

## **"TELLING OUR STORY"**

### **The Medina Police Department 2010 Annual Report**



**Chief Patrick Berarducci assisted by Detective Scott Thomas preparing to testify before the United States Senate Committee on the Judiciary.**

#### ***A MESSAGE FROM THE CHIEF***

2010 was a very active year for the police department. We tried to balance our efforts between enforcement operations and the type of "broken windows" programs the department has become known for. We have saved lives, cleaned up neighborhoods and sent a strong message to the drug dealers and other criminals who would victimize our citizens. We have built strong partnerships with law enforcement, the business community and our citizens.

Our accomplishments would not have been possible without the support and sincere effort of all the men and women of the Medina Police Department. We accomplished our goals and expanded on many. Throughout it all we performed in an innovative and cost effective manner.

A handwritten signature in black ink, appearing to read 'Patrick J. Berarducci'.

**Patrick J. Berarducci  
Chief of Police**

# SECTION 1

## ***POLICE OPERATIONS***

### ***Medina Police Performance Snapshot - 2010***

The City of Medina is 12.5 square miles with a population of 26,200 residents and a population density of 2,540 per square mile. Because of a large amount of retail business, schools and light manufacturing, the city has a service population in excess of 50,000. Officers of the MPD daily patrol 190 curb lane miles in the city and delivered the following service to our residents:

**28,427 CALLS FOR POLICE SERVICE**  
**16,848 OFFICER INITIATED CALLS**  
**11,579 CITIZEN INITIATED CALLS**  
**5,015 TRAFFIC STOPS**  
**3,964 TRAFFIC WARNINGS**  
**3,233 SUSPICIOUS ACTIVITY STOPS**  
**2,289 TRAFFIC CITATIONS**  
**1,548 ARRESTS MADE**  
**801 CRASH REPORTS**  
**592 ALARM DROPS**  
**448 CARS IMPOUNDED**  
**43 JUVENILE DIVERSION CASES**

The department is organized into two divisions. The Patrol Division is responsible for ongoing patrol enforcement operations. The second division is the new Special Operations Division (SOD) which encompasses the Communications Center and its personnel; general duty detectives, the narcotics detective, School Resource Officers, the Records room operation and the Evidence Room.

By organizing along functional lines, we facilitated better communication within the divisions, as well as between the divisions. We have also balanced the number of personnel and programs each division commander is responsible for supervising.

Currently, the department has 36 full-time sworn officers including the Chief of Police.

The Patrol Division is comprised of 26 sworn officers divided among 4 shifts, 7 days per week, 24 hours a day.

The Special Operations Division (SOD) is comprised of 9 sworn officers: 1 sergeant, 4 detectives, 1 narcotics detective, and 3 School Resource Officers (SRO). In addition, it has 1 full-time records clerk, 2 part-time records clerks, 1 part-time property clerk/detective bureau secretary, 10 full-time dispatchers, and 2 part-time dispatchers.

## **SECTION 2**

### **COMMUNITY POLICING - MAJOR INITIATIVES**

The architect of the community policing program in Medina was former Police Chief Dennis Hanwell. During his 13 years as Chief of Police, he instilled the philosophy of community policing and "broken windows" in our department and our community. Chief Hanwell is now Mayor Hanwell, and he is committed to a Community Oriented Government Model in which we are cross training employees from various departments in aspects of our community policing program.

We continue Chief Hanwell's vision of policing and describe below our 2010 initiatives.



## POLICE CHIEF CALLED TO TESTIFY BEFORE US SENATE JUDICIARY COMMITTEE

Senator Jeff Sessions

Patrick Berarducci  
Chief of Police  
Medina Police Department  
Medina, OH

Colonel Dean Esserman  
Chief of Police  
Providence Police Department  
Providence, RI

Senator Patrick Leahy, Chairman

Michael Schirling  
Chief of Police  
Burlington Police Department  
Burlington, VT

Rodney Monroe  
Chief of Police  
Charlotte Mecklenburg Police Department  
Charlotte, NC

On March 3, 2010, Police Chief Patrick Berarducci was called to testify before the United States Senate, Committee on the Judiciary in Washington, DC. The focus of the hearing was "Encouraging Innovative and Cost-Effective Crime Reduction Strategies". Chief Berarducci was invited to testify regarding many of the initiatives described below. His complete testimony is available at [http://judiciary.senate.gov/hearings/testimony.cfm?id=4441&wit\\_id=9179](http://judiciary.senate.gov/hearings/testimony.cfm?id=4441&wit_id=9179)

### **MGH DONATED AED UNITS TO THE POLICE DEPARTMENT PARTNERSHIP AIMS TO SAVE LIVES IN CASES OF SUDDEN CARDIAC ARREST**

Medina Hospital donated six automated external defibrillators (AEDs) to the Medina Police Department in 2010 to equip every patrol car with this life-saving equipment. Sudden cardiac arrest is one of the leading causes of death in the U.S., striking about 250,000 Americans each year. This translates into nearly one death every two minutes.

In addition to the donation of AEDs, each Medina police officer has been trained by a certified instructor at Medina Hospital.

Each officer has been certified for two years and is able to:

- Recognize and care for breathing and cardiac emergencies in adults
- Perform CPR on a person suffering from sudden cardiac arrest
- Operate an AED

- Minimize the effects of shock
- Care for choking situations

Five officers have received Life Saving Awards from the department in 2010 for their efforts at successfully reviving victims of sudden cardiac arrest using CPR & AED.



**FACEBOOK AND  
COMMUNITY TIPS  
HELP CAPTURE  
FUGITIVES**

The Medina Police were the first in the world to use FACEBOOK to help capture fugitives. We want our FACEBOOK fans to know they are appreciated. During the last year when MPD

began using a Facebook page, we were averaging 160 fugitive warrants on file. The number is steadily falling thanks to the help of our fans.

Medina Police feature the names and photographs on our page, [www.facebook.com/medinapolice](http://www.facebook.com/medinapolice) in an effort to gain the cooperation of residents in a cost effective way to find their fugitives from justice. Officer Sara Lynn, the project's coordinator, regularly updates the website with new names and photographs of Medina's Wanted. The Facebook page costs the police department nothing. Departments around the world have embraced Medina's idea to get the public involved with many departments' today using the technique.

We are now averaging 125 active warrants on file and are currently at our lowest level with 122 active warrants. In the last month we have served three warrants that were over 5 years old. You keep crime down by locking up the people you have already caught. You don't ignore a suspect because they didn't show up for court.

It is a never ending process as new arrest warrants are issued every day. That's why it is important to have a good program in place.

Our fugitive program has been featured on the NBC Nightly News, the Today Show, and in print media around the country.

**CITY ADOPTS NEW STRATEGY**  
**TEAMWORK AND COMMUNICATION KEY**

Taking a page out of the cavalry officer's handbook and adding modern day communications, Medina implemented a comprehensive new strategy for a safer and more efficient emergency medical response in the city.

The plan takes full advantage of the number of police cars circulating throughout the city and the coordination offered by the police communications center; while dispatching for police, LST and fire from one call center in police headquarters.

"We are using police cars as our modern day cavalry scouts, the advance element of our team," said Mayor Dennis Hanwell. "Our officers are from one to three minutes away from any serious call because they are spread out throughout the city and are always moving."

The role of scout is a natural use for police officers, who are constantly moving in their vehicles. LST and fire department personnel respond from a fixed location such as the fire station. In most cases fire and LST crews have a longer response time due to their deployment from fixed locations.

"It is our goal to use our limited resources in the most efficient manner for the public," said Hanwell.

Under the new plan, police officers are dispatched on every medical call, as well as the Medina Life Support Team (LST) and when available, fire department medics. The first arriving unit will notify the other responding units if there is a need for a continued emergency response or if they can proceed more cautiously.

Police will leave it up to advance medical teams to determine how many are needed on a call.

The new plan is a response to a need to operate more efficiently in tight budgetary times, and not duplicate services, a key element of Mayor Hanwell's strategy for all city departments.

**POLICE LEARN MORE EFFECTIVE RESPONSE**  
**AUTISM: RECOGNITION, RESPONSE and RISK MANAGEMENT**

All members of the Medina Police Department went back to school this year to learn more about Autism and ways to deliver a more effective response for the special needs residents of the community and their families.

According to the Autism Society of America, autism - a neurological disorder that typically appears during the first three years of life specifically affects brain function in the areas responsible for the development of communication and social interaction skills. Autism is estimated to affect as many as one in every 150 children (CDC-NCBDDD, 2008)

Meeting the needs of an autistic presents special challenges for the law enforcement officer responding to a call. Effective strategies were among the lessons taught at the training sessions.

The training sessions, AUTISM: RECOGNITION, RESPONSE and RISK MANAGEMENT were sponsored by the Medina Police Department and opened to all county law enforcement no cost to the officers and presented by Dennis Debbaudt, author and public speaker.

**DOJ MOU AUTHORIZED BY COUNCIL**  
**MPD AND US MARSHAL'S PARTNER TO CATCH FUGITIVES**

In April 2010, City Council approved a Memorandum of Understanding between the US Department of Justice (DOJ) and the City of Medina allowing the police department to formalize our partnership with the United States Marshal's Northern Ohio Violent Fugitive Task Force. The Task Force focuses its efforts on the apprehension of fugitives in the community as well as the surrounding area.

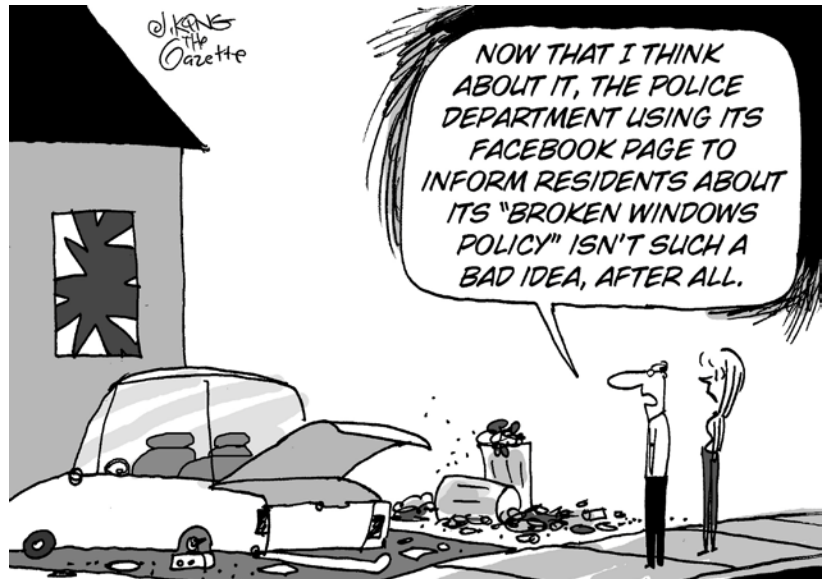
Studies have shown that career criminals on average commit 5 felony crimes per day while remaining free. Partnering with the task force and concentrating our limited manpower on finding and arresting individuals with outstanding warrants enables us to help curtail overall crime in the community. Twenty five Medina officers including Lieutenants, Sergeants, Detectives and Patrolmen are commissioned as Special Deputy U.S. Marshals, allowing them to work when needed (part time) with nationwide jurisdiction to track down fugitives wanted by our department.

The partnership has been an outstanding success. Two drug sweeps netted over 51 suspects wanted on indictments for a perfect 100% capture rate. The Marshal's Service reimbursed the Medina Police Department for approximately \$15,000 in officer overtime for 2010 under the terms of the agreement.

The Medina Police Department and Chief Patrick Berarducci were recognized in 2010 by the Attorney General of the United States with the William French Smith Award for our contributions to the success of the program.

**PROPERTY MAINTENANCE  
PROGRAM**

In 2010 following the crime prevention theory of "Broken Windows" we began our Property Maintenance Program focusing on quality of life issues in the neighborhoods. Officer Jim Valentine, a senior patrolman coordinates the initiative with members of the Building Department, Planning and Zoning and the Service Department in an effort to clean up the city. Junk cars, rubbish, high weeds, abandoned homes and structures were targeted.



We used FACEBOOK to inform the public of the initiative and ask for their assistance. Significant strides have been made in this project to improve the appearance of the city and its neighborhoods.

**OPERATION TEAMWORK  
POLICE SPECIAL TEAMS TO WORK TOGETHER**

In 2010 the Medina Police Department and the Medina County Sheriff's Department joined forces to deliver better services to their communities under "Operation Teamwork". The approach has lowered overall operating costs for both agencies by combining their special enforcement teams and forming a closer working relationship. The departments combined their SWAT Teams and Jail operations in an effort to save against rising costs. The move has provided more efficient law enforcement operations for the residents of Medina County and the City of Medina.

With Operation Teamwork we save money on training costs and equipment and we have a more effective law enforcement response because of our willingness to work together.

In 2010, the Medina Police Department closed its four temporary detention cells and instead take all prisoners to the Medina

County Jail for processing and detention. The police department converted the jail space to other uses and its officers are available to return to patrol much more quickly. The city will also no longer face the high liability of operating even a short term detention facility and the associated costs of regulatory enforcement and training of its officers. The sheriff has guaranteed the Medina County Jail will never turn away a Medina City prisoner due to space problems.

Taking our prisoners down the road a mile to the Medina County Jail only makes good sense. The Medina County Jail personnel are trained and staffed to deal with the problems associated with detention facilities. They are a nationally accredited jail and we are putting that asset to work for Medina City.

**CIT - A SHARED VISION**  
**MPD OFFICERS TRAINED**

Mental health care professionals, families of the mentally ill and law enforcement around the state have been collaborating for several years with a shared vision to use specialized training for police officers to safely deal with the ever increasing demand for services for those with mental illness. The program is known as Crisis Intervention Team (CIT). As of last week, Medina Police have three new graduates.

"Our goal with CIT is to save lives and to be more effective," said Mayor Dennis Hanwell. "The program gives the officers and emergency responders the skills to recognize signs of mental illness, safely de-escalate a potential crisis situation, and make the proper referrals for service."

Medina Police officers graduating at November 18, 2010 ceremonies are:

Patrick Berarducci, Chief of Police  
Robert Starcher, Lieutenant  
James Tighe, Officer

They join a growing list of certified Medina Police officers and dispatchers:

David Birckbichler, Lieutenant  
Calvin Undercoffer, Sergeant  
George Horton, Sergeant  
Brett McNabb, Sergeant  
Scott Marcum, Sergeant  
Amy Kerr, Detective  
James Valentine, Officer  
James Stevens, Officer

Mathew Martincin, Officer  
Sara Lynn, Officer  
Joshua Wilson, Officer  
Denise Indovina, Dispatcher  
Walter Krynovek, Dispatcher  
Patricia Miller, Dispatcher

Crisis Intervention Team (CIT) Training - CIT is a collaborative effort between law enforcement and the mental health community to help law enforcement officers and emergency responders handle incidents involving people with mental illness. CIT is a community-based collaboration between law enforcement, NAMI (National Alliance on Mental Illness), the Medina County ADAMH Board, Alternative Paths, and mental health consumers. Officers and emergency personnel receive 4 days of training in mental illness, crisis intervention, de-escalation techniques and the local mental health system.

Attendees learn to integrate their police and emergency responder training with new skills and approaches to respond to a person they believe has a mental disorder or persons experiencing a psychiatric crisis.

The Medina County Sheriff's Department, NAMI (National Alliance on Mental Illness), the Medina County ADAMH Board, and Alternative Paths, Inc. sponsored the recent training.

Read more about CIT at  
[http://www.alternativepaths.org/Services/Crisis\\_Intervention\\_Team\\_CIT\\_Training](http://www.alternativepaths.org/Services/Crisis_Intervention_Team_CIT_Training)

Read more about NAMI (National Alliance on Mental Illness) at  
[http://www.nami.org/template.cfm?section=find\\_support](http://www.nami.org/template.cfm?section=find_support)

**Memorandum of Understanding**  
**between the Medina County Council of Governments**  
**and the City of Medina**

On April 13, 2010 Medina Mayor Dennis Hanwell, Medina County Commissioner Pat Geissman, Medina Drug Task Force Director Gary Hubbard, and Medina Police Chief Patrick Berarducci participated in Memorandum of Understanding signing ceremony at Medina City Hall.

The ceremony commemorates the signing of a Memorandum of Understanding between the Medina County Council of Governments and the City of Medina to develop a more effective partnership regarding drug enforcement efforts. The participant's goal is to have this MOU and its provisions serve as a catalyst to bring

wider participation in the Medina County Drug Task Force and more effectively address drug enforcement issues.

The MOU represents the first time in which a city police department has assigned a full time officer to work on the Medina County Drug Task Force and outlines the financial arrangement governing the assignment.

**A TRADITION OF SPECIAL SERVICE**  
**SPECIAL POLICE UNIT 53 YEARS OLD**

In 2010 the police department issued each member of the Special Unit a new ballistic vest to help keep them safe. The volunteers receive no pay for helping the city, but their value is of little dispute.

They have donated a staggering 73,590 hours of police work to the city in the last 20 years. The volunteer Special Police Officers of the Medina Police Department have served the city and its residents, providing an increased police presence in the community for over 53 years.

"They are quite a dedicated group. I don't know what we would do without them," said Medina Mayor Dennis Hanwell. "Their volunteer work allows us to provide quality service at all the city's special events and parades without breaking our budget."

The Special Unit began in 1957 and its first nine officers were sworn in at the beginning of 1958. While Special Officers are easily recognized by their distinctive grey uniform shirts, the rest of their equipment is the same as the regular officers. The

"Specials" meet once a month to receive training, as well as to conduct the business of their organization. They elect officers, interview perspective officer candidates and plan their activities for the coming month. They regularly patrol the city to help with the department's community policing program, direct traffic at accidents and come in to assist with emergencies such as missing children.

**WANTED: A FEW GOOD MEN AND WOMEN**  
**MEDINA COMMUNITY POLICE ACADEMY ACCEPTING APPLICATIONS**

The Medina Police Department presented its 9<sup>th</sup> citizen's Community Police Academy which started on September 9, 2010. The Community Police Academy is designed for citizens to learn more about law enforcement. Students were instructed by veteran police officers, under the command of Sergeant Calvin Undercoffer the class coordinator in all facets of police work

in a series of 3 hour sessions designed to give concerned citizens a behind the scenes look at law enforcement operations.

The classes were held on Thursday nights 7:00 PM to 10:00 PM, from September 9 to November 11 at the City Hall Multi Purpose Room.

Students were exposed to forensic science and crime scene investigation, learned to approach a case as a veteran detective, and learned the basics of police patrol.

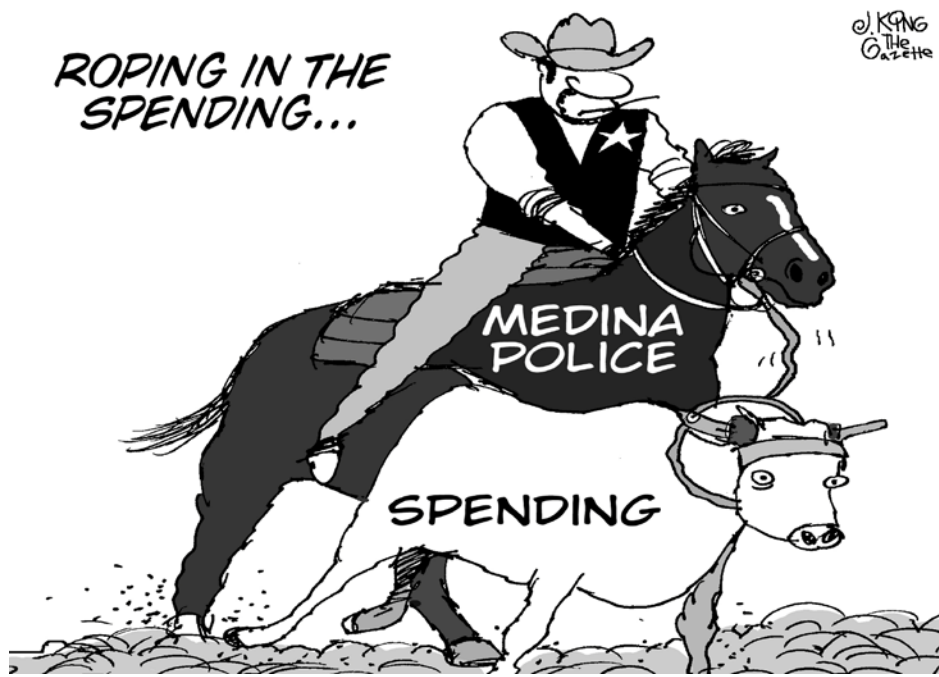
Veteran police supervisors exposed the students to command post operations and the planning of raids. They learned how police find missing children or work narcotics investigations.

After graduation interested graduates were eligible to join the Medina Community Police Academy Alumni Association.

## **SECTION 3**

### ***ROPING IN THE SPENDING***

#### ***POLICE COST CONTAINMENT EFFORTS***



We described our budgetary efforts in 2010 as operating on the "gold standard". The "gold standard" simply means no deficit spending. We re-prioritized our spending in an effort to be

responsive to the changing economics of our community and made significant cuts in our spending. We have made no cuts in service to the community. The adjustments are categorized as:

- OVERTIME CUTS - ONLY OPERATIONAL OVERTIME GRANTED - CONTINUE REIMBURSEMENT PARTNERSHIPS
- NO SALARY INCREASES IN 2011 - 0% PROPOSED
- HIRING FREEZE - NO NEW OFFICERS OR CIVILIAN EMPLOYEES IN 2011 - OFFICER STAFFING HAS BEEN REDUCED BY 10% THRU ATTRITION
- TECHNOLOGY - REDUCE RECURRING COSTS AND FUTURE PURCHASES
- TRAINING - ONLY TARGETED TRAINING DOLLARS WITH INDIVIDUAL DEVELOPMENT PLAN
- SPECIALIZED UNITS - DISCONTINUE CANINE UNIT - DISCONTINUE MPD SWAT - CONTRIBUTE "AS NEEDED" MANPOWER TO COUNTY SWAT - DISCONTINUE CITY HOLDING CELLS IN FAVOR OF COUNTY JAIL USE
- EXPECTATIONS FOR 2011 - HOLD SPENDING TO \$4.5 million dollars.

We are holding spending down to preserve our surplus for future years, which look financially challenging. By year's end we should have a better idea on minimum costs to operate, but ongoing labor negotiations will most likely negatively impact the bottom line.

We are committed to the "gold standard" and continuing our cost containment efforts in 2011. Since April of 2010 when potential deficits were brought to my attention I directed police expenditures to be held at \$4.5 million dollars and a series of audits or reviews performed. We reduced previously authorized spending and attained our goal of holding 2010 spending to actual revenue at \$4,589,000. The police department returned a year-end surplus in excess of \$100,000 to the city's coffers.

The 2011 appropriation request contains a 0% pay increase for the police department. Due to the collective bargaining laws in Ohio we do not know if this goal is attainable.

The process we are working through will be an ongoing one. We will make changes when necessary and many corrections along the way.

## **SECTION 4**

### **2010 STATE OF THE DEPARTMENT**

The Medina Police Department has three ongoing annual capital equipment programs. Each year, the department attempts to replace approximately one-fourth of its marked Patrol fleet,

one-fourth of its in-car laptop computers, and one-fourth of its desktop computer workstations. The car-replacement program alone costs approximately \$100,000 each year the way it was previously structured. The combined computer-replacement programs cost approximately \$30,000 per year.

We lowered our spending goal to \$4.5 million for 2010 because of the uncertainty of the revenue picture and reports of revenue shortfall from the Finance Director.

## ***POLICE COMPUTER SYSTEMS***

In 2010 we changed the way our laptops are deployed from one per car to one per officer while on duty. A two man car shares one laptop in the car. Unused laptops are now stored in roll call rather than in empty patrol cars exposed to the weather.

The above deployment changes reduced the number of laptops and air cards deployed in the patrol cars from 18 to 7 which will save \$50 per month on air time charges per unit and \$4,000 per laptop on replacement units. We normally deploy less than 6 cars at a time and have installed a charging cart in roll call for the laptops not being used. Savings are approximately \$6,600 in air costs and \$44,000 in computer replacement costs.

We will be introducing the business principle of "hoteling" in 2011 in regards to desktop computers which will decrease the number of units needed and supported. We anticipate this also providing significant savings.

Both the Computer Aided Dispatch (CAD) and Records Management System (RMS) should remain serviceable for several more years, with no significant costs except the annual maintenance agreement which totals approximately \$34,000 per year. The Sun Server which houses the system was installed in 2007 at a cost of \$22,000 and has a four year life expectancy at which time hard drives will need to be replaced.

Our voice recording server, WYGANT also has a four year life expectancy and is approaching end of life. The unit was purchased at a cost of \$22,000 and so we will begin to explore our options for anticipated replacement.

## ***POLICE VEHICLES***

We have gone to two-man cars whenever 4 or more officers are on duty which significantly reduces fuel costs, vehicle maintenance and tire expense.

We raised the mileage limit for front line patrol cars to 100,000 miles and a review of maintenance history before a replacement decision is made. Depending on available funding, we may need to raise the limit to 125,000 miles.

We have discontinued the K-9 program and redeployed the two cars as front line patrol cars eliminating the need to buy two new cars saving approximately \$60,000 in new vehicle costs in 2010.

No vehicle purchases anticipated in 2011.

## ***PRIMARY RADIO SYSTEM***

The Medina Police Department is currently operating on a UHF radio system. The City of Medina is licensed by the Federal Communications Commission to operate on the assigned frequencies. The FCC license was renewed on November 6, 2007. The license expires on December 17, 2017.

The Federal Communications Commission (FCC) has mandated that all Part 90 Business, Educational, Industrial, Public Safety, and State and Local Government VHF (150-174 MHz) and UHF (421-512 MHz) private PLMR (Private Land Mobile Radio) system licensees convert from what has been known as "wide-band" (25 KHz) operation to "narrow-band" (12.5 KHz or equivalent) operation by January 1, 2013.

Beginning in 2009, a complete radio system audit was performed. The audit has been completed and updated again in January 2011.

In total, there are one hundred and twenty nine (129) communication devices owned by the Medina Police Department. These devices include mobile radios, portable radios, base radios, and the repeater. The Medina Police Department owns fifty nine (59) units which are "wide-band" (25 KHz) compliant and are considered obsolete. None of the "wide-band" (25 KHz) radios are in primary service. The "wide-band" (25 KHz) radios are issued to specials or are in storage. Once our narrow

banding initiative is completed we will auction off the obsolete units.

All primary service radios are "narrow-band" (12.5 KHz or equivalent) compatible and will be reprogrammed in the last half of 2011 to meet FCC guidelines to take effect in 2013.

B&C Communications is under contract to service the system. A complete review of the B&C Communications service contract was conducted upon completion of the asset inventory in 2010. Exclusion of several line items within the contract resulted in the savings of \$3,300.00 for the 2010 contract period.

The current UHF system is aging and was presenting issues concerning coverage area within the city. Specifically, the radio system was lacking coverage in several of the city schools as well as commercial structures on the north end of Medina.

The system also was presenting intermittent "dead zones" throughout the city. The system utilized a repeater which was located on the South Court Street water tower. Replacement of the entire system was estimated at approximately \$350,000. A more cost effective solution was identified which involved moving the police radio repeater system to the new water tower on Progress Drive.

This project completed in 2010 with an authorized cost of \$8,729. Additionally, Medina County Emergency Management Agency provided grant funds to fully fund the purchase and installation of a backup generator powered by propane gas for the new repeater site and an intrusion alarm system at a cost of approximately \$10,000.

Moving the repeater site has addressed the coverage issues previously experienced and provided radio coverage in all the Medina City Schools as well as Medina businesses and manufacturing sites.

Reprogramming costs for radios to "narrow-band" (12.5 KHz or equivalent) compatible to meet FCC guidelines is anticipated to be minimal and can be covered with existing funding.

No significant costs are anticipated in 2011 for our radio system.

## ***POLICE BUILDING***

The current police facility was constructed in 1972, and while space in the building is now fully utilized, there are no current plans for construction. In 2009 the police facility underwent a face lift with new paint and floor coverings. Tile was used in hallways, restrooms and the roll call area which has greatly reduced maintenance issues.

Another project which was completed in 2010 was the installation of an electronic key card access control system on all perimeter doors and many interior doors. This project also greatly reduced costs of rekeying and is providing a higher level of security and accountability. Police electrical systems were overhauled as well as plumbing and ventilation in the locker rooms.

Another project in 2010 that was completed was the renovation of the secure evidence facility at a cost of approximately \$3,500.00. A secure ceiling assembly, new electrical service outlets, tile floor, steel shelving and paint for the walls were all included in the project.

No major expenditures are anticipated in 2011.

## ***OVERSIGHT ACTIVITIES***

In 2010 we completed the following oversight activities:

- We audited the serviceability of all police ballistic vests for both sworn officers and special officers and replaced those older than 5 years (recommended effective life).
- We continue to use an electronic document management system to reduce costs and to comply with state records retention requirements.
- We have completed an inventory and preventive maintenance on our entire radio communications system to protect its operational integrity while identifying projected replacement time frames and related costs.
- We have a process for identifying and reviewing all department contracts and maintenance agreements and

centralizing their review and management in the Office of the Chief of Police.

- We audited our Records Room files and destroyed 50 cases of obsolete records after receiving authorization from the Ohio Historical Society and the Medina Records Commission.
- We audited our Police Evidence Room and destroyed over 410 pieces of evidence and 8 seized firearms no longer need as evidence. Destruction was pursuant to court orders from both the Municipal Court and the Common Pleas Court.
- All service weapons have been identified and are accounted for. We have centralized the inventory in one database maintained by the Office of the Chief of Police.
- We have completed an inventory of all department radios and centralized the inventory in one database maintained by the Office of the Chief of Police.

-END-