

February 16, 2009, NPDR Meetings Notes

Opened with the pledge.

There will be voting tonight for the new officers for the upcoming year. The current folks are **Capt. Mark Murphy Jr., Sgt. Jay Ragalie, Sgt. Kai Engstroem.**

There is talk of one additional Sgt. in the future.

Hours are almost all updated. See Mark Murphy Jr. with questions.

Sign in log notes: Please round up hours when recording them on the log. Also, add the total hours on the line yourself to help with tallying. Please also indicate just what you were helping with. For events, like hockey games, we charge St. Olaf. So note what kind of game you worked. If you ride with someone, put down who you rode with. Event vs. Meeting, administrative work like reports, vehicle patrols, ride alongs. St. Olaf Christmas event, there is a whole list of categories that need to be tallied.

St. Olaf vs. Carlton biggest hockey game of the year, requesting more than two of us to be there. We think this will be in March sometime.

Need to have two people whenever possible when you are out working. If only one shows you need permission from a Sergeant to be out alone.

We have a **Cell phone available** while working to have better communication and access to officers. Ask and you shall receive (at least this time). The number is 507-321-0062 and Direct Connect is 104*6*2360. It will be kept in the Reserve/Explorer office. Please try to remember and put it back at the end of your shift.

Request has been made to make the Facebook reserve site private going forward. Everyone agreed. Be aware of what you say, even if it's just between us since the internet is still open in many ways.

Chris Hermstad had to write up an ICR. He shared some of his experience.

Sgt. Mark Murphy and Junior helped with the UCC Lincoln event as security.

Al and Murphy Jr. shared some experiences they had with the SWAT team scenarios.

Junior thought it would be good if we worked on a project with the SWAT team, or mock crash stuff, or bike rodeos. This would be something that would help out the community and be good pr for us.

Voting took place. Results below.

Vehicle Patrols: Reserve log (metal clip board box), and our cell phone, maps of Northfield, Dundas, and St. Olaf (will be added) are included. Vehicle impound reports, release of intoxicated person reports, traffic reports, **patrol activity log** – most important log to fill out anytime we take one of our vehicles out. This is also a useful tracking device.

Patrol bag will need to be updated and refilled. Should be like a grab bag ready to go with 2 vests, 4 working wands, rubber gloves – general first aid, patrol report box, extra business cards,

Fill one the **patrol activity log** forms out whenever you use a car. Do a squad inspection

If there is an extra patrol bag with AED, PBT and camera are also included in this bag. 6 squad bags are available. Feel free to grab a bag if one is available.

Sgt. Murphy reviewed the Vehicle Impound Report. Report Number is used instead of Case number (upper right hand corner) Will always look like this: 2009-000000 (6 numbers afterward the year) 2009-000269. Another form might look like this 09-004500

License number and state needed. Don't worry about the serial number (VIN) unless no license, date recovered is date you are towing it. Feb 16, 2009. Then time, we use AM or PM, not military time for reports. (State Accident report is in military time).

Recovered by put in the name of the office of whose arrest it is. Location is where you are towing it form. Recovered on information may be patrolled or called.

Reason for impounding has several choices, one should cover it.

Extent of damage to vehicle is important. Walk around vehicle and also look at the inside of the vehicle. If dash torn up, if stereo is missing, note it on the report, or some type of damage like a dent in passenger door. Be very articulate with this.

Make sure before the officer leaves you know where they are at. We need the keys for the car.

City property damage if there is some type of damage, like a street sign, put it on the report. Where and to what extent.

Jot time down when Tow Truck was called and when it arrived. Name of company and the name of the driver. There is a place for the driver signature on the forms we will use.

Person suspected registered owner vs driver. Start with the driver's name.

Property in the vehicle, be somewhat detailed on this. The main thing doing the vehicle inventory note any valuable stuff, like a pile of cash (two count it out and initial off on it) Notify the supervisor or officer in charge. If it's a really large amount take it out and give it to the officer.

If you find counter band say where you found it and what you found. Especially like narcotics.

If you do come across something, might be best to leave it where you find it and call another officer to help and they can process it and take photos. Try and take a photo before you touch it if a camera is available.

Clarify with the officer if you should search a car. Make sure you wear gloves when doing a search of the car when making your inventory.

Property in vehicle should be a detailed list of stuff in the car.

If you have a question, ask the officer asking you to impound. Especially if there is a lot of tools, list all of them.

Disposition of property. If you took something out list it and who you gave the item to.

Holds, find out info from the officer before the officer leaves if there are any holds. Nextell them or call on the radio if you need to if the officer has left the scene.

Sign the report and date and time it.

Voting took place. Results: all officers were confirmed, no changes.

Reserve Patrol Notes

Foot patrol considered vehicle patrol. Could put in foot patrol downtown, this would be good. In terms of patrol thing that generally we want to focus on would be churches, parks, cemeteries, schools, and strip malls.

Our challenge is to find a door open or some type of suspicious activity. Note that if you find a door open, that's as far as you go. Contact sergeant on duty or an officer, but don't investigate on your own. Log in on your sheet when you go there and what time you leave a reportable scene. List cars and plates if seen as suspicious or at an odd time.

List parks you patrol and specific places if you spend time there.

Be sure you check in with the Officer in charge and let them know you are here when you come in. They may ask you to specifically do some type of patrolling.

Call dispatch to log in yourself and who and the other reserve is you are with. Don't forget to log out when done.

Can contact officers via the B channel, or Nextell, if a project is going on like safe and sober.

Call over radio (dispatch) if you see a problem driver with brief info on what you see, license, and a brief description. It would be expected that you would update if they (suspicious vehicle) turns onto another road, or pulls into a business.

Reminder: Be sure you contact sergeant and or senior officer in charge when you come in, don't just go out.

Fill up the car with gas when you are down. Trailblazer has a card in it to fill tank. Canon Valley Coop. 0289 password (this is a uniform number for all). Will ask for miles, Vehicle ID number on the card it's the first set of numbers you see. Then pump the gas. Write it in the log that you filled up the squad with X amount of gallons. Could include the receipt if you want, but not necessary.

Third Thursday's in the summer we do foot patrols. More on this later in the year.

We will go over report writing at a future meeting with the style used for NPD and other pertinent info.

Plan for the March meeting is to have our Emergency Management Director, **Tim Isom**, do our annual Sky Warn Training. Sgt. Murphy will be confirming this with Isom.

Sgt. Murphy needs providers of our cell phone along with our phone number. There will be reminders for meetings or call outs text messaged in future.

Josh Sterling says he was approved by the Warden to conduct a tour of the prison, we decided to do this at 1 pm on March 9th (Monday). We reviewed some of the do's and don'ts while we are on the tour.

If you want to go contact Josh with your full name, DOB, and drivers license number.

Meeting concluded.