

**Munster Board of Safety Meeting**  
**Tuesday, May 21, 2024**  
**7:00 a.m.**  
**Agenda**

Join Meeting via Microsoft Teams  
Meeting ID: 253 440 767 237  
Passcode: 7RNDTV

CALL TO ORDER

ROLL CALL

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

I. PUBLIC COMMENT

Open to the Public - 2 minutes maximum per person or 5 minutes for a group spokesperson. Please keep comments civil and constructive to Public Policy issues. The Chair, at its sole discretion, may recognize individuals wishing to speak on different topics at any time and may end the Open to the Public Session. All speakers will be timed by the Chair. This portion of the meeting shall not exceed 10 minutes.

II. CONSENT AGENDA

- A. Minutes of the April 25, 2024 Meeting
- B. Fire Department Monthly Activity Report for April 2024
- C. Fire Department Disbursement Report for April 2024
- D. Police Department Monthly Activity Report for April 2024
- E. Police Department Disbursement Report for April 2024

III. FIRE CHIEF'S REPORT

IV. POLICE CHIEF'S REPORT

- A. Take Home Vehicle Policy

V. OLD BUSINESS

VI. NEW BUSINESS

VII. BOARD'S COMMENTS

VIII. ADJOURNMENT

**Munster Board of Safety Meeting Minutes**  
**Thursday, April 25, 2024**  
**7:00 a.m.**  
**Munster Town Hall Main Meeting Room**

This meeting was held in person at the Munster Town Hall and via Microsoft Teams.

**I. Call to Order**

The meeting was called to order by Chairman Dr. Lorin Brown at 7:01 a.m. Other members present: Jerry Baffa, Dr. Robert Dershewitz, Linda Dunn, and Matt Maloney.

Others present: Chief of Police Stephen Scheckel, Lieutenants Daymon Johnston and Dan Broelmann, Detective Sergeant Timothy Nosich, Administrative Assistant to the Chief of Police Nancy Nadratowski, Accreditation/Public Records Manager Craig Corie, Fire Chief Mark Hajduk, Captain Mike Harrigan, Lieutenant Kevin Heggi, Fireman/EMT Dan Zobica, Town Council Member George Shinkan, Town Attorney David Westland, Clerk Treasurer Wendy Mis, Controller/Interim Town Manager Patricia Abbott, Superior Ambulance Personnel Jeff Collins, Jan Cox, and Armani Porter.

Pledge of Allegiance

Public Comment: There was no public comment.

**II. Consent Agenda**

- A. Minutes of the February 15, 2024 Meeting
- B. Fire Department Monthly Activity Reports for February & March 2024
- C. Fire Department Disbursement Reports for February & March 2024
- D. Police Department Monthly Activity Reports for February & March 2024
- E. Police Department Disbursement Reports for February & March 2024

Ms. Dunn motioned to accept the Consent Agenda items. Dr. Dershewitz seconded the motion. All members present voted aye by roll call vote, motion approved 5-0.

**III. Items for Action & Discussion**

- A. Superior Ambulance Reports for February & March 2024

Ms. Dunn stated there was nothing unusual and the times are good. Average times are just over three (3) minutes to the scene and a little under four (4) minutes to the patient's side. Ms. Dunn motioned to accept the Superior Reports for February and March. Mr. Maloney seconded the motion. All members present voted aye by roll call vote, motion approved 5-0.

**IV. Fire Chief's Report**

Chief Hajduk stated they will begin to install mile markers on the bike paths. This will be done in surrounding communities as well and aid in responding to calls on the bike paths. Signage will include the miles, trail names and town logos. They will also be included in Spillman mapping.

The fatal house fire on Monday was in the center unit of a three (3) unit townhome. A three (3) year old boy was lost in the fire. A Peer Support meeting was held Wednesday evening with approximately twenty-four (24) first responders attending. Both parents sustained burns. The father was intubated, and the mother flown to Chicago for treatment. The fire is under investigation. Mr. Maloney stated the suppression walls did well to stop the spread of the fire to the other units. Chief Hajduk stated their intended purpose is for an escape route and to allow the fire department to get to the scene. One unit will have the electric turned back on and the other sustained more damage. Both will need some repairs.

#### V. Police Chief's Report

##### A. Promotional Rankings for Sergeant & Lieutenant

Chief Scheckel explained the promotional process and rankings for the positions of Sergeant and Lieutenant. The Board needs to certify both lists.

Dr. Dershewitz motioned to certify the lists for Sergeant and Lieutenant positions. Ms. Dunn seconded the motion. All members present voted aye by roll call vote, motion approved 5-0.

##### B. 2022 Applicant Jacob Terpstra, Ranked #1 on Traditional Hire Eligibility Register

During the Traditional Hiring Process of 2022, applicant Jacob Terpstra ranked #1 on the Eligibility Register. He was then deployed to Africa as a member of the Army. Since his return he has expressed an interest in a position with the department. As a result of the Eligibility Register being expired, Chief Scheckel is asking permission from the Board to pursue this applicant for hire.

Mr. Maloney motioned to suspend the normal rules for this one time for Mr. Terpstra. Ms. Dunn seconded the motion. All members present voted aye by roll call vote, motion approved 5-0.

##### C. Emergency Hiring Process

Chief Scheckel informed the Board of the department's intent to initiate an Emergency Hiring Process once the new salaries for sworn personnel have been certified by Council. We currently have four (4) openings. We anticipate the process to begin in June.

Mr. Maloney motioned to approve the start of an Emergency Hiring Process. Ms. Dunn seconded the motion. All members present voted aye, motion approved 5-0.

In the coming days, the Board will be receiving a copy of the Take Home Vehicle Policy. The Council has voted to distribute take home squads to each officer. The Board had some questions regarding the policy and therefore will be receiving a copy for their review. It will be on the agenda for the next Board of Safety meeting. Mr. Westland added if the Board has any concerns they could be addressed now before the next meeting.

Lt. Johnston informed the Board of the department's Peer Support and After-Action meeting concerning Monday's fatal fire. He invited all first responders to attend on Thursday, May 2<sup>nd</sup> at 11:00 a.m. at the Police Department.

VI. Old Business

There was no old business.

VII. New Business

There was no new business.

VIII. Board's Comments

Dr. Brown stated that the monthly meetings are moving to the third Tuesday of the month, starting with the May 21<sup>st</sup> meeting.

IX. Adjournment

Mr. Baffa motioned to adjourn the meeting. Dr. Dersheiwitz seconded the motion. All members present voted aye, motion approved 5-0. Meeting was adjourned at 7:25 a.m.

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Dr. Lorin Brown, Chairman

# MONTHLY FIRE REPORT

Fire Responses	APRIL			TOTAL TO DATE	
	2024	2023		2024	2023
Businesses	13	16		68	40
Residential	20	15		91	55
Vehicle	0	0		2	1
Vehicle Accidents	14	12		36	45
EMS	8	3		23	9
Mutual Aid	5	9		17	25
Others	0	5		5	8
<b>TOTAL CALLS</b>	<b>60</b>	<b>60</b>		<b>242</b>	<b>183</b>

Malfunction/False Alarms					
Businesses	7	6		33	17
Residential	6	4		25	28
Schools	2	0		4	2
Hospitals/Clinics	1	4		11	8
Other	0	0		0	0
<b>TOTAL</b>	<b>16</b>	<b>14</b>		<b>73</b>	<b>55</b>

Estimated Fire Losses					
Structure	\$550,000.00	\$20,000.00		\$575,000.00	\$320,000.00
Contents				\$ 21,000.00	\$ 60,000.00
Vehicle				\$ 44,000.00	
<b>TOTAL</b>	<b>\$550,000.00</b>	<b>\$20,000.00</b>		<b>\$640,000.00</b>	<b>\$380,000.00</b>

Periods of Response					
6 A.M. to 6 P.M.	40	39		171	128
6 P.M. to 6 A.M.	20	21		71	55
<b>TOTAL</b>	<b>60</b>	<b>60</b>		<b>242</b>	<b>183</b>

Training			
Regular Scheduled Sessions	3	3	
Total Training Hours	6.25	5.5	
Online Training Hours	68	4.5	
Total Attendance	59	40	
Average Per Drill	20	13	

Inspections					
Number of Inspections	23	37		117	141
Number of Violations	43	99		259	387

## April Fire Calls 2024

DATE	PEOPLE	CAD	NIFR	TYPE & LOCATION	#	TIME
4/1	12	192	622	Elevator Issue/Munster Med Inn/no problem found upon inspection	1	14:13
4/2	5	193	311	EMS Full Arrest/8110 Frederick/FD not needed	2	0:49
4/2	9	194	324	PI Accident/Ridge & Calumet/cleaned up debris	3	8:03
4/2	14	195	740	Fire Alarm/3 Floyds/nothing found upon investigating	4	17:47
4/3	9	196	611	Auto Aid to Dyer for structure fire/cancelled by dispatch	5	12:15
4/4	11	197	745	Fire alarm/Munster Med Inn/alarm being tested	6	13:06
4/4	6	198	611	EMS/10072 Margo Lane/FD not needed	7	18:32
4/5	9	199	424	Carbon Monoxide/1648 White Oak Circle/no readings found	8	16:39
4/6	9	200	736	Fire alarm/8113 Linden/no readings found/bad detector homeowner will replace	9	7:20
4/6	11	201	321	PI Accident/Parlor Donuts/driver hit building, few broken bricks	10	16:12
4/7	7	202/03	571	Station Coverage/Structure Fire Schererville/fire extinguished by FD personnel	11	0:59
4/7	11	204	611	PI Accident/MM 3 I80 EB/Hammond call	12	18:34
4/9	11	205	311	EMS/8220 Monroe/assisted moving patient	13	12:42
4/9	9	206	321	PI Accident/Community Park Dr & Calumet/cleaned up debris	14	15:10
4/9	23	207	441	Fire Odor/1201 Vivian/cell phone charger melted, checked home nothing else found	15	21:20
4/11	10	209	441	Fire Odor/First Merchants Bank/hot electrical switch/taped off and advised to call for repair	16	8:53
4/12	11	210	745	Fire alarm/8009 Linden/set off from cooking by homeowner	17	11:44
4/12	9	211	311	EMS Fall/1201 Tuckahoe Place/Superior with patient,FD had to untangle dog from table	18	12:05
4/12	10	212	321	EMS/Munster Med Inn/assisted moving patient to cot and then to ambulance	19	13:05
4/13	13	213	611	Fire Alarm/Munster Liquors/disregard from alarm company	20	15:03
4/13	15	214	324	PI Accident/Chipolte/cleaned up debris	21	21:43
4/14	13	215	444	Utility Fire/8932 White Oak/pole on fire/extinguished/Nipsco notified	22	11:12
4/16	15	216	412	Gas Odor/9513 Lilac/prior issue with stove/checked home 0 readings/advised for stove repair	23	15:32
4/16	9	217	422	HAZMAT/spill in back of semi,sealed sewer caps/used visqueen and sand to contain spill	24	12:02
4/16	15	218	321	PI Accident/Calumet & Ridge, cleaned up debris	25	21:24
4/17	10	219	611	Entrapment/8124 Monor/cancelled by dispatch	26	14:20
4/19	9	220	611	Structure Fire/Dyer auto aid/cancelled by dispatch	27	5:00
4/19	9	221	321	PI Accident/Calumet & Main/pole down/moved and cleaned up debris	28	7:33
4/19	5	222	353	Elevator Issue/10418 White Oak Lane/person stuck but out upon arrival/checked elevator	29	11:21
4/19	10	223	321	PI Accident/Calumet & Fran Line/returned upon arrival	30	15:29
4/20	6	224	621	Fire Alarm/8642 Manor/no incident found at location, dispatch error	31	7:30
4/20	12	225	611	Structure Fire/Dyer auto aid/cancelled by dispatch	32	19:37
4/21	11	226	324	PI Accident/Jewel Food/FD not needed	33	11:06
4/21	14	227	611	Fire Alarm/9628 Crestwood/set off from cooking	34	14:43
4/21	13	228	611	PI Accident/Jefferson & Broadmoor/FD not needed	35	19:40
4/22	18	229	611	Structure Fire/946 Cornwallis/extinguishment by FD with aid from department	36	11:16
4/22	18	232	611	PI Accident/Fisher & Columbia/cancelled by dispatch	37	16:25
4/22	15	233	542	Fire Assist/10308 Marlou/rescued dog from ditch	38	20:43
4/23	7	234/35	741	Fire Alarm/GE 475 Superior/broken sprinkler pipe	39	4:05
4/23	12	236	735	Fire Alarm/475 Superior/repeat call from broken pipe issue	40	5:09
4/23	12	237	424	CO Alarm/8356 Hawthorne/readings found, Nipsco notified, ventilated home	41	17:34
4/23	16	238	412	Gas Odor/10110 Down Powers Dr/no readings found inside or outside	42	22:10
4/25	9	239	321	Pedestrian vs vehicle/Calumet & Broadmoor/performed traffic control and staging of area	43	12:33
4/25	13	240	745	Fire Alarm/Wilbur Wright/panel being tested	44	14:30
4/25	12	241	611	PI Accident/First Merchants 45th/FD not needed	45	17:18
4/26	7	242	611	Fire alarm/Dyer Call/cancelled by dispatch	46	1:52
4/26	10	243	743	Fire Alarm/Maple Leaf Crossing/contractor working set off alarm	47	10:02
4/26	14	244	444	Utility Fire/8010 Columbia/top of pole on fire, extinguished Nipsco notified	48	19:14
4/27	13	245	445	Utility Fire/7941 Linden/wires arcing/nothing found upon investigation	49	17:36
4/28	12	246	324	PI Accident/vehicle into garage/643 South Street/checked building/moved car	50	8:33
4/28	13	247	611	EMS Breathing/1632 Wilson/cancelled by dispatch	51	10:08
4/28	13	248	311	EMS Fall/10240 Sutton/used mega mover to lift patient onto bed	52	10:08
4/28	15	249	445	Utility Fire/1424 River Dr/wires arcing/taped off area/Nipsco notified	53	15:11
4/28	17	250	444	Utility Fire/525 Fisher/cable and phone wires down/cut wires to allow traffic, companies notified	54	15:48
4/28	15	251	444	Utility Fire/8800 Northcote/wire down, found to be telephone wire/homeowner will notify	55	17:48
4/28	17	252	322	Motorcycle accident/traffic control, provided lighting/cleaned up fluids from victims	56	19:26
4/29	8	253	736	CO Alarm/1900 Fisher/no readings found/battery was 2 years old, replaced.	57	8:41
4/29	12	254	733	Fire alarm/MHS/alarm tripped/reset and no further issues.	58	16:42

# **FIRE DEPARTMENT DISBURSEMENTS**

**APRIL 2024**

<b>Vendor/ Invoice Date</b>	<b>Appropriation Number</b>	<b>Services</b>	<b>Amount Due</b>
<b>ALPHA CARD</b> 04/05/2024	2547-114-0200-63611000	SOFTWARE FOR ID MACHINE	\$750.00
<b>APC STORE</b> 03/15/2024	1101-230-0100-62302000	BRAKES 2351	\$239.99
<b>CHICAGO TIRE INC</b> 03/11/2024	1101-230-0100-63602000	REPAIR TIRE 2223	\$25.95
03/25/2024	1101-230-0100-62302000	TIRES FOR 2225	\$1,727.80
<b>EMERGENCY MEDICAL PRODUCTS INC</b> 03/13/2024	4402-232-0100-62900000	LARYNGOSCOPE HANDLES	\$76.48
03/26/2024	4402-232-0100-62900000	MEDICAL SUPPLIES FOR 2260	\$1,379.46
03/26/2024	4402-232-0100-62900000	ANTIMICROBIAL WIPES FOR 2260	\$8.07
<b>FLEXICARE INC</b> 03/20/2024	4402-232-0100-62900000	LARYNGOSCOPE HANDLE WITH BLADE 2260	\$431.53
<b>GUS BOCK'S MUNSTER ACE</b> 03/20/2024	1101-230-0100-62900000	FASTENERS, HOOKS	\$22.11
03/25/2024	1101-230-0100-62303000	USB ADAPTER 2260	\$24.98
03/26/2024	4402-232-0100-62900000	BATTERIES, TAPE MEASURE	\$15.48
04/05/2024	4402-232-0100-62900000	CARPET CLEANER	\$24.99
<b>J&amp;J'S CREATIVE COLORS INC</b> 03/07/2024	1101-230-0100-63602000	REPAIR TEAR ON SEAT 2260	\$145.00
<b>JOSEPH LASH</b> 03/19/2024	1101-232-0100-63991000	CRITICAL CARE & TRAUMA CONFERENCE	\$120.00
<b>MARK A HAJDUK JR</b> 03/27/2024	1101-230-0100-62302000	PARTS FOR WASHER STATION1	\$183.79
	4402-232-0100-62900000	CPR CARDS	\$46.20
<b>MOZART HOLDINGS LP</b> 03/12/2024	4402-232-0100-62900000	HEAD IMMOBILIZERS FOR 2260	\$169.05
<b>PRO AIR MIDWEST LLC</b> 04/02/2024	1101-230-0100-62302000	KNOB FOR SCBA FILLING STATION	\$59.00
<b>ROAD EQUIPMENT PARTS CENTER</b> 03/26/2024			

## **FIRE DEPARTMENT DISBURSEMENTS**

**APRIL 2024**

<b>Vendor/ Invoice Date</b>	<b>Appropriation Number</b>	<b>Services</b>	<b>Amount Due</b>
03/26/2024	1101-230-0100-62302000	BRAKE PARTS FOR 2225	\$581.60
	1101-230-0100-62302000	BRAKE PARTS FOR 2225	\$40.36
<b>SAFETY TRAINING SERVICES, INC.</b>			
03/26/2024	1101-230-0100-63602000	REPAIR SENSIT METER	\$291.50
04/04/2024	1101-230-0100-63602000	RECHARGE FIRE EXTINGUISHERS	\$239.00
<b>THIRD DIST FIRE CHIEFS ASSOCIATION</b>			
04/01/2024	1101-232-0100-63903000	MABAS DUES	\$1,818.00
<b>WITMER PUBLIC SAFETY GROUP INC</b>			
03/15/2024	4402-232-0100-62900000	CYLINDER BRACKET BACK PLATES FOR 2260	\$265.25
03/15/2024	1101-230-0100-62900000	GRIP WRAPS FOR TOOLS	\$35.20
03/27/2024	4402-232-0100-62900000	STREAMLIGHT FOR 2260	\$193.99
<b>Grand Total:</b>			<b>\$8,914.78</b>

UCR /MONTHLY ACTIVITY REPORT - MONTH OF APRIL

	APRIL,2024 No Of	APRIL,2023 No Of	Year to Date 2023	Year to Date 2024
HOMICIDE	0	0	1	0
RAPE	0	0	0	0
FORCIBLE FONDLING	0	1	2	0
ASSAULT	4	5	20	22
ROBBERY	0	0	2	1
BURGLARY	0	2	4	2
LARCENY	16	21	59	64
ARSON				1
MTR VEHICLE THEFT	2	1	5	2
ADULT ARREST	15	17	79	65
JUVENILE ARREST	0	8	14	10
TOTAL ARREST	15	25	93	75
ACCIDENTS	38	44	159	147
INJURIES/PUBLIC	9	7	19	25
FATALITIES	0	0	0	0
TOTAL/ACCIDENTS	38	44	159	147
VANDALISM	7	6	17	12
TRAFFIC ARREST				
STATE VIOLATIONS	96	87	303	443
LOCAL VIOLATIONS	61	31	130	212
TOTAL TRAFFIC ARREST	157	118	433	655
WARNINGS	234	212	973	976
TOTAL ALARMS	34	26	162	168
NO MILES PATROLED	24,912	22,659	87,229	94,824



Stephen F. Scheckel  
Chief of Police

# UCR/YEARLY ACTIVITY REPORT - 2024

[illegible]

# **POLICE DEPARTMENT DISBURSEMENTS**

**APRIL 2024**

<b>Vendor/ Invoice Date</b>	<b>Appropriation Number</b>	<b>Services</b>	<b>Amount Due</b>
<b>ACME SPORTS INC</b>			
02/07/2024			
	2240-201-0100-62912000	AMMO/GUN SUPPLIES	\$2,100.00
02/07/2024			
	2240-201-0100-62912000	AMMO/GUN SUPPLIES	\$3,875.00
<b>ALL CITY MANAGEMENT SERVICES INC</b>			
03/27/2024			
	2240-210-0100-63105000	CROSSING GUARD SERVICES	\$8,237.70
<b>AMERICAN EXPRESS</b>			
04/02/2024			
	1101-201-0100-63908000	PRIME MEMBERSHIP	\$14.99
	1101-204-0100-62900000	SUPPLIES	\$128.33
	1101-205-0100-63605000	PROFESSIONAL SERVICES	\$200.00
	2300-204-0100-65150KE0	K9 EVENT T-SHIRTS	\$1,092.35
	2300-204-0100-65150K90	K9 SUPPLIES	\$191.95
	1101-201-0100-62900000	SUPPLIES	\$136.73
<b>APC STORE</b>			
03/26/2024			
	1101-204-0100-62900000	REPAIR PARTS	\$68.99
04/01/2024			
	1101-204-0100-62900000	REPAIR PARTS	\$470.10
11/21/2023			
	1101-204-0100-62900000	REPAIR PARTS	\$18.00
<b>BAYCOM INC</b>			
12/04/2023			
	2590-201-0100-62900000	COMPUTER IN #4	\$5,234.73
<b>FED EX</b>			
03/13/2024			
	1101-201-0100-63202000	PROFESSIONAL MAILING SERVICES	\$35.16
03/06/2024			
	1101-201-0100-63202000	PROFESSIONAL MAILING SERVICES	\$30.51
02/28/2024			
	1101-201-0100-63202000	PROFESSIONAL MAILING SERVICES	\$34.90
<b>GALLS LLC</b>			
02/22/2024			
	1101-204-0300-62900000	VIPS VEST CARRIERS	\$430.00
	4413-915-2119-64775000	REPLACEMENT VESTS	\$2,800.00
<b>GEOLOGIC SOLUTIONS INC</b>			
03/14/2024			
	1101-201-0100-63991000	TRAINING	\$179.00
<b>HALO WINDOW TINTING</b>			
02/28/2024			
	1101-204-0100-63605000	WINDOW TINTING	\$200.00
02/28/2024			
	1101-204-0100-63605000	WINDOW TINTING	\$200.00
<b>HUMANE INDIANA</b>			
03/26/2024			
	1101-201-0100-63119000	ANIMAL SERVICES	\$380.00

# **POLICE DEPARTMENT DISBURSEMENTS**

**APRIL 2024**

<b>Vendor/ Invoice Date</b>	<b>Appropriation Number</b>	<b>Services</b>	<b>Amount Due</b>
<b>INDIANA GROCERY GROUP LLC</b>			
03/07/2024	1101-201-0100-62900000	SUPPLIES	\$50.95
<b>LEADSONLINE LLC</b>			
02/15/2024	2547-201-0100-63611000	ANNUAL SERVICE	\$4,442.00
<b>MOTOROLA</b>			
03/30/2024	1101-204-0100-61307000	2 SAMPLE RADIO HOLDERS	\$134.02
<b>MUNSTER ANIMAL HOSPITAL</b>			
03/14/2024	2300-204-0100-65150K90	K9 VET SERVICES	\$130.74
03/26/2024	2300-204-0100-65150K90	K9 VET SERVICES	\$121.71
<b>NAPLETON RIVER OAKS</b>			
02/17/2024	1101-204-0100-62900000	REPAIR PARTS	\$18.20
02/27/2024	1101-204-0100-63605000	REPAIR SERVICES	\$3,208.44
02/07/2024	1101-204-0100-63605000	REPAIR SERVICES	\$4,967.86
<b>NATHANAEL MARTIN</b>			
04/08/2024	2592-201-0100-63991000	EDUCATION/TRAINING	\$518.30
04/08/2024	2592-201-0100-63991000	EDUCATION/TRAINING	\$444.30
<b>NEXTHILL CAPITAL PARTNERS LLC</b>			
02/29/2024	1101-204-0100-61307000	UNIFORMS	\$253.00
<b>PULSE TECHNOLOGY OF INDIANA INC</b>			
04/02/2024	2300-203-6500-65150000	BADGE PATCHES	\$375.60
03/15/2024	2590-201-0100-62900000	BADGE PATCHES	\$349.10
02/27/2024	1101-201-0100-62900000	OFFICE SUPPLIES	\$578.00
<b>RIDGEWAY PETROLEUM INC</b>			
03/01/2024	1101-204-0100-63605000	CAR WASHES	\$268.00
03/01/2024	1101-204-0100-63605000	CAR WASHES	\$372.00
<b>STATE OF INDIANA</b>			
03/25/2024	1101-201-0100-63908000	ANNUAL MEMBERSHIP	\$200.00
<b>TED'S FEED STORE INC</b>			
01/19/2024	2300-204-0100-65150K90	FOOD & SUPPLIES	\$193.98
<b>TRANS UNION LLC</b>			

# **POLICE DEPARTMENT DISBURSEMENTS**

**APRIL 2024**

<b>Vendor/ Invoice Date</b>	<b>Appropriation Number</b>	<b>Services</b>	<b>Amount Due</b>
02/28/2024	1101-201-0100-63116000	PROFESSIONAL SERVICES	\$100.00
<b>TREASURER OF STATE</b>			
03/05/2024	2228-201-0900-63991000	TRAINING	\$40.00
<b>VALVOLINE INC</b>			
03/16/2024	1101-204-0100-63605000	OIL CHANGE SERVICES	\$103.48
03/14/2024	1101-204-0100-63605000	OIL CHANGE SERVICES	\$103.48
03/20/2024	1101-204-0100-63605000	OIL CHANGE SERVICES	\$103.48
03/23/2024	1101-204-0100-63605000	OIL CHANGE SERVICES	\$103.48
02/23/2024	1101-204-0100-63605000	OIL CHANGE SERVICES	\$103.48
03/06/2024	1101-204-0100-63605000	OIL CHANGE SERVICES	\$76.48
03/29/2024	1101-204-0100-63605000	OIL CHANGE SERVICES	\$103.48
04/01/2024	1101-204-0100-63605000	OIL CHANGE SERVICES	\$103.48
<b>Grand Total:</b>			<b>\$43,625.48</b>



# Munster Police Department

## General Order #11.7 Take Home Vehicle Program

Effective Date:	June 21, 2024	Critical
Adopted Date:	May 9, 2024	

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### POLICY STATEMENT

It is the policy of the Munster Police Department to assign a police vehicle to each sworn officer, for use in the performance of duty and in furtherance of the law enforcement mission to serve and protect. All employees of the department shall fully comply with the following procedures while using department-owned vehicles.

### PURPOSE

The purpose of this general order is to codify and publish this agency's procedures for the use and care of police vehicles, used by members of the Munster Police Department. The assignment of department vehicles on an individual basis is a privilege granted by the Town of Munster through its Chief of Police.

### SCOPE OF POLICY

This General Order is applicable to all members of this agency.

Should any portion of this policy conflict with any federal or state law then the more restrictive shall have precedence. If any provision of this policy is held unconstitutional or otherwise invalid, the remaining provisions of this policy shall not be affected thereby. This policy supersedes all previous orders or policies relating to similar topics issued by this department, and all previous orders or policies in conflict with this General Order are hereby terminated and deleted.

**General Order #11.7.1**

**Objectives of the Take Home Vehicle Program**

**Objectives of the Take Home Vehicle Program**

Officers will have police vehicles assigned to them on a permanent basis for use while on duty, traveling to and from work, and for limited off duty use within the guidelines set forth below. The purpose of this program is to give the department a greater presence in the community.

1. The desired effects of this program are:
  - a. To promote the security of the citizens by greater visibility of marked vehicles on the streets throughout the region.
  - b. To increase department-community relations by a mutual understanding of the department's objectives by increasing personal contacts and services performed by officers.
  - c. To deter crime by limiting the opportunity of the criminal to commit a crime by the presence of more identifiable police personnel.
  - d. To provide a quicker response for certain types of calls, and thereby increase the opportunity for apprehending the criminal.
  - e. To reduce the maintenance cost expended on the vehicles of the fleet.
  - f. To reduce the yearly mileage of each vehicle in the fleet, thereby, making the vehicles last for a period of five (5) to six (6) years.
  - g. To provide a quicker response of off-duty personnel whenever they are called back to duty because of an emergency.
  - h. To provide increased morale and incentive to officers participating in the program.
  - i. To maintain vehicles in top condition through preventive maintenance and personalized assignment.

**General Order #11.7.2**

**Designation of Department Vehicles**

**Designation of Department Vehicles**

1. Department vehicles will be issued to officers of this department after successfully completing the FTO program and after completion of their probationary period.
2. All department vehicles shall be assigned unit numbers.
3. Department-owned motor vehicles will be assigned to police officers by the Chief of Police or designee, and become the sole responsibility of the individual officer.
4. Any member issued a vehicle will be required to operate that vehicle until such time the vehicle is no longer serviceable, until the member transfers to another position requiring a different type of vehicle, or until vehicle replacement is authorized by the Chief of Police.
5. New vehicles will be issued to members on the need to replace the vehicle currently being used due to serviceability factors established by the Chief of Police.
6. The vehicle maintenance supervisor shall ensure that the car wash sticker and Ipass/Ez-Pass (if applicable) on the vehicle is appropriately assigned to that unit number, as department vehicles are assigned and re-assigned.
7. No officer shall operate a department vehicle unless he or she has a valid Indiana driver's license.

8. Employees charged with a department-owned vehicle shall exercise good judgment in utilizing it in a manner unlikely to cause unfavorable comments or complaints.
9. Pool cars will only be used for work purposes and will not be taken to and from the officer's residence.
10. Reserve Officers will have access to pool vehicles for their duty day.

**General Order # 11.7.3**

**General Vehicle Regulations**

**General Vehicle Regulations**

1. Employees of the Munster Police Department, who have been issued a vehicle, will be permitted to drive the vehicle off-duty, within the boundaries of the adjoining counties of Lake County
2. Employees of the Munster Police Department, who have been issued a vehicle, will be permitted to drive the vehicle pursuant to the terms of this policy, while on-duty or off-duty, when working an approved overtime program (Grant) or to attend court, as long as they reside within the borders of an adjoining county to Lake County.
3. Officers who are using a police vehicle while off-duty are subject to immediate call out in emergency situations. Officers issued a take home vehicle shall answer phone calls from the Police Department whether on duty or off duty.
4. Officers injured and temporarily removed during a period of work (regular duty assignment) for an extended period, may have their vehicles taken away from personal assignment, depending on the type of illness or injury, at the discretion of the Chief of Police.
5. Any officer, who has called off work due to illness or injury, may drive a police vehicle to his/her medical appointment.
6. If it is known in advance that an officer will be off of work on sick leave or vacation for 7 or more calendar days, arrangements shall be made to have the police vehicle returned to and parked at the department.
7. Officers on a Light Duty Status will have limited use of the take home vehicle; to/from work and to/from appointments.
8. If an officer is going through a Disciplinary Process where he/she may be suspended or terminated, the vehicle shall be parked at the police department and all keys to the vehicle shall be surrendered to the Chief of Police or his designee.
9. If a police vehicle is, or suspected of being subject to an act of vandalism because of its parked location, the officer should move the vehicle to a place either on their property or at the police department, where it is less likely to be vandalized.
10. Rules and regulations covering an officer on-duty will also apply to an officer off-duty while driving the police vehicle
11. Officers operating a marked vehicle while on duty shall be attired in the uniform of the

day, including radio, badge, and firearm, unless exempted by the Chief of Police. Officers who operate a marked vehicle while off-duty shall be armed with a department-approved firearm, official credentials and department issued portable radio. The officer must be neatly dressed and presentable. Articles of clothing that are torn, ripped, dirty, or that bare graphics that could be considered insulting, profane, sexually suggestive, or in poor taste by reasonable standards shall not be worn while operating or riding in a marked police vehicle.

12. Only authorized personnel are permitted to operate a police vehicle unless an extreme emergency arises (Emergency = Life Threatening Situation).
13. Any employee of the department who operates a department vehicle will ensure that seatbelts and or occupant safety restraints are worn by all occupants.
14. While operating the department issued vehicle off-duty for personal reasons and the vehicle needs to be fueled, it is the responsibility of the officer to fuel the vehicle at their own expense.
15. While operating a police vehicle, employees of this department will abide by all regulations relating to radio communications.
16. If an officer, while off-duty in a department issued vehicle, finds it necessary to become involved in an incident the officer shall assume control of the incident until the arrival of an on-duty officer. Off-duty employees will notify communications of any event in which the employee becomes involved. Incidents occurring outside the jurisdictional boundaries of the Town of Munster that an officer observes should be directed to the appropriate agency unless the incident involves injuries or presents an extreme risk to the community and or officer. Officers must complete an Agency Assist record at their earliest convenience after the incident.
17. While operating a Department issued vehicle in an off-duty capacity, the officer shall not join, engage or initiate a pursuit. (This includes use of tire deflation devices, blocking of roads, paralleling a pursuit, etc.)
18. Only items necessary for the performance of an officer's duties will be maintained or stored in the vehicle.
19. While vehicle is parked at the officer's residence sensitive items (i.e. firearms, less than lethal equipment, explosives) shall be removed from the vehicle and properly secured in the officer's residence. If the vehicle is stored at the police station either for an extended period of time or at the end of shift, the sensitive items shall be properly secured in the police station.
20. Personalization of any kind (i.e. tinting of windows, window decals, vanity plates) must be approved by the fleet manager and the Chief of Police.
21. Any unapproved removal of Department issued items, Decals, or equipment shall be prohibited and will result in disciplinary actions.

**General Order #11.7.4**

**Off Duty Use**

**Off Duty Use**

1. The use of the police vehicle while off-duty is to be viewed as a privilege and not an automatic fringe benefit or employee right. This privilege is subject to revocation at any time by the Chief of Police or his or her designee.
2. Officers who reside within the boundaries of Lake County or within the boundaries of an adjoining county, may be allowed to drive department-owned vehicles off duty.
3. Officers are permitted to transport passengers personally known to them (i.e. friends, family members, fellow officers) within the boundaries of Lake and the adjoining counties. Officers should transport the passengers within the normal passenger confines of a department vehicle (front seat, backseat non-shielded).
4. Officers assigned department vehicles are only permitted to operate their department issued vehicle with the following restrictions:
  - a. vehicles are authorized to be operated within the boundaries of Lake County and the adjoining counties; and
  - b. Department issued vehicles shall not be parked at bars or liquor stores, or any establishment that could bring discredit upon the department, and
  - c. Department issued vehicles shall not be driven to or parked at gambling establishments, and
  - d. the operating officer shall not have consumed any alcoholic beverage that he or she would have a blood-alcohol level above 0.00%.
5. If an officer is determined to be in violation of the off-duty use restrictions specified herein, penalties based on the individual situation shall be determined by and at the sole discretion of the Chief of Police or his or her designee.
6. Officers may drive department vehicles to off-duty employment, but department-owned vehicles shall not be used in the performance of non-police related Secondary Employment. Officers shall complete the Secondary Employment Form (Form 107).
7. In extenuating circumstances, the Chief of Police may grant permission for use of department-owned vehicles, which may not be consistent with these orders.
8. When an officer is not working on a regular shift but is operating a department vehicle, he or she is on call for emergency call outs.
9. Any officer on an on-call status for the department or on-call status for special assignments (i.e. NWRS, NWIMCTF, SLCCRT) will have full use of their department issued vehicle with no restrictions.
10. Officers with the rank of Lieutenant, Deputy Chief and Chief shall have full use

of their department issued vehicle with no restrictions.

## **General Order #11.7.5                      Vehicle Inspection**

### **Vehicle Inspection**

1. Prior to operating a department vehicle at the beginning of the Officer's shift, the operator shall inspect his/her assigned vehicle to ensure the following:
  - a. Emergency equipment is in working order (emergency lighting, radio, and PA system).
  - b. The rear seats shall be inspected for weapons and contraband.
  - c. Exterior vehicle condition: Body damage, paint, decals, headlights, taillights.
  - d. The trunk is properly supplied with necessary equipment per Munster Police Department General Order #41.3.
  - e. Tire condition checked (Tire pressure checked weekly).
  - f. Proper fluid levels are maintained.
  - g. Other equipment in the vehicle including Radar, MDT, Infrared camera, Axon camera systems, etc.
2. Any and all damage shall be reported to your shift commander within a reasonable time.
3. Officers shall document any and all malfunctioning equipment/damage on Munster Police Department form #117 (Vehicle/Equipment Report)
4. The inspection of vehicles is the duty of patrol officers, made on a daily basis to ensure proper care of Departmental vehicles. A visual spot-check inspection of patrol vehicles will be conducted at the discretion of the ranking supervisor on-duty. A visual spot-check inspection of investigative personnel vehicles will be conducted at the discretion of the Investigations Sergeant. Supervisors conducting visual spot-check vehicle inspections will inspect vehicles for:
  - a. Interior and exterior cleanliness.
  - b. Required equipment.
  - c. Dangerous or unnecessary items in the vehicle.
  - d. Condition and operation of emergency equipment.
5. Shift supervisors shall conduct monthly formal inspections of vehicles under their command to ensure that employees are acting in concert with Department requirements as described in number 1 above. Once the inspection is completed, the Supervisor will complete the standardized checklist for vehicle inspections and turn it into the Patrol Division Commander or his designee (fleet manager).
  - a. Deficiencies or needs identified during vehicle inspections shall be noted and shall be each officer's responsibility to notify their supervisor and complete a Vehicle/Equipment report (Department form #117). The maintenance shall be performed according to the following schedule:

OIL	Every 5000 Miles
LUBE	Every 5000 Miles
OIL FILTER	Every 5000 Miles
TIRES ROTATED	Rotate as Needed
6. Any major mechanical repairs, other than routine maintenance, to be performed on a vehicle shall be documented on a Vehicle/Equipment Report

- a. When a vehicle or its equipment suffers damage or failure, the operator shall prepare a Vehicle/Equipment Report and describe the damage or failure.
  - b. If a tire becomes flat or needs to be changed while off-duty, it is the responsibility of the officer to change said tire. The officer shall then complete a Vehicle/Equipment report to schedule the repair/replacement of said damaged/flat tire.
  - c. If the vehicle becomes disabled in any capacity, it shall be towed to the Munster Town Garage for repairs. If the vehicle breaks down at the officer's residence and cannot be started or has a catastrophic failure, the vehicle shall be towed to the Munster Town Garage. A Vehicle/Equipment Report needs to be completed for the malfunction.
  - d. Officers may have additional equipment installed in their assigned police vehicle upon the approval of the Chief of Police. The equipment will be purchased, installed, and maintained at the expense of the officer. Should damage occur to issued equipment during installation or use of the officer's personal equipment, the officer will be responsible for the cost of repairs.
7. Department vehicles will not be used to tow or push any vehicle if they are not properly equipped. An authorized tow truck shall be summoned for this purpose.

#### **General Order #11.7.6                      Maintenance Regulations**

##### **Maintenance Regulations**

1. It is the responsibility of each officer to provide for the proper upkeep and maintenance of his or her assigned vehicle.
2. Vehicles are to be presentable at all times by washing and waxing which is the responsibility of the assigned officer (Vehicle is to be washed at the department's expense at the car wash facility designated by the Chief of Police at least twice monthly).
3. Officers assigned a police vehicle will have the vehicle ready for duty at all times.
4. All officers shall maintain the proper fluid level and tire pressure in his or her assigned vehicle.
  - a. Only fuel, oil, lubricant, or other liquid additives issued by the department shall be used in Department vehicles
5. The maintenance supervisor / fleet manager designated by the Chief of Police shall be responsible to schedule all vehicle repairs and maintenance.
  - a. When a vehicle is in need of maintenance, the officer assigned to that vehicle shall submit a Vehicle/Equipment Report and describe the maintenance that needs to be performed on the vehicle.
  - b. The vehicle maintenance supervisor will work in conjunction with the Town Mechanic and schedule the work to be completed on the vehicle.
  - c. It is the responsibility of each officer assigned a vehicle to take the vehicle to the Town Mechanic for maintenance scheduled by the maintenance supervisor or any other location at the discretion of the Town Mechanic for repair or maintenance when requested to do so. The vehicle should be left

- at the Town garage for maintenance and picked up by the officer when the work is completed.
- d. Standard equipment of vehicles shall not be changed, interchanged, altered or removed from such vehicle unless directed by the Chief of Police or his or her designee.
  - e. If a vehicle is damaged, the operator will bring the vehicle and a maintenance request to the maintenance supervisor who will inspect the damage.
- 6. If an officer or the maintenance supervisor feels that his vehicle is not safe to operate, he or she is to secure alternate transportation as soon as possible.
  - 7. Officers shall fuel up their vehicle before the end of shift. If an officer decides to purchase maintenance items without contacting the Town Garage, they will not be reimbursed for that purchase.
  - 8. If the vehicle is in need of extensive maintenance or if the equipment (i.e. Axon Cameras, MDT) is in need of updates, the officer needs to make arrangements to have the vehicle taken to the proper facility to get the maintenance or updates on his/her own time and at the earliest convenience of the person doing the maintenance or updates.

**General Order #11.7.7                      Traffic Regulations**

**Traffic Regulations**

Drivers of department vehicles shall observe all traffic regulations and laws. Officers shall comply with Munster Police Department General Order #41.2

**General Order #11.7.8                      Traffic Accidents Involving Department Vehicles**

**Traffic Accidents Involving Department Vehicles**

Upon receipt of information reporting the involvement of a department vehicle in a traffic accident, the officer shall contact the on-duty shift commander. The officer shall obtain a crash report / case number from the jurisdiction taking the report. If the vehicle in car-camera system activates, the video(s) shall be documented in Evidence.com, if applicable. In the case where the vehicle is disabled from the motor vehicle collision and needs to be towed, it shall be towed to the Munster Town Garage.