

# **The Savage Police Department**

## **A Closer Look at What We Do**

The Savage Police Department consists of two Bureaus: The Administrative Services Bureau and the Operations Bureau, each with several divisions and programs.

### **Administrative Services Bureau**

Led by a Captain, the Administrative Services Bureau consists of the Investigative Division, Community Services Division, and the Support Services Division.

#### **Investigative Division**

Led by a Sergeant, there are 3 detectives assigned to person and property crime investigations, a detective and K9 assigned to the Dakota County Drug Task Force, a School Resource Officer and a Crime Analyst.

Also under investigations are the Officers assigned to the Crime Scene Unit, the Narcotics Unit and the Property and Evidence Room.

- Crime scene technicians receive specialized training in crime scene photography, latent print development and recovery, footwear and tire track casting, recovery of biological evidence, DNA evidence collection, blood splatter characteristics, crime scene photography, and basic crime scene reconstruction. They train individually and as a unit, approximately four times per year.
- The Savage Police Department assigns one detective to the Dakota County Drug Task Force (DCDTF). This detective works with law enforcement officers from 13 other agencies in Dakota County. Task Force investigators work with state, local, and federal agencies to combat violent crime and the illegal drug trade, focusing on the sale of controlled substances. K9 Gunnar assists DCDTF as well as the DEA, Homeland Security, the ATF and other agencies in Dakota County – he is deployed for drug, firearm and cash seizures.
- Property and Evidence Room Technicians receive, store, and dispose of all property and evidence collected by the Department. Members of Property and Evidence are responsible for maintaining the chain of custody and disposing of evidence and property based on statutory limitations or court order. The main objective of Property and Evidence is to maintain and ensure the integrity of those items needed as evidence for judicial purposes. Photographs and

digital media evidence, including body worn camera video have become a big part of evidence storage.

### **Community Services Division**

Community Services includes an Administrative Sergeant, a School Resource Officer, a Crime Prevention Specialist, Community Service Officers, a Community Service Specialist, as well as Chaplains and Volunteers in Police Service (VIPS).

The Community Services Division serves the community in various ways, including code enforcement, server awareness training, alcohol and tobacco compliance checks, special events, and Crime Free Multi-Housing Training. Community Services staff maintain the business registry, alarm registration and coordinate many community outreach initiatives each year.

- The Community Service Specialist and Community Service Officers patrol city parks, respond to stranded motorists, and investigate a variety of city code violations including animal complaints, nuisance complaints such as trash/hoarding, noise complaints, animal bites and license violations, as well as parking violations to name a few. They transport evidence to the BCA and vehicles to and from vehicle maintenance appointments.

Community Service Officers are typically pursuing an education in Law Enforcement in preparation of becoming a licensed police officer. They also conduct code violation investigations as well as manage the Alarm Registration Program, helping to reduce the number of false alarms and assist with property release. They assist patrol with various tasks as needed and assist with many of our annual community events.

- Our School Resource Officer (SRO) is a sworn officer assigned to Prior Lake High School, which is one of the largest in the state. School Resource Officers assist school administration in maintaining a safe and secure environment at school. They provide security policing school grounds. They use de-escalation techniques with student fights and disputes and are responsible for investigating violations of criminal law. SRO's mentor students and also provide presentations and training on drunk driving and crisis and emergency situations.
- The Chaplain Program is a partnership with Prior Lake Police Department in providing chaplain services to our community. The volunteer Chaplain program consists of approximately 8 – 10 chaplains. Police Chaplains have been providing counseling and emotional support to members of the Police Department, their families, and members of the public since 2001. They are on call 24-hours a day, 365 days a year. Two chaplains are on call each month and rotate shifts throughout the year. Chaplains are a valuable resource for our community, especially in difficult situations like critical incidents, death, and trauma.
- The members of the Savage Police Department Volunteers in Police Service (VIPS) program volunteer many hours throughout the year to the Savage Police Department. The VIPS are invaluable to us by assisting in many of our community activities, including Tip-A-Cop, the Polar Plunge and Law Enforcement Torch Run benefitting Special Olympics, Home Expo, Food Drive, Santa Cop benefitting Toys for Tots, Citizens Academy, Police Department tours

and more. They also assist with other miscellaneous projects, take care of decorating our lobby for the holidays and occasionally provide front desk coverage.

## **Crime Prevention Unit**

The Crime Prevention Unit seeks strategies to reduce and deter the risk of crime and organizes community outreach events. The Crime Prevention Specialist works to identify emerging crime and safety concerns in the community and communicates with investigators and officers to develop strategies to address them. In addition, the Crime Prevention Specialist organizes community events, such as Night to Unite, Santa Cop Night, Holiday Heroes, Coffee with a Cop, Safety Camp, Police Department Open House, Kick'n with a Cop, the Law Enforcement Torch Run and many other community outreach efforts.

The Crime Prevention Unit sends out crime tips and event reminders through the City Connection newsletter mailed to all households in the city with the resident's utility bills. Connection topics may include phone scams, catalytic converter thefts, theft from motor vehicles, etc. We also use social media to highlight events, crime prevention tips, alerts and more. The Savage Police Department is on Facebook and Twitter.

Additional programs include:

- Residential Rental Property Registration - The Crime Prevention Specialist works directly with Residential Rental Property owners in Savage to provide training and updated crime information related to their property. We have over 400 rental properties registered. These properties consist of multi-family housing and single-family homes. Property managers and/or owners are required to take 8-hours of Crime Free Multi-Housing training.
- Business Registry - All businesses in Savage are encouraged to register their business and provide crucial information that can assist first responders. This information includes details on the business, who to contact in an emergency, and whether there are dangerous chemicals on the property. Understanding more about the site helps responders. Businesses are asked to update their registration annually. We currently have over 500 businesses registered.
- Citizens Academy – The Citizens Police Academy is a six-week program designed for the average citizen who wants to learn more about the Savage Police Department. Through participation in both classroom and hands-on training, citizens gain valuable insight into what officers do, how they do it, and most importantly, why they do it. Topics include patrol tactics, investigations, crime scene processing, SWAT and use of force decisions.
- SafeCam - Residents and businesses in Savage that have surveillance systems can participate in our camera mapping program called SafeCam. Registering their surveillance system with the Savage Police Department gives detectives and officers an instant list of locations where there are camera systems that may aid in an investigation. There are over 150 homes and businesses registered.
- Safe Spot - The Savage Police Department offers a safe exchange zone, called Safe Spot, where residents can exchange items that they have purchased/sold online. This allows people

to have a public location to make legal transactions. The Safe Spot is located at the Savage Police Department, 6000 McColl Drive, near the short-term parking. It is identified with a Safe Spot sign and is under camera surveillance 24-hours a day, seven days a week. People do not need to ask for permission to use the area. Safe Spot can be used for various transactions, including child custody exchanges, online transactions and retrieving property from family members for acquaintances.

- Take it to the Box – This drug disposal program promotes the safe use, safe storage, and safe disposal of unneeded medication, prescription medication, animal/pet medications, illegal drugs, and drug paraphernalia. The drug disposal box is located in the Savage City Hall vestibule and is available 24- hours a day, 7-days a week. The Take if to the Box program is funded by the Scott County Prevention Coalition, Scott County Public Health and the Scott County Sheriff’s Office.

### **Programs Benefiting Special Olympics Minnesota**

The Savage Police Department has been committed to supporting Special Olympics for many years and is actively involved in bringing awareness to Special Olympics Minnesota. We participate in three yearly events: Tip-a-Cop, Polar Plunge and the Law Enforcement Torch Run for Special Olympics Minnesota.

### **Coordinated Response**

The idea of a county wide response to mental health challenges began to form over the last few years. We have seen an increase in incidents with a mental health component. Representatives from local law enforcement, County Government and mental health professionals came together to develop a plan and the Scott County Coordinated Response Unit was formed. The mission of the Response Unit is to work in partnership with local law enforcement to provide outreach following a crisis, and jointly assist with finding long-term solutions for those involved.

This program between Scott County Human Services, Scott County Sheriff’s Office, Savage Police Department and Shakopee Police Department will embed a social worker within each agency to help resolve mental health crisis’ with adults, children, and families in the county. The outreach team can provide needs assessments, culturally appropriate referrals, assistance with system navigation, and care coordination.

Our mutual goals are to enhance mental health awareness, bridge the gap between police contact and social services, divert mentally ill individuals away from the criminal justice system, and increase access to treatment and services for adults, children, and families, living with mental illness.

### **Support Services Division**

The Support Services Division consists of a Records Supervisor and five Records Specialists. Support Services provides quality and professional police services to customers. Records specialists are responsible for providing customer service to the public via the front counter and

telephone. They facilitate Minnesota Data Practice requests for all types of police records. In addition to assisting the public, Records staff assist sworn personnel with record management and court calendar appointments.

They are responsible for a myriad of tasks such as processing police reports and citations. In completing their duties, they are charged with maintaining the integrity and confidentiality of all cases. Records specialists work with the Scott County Attorney's Office frequently. They receive requests for data in preparation for court and often will receive requests for transcription, where staff is responsible to transcribe verbatim, witness and suspect statements. Records staff typically will divide the total number of jobs and work on them in between their other tasks.

All records personnel must maintain a Bureau of Criminal Apprehension (BCA) Single Certification and go through CJIS (Criminal Justice Information System) Training every two years to maintain their certification.

### **Administrative Assistant**

The Administrative Assistant provides support to the Chief of Police and the two Bureau Captains with a variety of tasks and projects. She is the forfeiture coordinator; managing the forfeiture process from start to finish. She maintains department training records and licensing, completing annual documentation and reports required by the State of Minnesota and the MN POST Board. She orders office supplies and equipment for the department and serves as the liaison with the Administration, Finance and Human Resources Departments.

The Administrative Assistant coordinates hiring and background processes for new staff and internal promotional processes. She communicates regularly with the Scott County Attorney's Office, the DMV ordering titles and registration tabs, and the State Auditor's Office. She also assists with various agreements, council memos and resolutions.

## **Operations Bureau**

Led by a Captain, the Operations Bureau consists of the Uniformed Patrol Division, Training Division and the Tri-City Tactical Team.

### **Uniformed Patrol Division**

Uniformed Patrol is divided into two teams, A & B. Each team has a day shift (5:30 am – 4:15 pm), a mid-shift (4:00 pm – 2:45 am) and a night shift (7:00 pm – 5:45 am). There are six Patrol Sergeants who provide supervisory oversight on the various teams and schedules. Patrol officers perform general police work in the protection of life and property, crime prevention, enforcement of laws and ordinances, handle accident scenes, and participate in community policing and related programs. Included in the day-to-day routine of a patrol officer:

- Respond on or off duty to police calls and emergencies as directed; provide assistance as needed.
- Properly investigate complaints, maintain order in disputes.
- Patrol assigned area by vehicle or foot to deter and detect unlawful activities; observe and detect traffic violations, enforce vehicle, and traffic laws, check for suspicious activity, actively seek wanted persons or property, and operate vehicle in emergency mode when necessary.
- Apprehend violators and perform investigative work.
- Arrest and process suspects, document evidence, complete detailed reports, appear and/or testify in court as required, and serve subpoenas as directed.
- Utilize de-escalation tactics, which may take the form of scene management, team tactics, and/or individual engagement.
- Tactically face threatening situations and be prepared to use deadly force when justified.
- Monitor and ensure proper flow of traffic. Direct traffic when necessary and report hazardous conditions.
- Investigate and prepare traffic accident reports. Enforce parking ordinances, report abandoned or damaged vehicles, and assist stranded motorists. Request checks on vehicle registrations, warrants, and firearms; issue tickets, citations, and tags for illegal violations.
- Operate and maintain communication equipment, tactical tools, vehicles and equipment, office electronics, issued equipment/uniforms. Report damage, loss, or improperly operating equipment to immediate supervisor.
- Maintain effective community relations; answer questions, provide directions, assist as needed, and participate in community outreach activities. Maintain relationships with other governmental agencies and schools for coordination of investigations and other activities.
- Maintain personal character, ethics, skills proficiency, and physical conditioning.
- Stay abreast of developments in the field of law enforcement and changes in related laws and ordinances.

### **Traffic Safety Officer**

The Minnesota Department of Public Safety, Office of Traffic Safety has awarded a grant to the Savage Police Department for a DWI/Traffic Safety (DWI/TS) Officer. The National Highway Traffic Safety Administration (NHTSA) provides the funding for the grant program which allows law enforcement agencies to hire an officer to work the peak nights and times when data indicates impaired driving is most likely to occur. While primarily seeking to detect and interdict impaired drivers, the DWI/TS Officer will also focus on the dangerous driving behaviors of speeding, distracted driving, and occupant protection.

This grant will cover the funding to hire a DWI/TS Officer for a period of one year in which data will be collected to see the effectiveness of the program and we are optimistic that it will be renewed. The grant will cover the officer's salary, benefits and overtime relating to duties performed within the scope of this position.

## **Training Division**

Led by a Sergeant, the Training Division is an extremely important part of the Department. The safety of the public and our officers are the highest priorities of the Training Division. Savage police officers and staff complete thousands of training hours every year. This critical training includes confrontation de-escalation techniques, certification in TASER use, the yearly required pistol and patrol rifle qualifications, First Aid, Response to Resistance, Emergency Driving, Crisis Intervention/Mental Illness, Conflict Management/Mediation and Recognizing Diversity, Cultural Differences, legal updates and Occupational Safety and Health Administration (OSHA) classes.

Other training emphasizes realistic de-escalation, proper use of force under various lighting conditions and the use of a TASER or pistol, when justified. All officers completed 16 hours of dynamic firearms training that includes movement, shooting, addressing multiple targets, and the technical skills needed for firearms proficiency. All armed personnel also completed two separate comprehensive firearms qualifications annually. Newly hired officers received 30 hours of training in defensive tactics and firearms training, and an additional 16 weeks of field training. In addition, each officer completes monthly training in legal updates and regularly reviews policies.

- Field Training Officer Program – this program is also led by a Sergeant. All new officers are paired with a Field Training Officer (FTO) and must complete up to 4 months of initial officer training before they can work as a solo patrol officer. The program utilizes study of laws, policy, and procedures along with scenario-based training, handling calls for service and other police activity to help the new officer master all aspects of the job. The new officer takes on more responsibility as she/he moves farther along in training, eventually handling the majority of tasks without the FTO's help. FTO's devote over 60 shifts to field training, including classroom and scenario training.
- Use of Force Program – This program is also led by a Sergeant. There are approximately 6 Use of Force instructors who are trained to provide instruction in the use of force and there are typically 3 trainings per year. Some training topics include:
  - Scenario-based training centered on the Authorized Use of Deadly Force State Statute. Officers are faced with different situations that require them to display their understanding of when deadly force can be used as well as understand other force options that could be utilized instead of deadly force. This includes non-lethal methods and de-escalation skills. Officers are also trained in the use of a PepperBall Gun as a less lethal option. To complete or pass a qualification, Officers must demonstrate proficiency.
  - Training is conducted on the use of a ballistic shield while clearing buildings and /or rooms as a team.
  - Additional training on defensive tactics, handcuffing, use of a baton and taser, hands-on control techniques as well as less lethal options and de-escalation training. They demonstrate their skills through scenario-based training.

- Firearms – This program is also led by a Sergeant and includes 5-6 Firearms instructors who oversee the annual training. Because shooting proficiency is a perishable skill, it is important that officers train on a regular basis with a minimum amount of time between training sessions. It is the goal of the firearms program to prepare officers for deadly force situations.

The Firearms Instructors design and prepare lesson plans for officers to increase proficiency in firearms skills and to make proper decisions when critical thinking is required. Because it is very possible that an officer may be killed or seriously injured in a deadly force situation, it is the goal of the Firearms Program to provide officers with the skills necessary to quickly stop a deadly force threat. Training and qualification shoots are each typically held twice per year, with one each year in cold weather and nighttime conditions.

- Employee Wellness – The Employee Wellness Program is intended to address the omnipresent physical and mental health demands on Savage Police Department personnel. The department-wide Wellness Program is available to all staff. The program focuses on the holistic development of mental, physical, social, and financial resiliency. The goal of the Wellness Program is to procure, manage, and coordinate a wide range of resources for all department personnel, to encourage and support their efforts to develop resiliency, and mitigate the impact of personal and professional stressors. The vision of the Wellness Program is to enhance the overall well-being of all Savage Police Department personnel and their families by facilitating proactive strategies to maximize mental, physical, social and financial health as well as providing support in managing professional and personal hardship.
  - Mental/Emotional Well-being: “Check-Up from the Neck Up” - every employee meets with a mental health professional at least once per year or more, as needed.
  - Critical Incident Stress Debriefs: Officers who are part of a critical or especially difficult event meet with a mental health professional who facilitates a session to help debrief and process what happened. The goal is to help officers move past the incident and avoid Post Traumatic Stress Disorder (PTSD) or other problems.
  - Workout On Duty Program: Employees can exercise while on-duty, within parameters, while remaining available for calls. Studies have shown that officers who can complete exercise, stretching or meditation during their shift are healthier and more engaged.

### **Explorer Program**

The Savage Police Department and Scott County Sheriff’s Office strongly believe in investing in the young people of our community; in 2022 they partnered to create a Police Explorers Post. This program allows young adults between the ages of 14 and 20 who have an interest in law enforcement to learn the tasks and duties of a sworn officer. The learning occurs through instruction, observation, and scenario-based training in all areas of law enforcement duties. Participants gain confidence in themselves and then apply what they’ve learned in regional, state, and national competitions. Explorers develop physical and emotional strength, sound character, solid values, and a sense of purpose. Additionally, the program promotes personal growth through



character development, respect for the rule of law, physical fitness, good citizenship, and patriotism.

Upon completion of required training, Explorers assist the Savage Police Department, Scott County Sheriff's Office, and its citizens in providing for the safety and order of our community. As part of the Explorer Post, they can volunteer to assist the police department and sheriff's office with events such as the Scott County Fair, Savage Dan Patch Days, Special Olympics and other community events within the county. The Savage Police Department and Scott County Sheriff's Explorer Post #3378 is sponsored by the Savage Police Department/Scott County Sheriff's Office and is affiliated with the Exploring Division of the North Star Council, Boy Scouts of America.

### **Tri-City Tactical Team**

The Tri-City Tactical Team (TCTT), otherwise known as SWAT, consists of police officers from Savage, Shakopee, and Prior Lake Police Departments, deputies from Scott County and Carver County Sheriff's Offices and tactical paramedics from Shakopee Mdewakanton Public Safety. The Savage Police Department typically has 5 – 7 officers who are on the TCTT. The tactical team is trained and prepared to respond and/or resolve hostage and terrorist situations, search warrant service, critical incidents, riot control, and VIP protection. The TCTT is divided into four elements: Entry Team, Arrest Team, Precision Long Rifle Team, and Crisis Negotiators.

TCTT members receive over 200 hours of advanced training throughout the year. The team works and trains closely with neighboring jurisdictions including an annual training at Fort Ripley military training facility in Little Falls, Minnesota. The TCTT also trains and assists other tactical teams from Bloomington, Eagan, Richfield, Airport, and the Burnsville Police Department.

The TCTT was chosen as the 2020 Minnesota Special Operations and Training Association (MN SOTA) tactical team of the year. The team was chosen out of all of the tactical teams in the state of Minnesota.

### **Drug Court**

The Savage Police Department supports and participates in the Scott County Treatment Court program. The treatment court program follows the documented success of specialty Drug Courts across the State of Minnesota. The purpose is to provide nonviolent drug-addicted offenders treatment for their addiction and avoid future criminal offenses by these offenders. Research also shows that when these strategies are implemented correctly, they improve public safety and save taxpayer dollars.

Program participants are often given a curfew. City of Savage Police Officers are asked to stop by participants homes to ensure they are complying with curfew and other program rules/goals. Officers often build a connection with the participants, often offering life advice, or helping the participants with personal goals. This is an opportunity for participants to get to know an officer on a personal level.

## **POR Team**

Minnesota's Predatory Offender Registration (POR) was established on August 1, 1991. Since that time, the MN Bureau of Criminal Apprehension (BCA) POR unit has maintained the state's central database of information on predatory offenders. Most registration information is classified as private; however, in certain circumstances in lines with MN State Statute § 243.166, certain information may, at times, be released to the public. Details for those required to register can be located under MN State Statute § 243.166, subdivision 1b.

Savage Police Officers receive specialized training learning to understand the intricacies of the registration laws. Our officers regularly perform checks on registrants, ensuring the information they provide to the MN BCA is accurate and up to date.

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As our Savage community changes and grows, the Savage Police Department will grow along with it. We remain committed to providing the best possible public service.

Our **mission** encompasses what we do:

“The Savage Police Department is committed to protecting life and property, providing professional police service, and strengthening partnerships.”

Our **vision** is how we do it:

The Savage Police Department is committed to providing high quality Service to society.

We will accomplish this through:

**Teamwork**

**Positive Relationships**

**Education and Mentorship**

**Forward Thinking Leadership**

**Compassionate Support**