



CITY OF CHESTERFIELD

PUBLIC HEALTH & SAFETY
COMMITTEE MEETING

WEDNESDAY, DECEMBER 12, 2018
5:30 pm

CONFERENCE ROOM 102-103

AGENDA

I. Call To Order

II. Roll Call

III. Approval of Minutes

September 27, 2018

IV. Municipal Court – ShowMeCourts Management System

Municipal Court Clerk Nancy Morr will brief the Committee on the new Court Automation/Changes: including required agreements/ordinances, new banking requirements, and training.

V. Deer Survey

The Committee will discuss moving forward with a Deer Sampling Survey in anticipation/preparation of developing a deer mitigation program for the City of Chesterfield.

VI. Community Forum – Opioid Crisis

The Committee will review a proposed agenda for a Community Forum on the Opioid crisis tentative scheduled for February 27, 2019 at 7:00 PM in the City Council Chambers.

The Committee will discuss development of a possible public forum to highlight the opioid crisis.

VII. Driving Impaired/under the Influence – Enforcement Practices

The Committee will be briefed on Driving Impaired enforcement and preparations/adjustments to Department policies and practices in anticipation of the potential impact of medicinal marijuana legalization.

VIII. Retail Theft/Shoplifting – Impact on Retailers/Community.

The Committee will discuss the extent of retail thefts and its impact on retailers, and the community as a whole; including the Departments procedures and methods of tracking and response.

IX. Police Use of Drones

The committee will be briefed on the Departments plans for Drone usage and the research project currently underway.

X. Next meeting.

NOTE: Public Health & Safety Committee will consider and act upon the matters listed above and such other matters as may be presented at the meeting and determined to be appropriate for discussion at that time.

Notice is hereby given that the Public Health & Safety Committee may also hold a closed meeting for the purpose of dealing with matters relating to one or more of the following: Legal actions, causes of action, litigation or privileged communications between the City representatives and its attorneys (RSMo 610.021 (1) 1994; lease, purchase or sale of real estate (RSMo 610.021 (2) 1994; hiring, firing, disciplining or promoting employees within employee groups (RSMo 610.021 (3) 1994; bidding specification (RSMo 610.021 (11) 1994; and/or proprietary technological materials (RSMo 610.021 (15) 1994.

PERSONS REQUIRING AN ACCOMMODATION TO ATTEND AND PARTICIPATE IN THE PUBLIC HEALTH & SAFETY COMMITTEE MEETING SHOULD CONTACT CITY CLERK VICKI HAAS AT 636-53-6715, AT LEAST FIVE (5) WORKING DAYS PRIOR TO THE MEETING.

MEMORANDUM

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DATE: September 28, 2018
TO: Mike Geisel, City Administrator
FROM: Chief Ray Johnson
SUBJECT: PUBLIC HEALTH & SAFETY COMMITTEE

The Public Health and Safety (PH&S) Committee met on Thursday, September 27, 2018. Those in attendance included Chairperson Ben Keathley Councilmember - Ward II, Councilmember Michelle Ohley, Ward IV, Chesterfield Prosecuting Attorney Tim Engelmeyer, Chief Ray Johnson, and Captain Michael Thompson. Also in attendance were two members of the CAPY Committee, Aaron Wahl and Charlie Foxman.

The meeting was called to order at 5:40 PM by Chairperson Ben Keathley.

I. Approval of Minutes – June 4, 2018

Councilman Flachsbart motioned and Councilmember DeCampi seconded to approve the minutes of the June 4, 2018 meeting. The motion carried 3-0.

Councilmember Flachsbart motioned and Councilmember DeCampi seconded to suspend the rules to change the order of the agenda. The motion carried 3-0.

V. Update – Municipal Court Electronic Notice/Filing System

City of Chesterfield Prosecuting Attorney Tim Engelmeyer addressed the Committee members with an update on the status of the municipal court's electronic filing system. He noted that the State system: "Show Me Courts" (a software system) is being initiated throughout the Office of State Court Administrators (OSCA) for all municipal court systems on a four tiered basis. Chesterfield is in group four so it will be Spring, 2019 before the system is on line for Chesterfield. The computerized system will make all cases available on the Missouri Casenet program. Training has started and Chesterfield City Court personnel attended their first session of training in May, 2018 and there is a second training session in November, 2019. Mr. Engelmeyer noted this will be a great improvement in reporting cases and the access for public.

Councilmember Flachsbart requested that this item be placed on the Public Health & Safety Committee Agenda after the November training.

VI. Opioid Crisis

City of Chesterfield Prosecuting Attorney Tim Engelmeyer informed the Committee members of an alarming increase in the number of Municipal Court cases related to offenders that are addicted to opioids. In addition, he noted the increasing number of overdoses and deaths due to heroin/opioids. He requested that the Committee consider

actions to develop a public forum to address the drug crisis. He reiterated the addiction to drugs causes collateral damage in a community with crimes like shoplifting and vehicle break-ins. Mr. Engelmeyer suggested that the School Resource Officer could speak about what is going on in schools. Parents of children affected by drug abuse and also professionals who work in drug prevention programs to discuss signs of drug abuse should also be included.

Councilmember Keathley strongly supported this suggestion and also suggested that the Court develop actions to help those who are addicted to opioids by having diversionary referrals available.

Chief Johnson agreed and proposed that the Police Department work with CAPY to develop a program for presentation.

Councilmember Flachsbart motioned and Councilmember DeCampi motioned to request that the Police Department work in coordination with CAPY and the Prosecutor's Office on a plan for a community forum on the opioid crisis. Discussion included the Court's process involving drug related cases. The motion carried 3-0.

II. Deer Survey

The Committee reviewed the January, 2018 report (Deer Distance Sampling) that was done in January, 2018. Councilmember Flachsbart indicated that this data is just a starting point and a second count is needed for comparison to ascertain if additional measures are needed to control the deer population. During discussion, it was noted that Erin Shank of the Missouri Department of Conservation had addressed the Committee at an earlier meeting and concluded that the number of deer represented in the report did not indicate that any additional measures should be taken at this time and the current bow hunting is sufficient to keep the number of deer in the area to an acceptable number. Councilmember DeCampi and Councilmember Flachsbart disagreed with Ms. Shank's opinion. However, without additional data there is no rebuttal to indicate an increasing deer population.

Chief Johnson noted that letters had been sent to trustees to encourage hunting on common ground area in subdivisions. He also reported that the White Buffalo report had indicated several larger properties where bow hunting would be successful and staff had reached out to those property owners to encourage bow hunting on those properties. These efforts have been relatively successful with a larger number of properties (51) signing up to bow hunt this hunting season compared to (37) previous seasons.

Councilmember Flachsbart motioned and Councilmember Keathley seconded to recommend to City Council to contract for a second Deer Distance Sampling during winter 2018/2019. There was discussion regarding the effectiveness of another count in relationship to solving the deer population problem within the City of Chesterfield. Councilmember DeCampi encouraged a more aggressive action to address the deer population. The motion failed 1-2.

Councilmember Flachsbart motioned and DeCampi seconded to request staff to again send letters to trustees and those heavily deer populated property owners cited by White Buffalo encouraging bow hunting and also to publish an article in the Chesterfield Citizen Newsletter encouraging bow hunting. The motion carried 3-0.

Councilmember Flachsbart motioned and Councilmember DeCampi seconded to suspend the rules to change the order of the agenda. The motion carried 3-0

IV. Firearms Replacement Purchase

Captain Thompson informed the Committee that the current firearms utilized by the Police Department are getting older and requiring more costly repairs. Replacements are needed at this time. Chief Johnson and Captain Thompson related the practicality of replacing the current duty weapon with a Glock Model G-17 which is smaller and easier to handle and the ammunition is less expensive. The total cost of replacing the weapons is \$32,000.00. There was discussion regarding the funding for this purchase.

Councilmember Flachsbart motioned and Councilmember Keathley seconded to recommend the purchase of new weapons by utilizing fund reserves. Discussion followed concerning the use of fund reserves or the possibility of utilizing asset forfeiture funds and/or Proposition P money. It was noted that this purchase is not a reoccurring line item so it may not be a suitable line item for Proposition P. After additional discussion regarding where the money should be appropriated, the motion carried 3-0. This will be forwarded to the Finance & Administration Committee for placement in the 2019 budget.

III. Golf Carts/Small Motor Vehicles

The Committee discussed the current restrictions of the use of golf carts and other small motor vehicles on City roadways. The current City Ordinance outlaws those motor vehicles without State license plates on city streets. Chief Johnson informed the Committee members that the Police Department does not actively seek violations but acts upon complaints and gives warnings to those in violation and making them aware of the regulations. The Committee recommended no changes at this time to the City Ordinance. No further action was taken.

VII. Adjournment

Having no further business, the meeting adjourned at 7:16 PM.

Attachment A

Sample

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\$7.00 Court Automation Ordinance Language

Sample 1:

In addition to the other costs authorized in this Section, there shall be assessed a state court automation surcharge of seven dollars (\$7.00) in all cases in which court costs are taxed. Said surcharge shall be collected by the Municipal Court and transmitted monthly to the Missouri Director of Revenue to the credit of the Missouri Statewide Automation Fund, as provided in Section 488.012.3(5), RSMo. and Section 488.027.2, RSMo.
[Ord. No. 2849 §1, 7-1-2013]

Sample 2:

5. In addition to any cost which may be assessed by the municipal division pursuant to Statute, ordinance or Court rule, in every proceeding filed in the municipal division for violation of an ordinance, a surcharge of seven dollars (\$7.00) shall be assessed. Such surcharge shall also be assessed in cases in which pleas of guilty are processed in the Violations Bureau. No such surcharge shall be collected when the proceeding or defendant has been dismissed by the Court, when costs are waived or when costs are paid to the City. Such surcharge shall be collected by the Municipal Court and transmitted monthly to the Missouri Director of Revenue to the credit of the Missouri Statewide Court Automation Fund as provided in Section 488.012.3(5) and Section 488.027.2, RSMo.

Sample 3:

Section 120.080. Court Costs – Amount – Disposition Of.

In all cases before the Traffic Violations Bureau and the Municipal Court where the defendant pleads guilty or is convicted, there shall be collected from such defendant, in addition to the fine or other punishment imposed, the sum of twelve dollars (\$12.00) as Court costs. In addition to such Court costs, a fee of two dollars (\$2.00) shall be assessed and collected and set aside in a separate fund by the City Treasurer to be used solely for the training of Police Officers. A fee of one dollar (\$1.00) shall be assessed and collected and set aside to be used statewide for training Law Enforcement Officers to be deposited into the Peace Officer Standards and Training Commission Fund. A fee of seven dollars fifty cents (\$7.50) shall be assessed and ninety-five percent (95%) of this fee shall be deposited in the Crime Victims' Compensation Fund and five percent (5%) of this fee shall be deposited in the General Fund. A fee not to exceed two dollars (\$2.00) shall be assessed for the Weinman Shelter and shall be deposited in the Domestic Violence Shelter Fund. A fee of two dollars (\$2.00) shall be assessed, collected and set aside in a separate fund by the City Treasurer called the Inmate Security Fund, to be used for costs associated with biometric verification systems including, but not limited to, maintenance of the Live Scan Fingerprinting system at the Richmond Heights Police Department that is utilized by contract in connection with prisoners of the City of Shrewsbury and for any expenses related to custody and housing and other expenses for prisoners. A fee of seven dollars (\$7.00) shall be assessed, collected, and set aside for the Statewide Court Automation Fund, with all such amounts collected transmitted monthly to the Missouri Director of Revenue to the credit of the Missouri Statewide Court Automation Fund.

Ray Johnson

From: Rick Brunk <rblawyer@aol.com>
Sent: Tuesday, November 20, 2018 3:47 PM
To: Nancy Morr; Mike Geisel; Chris Graville; Chris DesPlanques; Matt Haug; tim@epfirm.com
Cc: Tonia Powell; Tammy Brooks
Subject: Re: Show-Me-Courts "Kick Off" Meeting

Chris & Mike,

Re: the Agreement (Attachment One): We are told our respective cities *must* enter into these agreements. You will see the Agreement has signature lines for the City Clerk & Judge. While I am committed to cooperating, & learning what is required to utilize Show Me Courts, I do not think the judge is authorized to enter into an agreement/contract *binding* the City. Note language by which the City agrees to pay for hardware, to send trainees to Jeff. City

Chris - What are your counterpart muni-attorneys opining in this regard? Consider adding language near the judge's signature to clarify that signature indicates commitment to use best efforts but does not purport to bind the City.

LEMENO what you think.

Rick

-----Original Message-----

From: Nancy Morr <NMorr@chesterfield.mo.us>
To: Mike Geisel <mgeisel@chesterfield.mo.us>; 'rblawyer@aol.com' <rblawyer@aol.com>; Chris Graville <cbg@gravillelaw.com>; Chris DesPlanques <CDesPlanques@chesterfield.mo.us>; Matt Haug <mhaug@chesterfield.mo.us>; 'tim@epfirm.com' <tim@epfirm.com>
Cc: Tonia Powell <TPowell@chesterfield.mo.us>; Tammy Brooks <TBrooks@chesterfield.mo.us>
Sent: Fri, Nov 9, 2018 9:51 am
Subject: Show-Me-Courts "Kick Off" Meeting

Mr. Geisel;

Yesterday afternoon Judge Brunk and I attended our mandatory initial "Kick-Off" Implementation meeting for ShowMeCourts (SMC) Court Management System that was held in Clayton. The following are our observations and comments and attached are documents for review.

Attachment One is the agreement between the City of Chesterfield and Office of State Courts Administrator (OSCA) that will need to be reviewed and signed by the City Clerk and the Municipal Judge. **Matt Haug may be interested in this also since they talk about "back ups" and security.**

Forthcoming will be a sample of an ordinance that will need to be adopted that will authorize us to collect the additional \$7.00 automation fee that will, in its entirety, be sent to the State every month. **Chris G may already have a sample one from other cities, if not I will forward one as soon as we get it.**

Attachment Two is a time-line that was prepared for Group 4. It seems a little optimistic to us since Group 1, that started their process the first week of May is still not "live" with SMC and, in fact, are having another meeting today to discuss the problems that have arisen. Nevertheless, we will attempt to follow their projected time-line.

Attachment Three is the Infrastructure recommendations. **Matt Haug has already reviewed this prior, but wanted to include him for his observations and/or comments.**

Attachment Four is part of the manual that quotes Supreme Court Rule 4.51, which states that we MUST OPEN A BRAND NEW ACCOUNT FOR ALL COURT RECEIPTS/DISBURSEMENTS, INCLUDING BOND MONEY. We had hopes that we could simply use our existing bond account, but that question was asked and we were told that we could not, we must have a brand new account. **Chris DesPlanques, we will discuss this soon! We will also need to discuss with the Police Department that they can only use the credit card machine for bonds only! Currently any credit card they take, i.e. for copies of reports, false alarms, etc. all go into the bond account. We will not be able to have them do that when we set up the new court account.**

Our next scheduled in person meeting is JANUARY 28, 2018 and it will be an all-day training on the accounting part of this software. **Chris DesPlanques, maybe someone from your department would want to attend with us? I will check to see if that is allowed!**

Some of the major accounting (and other) issues is that there will be NO DATA CONVERSION, so everything pending must be hand entered and CASES THAT HAVE FINES/COSTS PENDING MAY NOT BE ENTERED INTO THE NEW SYSTEM AT ALL! End of month reports will have to be done separately, the new system and anything collected in the old system. This obviously will be a nightmare to figure out so any and all input from the Finance Department will be helpful since none of us are accountants here! This also means that we will have to maintain our current software pretty much forever since we must always have a record of court proceedings and have access to those records at any given time.

Most of the training will be done thru webinars so I expect to spend a lot of time here after hours and on weekends and will hopefully be able to have Tonia and Tammy utilize my office at times during the day to do the webinars. It will be difficult to work these in during business hours since we tend to keep pretty busy, but will attempt to do so.

In conclusion, the process has started, but still a long way to go and lots of questions that are still unanswered, but I will keep you updated as we continue down this road! **Judge Brunk, please add any comments or observations that I may have forgotten!!**

**Nancy Morr, C.C.A.
Court Administrator
Chesterfield Municipal Division
21st Judicial Circuit
(636) 537-4717**

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**SHOW ME COURTS
STATEMENT OF EXPECTATIONS
AND AGREEMENT**

This document constitutes an Agreement between the Chesterfield Municipal Division of the Circuit Court, the City of Chesterfield and the Office of State Courts Administrator (OSCA) for the implementation of the Show-Me Courts (SMC) court automation software. This agreement shall govern the long term use of the court automation software.

Background: Show-Me Courts is being developed for use as the case management system for the courts in Missouri and when all the current functionality is available in SMC, will replace the Justice Information System (JIS). Updates and new functionality to SMC will be deployed on a regular basis to the courts.

The Office of State Courts Administrator, in coordination with the Missouri Court Automation Committee, agrees to provide:

1. A suite of applications that meet the statutory and Supreme Court rules requirements.
 - a) The applications include:
 - i. alphabetic indexes;
 - ii. judgment indexes;
 - iii. docket sheets;
 - iv. court calendars;
 - v. public access (Case.net); and
 - vi. automatic case number assignment and the ability to use the citation number as the case number.
 - b) The applications will meet all statistical and financial reporting requirements.
 - c) The applications will meet all other reporting requirements.
2. A suite of applications that includes, but is not limited to, the following electronic transfers of data or interfaces.
 - a) Tax Offset Program;
 - b) Debt Collection;
 - c) Electronic Traffic Reporting;
 - d) Criminal History Reporting;
 - e) Missouri Victim Automated Notification Service;
 - f) Electronic Filing;
 - g) Electronic Case Import;
 - h) Prosecuting Attorney Portal; and
 - i) Track this Case.
3. Support.
 - a) Help Desk Support will, at a minimum, be available 7:30 am to 5:00 pm Monday through Friday. The Help Desk can be contacted by a toll-free telephone or e-mail.
 - b) Defect corrections and updates to court automation software will be deployed as soon as they are prioritized, programmed and tested for workability. Deployment notices may be found on the Court Information Center at <https://www.courts.mo.gov/page.jsp?id=66062>
 - c) New codes and functionality required by statutory or Supreme Court Rule changes will be deployed for use by the municipal division.

4. Court Staff Training.
 - a) Training materials and the Municipal Clerk Handbook will be provided electronically.
 - b) Training will be provided by video, by webinar, by remote assistance, or in person at a location designated by OSCA.
 - c) SMC help instructions will be available from within SMC.
5. Communications with court.
 - a) OSCA will communicate with the court primarily through e-mail and the Court Information Center. During implementation, conference calls may be scheduled.
 - b) OSCA will provide electronic mail (iNotes) accounts for municipal division staff and judges for e-mail communication.
6. Back-up of data.
 - a) SMC data is backed up on a regular basis. The back-up schedule may be found on the Court Information Center at <http://www.courts.mo.gov/page.jsp?id=61273>
7. System Maintenance.
 - a) In order to perform routine or emergency maintenance, SMC may not be available. The maintenance schedule may be found on the Court Information Center at <http://www.courts.mo.gov/page.jsp?id=61273>.

The Municipality agrees to:

1. Establish and maintain in effect a local ordinance to assess and collect the Court Automation Fee as required by Section 476.056, RSMo.
2. Operate its municipal division in accordance with all applicable laws and Supreme Court Rules and standards. Those include, but are not limited to, Rule 37, the Minimum Operating Standards for Missouri Courts, Municipal Divisions, the Code of Conduct for Municipal Division Personnel and Court Operating Rules 2, 4 and 8.
3. Provide and install necessary equipment for the implementation of SMC that meets Missouri Court Automation Infrastructure Standards. The Missouri Court Automation Infrastructure Standards may be found on the Court Information Center at <http://www.courts.mo.gov/page.jsp?id=61273>.

The Municipal Division Agrees to:

1. Operate its municipal division in accordance with all applicable laws and Supreme Court Rules and standards. Those include, but are not limited to, Rule 37, the Minimum Operating Standards for Missouri Courts, Municipal Divisions, the Code of Conduct for Municipal Division Personnel and Court Operating Rules 2, 4 and 8.
2. Assess and collect the Court Automation Fee immediately following the adoption of the ordinance assessing the fee and disburse the Court Automation Fee monthly to the Missouri Court Automation Fund.
3. Automate all case processing activities within SMC when that functionality becomes available and eliminate duplicate manual record keeping.
4. Process all records of conviction on cases sentenced prior to SMC implementation.
5. Enable access to public case information per Court Operating Rule 2 on Case.net within 60 days after going live on SMC or a mutually agreed upon date.

6. Mandate and allow all municipal division personnel to engage in all applicable required training necessary to efficiently and effectively utilize, understand, and operate all SMC functionality.
 - a. Complete the web-based training courses prior to attending training classes.
 - b. Attend scheduled classroom training courses in Jefferson City, if any.
 - c. Pay travel expenses for staff to attend training through its Judicial Education Fund Section 479.260 RSMo or local training budget.
7. Use the OSCA provided e-mail account as the primary communication tool for judicial business.
8. The court and each SMC user will adhere to the Automated System Security Guidelines established by the Missouri Court Automation committee. The security guidelines may be found on the Court Information Center at <http://www.courts.mo.gov/page.jsp?id=61273>.
9. Communicate with local organizations and agencies including, but not limited to, local Missouri Bar members, law enforcement, prosecuting attorneys, and public defenders regarding the change to SMC and using state approved charge codes on their citations.

We, the undersigned, have read and accept the commitments required for SMC implementation.

City Clerk of Municipality

Date

Municipal Division Judge

Date

The Honorable Gloria Jean Clark Reno
Presiding Judge
Twenty-First Judicial Circuit

Date

State Courts Administrator

Date

Group 4 Implementation Timeline

	A	B	C	D	E	F	G	H	I	J	K
1	Agreement Signed	Ordinance Implemented	JIS Accounting Training	SMC Training Complete	New Bank Account	Security Spreadsheet Submitted	Live Date	eFiling Preparation	eFiling	PA ORI	Tax/Debt Collection
2	No later than 2/22/19	No later than 2/22/19	1/28/2019	No later than 2/15/19	No later than 2/8/19	2/15/2019	3/1/2019	4/12-26/19	1-May-19	Prior to initiation of PA Portal	Within 6 months of SMC live

Show-Me Courts

Municipal Division Infrastructure Recommendations



June 2018

Infrastructure Overview

Each court location will have unique technical requirements based on various factors, including the amount of staff members, number of locations, Internet access/speed, and personal preference. The information below provides an overview of the minimum technical requirements needed to operate Show-Me Courts (SMC).

Depending on which SMC features (i.e., eFiling, eBench, public access computer, etc.) are going to be used by the court, each will have a direct impact on the recommended infrastructure requirements.

Questions can be directed to the Office of State Courts Administrator (OSCA) Help desk at (888) 541-4894 or OSCA.Help.Desk@courts.mo.gov.

Software & Internet Recommendations

SMC is a web application, designed to meet industry standards to operate modern web browsers. SMC has been validated with using **Windows 7**, **Internet Explorer 11**, and **Google Chrome**.

- ✓ For word processing features, **MS Office 2013** is recommended.
- ✓ Courts implementing **JIS** features or **OSCA Reports**, require the installation of the following programs:
 - **VMware Horizon Client**, available for download at <https://mypc.courts.mo.gov/install>
 - **Cisco VPN Client**, obtainable by calling the OSCA Help Desk at (888) 541-4894 or emailing OSCA.Help.Desk@courts.mo.gov.
- ✓ Internet bandwidth capacity should be based on the number of concurrent users the system is required to support. A download speed of the **minimum** bandwidth of **three (3) megabytes** is recommended. See the chart below for additional bandwidth recommendations

Number of Concurrent Users	Recommended Bandwidth
1 - 4	3 MB
5 - 10	6 MB
11 - 20	10 MB
20 +	Contact OSCA



For Additional Information:

Contact Bill Chapman, OSCA Project Manager
at (573) 526-8895 or email
Bill.Chapman@courts.mo.gov.

For Technical Assistance:

Contact the OSCA Help Desk at
(888) 541-4894 or email
OSCA.Help.Desk@courts.mo.gov

Hardware Recommendations

The hardware recommendations listed below are minimum requirements. Each court should determine which type of computer is needed for each user (i.e., desktop computer, laptop, tablet, etc.). The determination of a scanner should be based on the volume of documents that require to be scanned.

Note: Two monitors per user is recommended if eFiling and eBench are implemented.

Hardware	Recommendations
Desktop Personal Computer	• Intel I3 Based Processor (MHz based on current availability) • 16 GB RAM • 250 GB Hard Drive • Onboard Dual-Monitor Support or Dual-Head Video Card for Two Monitors • Integrated Intel 10/100/1000 or Integrated Broadcom 10/100/1000 Ethernet Card • TPM Chip 1.2 + Secure Boot • Integrated Sound Card • USB Standard Keyboard and USB Mouse • 4-Year Warranty • External Speakers (optional)
Laptop Personal Computer	• Intel I3 Based Processor (MHz based on current availability) • 16 GB RAM • 250 GB Hard Drive • TPM Chip 1.2 + Secure Boot • 15" or Greater TFT XGA Color Screen • Integrated Intel 10/100/1000 or Integrated Broadcom 10/100/1000 Ethernet card • DVD +/-RW DL • Built-In Wireless (802.11 b/g/n/ac) with Wired/Wireless Auto-Switching Capabilities • 4-Year Warranty
Tablet Personal Computer	• Intel I3 Based Processor (MHz based on current availability) • 12GB RAM • 250 GB Hard Drive • TPM Chip 1.2 + Secure Boot • 11.6" or Greater TFT XGA Color Screen • Integrated Intel 10/100/1000 or Integrated Broadcom 10/100/1000 Ethernet card • DVD +/-RW DL (with USB) • Built-In Wireless (802.11 b/g/n/ac) with



For Additional Information:

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at (573) 526-8895 or email
Bill.Chapman@courts.mo.gov.

For Technical Assistance:

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(888) 541-4894 or email
OSCA.Help.Desk@courts.mo.gov

	Wired/Wireless Auto-Switching Capabilities • 4-Year Warranty
Monitor	• 20" or Greater SVGA LCD Color Monitor
Printer <i>Suggested Brand:</i> <i>Hewlett Packard/HP LaserJet Series</i> - 1,500 - 5,000 Pages Per Month HP LaserJet m553dn (color printer) - 1,500 - 5,000 Pages Per Month HP LaserJet m553dn (color printer) - 2,000 Pages Per Month HP LaserJet m452dn (color printer) - 3,000 Pages Per Month Local Laser HP LaserJet 402dne (black) - 5,000 Pages Per Month HP LaserJet 506dn (black)	• For all courts, printers must support PCL5, PCL6 and Postscript or HP Universal Print Driver v. 4.7 or 512 RAM (or higher for network use). • Printable area must be at least a quarter-inch on each side of the page and support postscript printing.
Scanner Option #1 - 2,000 Pages Per Day Fi-7160 and/or Fi-718pr-imprinter	• Resolution: 600 DPI • Automatic Document Feeder (ADF) • ADF with Duplex Capability (8.5" x 14") • Connectivity: USB • Driver: TWAIN • Output: PDF, TIFF, JPEG • Imprinter
Scanner Option #2 - 15,000 Pages Per Day Fujitsu fi-6670/A with imprinter option, Fi-6670, and/or Fi-667 PR	• Resolution: 600 DPI • Automatic Document Feeder (ADF) • ADF with Duplex Capability (8.5" x 14") • Connectivity: USB • Driver: TWAIN • Output: PDF, TIFF, JPEG • Imprinter
Scanner Option #3 -15,000 Pages Per Day Fujitsu fi-6770/A	• Resolution: 600 DPI • Flatbed/Automatic Document Feeder (ADF) • ADF with Duplex Capability (8.5" x 14") • Flatbed (11"x 17") • Connectivity: USB • Driver: TWAIN • Output: PDF, TIFF, JPEG

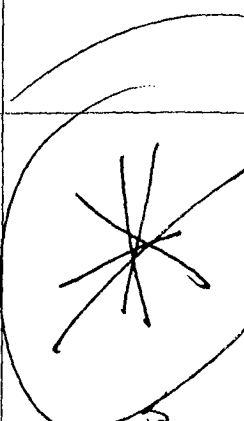


For Additional Information:

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 at (573) 526-8895 or email
Bill.Chapman@courts.mo.gov.

For Technical Assistance:

Contact the OSCA Help Desk at
 (888) 541-4894 or email
OSCA.Help.Desk@courts.mo.gov

40 Days Before Go Live Date	Ensure the circuit court presiding judge read and signed the statement of expectations and agreement.	
35 Days Before Go Live Date	Collect electronic signatures, and obtain a stamp for eFiled documents if eFiling has been implemented in the municipal division.	
35 Days Before Go Live Date	Validate that the recommended computer equipment, software, and Internet connectivity is installed.	
35 Days Before Go Live Date	Complete the Show-Me Courts security group new user spreadsheet and return to OSCA.Help.Desk@courts.mo.gov.	
35 Days Before Go Live Date	• Open a <u>new</u> municipal division bank account to be used <u>only</u> for Show-Me Courts receipts and disbursements.* Title bank accounts, "XXX (city name) Municipal Division." Authorized persons/signatures (2 minimum), municipal clerk(s) and/or municipal judge. When there is a change in personnel, new signature cards are required. Request online banking access view only. • Send the bank account information to Davin.Greeno@courts.mo.gov (CT21 to Sherri.Paschel@courts.mo.gov) include a letter from the bank (or scan a deposit slip) with the bank account number; bank routing number and bank name/address; and the starting check number. • Order JIS compatible check stock from Safeguard, Craig Roth, (913) 649-4800. To order elsewhere, ask OSCA to mail a sample piece of the check stock.	 SC Rule 4.51
21 Days Before Go Live Date	Complete the suggested training courses.	

SUPREME
 COURT RULE
 4.51

Ray Johnson

From: Nancy Morr
Sent: Wednesday, November 21, 2018 11:36 AM
To: Mike Geisel; Chris DesPlanques; Matt Haug
Cc: Chris Graville; Ray Johnson; Ed Nestor; Cheryl Funkhouser; Mike Thompson; Dianne Johnson
Subject: RE: Show-Me-Courts "Kick Off" Meeting

I believe we have sufficient funds budgeted for 2019 for the training. Most of the training will be done via webinars, there may be one or two occasions where a trip to Jeff City may be required. Group One did go one time to Jeff City for the accounting training, but we have that scheduled for Jan. 28th in Clayton.

Nancy

From: Mike Geisel <mgeisel@chesterfield.mo.us>
Sent: Wednesday, November 21, 2018 11:20 AM
To: Chris DesPlanques <CDesPlanques@chesterfield.mo.us>; Matt Haug <mhaug@chesterfield.mo.us>; Nancy Morr <NMorr@chesterfield.mo.us>
Cc: Chris Graville <cbg@gravillelaw.com>; Ray Johnson <RJohnson@chesterfield.mo.us>; Ed Nestor <ENestor@chesterfield.mo.us>; Cheryl Funkhouser <CFunkhouser@chesterfield.mo.us>; Mike Thompson <MThompson@chesterfield.mo.us>; Dianne Johnson <DJohnson@chesterfield.mo.us>
Subject: FW: Show-Me-Courts "Kick Off" Meeting

Matt, please review the hardware and band width requirements. Are we ok all around, or do we need additional resources? I think we're fine, but want to make sure.

Chris, please verify that we can comply with the banking requirements in the final file.

Nancy, relative to the training requirements, do we have the necessary training funds budgeted, or will there be an additional cost to this?

Ray: I think this needs to go through PH&S. Please schedule a meeting and include this on the agenda.

From: Nancy Morr
Sent: Wednesday, November 21, 2018 8:26 AM
To: Mike Geisel <mgeisel@chesterfield.mo.us>
Subject: RE: Show-Me-Courts "Kick Off" Meeting

Yes, they are attached!

From: Mike Geisel <mgeisel@chesterfield.mo.us>
Sent: Tuesday, November 20, 2018 4:08 PM
To: Nancy Morr <NMorr@chesterfield.mo.us>
Subject: FW: Show-Me-Courts "Kick Off" Meeting

11715 Cragwold Road
St. Louis, MO 63122
314-301-1506 x4207
Erin.Shank@mdc.mo.gov

5

From: Ray Johnson <RJohnson@chesterfield.mo.us>

Sent: Tuesday, November 27, 2018 3:05 PM

To: Erin Shank <Erin.Shank@mdc.mo.gov>

Subject: Question - Deer sampling survey

Hi Erin.....just a quick question for you.....as you may know, Chesterfield is considering conducting another Deer Sampling Survey, however the thought now is to do it in-house with city police officers and other employees. Can you enlighten me as to the restrictions on doing so, and if training or certification is required, how do we go about that???? Thanks!
Chief Ray Johnson

Ray Johnson

From: Erin Shank <Erin.Shank@mdc.mo.gov>
Sent: Wednesday, November 28, 2018 9:31 AM
To: Ray Johnson
Subject: RE: Question - Deer sampling survey
Attachments: Distance sampling basics.docx; Distance sampling data sheet.xlsx

Hi Chief Johnson,

I agree that would be good to do another survey. I have been scratching my head at the lower than expected densities indicated in the last survey.

There is no required training or certification, but you do need authorization from MDC's Protection Division Chief to use spotlights to conduct wildlife surveys. You can use the same letter that you sent in Jan 2018 to request this authorization but the Protection Division Chief has changed. The new chief is Randy Doman, Randy.Doman@mdc.mo.gov. If you don't mind, please cc me on that request.

I can lend you spotlights if you need them. I'm also happy to meet with you and/ or other staff to go over the method. You will need a range finder to measure distance from the transect (the route) to the data points (deer). I put together this very informal "Distance sampling basics" for other MDC biologists a few years back, it gives an idea of how to set up a route and conduct the survey. I've also attached a copy of a data sheet from our Busch Wildlife Area surveys.

Data analysis is the tricky part. Would Chesterfield be willing to pay for White Buffalo to analyze the data? I am not trained in the statistical software used to analyze and currently we are without a statistician to help. City of Wildwood analyzed their own data and did a great job. Their planning staff includes a statistician who learned to use the Distance software just for this type of survey analysis. Maybe they'd be willing to help? I worked with Ryan Thomas, Wildwood City Administrator, and Tim Tanner with St. Louis Co Police Wildwood precinct.

Hope some of this is helpful. Let me know what else you need.

Thanks!
Erin

Erin Shank
Urban Wildlife Biologist
Missouri Department of Conservation
Powder Valley Conservation Nature Center
11715 Cragwold Road
St. Louis, MO 63122
314-301-1506 x4207
Erin.Shank@mdc.mo.gov

From: Ray Johnson <RJohnson@chesterfield.mo.us>
Sent: Tuesday, November 27, 2018 3:05 PM

DISTANCE SAMPLING BASICS

-The transect length (route length) should be at least twice as many miles as your square mileage surveyed. For example, 20+ miles of transect for 10 square miles of survey area. That's a real rough guideline but it's how my urban routes have gone and we seem to have good accessibility into the survey area. If that's not possible, you may need to sit down with ArcMap and draw out the effectively surveyed area. I don't have great guidelines on how to do that, but may be coming up with something in the near future.

-Survey only during leaf off.

-Begin surveys 1 hour or more after sunset. In areas of high traffic in the evenings, postpone until later. (On the urban routes we begin at 10pm on most of them Sunday- Thurs, and begin at 11pm Fri and Sat).

-I use 200,000 candlepower spotlights. You can't buy new spotlights calibrated by candlepower anymore. Everything is measured in lumens and there's no real conversion; it's a completely different way of measuring light. I've been using 500-750 lumens with the newer spotlights. The new LED lights are much whiter, so you might consider a pale yellow or red filter over the light especially in rural areas where deer are more skiddish. Not sure if spotlight strength matters (seems like it would, but the statistical analysis should correct for some of that variability, i.e., higher probability of seeing data points with higher powered spotlights), but I find that the real powerful spotlights, 2M candlepower and up, give too much reflection off brush and exhaust from the vehicle on cold nights. Actually restricts visibility rather than what you'd expect.

-Drive approx. 5mph

-We use two to three people. The driver spotlights along with the passenger. It's helpful to have a data recorder (goes a bit faster) but not necessary. We also survey from inside the vehicle, not from standing in the back. Which way have you been conducting spotlight counts-- from inside vehicle or from the back? Seems like folks have been doing them different ways and I'm curious to know what you've been doing.

-When you see any deer or group of deer, stop the vehicle and take a perpendicular distance reading with a laser rangefinder (you do not need a night vision one, you'll be able to take the reading with the spotlight on the animal) from the vehicle to the deer or center of group.

-Record if possible the sex and age (fawn, yearling, adult) of individuals. This does not factor in the statistical analysis but is nice to have if you're doing any population modeling with the data.

-With large groups, try to distinguish separate social groups and take separate readings. E.g., doe & two fawns separate from nearby three yearling bucks.

-You need a minimum of 20 data points (deer or groups of deer) for statistical analysis.

-Weather should be low to no winds, nothing more than light precip. Don't survey with sustained winds over 10mph or gusts over 15 mph. Temperature doesn't seem to matter.

-Data is analyzed by using Distance 6.0. It is free to download along with other information about this survey method at distancesampling.org

Ray Johnson

From: Ray Johnson
Sent: Wednesday, November 28, 2018 9:54 AM
To: 'Erin Shank'
Subject: RE: Question - Deer sampling survey

Erin.....thanks for the info! Yes, I would like to call on you as we get closer to conducting a survey. I'm in the process now of setting up a Public Health and Safety meeting at which time they will discuss directing a survey....in-house, I believe is the way they are leaning. And, that will be the ideal time for me to bring up having White Buffalo do the data analysis. I support that idea and will offer that as my suggestion. Thanks again, and, I will get back with you once I have official direction as to how the city wants to proceed. I will definitely be reaching out to you for assistance and I appreciate any help you can offer. Thanks again, and you'll be hearing from me in the near future!! Chief Ray Johnson

From: Erin Shank <Erin.Shank@mdc.mo.gov>
Sent: Wednesday, November 28, 2018 9:31 AM
To: Ray Johnson <RJohnson@chesterfield.mo.us>
Subject: RE: Question - Deer sampling survey

Hi Chief Johnson,

I agree that would be good to do another survey. I have been scratching my head at the lower than expected densities indicated in the last survey.

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Hope some of this is helpful. Let me know what else you need.

Thanks!
Erin

Erin Shank
Urban Wildlife Biologist
Missouri Department of Conservation
Powder Valley Conservation Nature Center

To: All Subdivision Trustees

The seemingly growing population of deer roaming free in our neighborhoods continues to be a source of concern for many residents. Excessive deer populations tend to be a nuisance and citizen complaints of damage to vegetation and property, and, safety concerns posed by deer on our streets and roadways continues; those citizen complaints have not fallen on deaf ears.

Several years ago, in response to these expressed complaints and concerns, the City of Chesterfield implemented a Bow Hunting Program for the harvesting of deer. To date the program has met with some measure of success, but has been somewhat hampered by a limited number of property owners coming forward to offer their property as a hunting site. City regulations for the program require a minimum of 1/2 acre as a hunting site, which can consist of several contiguous property owners joining forces to achieve the 1/2 acre minimum.

Once the property owner (or owners) have met the 1/2 acre requirement and are desirous of participating in the Bow Hunters Deer harvesting program, they may contact the Chesterfield Police Department who will then put them in contact with a licensed bow hunter. The Police Department will also assist with facilitating the completion of all paperwork including the rules, regulations, restrictions, and guidelines for Bow Hunters.

To enhance the effectiveness of the program and to assist in the reduction of deer within our neighborhoods, subdivision trustees are encouraged to share this information with all residents. Trustees are especially encouraged to seek resident approval for bow hunting on the common ground areas within their subdivisions. Missouri State hunting regulations restrict Bow Hunting season, including the City's program, to the period Sept. 15th to the following January 15th of each year.

Anyone wishing to participate in the program by offering their property as a hunting site, or anyone having questions regarding the program are encouraged to contact the Chesterfield Police Department.

Chief Ray Johnson

June 7, 2018

Dear resident/property owner;

Your Chesterfield property has been identified as a prime location for deer habitat; therefore, I'm writing to encourage your consideration of participating in Chesterfield's Bow Hunting/Deer Harvesting program.

Excessive deer populations tend to be a nuisance and citizen complaints of damage to vegetation, property, and safety concerns posed by deer on our streets and roadways continues. In response to these expressed complaints and concerns, several years ago the City of Chesterfield implemented a Bow Hunting Program for the harvesting of deer. To date the program has met with some measure of success, but has been somewhat hampered by a limited number of property owners coming forward to offer their property as a hunting site. City regulations have recently been amended for the program and requirements now state that a 1/2 acre of property can serve as a hunting site. This site can consist of several contiguous property owners joining forces to achieve the 1/2 acre minimum.

Once the property owner (or owners) have met the 1/2 acre requirement and are desirous of participating in the Bow Hunters Deer harvesting program, they may contact the Chesterfield Police Department who will then put them in contact with a licensed bow hunter. The Police Department will also assist with facilitating the completion of all paperwork including the rules, regulations, restrictions, and guidelines for Bow Hunters.

Missouri State hunting regulations restrict Bow Hunting season, including the City's program, to the period Sept. 15th to the following January 15th of each year. If you are willing to participate in the program by offering your property as a hunting site, or if you have questions regarding the program, you are encouraged to contact the Chesterfield Police Department. Thank you for your consideration in helping us to control the deer population in Chesterfield.

Chief Ray Johnson
Chesterfield Police Department

Residents can help the Police department with the deer population

The City of Chesterfield is flush with beautiful parks, walking/biking trails, large residential lots, and heavily wooded subdivision common grounds. Wildlife abounds in these areas. Many residents point to the natural areas and wildlife as one of the most attractive aspects of our community. While pleasing to the eye and treasured by many, they can also prove to be a headache and nuisance for others: especially the wildlife, and particularly the deer which often tend to be destructive to lawns, shrubbery, and gardens, not to mention the serious problem of auto crashes on our roadways involving deer. These problems are only exacerbated as the habitats of these beautiful creatures continue to shrink.

The problem the City faces is trying to establish a reasonable balance between the residents of the City and the wildlife, and again, the deer population in particular. In December of 2006, the City enacted an ordinance allowing for the harvesting of deer and a culling of the herds through a property owner and certified bow hunters collaboration. Since the inception of this program in 2006, some 353 deer have been harvested by bow hunters. In 2016, the minimum property size to qualify for bow hunting was reduced to ½ acre, to encourage additional property owner participation. In 2017, and again in 2018, a concentrated effort was initiated to communicate with subdivision trustees to encourage them to authorize and permit hunting on their common ground areas.

In spite of these efforts, the problems experienced by residents and motorists continue as the deer population continues to grow. It should be noted however, any efforts by the City to control the deer population must be carried out in conformity and compliance with the Rules and Regulations as established by the Missouri Department of Conservation (MDC), including the total number of deer which may be harvested. The allowable

harvest depends on the deer population and the number of deer per square mile.

In order to determine the deer density and to assist the City in identifying available options for deer population control measures, last year the City contracted with "White Buffalo Inc." of East Haddam, Connecticut to perform a "Deer Distance Sampling Population Estimate." White Buffalo is a company dedicated to conserving native species and ecosystems through research, education and management programs. As one might expect, deer population estimates as determined by the study, depended upon and varied rather dramatically across the City, from 14 to 40 deer per square mile by "zone" as established and reported by White Buffalo Inc. Those areas within the City with more open undeveloped space, of course, had the greatest population of deer. This Deer Distance Sampling Population Estimate has now been completed and the report has been shared with the Missouri Department of Conservation. Internal discussions are currently underway to determine the possible need for a second such survey.

Using the Distance Sampling Zone maps provided by White Buffalo, Inc. City Staff has identified specific geographical areas which appear will provide the most effective opportunities that are most appropriate for harvesting deer. Land owners in these areas have been contacted to encourage their participation in the City's Bow Hunting/Deer Harvesting program.

Additionally, City Staff continues to meet with the MDC to determine what other deer management methods, if any, such as "controlled shoots", or, "bait and shoot" tactics might be appropriate and permitted by MDC. If approved, such permits may be issued by MDC to cull deer outside of the normal hunting season. That information and any and all

recommended proposals will then be brought back before the City's Public Health and Safety Committee of Council for their review and consideration.

Meanwhile, the City continues to encourage property owners to participate in the Bow Hunting program. Any property owner with at least ½ acre of land (adjoining parcels may be combined to make up the ½ acre requirement) is eligible to participate. Interested property owners are encouraged to contact the Police Department at 636.537.3000, to add their property to the list of available hunting properties. The Police Department maintains a list of certified bow hunters ready and anxious to hunt the properties. Property owners and/or hunters are responsible for registering the property to be hunted with the Police Department, and providing copies of hunter certification and proof of insurance before beginning to hunt the property. Likewise, all subdivision trustees are once again, strongly encouraged to continue to promote the bow hunting program for their common grounds.

Let's work together! We are confident that the combined efforts of the City and the continuing participation of the residents/property owners will result in a successful effort to control the deer population in Chesterfield!



Would you like to receive text updates on major road closures, emergency situations, missing persons and more? Sign up at nixle.com!

Ray Johnson

6

From: Tim Engelmeyer <tim@epfirm.com>
Sent: Friday, November 30, 2018 1:40 PM
To: 'bkeathley@chesterfield.mo.us'
Cc: Tom DeCampi; 'bflachbart@chesterfield.mo.us'; Ray Johnson
Subject: Heroin Summit

CM Keathley:

I wanted to let you know that we have been working hard on an agenda for the Heroin Summit set for Feb. 27, 2019. So far, we have some dynamic speakers lined up including DEA (brain science and law enforcement trends), parents of a young man who passed away from overdose, a recovering addict from Marquette HS, "Hidden in Plain Sight" display/speakers, and resources for parents and those who are addicted. It is really shaping up nicely.

At the next PH&S meeting, Chief Johnson will have a draft agenda with specifics for you. I am also happy to attend and update the Committee.

Thank you for your support and please call or email with any questions.

Timothy A. Engelmeyer

Timothy A. Engelmeyer
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13321 North Outer Forty Road
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Chesterfield Police



OPIOID SUMMIT AGENDA

DATE: 02/27/2019

TIME: 1900 hours

LOCATION: Chesterfield City Council Chambers & Multi-Purpose Room

- 1900 Opening Remarks —**
- 1910 DEA – Brain Science & Law Enforcement Trends**
- 1940 Tricina Fisher – Substance Use Disorder Liaison**
- 1955 Ellis & Patti Fitzwalter (of H.E.A.L. Stop Heroin) with Family Perspective**
- 2025 Jude Hassan (of Addiction Is Real - AIR) (former Marquette student) with the addicts perspective (not confirmed yet)**
- 2055 Lonnie O'Neal – Care/Rehab Facilities**
- 2105 Hidden in Plain Sight Exhibit in the Multi-Purpose (Kelly Prunty of AIR)**
- 2135 Closing Remarks/Meet & Greet**



Chesterfield Police Memorandum

8



Date: June 15, 2018
To: Chief Ray Johnson
From: Captain Michael Thompson
RE: 2017 Work Load Assessment – Division of Special Operations

PURPOSE

Basing the allocation of personnel on workload demands can have a significant influence on the efficiency and effectiveness of the agency. This report examines the staffing and workload of each work unit of the Division of Special Operations to ensure that the personnel strength is consistent with the workload. This report does take into account the nature or number of tasks and their complexity, location, and time required for completion.

OVERVIEW - DIVISION OF SPECIAL OPERATIONS

The Division of Special Operations was created in August of 2017 and is made up of two Bureaus; the Bureau of Traffic and Special Enforcement and the Bureau of Contract Services. These bureaus were previously assigned to the Division of Police Operations and are comprised of thirty-two sworn employees. The division's supervisors include one lieutenant and two sergeants. The division is charged with providing specialized, directed police services to the community.

OVERVIEW – BUREAU OF TRAFFIC AND SPECIAL ENFORCEMENT

The Bureau of Traffic and Special Enforcement is made up of fifteen employees; one lieutenant, one sergeant and thirteen patrol officers. The Bureau consists of two units; the Traffic Safety Unit and the Special Enforcement Unit (SEU). In addition to the specialized functions of these two units, the bureau is also charged with assisting with the planning of (special events) major community events; managing and providing traffic control and event security.

The Traffic Safety Unit consists of five patrol officers and supervised by the Bureau Commander (Lieutenant). The members of the unit provide traffic control, traffic safety patrols & enforcement efforts citywide, as well as, investigating the majority of the City's vehicle crashes. Several members of the unit are certified accident reconstructionists and one serves as a Drug Recognition Expert. Additionally, the Bureau Commander oversees the department's traffic grants provided by the Missouri Department of Highway Safety.

The SEU handles primary law enforcement duties, as well as follow-up investigations, for the City's parks & retail corridor. The SEU was expanded to eight officers and a supervisor in 2014 in response to tremendous growth in the City in terms of retail and park developments. Chesterfield already had an established retail presence with Chesterfield Mall and several miles of modern strip retail development in Chesterfield Valley prior to the opening of two brand new outlet malls in 2013. These retail additions have made Chesterfield a destination to both shoppers and thieves; which require an appropriate level of police visibility and enforcement capabilities.

The expansion of the City's parks system includes the 176 acre Chesterfield Valley Athletic Complex and the state of the art Amphitheater in Central City Park. These venues, along with other park facilities, welcome over one million visitors every year and host a significant number of competitive games, tournaments, concerts, festivals and other gatherings. Tying the protection of the City's growing parks to the SEU's mission seemed a natural fit as all City parks and retail areas border one another directly making dual patrol of these areas most efficient.

Although the anticipated redevelopment plans of some the retail centers within the City may decrease the number of retail businesses, the addition of entertainment venues within the existing retail corridor will continue to place a high demand on specialized police services that the Special Enforcement Unit is capable of fulfilling.

ANALYSIS – TRAFFIC SAFETY UNIT

Figure 1

Traffic Unit Statistical Comparisons 2016-2017			
	2016	2017	% of Change
Tickets Issued	2400	2139	-10.88%
Warnings Issued	1138	1017	-10.63%
Crash Reports Written	984	911	-7.42%
CARE Reports Written	107	104	-2.80%
Arrests	72	97	34.72%
DWI Arrests	31	51	64.5%

As noted in Figure 1, there were decreases in four of the five categories analyzed for the Traffic Unit. This was likely due to personnel shortages within the department throughout 2017 that resulted in temporary reassignments of Traffic Unit officers to patrol and unfilled vacancies within the unit. The Traffic Unit operated with as many as two (2) less officers during the last six months of 2017. Despite the staffing shortages, the Traffic Unit wrote 50.2% of all traffic crash reports that the department completed in 2017, compared to 54% of crash reports in 2016. The number of DWI arrests made by Traffic officers increased by over 64% between 2016 and 2017.

ANALYSIS – SPECIAL ENFORCEMENT UNIT (SEU)

For statistical purposes, the City's retail sector includes Chesterfield Mall, Premium Outlet Mall, Taubman Prestige Outlets and the Chesterfield Commons strip mall on Chesterfield Airport Road. The Parks venues include only those City of Chesterfield owned and operated facilities, to include the Chesterfield Valley Athletic Complex, Central City Park, Chesterfield Amphitheater, Eberwein Dog Park, Rivers Edge and Dierberg's Meditation Park. Figures 2 and 2.1 represents total calls for service, reports and arrests that are generated from those two segments of SEU's responsibility.

Despite a decline in retail establishments, especially at Chesterfield Mall, calls for service in the City's retail sector (which include radio and self-initiated calls for service) increased 11% in 2017. Total reports and arrests were down

slightly. Refer to Figure 2.

Figure 2

Chesterfield Police Retail Statistics			
	2016	2017	% of Change
CFS	4125	4591	11%
Reports	989	931	-6%
Arrests	328	317	-3.4%

Figure 2.1

Chesterfield Police Parks Statistics			
	2016	2017	% of Change
CFS	429	268	-38%
Reports	22	17	-23%
Arrests	3	4	33%

Figure 2.2

Special Enforcement Unit Statistics			
	2016	2017	% of Change
Adult Arrest	330	389	17.88%
Juveniles Referred	50	39	-22.00%
Warrants Issued	130	129	-0.77%
Summons In Lieu	159	163	2.52%
Calls for Service	2589	1282	-50.48%
CARE Reports	1141	1053	-7.71%
Hours on Business Patrol	7791	5940	-23.76%
Hours on Parks Patrol	1560	1143	-26.73%

Figure 2.1 represents activity as reported by officers assigned to the Special Enforcement Unit. Calls for Service account for only those calls that SEU officers were radio dispatched to and were down 50% from 2016. This is most likely attributed to personnel shortages within the department that resulted in the temporary reassignment of SEU officers to patrol. The SEU operated with at least one less officer, and for four months two less officers, throughout 2017. In addition, due to staffing deficiencies in the Bureau of Uniformed Patrol, officers assigned to the Bureau of Traffic & Special Enforcement are often pulled from their specialized assignment to fill patrol sector assignments. Similar decreases in the other SEU categories is also likely due to these personnel shortages and reassignments.

SEU officers spend 84% of their time on duty patrolling and responding to calls for service in the City's retail sector, which is indicative of the service demands of the retail sector versus the parks facilities. In 2017, there were 268 calls for service at City park venues, compared to 4591 calls for service in the City's retail sector. Those 268 calls for service in the City park venues resulted in seventeen reports and four arrests and nearly 66% were self-initiated calls. The majority of the time spent in the parks is for routine foot patrols or directed patrols during the weekends and for special events and concerts wherein the officers are providing a visible police presence and crime deterrent.

RECOMMENDATIONS – BUREAU OF TRAFFIC AND SPECIAL ENFORCEMENT

When looking at quantifiable data, such as reports written and arrests, officers of both units are performing at an extraordinary level compared to other units within the department and they are doing so with a high level of efficiency and effectiveness. I believe the current manpower for both units are appropriate to carry out their missions at this time. However, as the existing retail venues are redeveloped to mixed-use and entertainment districts, the demands on

police services will need to be closely monitored to adequately assess the needs of the Special Enforcement Unit.

OVERVIEW – BUREAU OF CONTRACT SERVICES

The Bureau of Contract Services is made up of seventeen employees; one Sergeant and sixteen officers. It was created in August of 2017 and consists of two units; the School Resource Unit and the Clarkson Valley Unit, both of which are supervised by the Bureau Director (Sergeant).

The Clarkson Valley Unit was created on July 1, 2017, after the Chesterfield Police Department assumed a contract for comprehensive patrol services for the City of Clarkson Valley. Six officers are assigned to the Clarkson Valley Unit, providing continuous 24-hour-per-day, seven day-per-week police patrols. The officers work a 10-hour-per-day schedule on permanent shifts (Days/Evenings/Midnights). They provide traditional police services to include, emergency response, routine patrols of neighborhoods and businesses, traffic enforcement, and security for city meetings and municipal court.

Ten officers are assigned to the School Resource Unit. Six of these officers are assigned to individual middle and high schools under contract with the Parkway and Rockwood School Districts. The remaining four officers are assigned as Elementary School Resource Officers (ESRO), responsible for providing services to the thirteen public and private elementary schools within the City of Chesterfield, as well as Logan University. The focus of the SRO's is to provide a safe and secure educational environment, as well as provide instructional programs when requested. In addition, The ESROs instruct the DARE program for those schools that provide instruction time for this program.

ANALYSIS – SCHOOL RESOURCE UNIT

Figure 3

School Resource Statistics			
	2017	2018	% of Change
DARE Classes	210	N/A	
Classroom Instruction	104	N/A	
Presentations	66	N/A	
School Meetings	180	N/A	
School Events	206	N/A	
Conflict Resolution	813	N/A	

School Resource Officers spend a considerable amount of time supporting staff, making presentations, conducting classroom instruction and aiding in conflict resolution (Figure 3). The above table reflects the total number of events in each category for the first year efforts of SRO's & ESRO's, assigned to the newly created Bureau of Contract Services. Figure 3 serves as an initial collection of data that will be compared year to year moving forward.

ANALYSIS – CLARKSON VALLEY UNIT

Figure 3.1

Clarkson Valley Unit Officer Activity July 2017 – December 2017	
Radio Calls For Service	335
Self-Initiated Calls For Service	913
CARE Reports	51
Alarm Reports	28
Open Door Reports	12
Crash Reports	19
Traffic Contacts	757
Traffic Citation Issued	382
Traffic Warnings Issued	264
Arrests	21

Figure 3.1 lists total officer activity for the first six months of the patrol contract (July 2017 – December 2017). An in-depth analysis of the workload for this unit will be conducted once comparable data is harvested.

RECOMMENDATIONS – BUREAU OF CONTRACT SERVICES

The current manpower of the Clarkson Valley Unit is required by contract and is sufficient to provide 24/7 police coverage. At times, officers assigned to patrol or other specialized units are occasionally used to fill absences of Clarkson Valley officers. Many times, however, Clarkson Valley officers will adjust their schedules or effectively utilize Blue Days to insure police coverage in Clarkson Valley without impacting coverage in Chesterfield.

School Resource staffing levels for the year 2017 were deemed appropriate to accomplish the dedicated goals of the unit. However, as a result of recent nationwide school shooting incidents, the school districts are considering adding more ESRO's in an attempt to ensure that each elementary school staffs its own permanent Elementary School Resource Officer. A variety of personnel projections are being calculated and will be dependent on the number of schools each district chooses to staff. Once the number of additional schools has been identified, those staffing projections will be forwarded to the individual school districts for consideration.

CONCLUSION

The staffing levels of the Bureaus and Units within the Division of Special Operations are sufficient for current workload requirements. However, the need to closely monitor demands on police services in pending developments and redevelopments within the City will be crucial to determine future staffing needs in the Traffic Safety Unit and Special Enforcement Unit. In addition, the desire for additional School Resource Officers by the Parkway and/or Rockwood School Districts will also impact the staffing levels of the School Resource Unit.