on Friday night and Escape performed on Saturday night.





## **Criminal Investigations Bureau**

The Mentor Police Department Detective Bureau consists of a Detective Lieutenant, a Detective Sergeant, five general duty detectives, two narcotics investigators, one School Resource Officer, and a secretary. The Detective Lieutenant and Detective Sergeant are responsible for the administration of the Detective Bureau, management of the Narcotics Unit, Internal Affairs investigations, the School Resource Officer program, the Mentor Safety Town program, the Evidence Technician program, the Video Forensic program, the Computer Forensic program, and the overall management of all investigations assigned to the Detective Bureau.

This year two Narcotics Detectives attended a class on narcotics investigations. Both detectives were new to the bureau and the basic two-week course helped them learn the new position. They also attended a class on drug overdose death investigations. The Detective Bureau added two new general duty detectives in 2019. Those detectives completed a 32-hour course on interview and interrogation and a course in conducting employment background investigations to help prepare them for their new job.

Detectives are responsible for follow-up on all assigned cases until the case can be cleared or satisfactorily closed. Detectives are also encouraged to self-initiate investigations from information developed by other means such as civilian contacts, confidential informants, referrals from other agencies, and other sources. Additionally, detectives are responsible for assisting and supporting the patrol division with investigations when the need arises. This year the detective bureau was also proactive in its crime fighting efforts. For example, the detective bureau conducted a prostitution sting aimed at suspects who were advertising sex acts in Mentor. This resulted in one arrest for soliciting prostitution and possession of criminal tools.

The Detective Bureau stayed very proactive in using social media (i.e. Facebook and Twitter) to keep citizens informed of important information and as an aid in their investigations. Many cases have been solved by citizen tips received after a video or photograph has been posted to Facebook asking for assistance in identifying a person.

The Mentor Police Department is a member of SPAN (Suburban Police Anti-Crime Network) which consists of Detectives from Lake County, eastern Cuyahoga County, and several state and federal agencies. This organization meets once a month to share information on investigations. In addition, detectives share information with agencies from several northeast Ohio counties through an email network.

### **Computer Forensics Unit**

This unit forensically processes phones, computers, and other electronic devices to obtain evidence of crimes. The crimes can include child pornography, soliciting minors for sex, drug trafficking, and other situations where electronic images, communication, or data provide evidence of a crime. The department has assigned one officer to work with the United States Secret Service Electronic Crimes Task Force for training and assistance with examinations. In 2019, this officer conducted 14 electronic device examinations related to crimes in Mentor and in 8 other

jurisdictions within Lake County. He logged a total of 183 hours conducting forensic electronic examinations during the year.

### **Video Forensic Unit**

This Unit consists of a detective who processes and enhances video and images from various sources. The detective uses a Video Forensic Computer system utilizing Avid and Input Ace software which was completely updated at the end of 2018. This is the only system of its kind in Lake County, resulting in numerous requests from other departments as well as city and county prosecutors for assistance with video evidence. Video projects are used in identifying suspects and aid in their successful prosecution. This system allows for enhanced still photos captured from videos to be distributed to media outlets and other law enforcement agencies. Many of the suspects identified through social media tips in 2019 were through still images captured with this software. In 2019, the unit processed 51 video requests.

### **Narcotics Unit**

The Narcotics Unit primarily investigated drug trafficking offenses in and around the city of Mentor. Narcotics Detectives often worked with the Lake County Narcotics Agency and other agencies such as the DEA. They used confidential informants in many of their investigations. In addition to narcotics complaints, the Narcotics Unit also tracked overdoses and overdose deaths. Detectives signed up for ODMAP, which stands for Overdose Detection Mapping Application Program. This program is run through HIDTA and helps track the scope of the overdose problem. The ODMAP program helps detectives track HB 110 cases, where an overdose victim is not prosecuted if they comply with the criteria of the law. The unit also investigated complaints of drug thefts. Detectives use Ohio Automated Prescription Reporting System to check if reports of drug theft are attempts to obtain illicit prescriptions.

In 2019, \$5,874 of drug money seizures was deposited into the forfeiture account. The narcotics unit also handles vehicle forfeitures. There were three vehicles seized in 2019 subject to forfeiture.

### ***Evidence Technicians***

The Mentor Police Department Evidence Technician Program consists of 18 patrol officers as well as all seven of the detectives in the Detective Bureau. The Evidence Technicians are an asset to the Department. Their duties include photographing and collecting evidence at crime and major accident scenes. The evidence they collect includes fingerprints, tool marks and impressions, shoe and tire prints, DNA and trace evidence left at crime scenes. Evidence Technicians processed 602 cases and took 12,331 digital photographs of evidence in 2019.

The Detective Bureau evidence technicians handled several significant cases this year. One case was the aggravated murder of an 11-year-old child by the intentional act of the mother; the mother intentionally drove her car in front of a tractor trailer on IR 90. Evidence technicians also collected and processed evidence from the scene of two bank robberies (Key Bank and Huntington Bank). Evidence technicians from patrol processed the scene of an aggravated burglary where the suspect forced his way into a home on Perkins Dr. and assaulted two residents. The evidence collected

in that case was crucial to identifying the offender. The Detective Bureau processed the scene of a felonious assault on a 4-year-old girl. The injuries to the victim were photographed along with the crime scene processing to help solve the crime.

### ***School Resource Officer (SRO)***

The SRO is assigned to the Detective Bureau and works at the Mentor High School interacting with the students, faculty, and school administration. He provided a law enforcement figure students could approach for information, guidance, or help. The SRO was responsible for investigating crimes and complaints that were committed on school property and made arrests when appropriate. This officer also taught classes that were law enforcement related and aided in seeing that school board rules and guidelines were followed. In 2019 the SRO handled 23 investigations that resulted in 13 arrests. Several of these arrests were drug related. During summer break the SRO attended an annual School Resource Officer Conference to stay on top of current trends in school safety. The SRO also helped run Safety Town, a program sponsored by the Junior Women's Club of Mentor. Safety Town teaches young children basic personal and community skills such as fire prevention, traffic rules, stranger awareness, and domestic safety. In 2019 there were two sessions that were each one week long, each with a morning and an afternoon class. In 2019, the SRO assisted with the active shooter drill at Mentor High School. That training involved the police, fire, and school personnel to simulate the emergency response necessary to handle an active shooter incident.

### ***U.S. Marshals Northern Ohio Violent Fugitive Task Force***

The Detective Bureau continued to have one Detective assigned to the U.S. Marshals Northern Ohio Violent Fugitive Task Force in 2019. This appointment has brought together a great network of investigators throughout the state and county. During the Detective's service with the task force this year, 25 people were taken into custody for warrants. This number included two of our own Mentor warrants.

### ***Case Load***

In 2019, the Detective Bureau investigated 331 new cases. Detectives cleared 88 cases by arrest or other means and closed an additional 179 cases as pending. This case load involved a variety of cases including aggravated homicide, aggravated burglary, financial crimes, theft, sexual assault, narcotics trafficking, a suspicious fire, and suspicious deaths. Detectives used a variety of tools to solve their cases. One new tool at our disposal is the Surveillance Camera Registration and Mapping Program, Operation S.C.R.A.M. This new program allows Mentor residents and business owners to register their video surveillance system in a secured GIS database. This program does not give officers direct access to any surveillance system but does allow detectives to check the database and determine if a surveillance system is near where a crime has been committed. In addition to operation S.C.R.A.M., the Department joined the Neighbors App by Ring. Joining this app allows our investigators to engage in the community by viewing and responding to crime and safety incidents shared by Ring video users. The police can also share crime alerts and request video evidence from residents who use this application.

## ***Volunteer Police Chaplain Program***

The program was formally instituted in February of 2009. The current members are Rev. Francis Miller, Rev. Stoney Drain, Fr. Timothy Plavac, Rev. Donald Knipp, and Rev. Brian Landrum.

This program has yielded great results. The Chaplains continued to make their services available by way of counseling, attending holiday parties, retirement parties, hospital visits, counseling children, funerals for officer's families and community members as requested by the police department, officiating weddings, and did officer ride-a-longs/departmental visits. Chaplain Miller attended a 16-hour training course put on by OPOTA. The Chaplains also attended the swearing in of new officers and attended the annual "Kops and Kids" Christmas party. Chaplain Landrum officiated the funeral services for retired Mentor Police Sergeant Ken Willis. Chaplain Plavac attended a suicide prevention workshop. Chaplain Plavac and Chaplain Drain also participated in the one-year memorial for Patrolman Mathew Mazany.

## **Specialty Teams**

### **Accident Investigation Unit**

The Mentor Police Department's Accident Investigation Unit (AIU) is headed by Sgt. Mike Danzey. The four members of the Mentor Police AIU, two of whom are crash reconstructionists, also serve on the Lake County Crash Reconstruction Unit (CRU). One officer is certified as a CDR Analyst, enabling the download and interpretation of vehicle Event Data Recorders.



In 2019, Mentor's AIU assisted in the investigation of 15 cases, including mutual aid to the Lake CRU. These crashes included six fatalities, two motorcycle crashes, two pedestrian crashes, and one aggravated murder case. AIU members attended nearly 600 hours of training in 2019. These hours included monthly training at MPD and courses in vehicle dynamics, crash reconstruction, and commercial motor vehicle crashes. Monthly training sessions often included follow-up on crash investigations consisting of vehicle inspections, calculations of technical data, diagramming, and interviews.

### **Aggressive Criminal Enforcement**

In 2019, the Aggressive Criminal Enforcement Unit (ACE) remained proactive in crime fighting efforts by engaging in criminal patrol, drug interdiction, and hotel interdiction efforts throughout the city. The officers assigned to the unit have specialized training and experience in criminal behavior that make them particularly effective in street encounters and investigations. They are adept at looking beyond the obvious for evidence of criminal activity and taking appropriate action. The members of the unit in 2019 were: Officer Ryan Butler, Officer Bill Dimotsis, Officer Ryan Heramb, Officer Erik Kupchik, and Officer Don Swindell.

As a unit, these officers were responsible for making over 120 drug-related arrests during their shifts. Included in these were six arrests for drug trafficking. They seized large amounts of hashish, cocaine, and heroin. All the drug arrests occurred either during vehicle stops or during enforcement activities at several hotel locations in the city. Additionally, these officers made 16 arrests for illegally possessed firearms, stolen firearms, and illegally concealed weapons. Each of these weapons were confiscated and taken off the streets. The ACE Unit also made 35 arrests for impaired driving and 75 arrests of persons who were wanted on outstanding warrants both locally and out of state.

The ACE Unit is an effective component of the Mentor Police Department and the officers will continue to build on their accomplishments in 2020.

## **Bike/ATV Unit**

The MPD Bike Unit is comprised of eight officers and four supervisors. There are currently five officers assigned to the ATV Unit including one supervisor. In 2019 the Bike/ATV Unit officers rode primarily during Special Events. Officers were present at the Special Olympics Torch Run, the 4<sup>th</sup> of July Celebration, Safety Town, City Fest, Mentor on Tap, and several of the summer Mentor Rocks concert series. The 2019 summer had some inclement weather which restricted several opportunities for bike patrol officers; this included the cancellation of the 2019 Mentor Beach Fest. The side-by-side was also utilized for special events and continues to be a highly visible public relation tool. It continues to facilitate conversations and positive interactions with the public.

There were approximately 60 recorded hours performed by the unit in 2019. This year we were able to assign officers to bike patrol officers on days without special events. Both the Bike officers the ATV officers made a positive impact on community events and made numerous additional public contacts in 2019. Bike Patrol officers issued 29 helmet safety citations to children in the community.

## **Lake County Bomb Squad**

The Lake County Bomb Squad continued its tradition of providing excellent response to and coverage of incidents involving hazardous materials and devices in Lake, Geauga, and Ashtabula counties. The squad was formed in 1992. Since that time, we have trained and gotten equipment to be able to respond to a wide array of hazardous incidents. The squad is recognized as an Accredited Public Safety Bomb Squad by the FBI and the National Bomb Squad Commanders Advisory Board.

The team consists of four bomb technicians, one explosive detecting K9 team, and one paramedic. Team members are from four area agencies: Mentor Police Department, Mentor Fire Department, Eastlake Police Department, and the Geauga County Sheriff's Department.

The team trains twice each month to ensure continued familiarity with equipment and methods introduced by the FBI and ATF. The FBI coordinated several advanced courses in the Cleveland area for local bomb squads. This afforded our bomb squad

members the opportunity to learn new techniques and discuss trends with other squads from the area. Team members have also received advanced training throughout the country to ensure they are prepared to address hazardous incidents.

The bomb squad is required to submit incident reports to the U.S. Bureau of Alcohol, Tobacco, Firearms, and Explosives. This system tracks all bomb squad activities and incidents to allow for trends to be identified and communication between squads to be simplified. During the year our bomb squad was utilized 67 times. Examples of incidents to which the squad responded include: improvised explosive devices, recovery of bomb making materials, suspicious packages, recovery of munitions, military ordnance (including several live hand grenades), and recovery of improvised explosives, among others. Each incident presented a unique challenge for the squad. Fortunately, there were no injuries or accidents related to the calls.



In addition to emergency responses, the Bomb Squad participated in several community events throughout the region. These included the Painesville Night Out Against Crime, the Willoughby Hills Touch-a-Truck, the Conneaut D-Day reenactment, and the Perry Nuclear Power Plant Safety Day, among others.

In conclusion, the Bomb Squad has provided a necessary, important service to the residents of Lake, Geauga, and Ashtabula Counties for over 20 years. In light of the ever-present risk of attacks by foreign and domestic terrorists, the Squad has proven to be a valuable asset to our community and to the various cities within the three-county region. Continued operation and support is essential to the safety and well-being of the citizens of the City of Mentor and the region.

## **Hostage Negotiation Team**

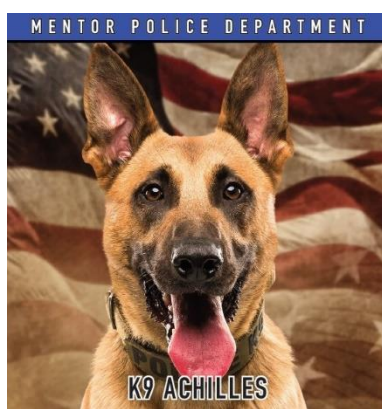
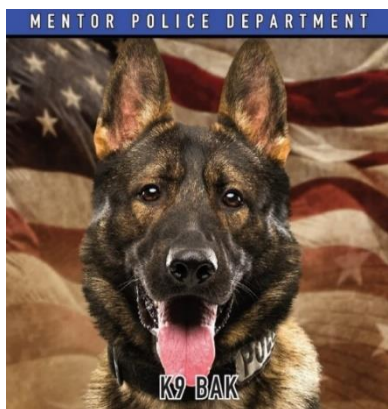
The Hostage Negotiation Team (HNT) is a unit within the Mentor Police Department that has been trained to handle communications in crisis and hostage situations. The primary goal of the HNT in any crisis situation is the preservation of life and the peaceful resolution of the crisis through open communication and negotiation, thereby minimizing the need for the use of force.



During crisis situations, the HNT is under the control of the scene commander and works alongside patrol officers, SWAT team members, bomb disposal officers, and/or other specialized units. HNT members are also responsible for gathering and providing intelligence to field and tactical commanders in situations where a tactical resolution becomes necessary. The HNT is called upon to communicate primarily with suicidal, armed, and/or barricaded subjects. In 2019 the team responded to four incidents requiring a negotiator.

Mentor HNT is comprised of a team commander and four negotiators. In 2019, the HNT met twice for team training. Three team members also attended Advanced Hostage Negotiation training. All five members are currently trained as CIT officers and advanced hostage negotiators.

## K-9 Unit



The K-9 Unit continued to be an essential asset to the Mentor Police Department and surrounding agencies in 2019. This year we saw the retirement of K-9s Bo and Titan after over seven years of service. We added two new K-9s, Bak and Achilles. The handlers, Ptl. Mackey and Ptl. Wurgler,

were retained by the unit and trained with the new K-9s for five weeks. Bak and Achilles were then certified by the State of Ohio before graduating their training program. On May 25<sup>th</sup>, retiring K-9s Bo and Titan were honored with a bark out ceremony at the Mentor Amphitheater. Bak and Achilles were introduced to the public as they started their new assignments. Bo and Titan now live with their handlers and have been forever memorialized on our K-9 display in the lobby of the police station. We are very grateful for their service.

The K-9 teams perform a wide array of duties in Mentor and for surrounding law enforcement agencies including patrol, apprehension, drug detection and interdiction, tracking, searches, crime deterrence at events, and community policing.



The primary responsibility of both teams is criminal enforcement. In 2019, the teams collectively performed 109 K-9 uses for the Mentor Police Department and 17 assists to other law enforcement agencies. These included six suspect controls and apprehensions, five building searches, 21 community policing activities, seven subject tracks, and 40 narcotics detections. The teams were also either directly responsible for or assisted with ten misdemeanor arrests and nine felony arrests.

The K-9 Unit stays up to date with necessary training. The teams regularly train twice a month and often with other K-9 units from around Lake and Cuyahoga counties. In addition to their regular training, both handlers attended the National Association of Professional Canine Handlers seminar in Alpena, MI.

The support for the K-9 Unit from the Mentor community continued in 2019 with several businesses and residents offering support in the form of services, supplies, food, and monetary donations. PetSmart continued to donate food for the teams, and the Lakeshore Animal Hospital continued to donate health care services.

Both teams were involved with the community throughout the year. They attended many events including First Responder's Night at the Ice Breakers game, Hero Day at the Great Lakes Mall, Safety Town, Working Dog Weekend, and the Mutt Strut. Other community policing activities included school visits, the Fill-A-Cruiser event to help feed the needy, the Kops and Kids Christmas party, and Shop with a Cop. We look forward to many years of service from Bak and Achilles as the newest additions to our K-9 program.



## **Special Weapons and Tactics Team (SWAT)**

In 2019, the Mentor SWAT team continued to provide tactical support for the police department and neighboring law enforcement agencies to help safely resolve potential crisis incidents.

The SWAT team trained monthly in order to be ready for any tactical situations for which it will be called upon to handle. One of these incidents occurred in May and consisted of dealing with an armed barricaded subject who had assaulted his girlfriend. Through the use of proper tactics during a lengthy stand-off, the male was taken into custody without incident. Members of our SWAT team also assisted neighboring SWAT teams at incidents in their communities.

As part of community outreach effort, the SWAT team conducted a static display and demonstration of the team's weapons and equipment during Law Enforcement Day at Great Lakes Mall.

The Mentor SWAT team continues to train monthly in the latest tactical methods and conducts joint training with other SWAT teams in Lake County.

## **Support Services**

The Support Services Division of the Police Department is comprised of four units that supplement the Patrol and Criminal Investigations Bureaus. These units include the Safety Forces Communications Unit, the Corrections Unit, the Records Unit, and the Property & Evidence Unit. Each of these units continue to meet or exceed strict state and federal standards or 'Best Practices' related to their responsibilities. The



dedicated men and women who work in these units provide a strong supporting cast to the Operations Division and reflect the mission of the Mentor Police Department.



The Mentor Police Department started the Narcan Program in 2015 to counter the opioid crisis and needless overdose deaths caused by heroin and related opioid drugs. Managed by the Support Services Unit, Naloxone, better known by the brand name Narcan, is carried by all Mentor Police Officers and Corrections Officers who are trained to identify an opioid overdose and administer the drug. In 2019, Mentor Officers administered 74 doses of Narcan to 34 individuals suffering opioid overdoses. Of the 34 overdose victims encountered, Mentor Officers helped save the lives of 32 individuals by their administration of the drug.

Comparatively, in 2018 Mentor Officers administered 38 doses of Narcan, helping to save the lives of 15 overdose victims.

## Safety Forces Communications Division

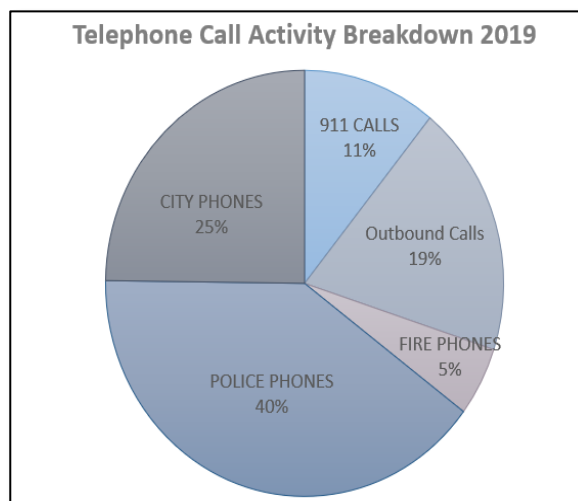


The Mentor Safety Forces Communications Division is committed to providing efficient, effective, quality service to the residents and safety forces we serve. We promote TEAMWORK in our center, RESPECT those who have given us their trust, are ACCOUNTABLE to those we serve, maintain INTEGRITY in the performance of our duties, and DEDICATE ourselves to the profession we have chosen.

Mentor's Public Safety Emergency Telecommunicators answered 113,543 incoming telephone calls in 2019. Of those calls, 12,314 were received on emergency 9-1-1 lines.

The national standard requires that 90% of 9-1-1 calls be answered within 10 seconds. In the City of Mentor in 2019, 100% of our 9-1-1 calls were answered within 10 seconds, and the majority were answered in under 3 seconds. In addition, 99% of all calls, including non-emergency calls, were answered in under 7 seconds.

Last year alone, each individual dispatcher answered an average of 7,570 incoming phone calls. The peak call activity times were Thursday evenings and Monday afternoons.



Telecommunicators dispatched 37,559 police incidents, 8,744 fire rescue incidents, 24 MABAS alarms, entered 488 warrants into LEADS, and initiated 572 Mir3 personnel notifications in 2019.



Dispatcher Dawn Osewalt retired in November 2019 after over 30 years of dedicated service. Part time dispatcher Audrey Buterbaugh completed fire radio training and was promoted to full-time status in December. Dispatcher Britani Kish was hired as a part-time dispatcher in March. She completed call-taker training in May and police radio training in December. Dispatcher Anne Hribar was hired as a part-time dispatcher in June and completed call-taker training in September.

In 2019, Dispatchers Britani Kish and Anne Hribar each attended a three-day training class and earned their Emergency Medical Dispatcher Certifications from the National Academy of Emergency Medical Dispatch. Dispatcher Britani Kish earned her forty-hour Public Safety Telecommunicator certification by the Association of Professional Communications Officers (APCO). All dispatchers completed a minimum of twelve hours of continuing education training.

The Communications Division was active in the community once again this past year. In April, Dispatcher Suzy Sisteck, along with 9-1-1 mascot Red E. Fox, presented the 911 for Kids program to the first-grade classes in the Mentor schools. Dispatchers Suzy Sisteck, Erica Soeder, and Anne Hribar took an active role in the Mentor Fire Safety Village in October and several dispatchers assisted with the Kops-n-Kids program.



On Wednesday, April 17<sup>th</sup>, 2019, three Mentor dispatchers were honored at the APCO/NENA Conference at the Kalahari Resort in Sandusky, Ohio. Dispatcher Suzy Sisteck received a Gold Star Certificate in recognition of the integral role she takes in 911 education in our community. The Gold Star Certificate is a noncompetitive award presented to individual telecommunicators in recognition of their exceptional professionalism and special contributions in the field of emergency. Dispatchers Bradley James and Jeffrey Vilck were presented with the Double Gold

Award in recognition of the unwavering professionalism and composure they demonstrated while executing their duties in the face of tragedy. The Double Gold Award is a competitive award, within the State of Ohio, presented to a group of two or more telecommunicators in recognition of their exemplary handling of a specific emergency or situation which involved the coordination of multiple public safety responses and other emergency resources. Consideration is given to skills and knowledge exhibited in the area of skills and the ability to respond to unusual or special circumstances.

## Corrections Unit

The Mentor City Jail is classified as a twelve (12) day facility with ten individual cells, two court holding cells, specialty cells, and administrative offices. The Mentor Jail Facility is staffed twenty-four hours a day using a staff of six full-time Corrections Officers, including the Corrections Supervisor, and two part-time Corrections Officers. The primary responsibilities of the Mentor Jail include booking and housing of inmates, ensuring the health and safety of those detained in the jail, and processing of bail.



In January of 2019, part-time Corrections Officer Nick Iliano was promoted to the full-time Corrections Supervisor position. He has over 30 years of corrections experience, having previously worked at the Lake County Jail. Nick has worked hard to further the level of professionalism and safety in the Mentor Jail through training and guidance. He is very dedicated to the Mentor City Jail and the Mentor Police Department.

In 2019 there were 708 adults temporarily held for court appearances in the Mentor Municipal Court. Seventeen adults were sentenced by the Mentor Municipal Court to serve time in the Mentor City Jail, and the average daily population was three prisoners. In total 1,728 people were processed through the Mentor City Jail in 2019 compared to 1,870 in 2018. Corrections Officers were responsible for collecting bonds and fines for the Mentor Municipal Court when the court was closed. In 2019 a total of \$280,104.00 in bonds and fines were collected by corrections personnel.

During the year, 24 juvenile offenders were processed in the jail. In compliance with the Juvenile Justice and Delinquency Prevention Act, quarterly reports regarding juveniles processed in the Mentor City Jail were completed and forwarded to the Ohio Department of Youth Services.

Year	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
<b>Prisoners Processed</b>	<b>1,728</b>	<b>1,870</b>	<b>2,159</b>	<b>2,024</b>
<b>People Sentenced</b>	<b>17</b>	<b>18</b>	<b>29</b>	<b>38</b>
<b>People Temporarily Held</b>	<b>708</b>	<b>661</b>	<b>816</b>	<b>805</b>
<b>Juveniles Processed</b>	<b>24</b>	<b>47</b>	<b>65</b>	<b>57</b>

The Mentor City Jail continued to maintain effective per day housing costs by maintaining proper food service management. A total of 2,725 meals were served in



2019. Meals served in the Mentor City Jail are approved by the Ohio State Dietician and inspected by the Health Department on an annual basis.

<b>Year</b>	<b><u>2019</u></b>	<b><u>2018</u></b>	<b><u>2017</u></b>	<b><u>2016</u></b>
<b>Meals Served</b>	<b>2,757</b>	<b>4,276</b>	<b>4,860</b>	<b>4,761</b>
<b>Amount Spent</b>	<b>\$6,975.07</b>	<b>\$8,132.74</b>	<b>\$10,510.06</b>	<b>\$10,313.09</b>

The Mentor City Jail continues to comply with current jail standards that are mandated by the Ohio Department of Rehabilitation and Corrections, Bureau of Adult Detention. As of January 21, 2020, the state’s jail inspection for 2019 has not yet been completed.

In-house jail inspections and searches were performed weekly. These included full inspection of the cells and other aspects of the jail.

All full-time Corrections Officers received a minimum of 26 hours of training in 2019. Training for 2019 included: Jail Policies and Procedures, Self Defense, Inmate Suicide Prevention, Fire Extinguisher Use, Management of Stress, “Survival Tips If You Are Taken Hostage”, the Standing Basic Search, Inmate Manipulation, Inter-Personal Communication Skills, Fentanyl Exposure Safety, and Report Writing.

## **Property & Evidence**

The main goals of the Property & Evidence Unit are to provide a safe and secure location for all items turned in to the department and to follow a strict chain of evidence. We, as a support department, strive to give quick and efficient service to the police department, courts, and the general public. We made daily trips to the Lake County Crime Lab in order to eliminate any delay in processing the evidence collected.

In 2019, Property & Evidence handled over 4,891 pieces of evidence as compared to 4,741 in 2018. These items were all tracked as to which officer turned in the items, when the items were turned in, and in what location they were stored. Any movement of an item, such as transportation to the lab for analysis, signed out for court, returned to owner, or destroyed, was tracked.

When items were no longer needed as evidence, they were either given back to the owner, destroyed if illegal, or sold at the city auction. In 2019 we destroyed 942 drug items. A Police auction was not held in 2019 but an auction will be held in the Spring of 2020.



The Property & Evidence Unit has the responsibility of securing and producing copies of dash cam, body cam, and booking videos for use in court. In 2018 we produced

2,540 DVDs which took 764 hours to complete. In 2019 we produced 2,600 DVDs which took 758 hours to produce.

This unit is also responsible for completing calibration checks on all radar equipment. Radar units will be calibrated during 2020.

The Property and Evidence Unit maintains the Lake County Prescription Drug Drop Box located in the Mentor Police Lobby. The drop box is available to the community to deposit old and/or unwanted prescription drugs. This prevents thousands of prescription medications from being disposed of improperly into our water supply via drains and plumbing or getting into the wrong hands. In 2019, 1,743 pounds of medication was collected at our location and properly destroyed by the Lake County Narcotics Agency. The total weight of drugs collected at location and destroyed over the past eight years is just under **6.5 Tons**.



YEAR	2015	2016	2017	2018	2019
Prescription Drug Box Collections by Bags and Weights	60 Bags 1696 lbs.	55 Bags 1444 lbs.	53 Bags 1610 lbs.	55 bags 1860 lbs.	57 Bags 1743 lbs.

## Records Department

The Records Department is the central repository for all records produced by the Police Department with the responsibility to store and produce required records as needed by the courts, other government agencies, or the public. As part of that responsibility we work within our records management system, New World Law Enforcement Records System. This system provides us the ability to serve our customers, both internal and external.

Visitors to the Mentor Police Department lobby are welcomed by our Records Department staff. Our staff assists the public with filing police reports, records requests, solicitor permit applications, vehicle releases, as well as answering many police-related questions.

Records department personnel continued to produce reports and information using ad hoc data queries for both internal and external requestors. These included requests from the media, requests from various businesses, and requests from citizens. Numerous public records requests were satisfied by the Records department personnel. Records staff continue



to receive training on this topic in order to stay compliant with current rules and laws regarding public records release.



Each month we provide a number of reports to various requestors, both inside and outside of the police department, to be used in the compilation of statistical data for their individual reporting. We prepared and delivered a consolidated departmental monthly report, as well as the local crime/traffic report to be delivered to the City Manager and City Council members. This report is also viewable on the City of Mentor website. Additionally, our Records Department is responsible for reporting criminal cases and arrests through the Ohio Incident Based Reporting System (OIBRS), for more accurate state and federal crime statistics.

For 2019, the Records Unit continued to operate at full staff, which includes 3 full-time employees and 1 part-time employee. Each staff member is cross-trained in the various functions of the Records Department. In 2019, each staff member worked to update and organize the Records Unit Manual, to ensure consistency, efficiency, professionalism, as well as future training in the handling of all Records matters.

In early 2019 the Records Unit switched over to electronic submission of accident reports to the state of Ohio. This move eliminated the inefficient task of printing and mailing copies of all Mentor accident reports to the State of Ohio. This transition is a benefit to all who seek to obtain accident reports filed with the Mentor Police Department, as the reports become quickly and easily accessible through the State of Ohio BMV website. The Records Unit is preparing to transition to electronic ticketing in 2020 which will further the efficiency of the Records Unit.



# Mentor Police Department Organizational Chart 2019

