PORT
WASHINGTON
POLICE
DEPARTMENT

ANNUAL REPORT

2013
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March, 2013

MEMO TO: Police & Fire Commission

FROM: Kevin Hingiss, Chief

SUBJECT: 2013 ANNUAL REPORT

The Annual Report for the City of Port Washington Police Department covering the period of January 1, 2013, through December 31, 2013, is hereby submitted for your review.

Throughout 2013 the Port Washington Police Department continued to experience change in the areas of personnel, technology, and equipment. We began running the Wisconsin TraCS (Traffic and Criminal Software) System to issue traffic warnings and citations. Much of the information is automatically filled in eliminating manual entry by officers. The warnings and citations are then printed by the officer in the squad car.

The department received a generous donation from Just Carry enabling us to purchase another police mountain bike from ZuZu Pedals. The bikes are used during the summer months for various patrols.

The department also has had at its disposal a Yamaha scooter, which is used for various types of patrol especially in the lakefront area, compliments of Yamaha of Port Washington, Inc. A Can-Am ATV was loaned to the department for summer beach patrol by Cedar Creek Motor Sports.

In 2013 the Port Washington Lions Club generously donated funds for Green Bay Packer football cards for distribution to the children in the community. Unfortunately, the Milwaukee Brewers did not offer a baseball card program in 2013. Both of these programs continue to be very popular with the children. We also offered five “Ride to School in a Patrol Car” certificates for various fund-raising events.
Mid-Moraine Municipal Court continues to be a valuable asset for the City of Port Washington. All ordinance violation cases are efficiently handled by municipal court and help to improve the quality of life in our community.

The department remains committed to working proactively and in close partnership with the community and its residents. We strive to provide high quality professional and innovative police services to all. The department is dedicated to promoting and maintaining a sense of safety, security, stability, and peace of mind within the City of Port Washington. We strive to be both sensitive and responsive to community challenges and concerns. Our efforts to improve and expand upon our community programs continue. In an effort to strengthen police-student relationships, the department assigned an officer part-time to serve as a School Resource Officer (SRO) with the Port Washington/Saukville School District. The SRO’s mission is to build working relationships with students, faculty, administration, and parents; address on-site security; combat school violence; and serve as a positive role model for the students. The year 2013 also included the implementation of a temporary investigator’s position. This assignment creates continuity of major investigations and operational readiness. Training included Evidence Technician School and Death Investigation School. We have also made plans for offering our Citizens Police Academy and Hunter Safety Education Programs in 2014.

We continue to update our Accreditation files to keep them in compliance with accreditation standards. The Port Washington Police Dept. was initially accredited by the Wisconsin Law Enforcement Accreditation Group in July 2010. Re-accreditation took place in September 2013.

I am grateful for the cooperation and support the Commission has given me and the trust and confidence you have placed in this department and its officers.
OUR MISSION

The mission of the Port Washington Police Department is to enhance the quality of life in our city by working in partnership with the community, to protect and serve the community’s quest for a peaceful and safe existence, with democratic values applied equally to all citizens.

VALUE STATEMENT

TO ACHIEVE THIS MISSION, WE COMMIT TO THESE SPECIFIC VALUES:

Human life above anything else
Community opinion and response
Courtesy, compassion and respect
Problem Solving
Teamwork
Integrity
BOARD OF POLICE AND FIRE COMMISSIONERS
Rick Nelson (Chair)
Martin Becker (Vice Chair)
Terry Tietjen (Secretary)
Bruce Becker
Michael Mueller (Resigned)
William Malchow

POLICE DEPARTMENT

<table>
<thead>
<tr>
<th>ADMINISTRATION</th>
<th>APPOINTED</th>
<th>PROMOTED</th>
<th>RECLASSIFIED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Kevin Hingiss</td>
<td>03-13-84</td>
<td>08-01-94 (Sergeant)</td>
<td>4-9-07 (Lieutenant)</td>
</tr>
<tr>
<td>Capt. Michael Keller</td>
<td>06-14-77</td>
<td>09-13-93 (Captain)</td>
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<tr>
<td>Capt. Michael Davel</td>
<td>09-10-93</td>
<td>12-05-96 (Sergeant)</td>
<td>4-9-07 (Lieutenant)</td>
</tr>
<tr>
<td>Lt. Thomas Barbuch</td>
<td>03-02-87</td>
<td>02-27-97 (Sergeant)</td>
<td>4-9-07 (Lieutenant)</td>
</tr>
<tr>
<td>Lt. Eric Leet</td>
<td>01-10-94</td>
<td>10-14-97 (Sergeant)</td>
<td>4-9-07 (Lieutenant)</td>
</tr>
<tr>
<td>Lt. Craig Czarnecki</td>
<td>03-22-91</td>
<td>12-1-12 (Lieutenant)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OFFICERS</th>
<th>APPOINTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officer Eric Schmeling</td>
<td>01-04-88</td>
</tr>
<tr>
<td>Officer Thomas Kajtna</td>
<td>01-02-92</td>
</tr>
<tr>
<td>Officer Thomas Schleg</td>
<td>09-14-92</td>
</tr>
<tr>
<td>Officer Steven Footit</td>
<td>09-23-96</td>
</tr>
<tr>
<td>Officer Matthew Keller</td>
<td>01-02-97</td>
</tr>
<tr>
<td>Officer Daniel Wolff</td>
<td>03-12-98</td>
</tr>
<tr>
<td>Officer Chris Erickson</td>
<td>06-01-99</td>
</tr>
<tr>
<td>Officer Kirstin Moertl</td>
<td>11-30-99</td>
</tr>
<tr>
<td>Officer Kurt Knowski</td>
<td>03-17-00</td>
</tr>
<tr>
<td>Officer Jason Bergin</td>
<td>07-31-01</td>
</tr>
<tr>
<td>Officer Jerry Nye</td>
<td>09-06-02</td>
</tr>
<tr>
<td>Officer Ryan Hurda</td>
<td>03-09-09</td>
</tr>
<tr>
<td>Officer James Russell</td>
<td>07-31-12</td>
</tr>
</tbody>
</table>
ADMINISTRATIVE ASSISTANT APPOINTED
Barb Roska 02-24-96

RECORDS CLERKS (Full-Time) APPOINTED
Becki Hill 03-01-99
Shelly Heaslip 04-15-04
Annie Bialzik 09-17-07

RECORDS MANAGER APPOINTED RECLASSIFIED
Tammy Shepherd 09-23-92 (Court Clerk) 1-1-11

SWORN PERSONNEL CHANGES

Present for duty December 31, 2012 19
Recruited during year 0
Separated from the service 0
Present for duty December 31, 2013 19
### POLICE RESERVE MEMBERS

**CAPTAIN:** Doug Winquist  
**LIEUTENANTS:** Will Parzyszek  
**CORPORAL:** Charles Betka  
**TRAINING OFFICER:** Richard Loberger

### MEMBERS:

- Allen Biever  
- Corey Birchbauer  
- Tricia Perry  
- Michael Kolbach  
- Loren Willis**  
- Gregory Boulanger (rejoined)  
- Wes Parks  
- Zach Schultz  
- James Ruth  
- Brandon Reel  
- Ashly Koller*  
- Grant Close*  
- Jordan Russell

### ADVISORS

- Lt. Tom Barbuch  
- Officer Jerry Nye

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* Resigned  
** Released
Membership

The Port Washington Police Reserves finished out the year with 13 active members. We picked up a couple of new members replacing those who resigned during the year. We also had a former member return to the area and rejoin the unit. New recruits are welcome, and we are constantly looking for recruits who will be active members. We continue to monitor the participation of the members so that we have an active roster from which to fulfill requests for assistance.

Training

Internal training covered the topics of:

- City familiarization
- Handcuffing
- Use of force
- CPR and AED
- Radio communications
- Traffic control and direction
- Crime Scene Processing
- Professional Communication
- Courtroom Procedures
- Leadership and Team Building exercises
- Officer Down

Scenario training was used to help put the training received to practical use. These scenarios involved the assistance of several officers from the department in addition to the advisors.

Events/Activities

954 hours of service were logged by the Reserve members. In addition to the meetings which were held on a regular basis throughout the year, the following is a list of activities participated/assisted in by the Reserves:

- Saturday Church Traffic @ St. Peter’s Catholic Church
- Severe Weather Storm Spotters
- Kiss of Indulgence – Foot Patrol/Traffic Control
• Miller Bike Ride for the Arts – Traffic Control
• Main Street Program Street Festival – Foot Patrol
• Memorial Day Parade – Traffic Control
• PWHS Graduation – Traffic Control
• July 4th Parade & Fireworks – Traffic Control
• Port Fish Day – Traffic/Foot Patrol
• Relay for Life – Security for donation collection
• PWHS Homecoming Parade – Traffic Control
• PWHS Football games – Foot Patrol
• Triathalon – Traffic Control
• Run from Concordia – Traffic Control
• Scenic Shore 150 Bike Ride – Traffic Control
• Pumpkins in the Park – Traffic Control
• Car Show - Traffic Control
• Municipal Court - Security
• Squads to Milwaukee for service
• Bicycle Rodeo – Assist Officer running the course
• Port Christmas Parade – Traffic Control
• Rock the Harbor Festival – Traffic Control & Foot Patrol
• Perimeter Security at Suicide Investigation
• Saukville 9/11 Silent March – Marching Unit
• Surveillance
• Police Department Open House
• Ride Alongs with Officers
• Reserve Bike Officers
• Lakefront Life Ring Inspection

In addition, the unit provided assistance for activities in other communities:

• Grafton Bicycle Race – Traffic/Crowd Control
• Grafton Christmas Parade – Traffic Control
• Saukville Race – Traffic Control
• Frebeka 5 run – Traffic Control

Recognition

We continued with our recognition program to “recognize exceptional work done by volunteers of the Port Washington Police Reserve Unit.” While the police advisors make the selections for award recipients, any police officer, reserve officer, or community member can recommend a reserve for their service. The following are the four types of awards that can be presented to members of the unit:

• Years of Service Award: For continuous years of service starting at 5 years and at increments of 5 years.
• Exceptional Community Service Award: For exceptional service to the community and/or the department.
• Exceptional Service Award: For exceptional service through self-motivation and self-initiation in conduct whose results improve or benefit the community, police department, or reserve unit.
• Exceptional Conduct Award: For reserves whose actions go above and beyond what is expected of a reserve officer; and as a result of those actions, greatly affects a positive outcome.

The following were the 2013 recipients:

YEARS OF SERVICE AWARD

Charles Betka – 5 yrs.
Allen Biever – 15 yrs.
Will Parzyszek – 5 yrs.
Tricia Perry – 10 yrs.
Brandon Reel – 5 yrs.

EXCEPTIONAL SERVICE

Charles Betka
Rick Loberger
Will Parszyse
Doug Winquist

COMMUNITY SERVICE

Charles Betka
Cory Birchbauer
Michael Kolbach
Rick Loberger
Will Parse
Jim Ruth
Doug Winquist

EXCEPTIONAL CONDUCT

Michael Kolbach
Jim Ruth
REGULAR

Diane Jung – Head Crossing Guard
Lynn Didier
Kristen Andrews
Sandy Radloff
Judy Flom
Robert Byrne
Kathy Lambrecht
Charles Betka

ALTERNATES

Joan McGarty
Donna Stepaniak
Ruth Schneider
Gerald Wilde
JulieAnne Weinberger
Tricia Perry
Sandy Budreck
James Radloff
Chief Kevin Hingiss
Mass Shooting Symposium
Pursuit for Administrators
FBI Active Shooter Training
Range training @ OZSO
ICS 100/ 200 *(Incident Command System)*
International Assn. of Chiefs of Police Conference, Philadelphia

Capt. Michael Keller
Badger TraCS *(Traffic and Criminal Software)* Users Training
Badger TraCS *(Traffic and Criminal Software)* Installation Training
Mass Shooting Symposium
FBI Active Shooter Training
WILEAG Assessor Training
FBI LEEDA Conference
FBI Retrainer
ICS 100/200 *(Incident Command System)*

Capt. Michael Davel
Mid-Winter WI Police Leadership Foundation Conference
Mass Shooting Symposium
Pursuit for Administrators
FBI Active Shooter Training
Range training @ OZSO
Crisis Management
WI Crime Alert Training for Law Enforcement
Propane dispenser training

Lt. Thomas Barbuch
Leadership in Police Organizations
Police Officer In-service Training
FBI Active Shooter Training
Range training @ OZSO
ICS 100/ 200 *(Incident Command System)*
Propane dispenser training

Lt. Eric Leet
Advanced Concepts for Law Enforcement Crisis Management
Police Officer In-service Training
Range training @ OZSO
Advanced Supervisory Liability Training
Propane dispenser training
**Lt. Craig Czarnecki**  
WI Assn. of Community Oriented Police Conference  
Police Officer In-service Training  
First-Line Supervisory Training  
Badger TraCS *(Traffic and Criminal Software)* Users Training  
Badger TraCS *(Traffic and Criminal Software)* Installation Training  
Range training @ OZSO  
FY 2013 Instructor Updates  
Armorer’s Course  
Propane dispenser training

**Officer Eric Schmeling**  
Police Officer In-service Training  
Range training @ OZSO  
Propane dispenser training

**Officer Thomas Kajina**  
Police Officer In-service Training  
Range training @ OZSO  
Autism: Communication and Response for Law Enforcement  
Propane dispenser training

**Officer Thomas Schleg**  
Police Officer In-service Training  
Range training @ OZSO  
Evidence Technician School  
Techniques for Financial Investigations  
Crime Prevention and Physical Security  
Reid Interview & Interrogation - Advanced  
Dept. of Criminal Investigation - Death Investigation School  
Propane dispenser training

**Officer Steven Footit**  
Police Officer In-service Training  
Range training @ OZSO  
Propane dispenser training

**Officer Matthew Keller**  
Police Officer In-service Training  
Range training @ OZSO  
Propane dispenser training
Officer Daniel Wolff
Police Officer In-service Training
Police Motorcycle Training
Range training @ OZSO
Autism: Communication and Response for Law Enforcement
Propane dispenser training

Officer Christopher Erickson
Managing Police Organizations-online
Police Officer In-service Training
Fire Training @ Oak Creek Fire Dept.
National Fire Protection Association 1033 and Your Career
Range training @ OZSO
Reid Interview & Interrogation – Basic
Reid Interview & Interrogation - Advanced
Propane dispenser training

Officer Kirstin Moertl
WI Association of Women Police - Officer Survival: The Inner Warrior
Minimal Facts for Law Enforcement
Police Officer In-service Training
Partnership Against Domestic Violence
Range training @ OZSO
International Police Mountain bike training
WI Crisis Negotiators Assn. Conference
Propane dispenser training

Officer Kurt Knowski
Advanced Roadside Impaired Driving Enforcement (ARIDE) Training
Officer Involved Shooting Debrief
Police Officer In-service Training
Range training @ OZSO
Reid Interview & Interrogation - Basic
Reid Interview & Interrogation - Advanced
Tactical Rifle Instructor Class
Propane dispenser training

Officer Jason Bergin
Advanced Roadside Impaired Driving Enforcement (ARIDE) Training
WI Assn. of Community Oriented Police Conference
Basic Narcotics Investigator training
Police Officer In-service Training
Pursuit for Administrators
Range training @ OZSO
Propane dispenser training
**Officer Jerry Nye**  
Field Training Officer  
Field Training officer Instruction/Certification  
Police Officer In-service Training  
Range training @ OZSO  
Reid Interview & Interrogation - Basic  
Reid Interview & Interrogation - Advanced  
Propane dispenser training

**Officer Ryan Hurda**  
Recognizing Hidden Weapons (Milwaukee)  
Police Officer In-service Training  
Range training @ OZSO  
Propane dispenser training

**Officer James Russell**  
Police Officer In-service Training  
Basic Breath Examiner Specialist Course  
Range training @ OZSO  
Propane dispenser training

* The State of Wisconsin’s training year is July 1st through June 30th.  
The training listed is for calendar year 2013. Because of this difference, some officers’ training records may indicate either no In-service training for the year, or two sessions attended during the calendar year.
### Calls for Service (CFS) 2013

<table>
<thead>
<tr>
<th>Call For Service (CFS) Description</th>
<th># of Calls</th>
<th>Call For Service (CFS) Description</th>
<th># of Calls</th>
<th>Call For Service (CFS) Description</th>
<th># of Calls</th>
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</thead>
<tbody>
<tr>
<td>911 Hang Up/Open Line</td>
<td>125</td>
<td>Drunkenness/Public Intoxication</td>
<td>9</td>
<td>Open Door, Window etc</td>
<td>56</td>
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<tr>
<td>911 Cellular Hang Up/Open Line</td>
<td>356</td>
<td>Domestic Violence - Verbal</td>
<td>33</td>
<td>Ordinance Violation</td>
<td>60</td>
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<tr>
<td>Abandoned Property</td>
<td>51</td>
<td>Domestic Violence - Physical</td>
<td>20</td>
<td>OAWI</td>
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<tr>
<td>Assist a Citizen</td>
<td>439</td>
<td>Emergency Detention/Chapter 51</td>
<td>10</td>
<td>Parking Violation</td>
<td>194</td>
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<tr>
<td>Administrative</td>
<td>76</td>
<td>Field Interview/Interrogation</td>
<td>45</td>
<td>Secure/Check Parks</td>
<td>134</td>
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<tr>
<td>Alarm – Burg/Bank</td>
<td>100</td>
<td>Fire</td>
<td>69</td>
<td>PBT Test - Station</td>
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<tr>
<td>Alarm – Fire</td>
<td>73</td>
<td>Found/Recovered Property</td>
<td>61</td>
<td>Motor Vehicle Accident - Prop</td>
<td>196</td>
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<tr>
<td>All Other Offenses</td>
<td>76</td>
<td>Fraud</td>
<td>42</td>
<td>Motor Vehicle Accident - Pers</td>
<td>13</td>
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<tr>
<td>Animal Complaints</td>
<td>188</td>
<td>Family Trouble</td>
<td>41</td>
<td>Process Service</td>
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<tr>
<td>Assist Other Agency</td>
<td>177</td>
<td>Firesworks</td>
<td>10</td>
<td>Rescue Call</td>
<td>603</td>
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<tr>
<td>Barking Dog</td>
<td>8</td>
<td>Gas Drive Off</td>
<td>38</td>
<td>Runaway</td>
<td>12</td>
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<td>Battery</td>
<td>16</td>
<td>Harassment</td>
<td>96</td>
<td>Sexual Assault</td>
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<td>Dog/Cat Bite</td>
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<td>Issuance of Worthless Check</td>
<td>25</td>
<td>School</td>
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<tr>
<td>Burglary</td>
<td>17</td>
<td>In Progress Call - Specify</td>
<td>23</td>
<td>Suicide &amp; Attempts</td>
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<tr>
<td>Business Check</td>
<td>1868</td>
<td>Juvenile Curfew/Loitering</td>
<td>23</td>
<td>Suspicious -Vehicle, Person, C</td>
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<td>CDTP (Vandalism)</td>
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<td>Light and Water Call Out</td>
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<td>Theft</td>
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<td>Car Killed Deer Accident</td>
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<td>Liquor Violation</td>
<td>5</td>
<td>Tobacco Violations</td>
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<td>Disorderly Conduct</td>
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<td>Littering</td>
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<td>Traffic Complaint/Erratic Drive</td>
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<td>Debris on Roadway</td>
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<td>Vehicle or Residence Lockout</td>
<td>212</td>
<td>Trespass</td>
<td>34</td>
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<tr>
<td>Directed Enforcement</td>
<td>689</td>
<td>Lost Property</td>
<td>19</td>
<td>Underage Alcohol Violation</td>
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<tr>
<td>Disabled Vehicle</td>
<td>102</td>
<td>License Premise (Tavern) Check</td>
<td>3</td>
<td>Vehicle Traffic Stop</td>
<td>1767</td>
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<tr>
<td>DNR: Tag Deer/Boat/Snowmobile</td>
<td>10</td>
<td>Miscellaneous Service</td>
<td>110</td>
<td>Warrant Pickup/Service/Attempt</td>
<td>91</td>
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<tr>
<td>Death Investigation</td>
<td>1</td>
<td>Lost/Missing Person</td>
<td>30</td>
<td>Welfare Check</td>
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<tr>
<td>Checking Doers</td>
<td>306</td>
<td>Mutual Aid</td>
<td>1</td>
<td>Weapons</td>
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<tr>
<td>DPW / Highway Dept</td>
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<td>Motor Vehicle Theft</td>
<td>8</td>
<td>Waste Water Treatment Plant</td>
<td>5</td>
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<td>Driving Complaint</td>
<td>65</td>
<td>Noise Complaint</td>
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<tr>
<td>Drug Investigation</td>
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<td>Non Reportable Accident</td>
<td>2</td>
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### 2013 ANNUAL REPORT
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<th>Category</th>
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<th>2012</th>
<th>2013</th>
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<tr>
<td>Warrant Pick up</td>
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<td>94</td>
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<td>Accidents Investigated</td>
<td>154</td>
<td>212</td>
<td>193</td>
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<td>15 Day Notices</td>
<td>491</td>
<td>545</td>
<td>1020</td>
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<tr>
<td>Traffic Citations</td>
<td>651</td>
<td>635</td>
<td>1434</td>
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<tr>
<td>Municipal Ordinance Citations</td>
<td>547</td>
<td>418</td>
<td>376</td>
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<tr>
<td>State Arrests</td>
<td>291</td>
<td>350</td>
<td>783</td>
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<tr>
<td>Parking Tickets</td>
<td>564</td>
<td>1875</td>
<td>1719</td>
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ACCIDENTS

Accident Reports

<table>
<thead>
<tr>
<th>Year</th>
<th>Reports</th>
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<tbody>
<tr>
<td>2011</td>
<td>133</td>
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<tr>
<td>2012</td>
<td>113</td>
</tr>
<tr>
<td>2013</td>
<td>118</td>
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### Juvenile Arrests

<table>
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<tr>
<th>Offense</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
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</thead>
<tbody>
<tr>
<td>Liquor Law Violation</td>
<td>12</td>
<td>30</td>
<td>40</td>
</tr>
<tr>
<td>Vandalism</td>
<td>7</td>
<td>9</td>
<td>0</td>
</tr>
<tr>
<td>DC</td>
<td>20</td>
<td>39</td>
<td>35</td>
</tr>
<tr>
<td>Drug Abuse</td>
<td>12</td>
<td>10</td>
<td>4</td>
</tr>
</tbody>
</table>
Speed Citations

- 2011: 131
- 2012: 224
- 2013: 218
## UCR Part 2 Crimes - Adult Arrests

<table>
<thead>
<tr>
<th>Part 2 Crimes – Adult Arrests</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Assaults</td>
<td>0</td>
<td>17</td>
<td>9</td>
</tr>
<tr>
<td>Forgery, Counterfeit</td>
<td>1</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Fraud</td>
<td>17</td>
<td>8</td>
<td>7</td>
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SPECIFIC WORK PLAN FOR 2014

In 2014 we expect to complete the following:

- Develop a crime prevention program
- Develop a three-year strategic plan
- Continue to build organizational capacity and operational readiness through training and development
- Obtain the necessary support and funding for an additional officer position
- Upgrade our technology. (Establish a technology replacement program.)