



AGENDA – REGULAR MEETING
6:00 p.m., June 17, 2020

Public Safety Advisory Committee

- 1. CALL TO ORDER, CHAIR LARRY STELMACH**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF MINUTES**
 - A. PSAC Minutes of February 5, 2020
- 5. DEPARTMENT UPDATES**
 - A. Fire Department, Chief Mike Phenow
 - Overall Department Summary
 - Staff Updates
 - Call Summary (YTD 2020)
 - Equipment Updates
 - Training Schedule Update
 - Daytime Responder Status
 - OFD Procedures due to COVID-19
 - OFD Procedures due to Civil Unrest
 - Proposed Changes to Response Percentage Policy
 - Update on OFDRA Bylaws
 - B. Police Department, Chief Shane Mikkelson
 - Staff Updates
 - Overall Department Summary
 - Call Summary (YTD 2020)
 - Equipment Updates
 - Squad Vehicle Updates
 - Squad Camera Updates
 - Discuss Body Camera Policy
 - Uncontrolled Intersections
 - C. Administration Department, City Administrator Riley Grams
 - Review COVID-19 City Response
 - Review Local Emergency and Curfew City Response
 - Discuss Updating the City's Emergency Management Plan
- 6. REPORTS OR COMMENTS: Staff, Chair, & Commission Members**
- 7. ADJOURNMENT**

**OSSEO PUBLIC SAFETY ADVISORY COMMITTEE
MINUTES
February 5, 2020**

1. CALL TO ORDER

City Administrator Riley Grams called the Public Safety Advisory Committee to order at 6:00 p.m., Monday, February 5, 2020.

2. ROLL CALL

Members present: Gary Current, Nate Berg, Jason Hegerle, Dan Penny, and Councilmember Larry Stelmach.

Members absent: Tom Hartkopf and Councilmember Juliana Hultstrom.

Staff present: City Administrator Riley Grams, Fire Chief Mike Phenow, and Police Chief Shane Mikkelsen.

Others present: None.

3. ELECTION OF PSAC CHAIR

Grams stated each year the Public Safety Advisory Committee elects a Chairperson to preside over the PSAC meetings. According to Resolution No. 2016-70 Amending the Public Safety Advisory Committee, the Chairperson must be selected from one of the two Councilmembers who serve on this Committee. The two current Councilmembers who serve on the PSAC are Larry Stelmach and Juliana Hultstrom. The committee should elect one of the two as the Chair.

A motion was made by Current, seconded by Penny, to elect Larry Stelmach Chair of the Public Safety Advisory Committee for 2020. The motion carried 5-0.

4. APPROVAL OF AGENDA

A motion was made by Berg, seconded by Hegerle, to approve the agenda as presented. The motion carried 5-0.

5. APPROVAL OF MINUTES – May 22, 2019

A motion was made by Current, seconded by Penny, to approve the minutes of May 22, 2019, meeting. The motion carried 5-0.

6. DEPARTMENT UPDATES

A. **Fire Department** - Chief Mike Phenow

Overall Department Summary

Phenow stated 2019 was a busy year on the Osseo Fire Department. After a string of promotions at the beginning of the year, we turned our attention to recruiting, ultimately adding 7 new firefighters. We used a variety of funding sources to make improvements to fire department facilities, replace a truck, and procure critical equipment. We adjusted our response procedures

to deploy our resources more efficiently and effectively. Despite all these changes, the members of the department have remained engaged and energized. Participation and morale have remained strong.

Staff Updates

Phenow stated the department went into 2019 with 21 firefighters and by July had lost another one. Recruiting, hiring, and onboarding became our #1 priority. After a focused recruiting season from April through August, we had attracted 8 applicants. They went through our interviewing and screening process and we were able to get 7 applicants hired. Two of the new hires already had valid certifications and 5 are currently in fire academy. In 2020, we will be looking to repeat our recruiting success, following the same playbook and making minor adjustments or additions as needed. We're hope to add a recruiting open house in the summer.

Call Summary

Phenow stated we went through with plans to adjust the calls to which we are "auto-started" by dispatch. Effective 6/24/19, we were no longer auto-started to BLEED, BREATH, FALL, or SEIZ. That brought us from 34 falls in the first half of the year to 2 in the second half of the year. Similarly, trouble breathing calls went from 22 to 4, bleeds from 7 to 0, and seizures from 1 to 0. In total, those calls went from 64 to 6. In those six cases, we were started by the police officer on duty – typically because they are busy or otherwise need our assistance. If the trends in the first half of 2019 are representative, then this change saved us 58 otherwise unnecessary calls in the second half of the year. Annualized, that saves us around 100 calls per year.

Phenow commented the other noteworthy item from the call report is the spike in apartment fire alarms (ALMAPT) due to a string of false alarms at "Apartments on 6th Avenue" (formerly Countryside Estates). Throughout the year we had 16 false alarms to those buildings (8 in October, 8 the rest of the year). Per the city's fee schedule, the first 2 are not charged and all subsequent false alarms are. He explained he worked with the City Accountant to send an invoice for 14 false alarms at \$200 each. The City has not received payment yet.

Stelmach asked if the false alarms were due to a mechanical issue. Phenow stated he was uncertain but noted the issue has been resolved.

Equipment Updates

Phenow reviewed the equipment the department acquired in 2019. He stated hydraulic extrication were tools tested by Emergency Apparatus Maintenance on May 21. Hose and ladder testing was performed by FireCATT on June 22. SCBA flow testing and fit testing was performed by Emergency Response Solutions (ERS) January 16, 2020. He is scheduling air compressor and cylinder testing, pump and apparatus testing, as well as hose and ladder testing.

Training Schedule Update

Phenow stated so far in 2020 we've had an in-house SCBA confidence drill, a "Stop the Bleed" training, a class on various OSHA-mandated topics (blood-borne pathogens, right-to-know, lock-out/tag-out, and confined space entry awareness). In February, we have a North Memorial Ambulance and crew visiting the station to review procedures and get familiar with their rigs and equipment. In March we have a representative from the State Fire Marshal's Office to train firefighters on their role in supporting fire cause investigations. In May we have a "Regional Response" training put on by subject matter experts from some other Hennepin County fire departments, who will cover response to active-shooter and similar incidents. This spring, we will have a class with an Xcel Energy trainer on safe response to utility incidents. We are also

working with our primary training provider, FIRE Inc., to finalize the rest of our 2020 training calendar, which will include 3 more EMS refreshers, 2 burn simulators, driver training, and more.

Daytime Responder Status

Phenow stated the department has retained largely the same group of daytime responders that we had in 2019 and have not had any issues with daytime response. Some of the new recruits are available to respond to daytime calls, further improving the daytime response coverage.

Discuss Updates to Relief Association Bylaws

Phenow stated in February 2019 the council held a work session where the council worked with members of the relief association to review a few proposed amendments to the OFRA bylaws. After reviewing the bylaws and proposed amendments, it was decided that the best course of action would be to refresh the entire document to bring it in line with the current bylaw recommendations from the Office of the State Auditor (OSA). The OFRA reviewed the Bylaw Guides from the OSA and drafted new bylaws. These were sent to the City Administrator and City Attorney on 1/5/20 for review. We are tentatively planning a follow-up work session with the council on 5/26/20. Ideally, we would get good consensus at that meeting, leading to subsequently ratifying the bylaws at the following City Council meeting. In addition to the overall refresh of the document (incorporating the originally-proposed amendments), the OFRA membership is also proposing an increase to the benefit amount from \$1,600 per year of service (fully vested) to the maximum allowed by the Maximum Benefit Worksheet of the annual form SC. In March 2019 that amount was \$1,800. We expect it to be similar or slightly more when the form is completed in March 2020. The fund is currently around 150% funded. Our benefit amount is also the lowest of our 18 mutual aid partners, in most cases by a wide margin.

Updates on Recent Equipment Purchase and Meeting Room Upgrades

Phenow stated at the PSAC meeting last spring, we discussed a long list of proposed projects, mostly funded by donations from the OFRA. We also received a grant from CenterPoint Energy last spring. Finally, we received another round of donations from the OFRA at the beginning of 2020. These are updates on these projects.

New Utility 11 - We completed the purchase of the new pick-up truck through the state bid process. It was then equipped with a topper and slide-out bed. Next, it got outfitted with lights and sirens. Finally, it was lettered and striped and put into service in November. It has worked well for us since.

Fill Station - The SCBA fill station has been moved from the old Utility to the station in August.

Garage Door Window Tint - The garage door window tint was applied in July.

SCBA Bottles - The 10 additional SCBA bottles were ordered in December. He expected to receive them sometime this spring.

Dispatch Room Computer Equipment - The new computer equipment for the dispatch room was received and set up in August.

Technology Upgrades - We have continued to use the new ImageTrend Elite system for our incident records and reporting. We have set up and been using Halligan for asset tracking and truck checks. We have begun configuring Rescue Hub for training management.

Training/Meeting Room - Throughout 2019 we completed a remodel of the OFD training/meeting room. This included moving the island counter-top, replacing the carpet, repainting, replacing the light fixtures, adding a TV for presenting, adding a mobile whiteboard, re-arranging and re-hanging all wall hangings, replacing all of the tables, and cleaning and organizing the storage closet.

Rapid Intervention Team (RIT) Pack & Medical Bags - These were ordered in September and put into service shortly thereafter.

Bunker Gear - We recently sized and ordered gear for 12 members (7 new members, 3 existing members with aging gear, and 2 who needed new boots only). We also ordered particulate hoods for the entire department.

Pagers - 4 new sets of pagers, chargers, and batteries have been ordered.

SCBA Batteries - 6 additional SCBA batteries have been ordered.

NFPA Publications - 13 NFPA publications have been purchased.

Various Equipment Purchases - Several items from the OFRA donations for various firefighting equipment have yet to be ordered.

Stelmach asked if the City Council would be reviewing the OFRA bylaws. Grams explained the OFRA was a separate entity from the City, but it was determined the Council would be reviewing and approving the bylaws. He stated the Council would be reviewing the bylaws in May 2020.

Penny thanked Fire Chief Phenow for his report and stated he appreciated the updates that had occurred at the Fire Department.

B. Police Department - Chief Shane Mikkelson

Introduce Newest Full Time Officer David Johnson

Mikkelson introduced newly hired Officer David Johnson to the committee. He reported the full-time strength of the department was now six officers, plus the Chief.

Overall Department Summary

Mikkelson stated the department has been focused on getting the new officer started. He reported his focus would shift to equipment in 2020.

Call Summary (2019)

Mikkelson reviewed the Call Summary in 2019. It was noted the department was close to 9,000 calls last year, which was a 10% increase in calls from the previous year. He commented the biggest increase for the City was felony level cases, which included internet crimes, financial crimes, and fraud. He discussed the great work the department was doing with virtual ride-a-longs. He stated he appreciated the fact his officers were embracing community-oriented policing and were taking a personal interest in their cases.

Stelmach suggested the Police Department have information on the City's website to deter crime. Grams commented this would be addressed later in the meeting.

Equipment Updates

Mikkelson stated the department has still not received a squad car from Ford that was ordered in 2018. He explained the order was canceled by Ford without making the department aware. He learned the Ford factory was being retooled and another squad was ordered in July 2019. He reported this led to a \$5,000 increase in price. He indicated the department was still waiting to receive this squad car.

Residential Speed Limit Reduction

Mikkelson explained a resident had requested to reduce the residential speed limit to 25 miles per hour. From speaking to City Planner Nancy Abts simply changing speed will not be effective enough. We would have to create a traffic management philosophy that includes different aspect of traffic safety. Some examples include signage, road widths, speed, and radar signs. He commented if the City were to consider a reduction in speed this issue would have to be addressed from a bigger perspective than just reducing the residential speed limits. He stated other traffic calming methods would have to be pursued, along with narrowing of streets. He indicated speed signs and mobile speed trailers could be placed throughout the City, but this would come at a cost. He stated he could go either way on this issue. It was noted all residential streets would have to be resigned as well. He stated that speed was generally not a concern in Osseo, but stop signs were.

Penny asked where the City gets the most complaints for speed. Mikkelson reported the department receives the most complaints for speed on 93rd Avenue N.

Stelmach questioned if the department had a mobile speed trailer. Mikkelson stated the department had two but neither were operational at this time.

Hegerle inquired if the City had any other trouble with drivers failing to yield to pedestrians in crosswalks. Mikkelson stated typically this is not a concern in the winter months but was a concern in the summer. Grams reported the Council was discussing the reconstruction of Central Avenue and pedestrian crosswalks with flashing lights were being considered.

Hegerle commented he did not support the PSAC pursuing a 25 mile per hour speed limit for residential areas at this time.

Penny agreed stating he would like to see how other communities were addressing this matter. Mikkelson reported the City of Woodbury completed a study that the PSAC members could review.

Berg supported the City installing pedestrian crosswalks on Central Avenue with flashing lights.

Tobacco Sales Federal Law Update

Mikkelson stated President Trump just signed into law a 21 years old limit on purchasing tobacco. Currently the State of Minnesota has three years to conform with this Federal Law. In Osseo only the Holiday Gas Station has changed their internal policies at this point to conform with the new federal law.

Grams reported the Council would be reviewing its Tobacco Ordinance when direction was received from the State.

Preventative Crime Measures / How to Handle Observed Crime Activity

Mikkelson reviewed a letter from Osseo Crime Prevention Officer Tony Mortinson. Mortinson stated in the last few years we have seen a minor rise in crime, especially related to narcotics and property crimes, and we have seen the negative effects it has on the streets, neighborhoods, and the city.

Mikkelson asked for the public's help by remembering one simple phrase, "When in Doubt, Call it Out." What does this phrase mean? If something looks out of place, odd, or just makes the hair on the back of your neck stand on end, we encourage you to call 911 and report it. This could be something as simple as calling in a suspicious vehicle at your neighbor's house, when you know they are out of town. Or, reporting a salesman who came to your door trying to sell you something, but won't show you any credentials. These and other similar events are things we want to know about as it helps us notice crime trends going on in the city. It can also help identify criminals that may be active in the city or neighboring cities.

Home Security

Mikkelson stated making your home safe doesn't mean having to buy spendy security systems or the new locks that connect to your smart phone that allow you to lock your front door while on vacation. These are some simple steps to ensure your home is protected from criminals.

- Secure your residence. Close and lock ALL doors, windows, gates, etc. when not in use. It is important these preventative steps are taken, especially during vulnerable times such as when you are away from your residence or sleeping. Make it a habit.
- Treat inside garage doors the same as an outside door. Even though it is inside your home it must be able to withstand a full out assault. Often the doors that access the house from the garage are hollow-core and have cheap locks (if they are locked at all) which is why break-ins through garages are common.
- Be sure to have heavy drapes or good blinds – especially on rooms where there is expensive equipment. Thin, sheer drapes allow burglars to look inside.
- Use a dowel in the tracks of your windows and sliding doors. The dowel should be within an inch of the track's length (long enough to keep the criminal from slipping his fingers in). This is the best way to restrict your glass doors and windows from being slid open. NOTE: If you use a dowel be sure you can remove it easily when it is in the track by tying a string around it which will allow you to pull it out when necessary. You don't want to be trapped in your home.
- Install motion detector lights in areas where no one should be. This way you know something isn't right when they go off. Light is also a criminal's worst enemy. Dark allows them to be stealthy and move about. Light restricts their movements and allows them to be seen by others.
- Properly document your valuable items and their associated serial numbers. For items without serial numbers engrave your own serial number. This can be your driver's license or any number sequence you like. If you are a victim of property theft, providing the police with documented serial numbers can greatly assist in the recovery of any stolen property that is later found.
- Report all suspicious and criminal activity as soon as you see it. Timely reporting of criminal activity gives the police department the best chance to respond, make contact, and investigate a situation.

Mikkelson encouraged residents to take the time to inspect their home from an outsider's perspective. Walk around your property and ask yourself: How would I break-in? Examine your house from the street, find the "blind spots," and search for vulnerable areas. Stand outside the windows and doors and look in, make sure no valuables (like expensive electronics, laptops, wallets/purses) are visible. If you can easily see your belongings, so can the criminals. Again, property crime is not completely preventable, but the above-mentioned measures can greatly help to reduce your chance of future victimization.

Phishing Scams

Mikkelson stated we have all seen the emails come through our inboxes detailing get rich quick schemes. These were the phishing scams of the past and these con-men have upgraded to new and improved methods of gaining your trust. What is "Phishing?" It is a method of getting your personal or financial information electronically through means of deception. Once your information is obtained, the criminals use it to create new user credentials or install malware or trojan viruses into your computer system to steal sensitive data. It can take you months or years to fix the damage done. There is a way to combat this simply by slowing down and knowing how legitimate companies and organizations contact you regarding your sensitive information using these tips:

1. Legitimate companies don't request your sensitive information via email.
 - Chances are if you receive an unsolicited email from an institution that provides a link or attachment and asks you to provide sensitive information, it's a scam. Most companies will not send you an email asking for passwords, credit card information, credit scores, or tax numbers, nor will they send you a link from which you need to login.
2. Legitimate companies usually call you by your name.
 - Phishing emails typically use generic salutations such as "Dear valued member," "Dear account holder," or "Dear customer." If a company you deal with requires information about your account, the email would call you by name and probably direct you to contact them via phone. Some hackers simply avoid the salutation altogether. This is especially common with advertisements.
3. Legitimate companies have domain emails.
 - Don't just check the name of the person sending you the email. Check their email address by hovering your mouse over the 'from' address. Make sure no alterations (like additional numbers or letters) have been made. This is an example of two email addresses of altered emails: michelle@paypal.com vs. michelle@paypal23.com. This isn't a foolproof method, and companies make use of unique or varied domains to send emails, and some smaller companies use third party email providers.
4. Legitimate companies know how to spell.
 - One of the easiest ways to recognize a scammy email is bad grammar. An email from a legitimate organization should be well written. Little known fact – there's a purpose behind bad syntax. Hackers generally aren't stupid. They prey on the uneducated, believing them to be less observant and easier targets.
5. Legitimate companies don't force you to their website.
 - Sometimes phishing emails are coded entirely as a hyperlink. Therefore, clicking accidentally or deliberately anywhere in the email will open a fake web page, or download spam onto your computer.

6. Legitimate companies don't send unsolicited attachments.
 - Unsolicited emails that contain attachments reek of hackers. Authentic institutions don't randomly send you emails with attachments, but instead direct you to download documents or files on their own website. Sometimes companies that already have your email will send you information, such as a white paper that may require a download. Be on the lookout for high-risk attachment file types include .exe, .scr, and .zip. (When in doubt, contact the company directly using contact information obtained from its actual website.)
7. Legitimate company links match legitimate URLs.
 - Just because a link says it's going to send you to one place, doesn't mean it's going to. Double check URLs. If the link in the text isn't identical to the URL displayed as the cursor hovers over the link, that's a sure sign you will be taken to a site you don't want to visit. If a hyperlink's URL doesn't seem correct or doesn't match the context of the email, don't trust it. Ensure additional security by hovering your mouse over embedded links (without clicking) and ensure the link begins with https://.

Mikkelson reported if something doesn't feel right, look right, or just doesn't make sense, don't trust it. If Committee members have any questions regarding the above information or would like information on other scams, please contact Officer Anthony Mortinson at tmortinson@ci.osseo.mn.us.

Stelmach recommended this information be posted on the Police Department portion of the City website.

Penny suggested this information also be included in an *Osseo Outlook*.

Parking Restrictions 1st Street SE

Berg discussed the parking concerns that were occurring at 1st Street SE. He explained he ran a 24/7 crime scene cleaning business. He described where he was parking currently and noted he has purchased a second trailer. He stated at times his trailers are trapped or parked in by other vehicles. He explained Osseo Power Sports was now out of business, but he anticipated this space would be released to a new business. He requested the City post 15-minute parking signs for the parking spots in front of his building. He believed this would be greatly beneficial to his business and would avoid future damage to vehicles.

Penny asked if the City were to approve this request, would this set a precedent for the City? Grams indicated parking requests have been considered in the past and staff works with the Police Department on these matters. He explained this was a unique request because it would be restricting the time limit for parking. Mikkelson agreed this was a unique request. He stated the only time-restricted parking spaces in Osseo were near the school.

Stelmach questioned if Berg could support time-restricted parking during business hours Monday through Friday.

Berg stated he could support this recommendation. He commented on how parking concerns were magnified in the winter months given the fact the street width has been narrowed due to the higher levels of snow. Mikkelson stated the parking concerns in this area may change when a new business locates in the Osseo Power Sports building. He indicated the City would have to keep this in mind when considering future CUPs for this location.

Current supported the City looking at the parking situation further. He supported the City approving time-restricted parking stalls in front of Berg's building.

Hegerle stated he would be in favor of investigating this matter further after better understanding what type of future business would be in the Osseo Power Sports building.

Grams stated 15 minute parking may be too restrictive. He suggested 1-hour or 2-hour parking stalls Monday through Friday be considered. The committee supported this recommendation.

Berg asked how the officers liked the new utility vests. Mikkelson reported good feedback from his officers on the new utility vests.

Stelmach requested information regarding the software change for the police department with respect to pawnshops. Mikkelson discussed the benefits of the new software and noted a cost savings to the City.

Mikkelson discussed a recent stolen vehicle incident that occurred in Osseo and commended his officers for their fine work. He also noted Officer Todd Kintzi received an award from the Brooklyn Park Police Department for responding to an armed robbery.

C. **Administration Department** - City Administrator Riley Grams

Updates to 2020-2022 LELS Agreement

Grams stated in fall 2019 he worked closely with the Council Human Resources Committee to negotiate the next Law Enforcement Labor Services contract for the Police Department and law enforcement services. LELS assigned a new Union Representative who employed a more agreeable negotiation style, so the entire agreement was agreed upon in only two meetings.

Grams reported overall the agreement focused on providing our officers with additional physical health and mental health benefits, which has been a key point in law enforcement nationwide. We are now paying for each officer to have a membership in a local Osseo-based workout facility (they must attend at least six times per month in order to maintain the benefit). Additionally, the City will pay for one hour per year to meet with a qualified mental health professional who specializes in police work or traumatic event debriefing. This is an important step that recognizes that our law enforcement officers face tough situations in their line of work, and it is to the citizen's benefit to have mentally and physically stable officers on the force.

Grams explained the agreement also included standard wage increases as well as a healthy bump in the pay for initial officers joining the Police Department. This will help us attract high quality candidates to our open positions when they are available. The union also negotiated that a certain percentage of the officer's pay goes into an employee's Health Care Savings Plan (HCSP) as a way for the officers to save money for retirement. Too often this is an overlooked aspect of retirement planning, and the union wanted to ensure that each officer was being mindful of this. Finally, the union negotiated a 50-cent shift differential for all regularly scheduled hours worked between 6:00 PM and 6:00 AM. This is to recognize that officers who work during these hours are often away from their families and the toll working overnights has on a person.

Mikkelson thanked the City for supporting its officers, both their physical and mental health. He believed this was a huge step in the right direction for his officers.

Penny asked if the City would be tracking the gym use for its officers. Grams stated the City would be receiving reports from the gyms on the attendance numbers. Mikkelson explained the American Legion has offered to donate \$10,000 to assist with covering the expense of the gym memberships for the officers.

Downtown Central Avenue Lighting

Grams stated the City has kept the downtown streetlights on overnight to help the downtown commercial core fight overnight crime and to assist in general crime prevention. They are now on a setting “from dusk to dawn” (which uses photo light sensing to turn themselves on and off). This extends into the side street lighting between 1st Avenues NE and NW as well.

Discuss Snow Removal Processes

Grams stated this year we’ve fielded a few complaints about the snow removal process in our downtown core. As many of you know, Public Works uses the overnight hours during the second night of a declared snow emergency to physically pick up and haul snow out of the downtown area. Because the plows obviously cannot simply push snow onto yards like in residential areas, the snow must be pulled into the street, pushed to an intersection where it is picked up by front end loaders, and put into hired dump trucks to be hauled away. This is usually a 3-4 hour process to get everything completely cleaned up.

Grams said a few complaints this year have focused on the back up beeping sound that our equipment makes during the snow removal process in the middle of the night. Unfortunately, we cannot disable or remove that safety measure. OSHA requires large pieces of equipment to have the back-up beep sounder to not only alert the public that large equipment is being used, but also for the workers themselves. If the backup beeper does not work, the City is legally required to remove that equipment from our fleet until it is fixed, or risk legal action should someone or something be injured or damaged during use.

Grams reported other complaints seem to focus on the time of day or night that the hauling of the snow occurs. The Public Works crews need a lot of space to maneuver around to scrape, push, pick up, and haul the snow piles out of downtown. We simply cannot do that at any other time of the day due to vehicular and pedestrian traffic. Local businesses probably wouldn’t be happy if we were pushing snow around during business hours and not allowing potential customers to park. Because the traffic counts are so low in the overnight hours (2 am to 5 am), this is the safest possible time to allow our crews the chance to safely remove and haul away snow from Osseo’s downtown commercial core.

Hegerle stated there may be a new alarm sound (wide band) that the City could investigate for its Public Works Department equipment. Grams stated if this new alarm takes off, he would look into this in the future.

7. REPORTS OR COMMENTS

Stelmach reviewed a map he received from a resident that was of the City noting the location of all stop signs. He suggested the Committee consider reviewing this map in further detail at a future meeting to discuss problem areas in the City. The Committee supported revisiting the map at a future meeting.

8. ADJOURNMENT

A motion was made by Current, seconded by Berg, to adjourn the meeting at 7:48 p.m. The motion carried 5-0.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial



Public Safety Advisory Committee Meeting Item

Agenda Item:	Fire Department
Meeting Date:	June 17, 2020
Prepared by:	Mike Phenow, Fire Chief
Attachments:	OFD Call Summary 2020 YTD OPD/OFD COVID-19 Response OFD COVID-19 Response Procedures OFD Civil Unrest Procedures Response Percentage Policy Analysis

Department Summary

Quite a lot has happened in the short span since the last PSAC meeting. We have had to adapt to a global pandemic, social distancing, and social unrest. We have done our best to respond quickly and effectively to these new challenges, while still driving forward initiatives that predated these disruptions.

Staff Updates

Current Staff		Changes Feb '20 – Jun '20	Position Changes Feb '20 – Jun '20		
Officers	8	Hires	0	Person	Previous
Chief Officers	2	Resignations	0		New
Captains	2	Net Change	--		
Lieutenants	4				
Firefighters	12	2020 Recruiting Funnel			
Probationary	2	Applied	0		
Recruit	5	Interviewed	0		
Total Current Staff	27	Passed Screening	0		
Target Staff	30	Approved by Council	0		

With the onset of the COVID-19 pandemic corresponding with the kick-off of our yearly recruiting season, we did not get the hiring process started this spring. With our headcount numbers staying high and the impacts of the pandemic continuing for an unknown length of time, we have decided to not actively recruit at this time. We would still entertain applications from fully-certified applicants.

From our 2019 recruiting class, all 7 are still active and progressing towards an October transition out of their probationary period. After a two-month interruption, academy has resumed for the 5 recruits going through classes. All have passed the Firefighter I and Firefighter II. They are currently taking Hazardous Materials Operations and are scheduled to have their live burn training at the end of this month. Graduation is scheduled for July 1st. Emergency Medical Responder courses are still being scheduled, but will likely take place in later summer or early fall.

2020 YTD Call Summary

See attached for a summary of calls for 2020 YTD through 6/12.

Call volumes have been down since the start of the COVID-19 pandemic.

I've added a section where I call out mutual aid calls and calls taken while on stand-by at a mutual aid partner's station.

Equipment Updates

We have received the 10 sets of bunker gear ordered in January with funds from the CIP and from OFDRA donations.

In March, we received a \$10,000 matching grant from OSHA with the matching funds provided by the OFDRA. With these funds, we ordered 6 additional sets of bunker gear. We have received the boots and are expecting the rest to ship this week.

The annual testing and service of the breathing air compressor was conducted in February.

The annual pump testing and apparatus testing and service was performed in March.

The hydro-static testing of the breathing-air storage cylinders was completed in May.

The hoses and ladders will be tested this Saturday, June 20th by FireCATT, with help from the OFD.

Training Schedule Update

After a normal start to the training year, our in-person training stopped in mid-march with the restrictions put in place due to COVID-19. As part the governor's executive orders, recertifications have been pushed back, so we are not at risk of having lapses. In the past three months, we have offered a range of online training opportunities for those interested and a number of people have taken advantage of them. These have been primarily free webinars or pre-recorded training sessions offered by tech schools, state agencies, or training companies throughout the state.

In late May, I put on our first virtual department training, covering procedures and tactics for first-arriving firefighters on the first-arriving engine. We then assigned small groups that could pick a time to come to the station and work on those skills.

We are starting to have discussions and make plans for what the next stage of our 2020 training will look like.

Daytime Responder Status

We have retained the same group of daytime responders that we had at the previous PSAC meeting and have not had any issues with daytime response.

OFD COVID-19 Procedures

On March 13th, Chief Mikkelson and I published a letter to the public (attached) regarding modifications to our response procedures in light of COVID-19. In the following days, I sent a series of emails to members of the fire department, keeping them abreast of the rapidly-evolving situation and providing guidance. By March 21st, I had compiled that into a procedure document (attached) that was circulated and acknowledged by all members.

At the time, we were still working hard to acquire a range of Personal Protective Equipment (PPE) items to ensure adequate protection for a range of responses. We have since procured everything that we had set out to. With call volumes being low and few calls involving close encounters with infected patients, we have not yet needed to replenish our stock of PPE.

Throughout the pandemic, I have been on conference calls with state and federal elected officials, the Department of Public Safety, North Memorial Health, Hennepin County Fire Chiefs Association, the North Fire Group of the HCFA, and the State Fire Marshal's Office.

On a lighter note, we got creative with the constraints imposed by the pandemic and turned our Easter Egg Hunt into an Easter Egg delivery where we took requests from residents, planned a route, stuffed bags, and delivered bags filled with Easter Eggs and fire safety materials to 200 kids at 85 addresses in Osseo.

As the special event drive-by trend took hold, we participated in a welcome-home parade for a cancer survivor, a going-away for a departing city staff member, and 12 birthday parades.

On Saturday, April 25th, we participated in the state-wide homemade mask drive. With served as the drop-off location for homemade masks while the Police Department took care of the distribution to the area congregate care facilities. The community came together and donated 560 masks.

OFD Civil Unrest Procedures

In the days following the death of George Floyd, civil unrest gripped Minneapolis and Saint Paul resulting in over 1,500 buildings damaged and dozens burned to the ground. As the unrest persisted for days, curfews were put into place and the largest law enforcement response in the history of the state was amassed. As this played out, there were credible threats that the civil unrest could spill over into the suburbs. As a result, I developed Civil Unrest Procedures for the OFD (attached). This was based on example procedures from other area fire departments as well as research from national sources. It was circulated to and acknowledged by all members.

After the worst days of the civil unrest on Thursday, May 28th and Friday, May 29th, and with credible threats of the violence spreading that weekend, on Saturday, May 30th we staffed the station with 7 firefighters from 8 pm to 12:30 am. There were no incidents.

Proposed Changes to Response Percentage Policy

As we continue to revisit and update procedures to ensure the most effective and efficient emergency response given the particulars of our city, our department, and our resources, one area that I would like to revisit is our response percentage policy (or “participation policy”).

As our manual is currently written, a member chooses one of three availability schedules: daytime, nighttime, or non-standard. Daytime means you are generally available weekdays, nighttime means you are generally available weeknights, and non-standard means you don’t generally have a set schedule and so can be available to respond to calls any time. All three schedules assume weekend availability.

These availability schedules then determine the percentage of calls you are required to respond to. Daytime and nighttime responders have to respond to a minimum of 40% of calls in their availability schedule, while non-standard responders have to respond to 30% of calls (because they don’t have any *unavailable* time periods).

In addition to these response percentages, members are required to attend 66% of regularly-scheduled drills and 66% of regularly-scheduled meetings. All three numbers are measured quarterly (calls, drills, and meetings) must all be met to remain in good standing.

We don’t propose any changes to the drill or meeting numbers, but there are a number of issues with the current formulation of the call percentages. First, it can become quite burdensome to track and report on. People’s work or family schedules can change at any time and would need to be updated. separating reporting based on when calls occurred becomes onerous. When calls are made during someone’s *unavailable* time, they still need to get credit and it still counts toward their percentage. Additionally, the fixed percentages are somewhat arbitrary and aren’t correlated to staffing levels.

After much discussion and review of different options, I would propose a change as follows. We would simplify the system to eliminate the response periods. We would simply calculate everyone’s call response percentages against all of the calls received in the given period. Secondly, I would propose a sliding percentage scale that is based on the number of current, active, certified responders on staff at the beginning of a quarter. This ties the response percentage to the number of responders while 1) ensuring an adequate response regardless of the number of active members, 2) putting the focus on recruiting and retaining firefighters, and 3) keeping the requirements attainable for all members. See attached for an analysis of this approach. I propose targeting an average of 7 responders per call.

I plan to draft an update of the policy manual to reflect these changes and bring it to the council at a later date for approval.

Update on OFDRA Bylaws

The OFDRA met with the City Council at a work session on May 26 to review the latest draft of the OFDRA bylaws. There was general agreement on the form and content of the document. There are two outstanding items for discussion: the disability benefit and the annual benefit level. We have a work session scheduled for July 27 to discuss these matters.

OFD Call Summary (2020 YTD, through 6/12/20)

COUNTA of Code		YYYY-MM						Grand Total
Category	Code	2020-01	2020-02	2020-03	2020-04	2020-05	2020-06	
EMS	HEART	5	7	4	1	2	1	20
	UNCON		7		1	3	1	12
	STROKE	1	1	2	1	1		6
	LIFTAST	2		1	1	1	1	6
	DIABET		2				1	3
	HEAD		1		1			2
	FALL		2					2
	DOA				1	1		2
	BREATH		1	1				2
	OB					1		1
	E1		1					1
EMS Total		8	22	8	6	9	4	57
Fire	ALMAPT	3	1		1			5
	GASO		2	1				3
	ASTFIR	1	1	1				3
	ALMSCH	2	1					3
	ALMCO	1			1			2
	DRILL				1			1
	ALMBUS			1				1
Fire Total		7	5	3	3			18
Mutual Aid	MA-HOUSE			1	1	1		3
	MA-APT						1	1
Mutual Aid Total				1	1	1	1	4
Stand-By	SB-PI		1					1
	SB-LIFTAST				1			1
Stand-By Total			1		1			2
Grand Total		15	28	12	11	10	5	81



Osseo Police & Fire Departments

415 Central Avenue, Osseo, MN 55369-1195

Emergency: 911 Office: 763-424-5444



Shane Mikkelson
Police Chief

Mike Phenow
Fire Chief

March 13, 2020

The Osseo Police and Fire Departments have been continuing to monitor the progression of the ongoing global COVID-19 (Coronavirus) pandemic. We have been following the guidance put out by the US Centers for Disease Control and the Minnesota Department of Health, as well as staying in communication with our partner agencies, including the Hennepin County Sheriff's Office and North Memorial Ambulance.

The situation has progressed from prevention, to containment, to now approaching a community mitigation phase. Dispatchers from the Hennepin County Sheriff's Office are now asking all callers on EMS-related calls: "Does the patient have a fever, trouble breathing or a cough?" This information will be passed on to dispatched agencies. In an effort to ensure the continued availability of police and fire personnel and to prevent further exposure and spread of infection, Osseo Police and Osseo Fire will not be responding to any non-critical medical calls involving flu-like symptoms.

We have been assured that North Memorial Ambulance Service will respond for transport to a hospital setting, as appropriate.

In the event of any medical calls with flu-like symptoms involving immediately life-threatening symptoms – including trauma, cardiac arrest, and the like – both departments will respond, but will employ additional protective and risk mitigation measures.

Please reach out to either of us with any questions.

Chief Shane Mikkelson
Osseo Police Department

Chief Mike Phenow
Osseo Fire Department

Osseo Fire Department



COVID-19 Procedures

Effective March 22nd, 2020

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Chapter 1 – Administration

1.1 – Scope

This procedure applies to all active members of the Osseo Fire Department.

1.2 – Purpose

The purpose of this procedure is to:

1. Proactively prevent the possible spread of the Coronavirus and the associated COVID-19 disease within our organization.
2. Maintain, reduce exposure risk, and protect the Osseo Fire Department, so that we can continue to protect and serve the public.
3. Protect the fire station from contamination and possible subsequent quarantine.
4. Protect the population within our community and response area, especially the vulnerable and high-risk population.

1.3 – Duration

These procedures are intended to be temporary, but they are in effect until further notice and will be in effect as long as is necessary to properly meet the purpose stated above.

Chapter 2 – Personnel Considerations

2.1 – Illness

If you have any symptoms of *any* illness whatsoever, you are not to respond to any calls or department functions.

2.2 – COVID-19 Symptoms

The symptoms of COVID-19 can be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

If you believe you might be developing the symptoms of COVID-19:

1. Follow the guidance of the Centers for Disease Control (CDC), available here:
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
2. Notify the Fire Chief and the City Administrator immediately.

2.3 – Personal Precautions

All members should be following the guidance of the CDC, available here:

<https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>

These should be followed at all times, on duty and off.

2.4 – Recruits

Recruits should not respond to any EMS calls until further notice.

Chapter 3 – Station

3.1 – Functions

All drills and meetings are postponed indefinitely.

3.2 – Activities

There should be no unnecessary activity at the fire station. No members should be loitering, hanging out, or working on any non-critical tasks or projects at the fire station. Any non-emergency activity at the station requires prior approval by the chief.

3.3 – Hygiene

Anyone entering the station should wash their hands with soap and water as promptly as possible.

Current shortages limit our access to more-convenient alcohol-based hand sanitizers. We will work to acquire some.

3.4 – Sanitizing

Members should clean, sanitize, or decontaminate apparatus and commonly-used surfaces after each use.

3.5 – Social Distancing

Anyone at the station for an approved reason needs to practice the recommended social distancing. Stay at least 6 feet away from others.

Chapter 4 – Calls

4.1 – Dispatch

We are still configured with HCSO Dispatch to respond to the same codes as before the COVID-19 outbreak. They will not currently process any modifications to dispatch configurations.

Dispatchers are currently screening all callers with the following two questions:

1. Does the patient have a fever, trouble breathing or a cough?
2. Has the patient been in contact with anyone who has a respiratory illness?

If the caller responds “yes” to either question, the dispatcher will notify responders by indicating “YES ILI” (Influenza-Like Illness) in both the radio traffic and the call notes.

Per the memorandum from the Osseo Police and Fire Departments on 3/13/20, we will not be responding to any calls that *do* indicate ILI, but *don't* present any immediately life-threatening symptoms.

Per guidance from HCSO, we have the option to “clear the call as info” or go en route and clear the call ourselves.

4.2 – Officer Response to the Scene

One and only one officer is to respond to the scene.

The officer's job is to figure out – from a safe distance (6 feet from everyone, not just the patient) – what the immediate need is.

As soon as it is reasonable to do so, hold or cancel all incoming units.

As soon as it is reasonable to do so, clear any units at the station (over OSOPS2).

As soon as it is reasonable to do so, clear the scene.

As soon as you're cleared from the scene, drive to the station and complete your report narrative on the call sheet. See 4.8 – Documentation for more information on the report narrative.

4.3 – Response to the Station

Any active, certified member who is not a recruit, not the officer responding to the scene, and is otherwise available to respond – should respond to the station as usual.

See 4.4 – Crew and Apparatus Response to the Scene for details on assembling a crew to respond to the scene.

4.3.1 – Standing By at the Station

Any members who have responded to the station, but are not a part of the responding crew are advised to stay in their personal vehicle.

You are allowed to enter the station while standing by on a call if you continue to follow all recommended social distancing procedures, including maintaining a minimum of 6 feet of distance between each other.

There should be no more than 1 member in the dispatch room at a time.

4.3.2 – Call Sign-In

One member should fill out the call sign-in sheet. Begin filling it out in the dispatch room and then take the clipboard out into the bays and check in anyone who is standing in the bays or sitting in their cars.

4.3.3 – Clearing from the Station

As soon as the officer on scene clears the call or clears the units at the station, get in your personal vehicle and return home.

4.4 – Crew and Apparatus Response to the Scene

If, as detailed in 4.2 – Officer Response to the Scene, it is not reasonable to hold, cancel, and/or clear, and there is instead an immediate need for fire department resources, we still need to proceed with great caution, regardless of whether “ILI” was indicated or not.

If the officer has not canceled or held incoming units, then assemble a crew and respond to the scene in the appropriate apparatus, per our standing Response Guidelines.

4.4.1 – Crew Size

A temporary change to our Response Guidelines is that, unless it’s a confirmed fire, there should be no more than 2 people per truck.

If more than 2 firefighters are needed (in addition to the officer on scene), then continue assembling 2-person crews and responding in the next-due apparatus.

4.4.2 – PPE for Response to the Scene

Regardless of the call type, bring your full turnouts (coat, pants, boots, hood, gloves, helmet and facepiece), in a compartment other than passenger compartment.

Both crew members in the apparatus are required to wear respiratory protection from the time they enter the apparatus. See 5.4 – Respiratory Protection for more details.

The officer (or firefighter in the front-right seat) should wear eye protection while en route. The driver does not need to wear eye protection as it could pose a hazard while driving. See 5.5 – Eye Protection for more details.

The officer (or firefighter in the front-right seat) can don gloves while en route. The driver does not need to wear gloves en route as it could pose a hazard while driving.

4.4.3 – Apparatus Ventilation

Properly-ventilated spaces help reduce the likelihood of infection from the disease by circulating air and preventing droplets and aerosols from collecting. Whenever possible, keep the apparatus passenger compartment well ventilated with open windows and/or blowing air (not in recirculating mode).

4.5 – Universal Precautions for COVID-19

Nobody – officer or firefighter – goes within 6 feet of *any* patient – symptoms or not, suspected COVID case or not – without:

1. **respiratory protection AND**
2. **eye protection AND**
3. **hand protection.**

We will refer to this as Level 2 PPE. See 5.2.2 – PPE Level 2.

You can think of it like a structure fire – nobody steps through the doorway of a burning structure without coat, pants, boots, gloves, helmet, hood, and SCBA.

If the officer can stand at least 6 feet away and have a conversation with the patient, family, nurse, etc. then they can do so. This does not apply to the people responding in the truck because, if you're there, it's because it's already been determined that you're needed and you should have the required PPE discussed above.

When possible, the officer responding to the scene should not step out of their vehicle and approach the scene without respiratory protection, eye protection, and hand protection.

When on scene, avoid unnecessarily touching any surfaces.

4.6 – PPE for Suspected COVID-19 Cases

As mentioned in 4.1 – Dispatch, we will not be responding to any calls that *do* indicate ILI, but *don't* present any immediately life-threatening symptoms.

If, on the other hand, they do indicate ILI *and* present immediately life-threatening symptoms, then we will respond and will take action as necessary and in coordination with North, PD, and any other EMS on scene.

In this case, in addition to the already-required respiratory protection, eye protection, and hand protection – you are also required to wear body protection. We will refer to this as Level 3 PPE. See 5.2.3 – PPE Level 3.

4.6.1 – Donning PPE

Don gear in the following order (“MEGG”):

1. M – Mask
2. E – Eyes
3. G – Gown
4. G – Gloves

4.6.2 – Doffing PPE

Doff gear in the reverse order (“GGEM”):

1. G – Gloves
2. G – Gown
3. E – Eyes
4. M – Mask

After doffing gear:

1. Wash hands

2. Discard any disposable items (see below for guidance regarding conservation of each type of PPE)
3. Bag any non-disposable items (see below for reuse instructions for each type of PPE) and transport back to the station in a compartment other than the passenger compartment.
4. Wash hands

4.6.3 – Respiratory Protection for Suspected COVID-19 Patients

If we need to respond to a call involving a COVID-19 case and do need to perform a procedure, meaning that we will be within 6 feet of the patient, then in addition to the Level 3 PPE that we need to wear, we also need to ensure that the patient wears a mask. Preventing aerosols from spreading from the immediate vicinity of the patient is a critical element to minimizing exposure and infection.

Unless necessary, do not approach the unmasked patient or attempt to help them put the mask on. Instead, toss the mask to them from a safe distance and instruct them on how to put it on.

If North has a mask that they can issue to the patient, let them issue a mask so that we can conserve our limited supply.

4.6.4 – Aerosol-Generating Procedures

The following procedures are considered likely to generate aerosols:

1. BVM
2. Suctioning
3. CPAP
4. iGel
5. Intubation
6. Nebulized meds
7. non-rebreather (NRB) (if no surgical mask)
8. others (use your judgment)

Aerosols of the patients bodily fluids can greatly increase the chance for exposure and infection.

Level 3 PPE is required during all aerosol generating procedures. See 5.2.3 – PPE Level 3.

Maximize area ventilation during these procedures-open doors, use exhaust fans.

Consult with North EMS personnel for further guidance.

4.6.5 – Additional Decon for Aerosol-Generating Procedures

If any aerosol-generating procedures were performed:

1. As soon as practical, remove and launder any personal clothing.

2. Shower and don clean personal clothing.

4.7 – Returning to the Station

When an apparatus returns to the station after any call, it will be washed, inside and out. Wash the outside of the truck as usual. Additionally, clean any interior surfaces that may have been touched.

Both members need to thoroughly wash their hands with soap and water for at least 20 seconds.

Doorknobs and any other surfaces at the station that may have been touched should be cleaned.

One of the two crew members should sign in both members on the call sign-in sheet.

4.8 – Documentation

A report narrative must be completed by the ranking officer or firefighter on each call. In addition to the usual care-related items, here are some additional items to consider and include in your report narrative:

1. If you used your own judgment to hold, cancel or clear
2. If you talked to someone to determine if we could cancel and clear
3. If you performed any action
4. What PPE you wore
5. If there was any suspected exposure to any ILI
6. If all social distancing and PPE procedures were followed or if any were not followed

4.9 – Exposure & Notification

If you believe that you or any member of the department was exposed to an ILI patient, a suspected COVID-19 patient, or a known COVID-19 patient, notify the chief immediately.

Chapter 5 – Personal Protective Equipment (PPE)

5.1 – Recommendations

The CDC publishes recommendations for EMS personnel responding to known or suspected COVID-19 cases:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-for-ems.html>

Under ideal supply conditions, the guidance calls for:

1. N95 respirator,
2. Face shield,
3. Exam gloves,
4. Isolation gown, and

5. N95 respirator for the patient.

5.2 – PPE Levels

To simplify the discussion of PPE, we identify 3 levels of PPE and will refer to them as PPE Levels 1, 2, and 3.

5.2.1 – PPE Level 1

Level 1 PPE consists of:

1. Nitrile exam gloves

This is the standard PPE we have previously used for most routine EMS calls.

Until further notice, we will not be using Level 1 PPE for any EMS calls.

5.2.2 – PPE Level 2

Level 2 PPE It consists of:

1. Nitrile exam gloves
2. Respiratory protection
3. Eye protection

Until further notice, this is the minimum level of PPE for any EMS call.

5.2.3 – PPE Level 3

Level 3 PPE It consists of:

1. Nitrile exam gloves
2. Respiratory protection
3. Eye protection
4. Body protection

This level of PPE is required for any EMS call involving ILI or a confirmed or suspected COVID-19 case.

5.3 – PPE Shortage

Currently, there is a global shortage of PPE. This stems from the fact that everyone is either experiencing a major COVID-19 outbreak, or is planning and preparing to do so in the near future. The supply chain can handle local or regional spikes in demand, but if demand goes up everywhere at the same time, there is quickly not enough to go around. Doctors, nurses, and other critical health care personnel are themselves running out of critical PPE.

Because of this, it is important that we:

1. Conserve any and all PPE as much as possible

2. Employ sustainable, reusable PPE whenever possible

We will discuss each of the 4 types of PPE, what we have available, what we are working to procure, when and how to use it, and how to conserve it.

5.4 – Respiratory Protection

Respiratory protection is the most critical piece of PPE for preventing infection from COVID-19. The virus spreads primarily through water droplets from infected patients (whether or not they have symptoms).

5.4.1 – N95 Mask

The standard and recommended respiratory protection is an N95 mask.

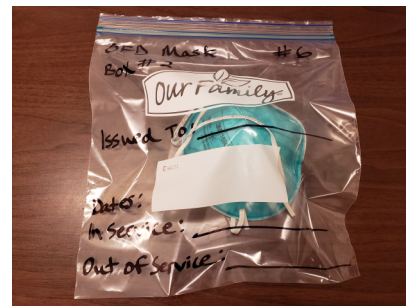
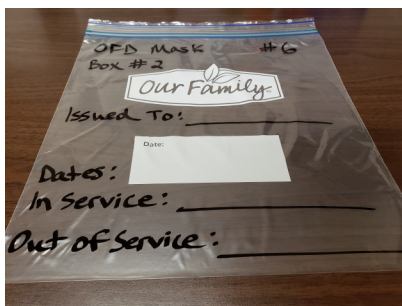
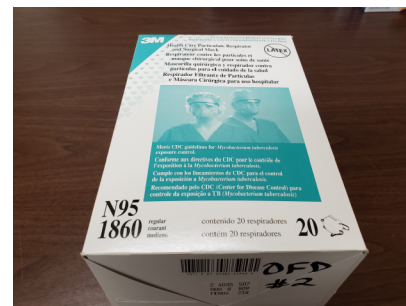
We have a very limited supply of N95 masks. The masks that we do have are individually packaged in plastic bags. They are individually numbered and reference the box that they came from. The bag has a spot to record who it was issued to, when it was put in service, and when it was taken out of service:

There are a few masks on the back seat of Utility 11. There is a box of masks on the washing machine in the bays.

If you respond to the station and are part of the assembled crew to respond to the scene:

1. If you have a mask already issued to you, please use that.
2. If you do not yet have an N95 mask issued to you, you should grab a mask that has not yet been issued. Keep the plastic bag. When you return from the call, use the permanent marker on the box of masks to write your name and date on the bag. Store the mask in the bag in your locker for future use.

If there is no reason to believe that the mask has been compromised – either from an exposure to a suspected COVID-19 case; or from rips, tears, or other damage – then please return it carefully to the plastic bag, store it in your locker, and reuse it on future calls. Wash your hands after handling the mask.



If there is any reason to believe that the mask is compromised, please write the date out of service on the bag, return the mask to the bag and leave it in the designated receptacle at the station (to be determined). Do not take another mask until you respond to the scene of another call.

If you respond to an incident involving a suspected COVID-19 case, please issue a new N95 mask to the patient as described in 4.6.3 – Respiratory Protection for Suspected COVID-19 Patients. Keep the bag, write “Issued To: Patient”, write the in service and out of service dates as the date of the call, and place the empty bag in the designated receptacle at the station (to be determined). If North has a mask that they can issue to the patient, let them issue a mask so that we can conserve our limited supply.



Any time an N95 mask is put into service or taken out of service, notify the chief as soon as possible. An inventory of masks is being tracked so that we can adapt and make alternative plans as necessary.

Officers who do not yet have an N95 mask issued to them should grab a new mask and carry it in their personally-owned vehicle (POV) to be used when responding to the station. Notify the chief which mask you took, but do not open the bag or mark the mask as “issued” or “in service” until you actually need to use it. If you do not end up responding to a call and needing the mask, it could be returned to the supply of masks.

No member should use any of the department’s N95 masks in any way not outlined in this procedure without prior authorization from the chief.

5.4.2 – P100 APR Filter

Another option for respiratory protection is to use our MSA G1 Facepiece with a P100 canister filter attached using an APR (Air Purifying Respirator) Adapter.

We have 20 filters on order that should arrive around April 10th 2020.

We have 8 adapters on order that should arrive around April 24th, 2020.



5.4.3 – SCBA with Supplied Air

A third option for respiratory protection is to use our full Self-Contained Breathing Apparatus (SCBA). This would provide a sustainable, reusable means of respiratory protection. It suffers from a couple of drawbacks including:

1. It would require decontamination after each use in an EMS setting.
2. Usage time is limited to around 30 minutes per cylinder.
3. It requires rotating and refilling cylinders.

4. It is heavy, cumbersome, and taxing to use, particularly in an EMS setting.
5. It cannot be worn while in the close quarters of the apparatus.

While we should have sufficient cylinders to use for this purpose, we do also have an additional 10 cylinders that were ordered in 2019 that are scheduled to arrive around March 30th, 2020.

In the absence of any other available respirator protection, full SCBA should be used.

5.4.4 – RZMask

A final option for respiratory protection is an RZMask. These are nylon mesh masks that cover your nose and mouth and wrap around your neck with a Velcro closure in the back. They hold a filter similar to an N95 mask inside the mesh, covering your nose and mouth. They also have two exhalation valves, one on either side of the face. They are highly reusable and can be used for 60 hours or more before changing filters.



Regarding official approval, they say: “Our masks are not NIOSH approved. The filters have been independently tested at Nelson Laboratories in Salt Lake City, UT and tested at 99.9% efficiency against particulates down to 0.1 microns in size. Our Official Test Results are available on our website under the About tab. Just click on “Mask Specifications” to view them. We are in the late stages of NIOSH Certification and will be sure to announce our approval when it is achieved.”



N95 masks are rated to remove 95% of all particles that are at least 0.3 microns in diameter.

We have 28 masks on order that should arrive around March 24th, 2020. Each mask comes with valves and 2 filters.

5.5 – Eye Protection

Eye protection is a very close second to respiratory protection regarding the most critical protection against exposure and infection from COVID-19. One of the EMS directors I spoke with said that, if you go on scene with respiratory protection, but no eye protection, you might as well walk up and them a kiss.

5.5.1 – Safety Glasses

Our first option for eye protection is safety glasses. Many members have a pair that they carry in their bunker gear. These should be close-fitting to your face. Personal eyeglasses are not sufficient.

After each EMS call where you wear your safety glasses, wash them with soap and water.



We have more safety glasses on order that should arrive between March 26th and March 30th, 2020.

5.5.2 – SCBA Facepiece

Another option for eye protection is an SCBA facepiece.

Note that this can not be worn alone without either an APR filter or an attached air cylinder.

Your facepiece needs to be washed after any use on an EMS call.

5.5.3 – Helmet Eye Shield

A third option for eye protection is the drop-down eye shield on your Cairn's firefighting helmet. This would need to be down, close-fitting to your face at all times.

The eye shield must be washed after each use on an EMS call.

5.5.4 – Face Shield

The eye protection recommended by the CDC is a full face shield or goggles. We do not have a supply of these and they are very hard to procure at this point.

We are working on some sources for these, but have not been able to order any yet.

5.6 – Hand Protection

The third component of critical PPE for dealing with EMS patients is hand protection.

5.6.1 – Nitrile Gloves

We have always used Nitrile exam gloves for our EMS calls and will continue to do so under these new procedures. It is more important than ever to wear them on every call, to remove and dispose of them properly, and to wash your hands after removing them. We have a decent supply of Nitrile gloves for now. We will continue to monitor the supply and look to procure more as necessary.

5.6.2 – Firefighting Gloves

In the even that Nitrile gloves are not available, firefighting gloves would suffice in a pinch. These would be incredibly cumbersome for all but the most basic tasks. They would also need to be washed after each use. They take a long time to dry and are even more difficult to use when wet.

5.7 – Body Protection

5.7.1 – Turnout Gear

In the absence of a supply of isolation gowns, our first option for body protection is our firefighting turnout gear. This would need to be washed after use. In order to be washed, they need to be disassembled. Without a gear dryer, it can take days for a set of gear to dry out. Then it needs to be reassembled.

In a scenario involving high call volume, turnout gear could be gross decontaminated in the field and continue to be used until it could be washed.

We have 10 sets of turnout gear on order that should be arrive around March 30th. This will free up some spare sets of gear that could be used for body protection or to be rotated into service when other in-service gear is being laundered.

We have an additional 6 sets of turnout gear that are just being ordered that should arrive sometime in late spring.

We are working on procuring all of the necessary equipment and supplies to be able to perform rapid, gross field decon of SCBA and turnout gear in the event of a high-call-volume situation.

5.7.2 – Coveralls

Another option for body protection are coveralls. These can be worn over a firefighter's personal clothing. They can be removed and laundered after each use, they dry quicker than turnout gear, and they don't have to be reassembled after drying.

We currently have 18 sets of coveralls in various sizes on order. They should arrive around March 25th, 2020.

5.7.3 – Garbage Bag

In the absence of – or in addition to – other means of body protection, large garbage bags can be used to cover the body in a fluid-resistant barrier. Simply create a hole in the middle and the corners of the bottom of the bag, flip the bag upside down and pull it over your head, putting your head and arms through the holes. The bag can be discarded after each use.

We can quickly and easily acquire garbage bags for this purpose as needed.

5.7.4 – Isolation Gown

The body protection recommended by the CDC is a full-body isolation gown. We do not have a supply of these and they are very hard to procure at this point.

We are working on some sources for these, but have not been able to order any yet.





Osseo Fire Department

Standard Operating Guidelines

Civil Unrest Procedures

May 30, 2020

Chapter 1 – Background

The First Amendment to the US Constitution reaffirms the inalienable right of people to come together and collectively express, promote, pursue, and defend their ideas. On occasion, these assemblies go beyond a peaceable gathering and protest to become civil disturbances where public safety becomes a concern.

Civil unrest situations pose a higher-than-usual risk of injury to first responders. Safety of first responders and the ability to respond to emergencies safely and effectively are the department's top priorities in these situations.

1.1 – Scope

This procedure applies to all Osseo Fire Department (OFD) personnel.

1.2 – Purpose

The purpose of this procedure is to provide direction to OFD personnel to:

1. maximize the safety of OFD personnel when responding to incidents involving civil unrest
2. maximize the effectiveness of our response to emergencies involving civil unrest to achieve the goals of
 1. saving lives
 2. saving property
 3. contributing to the restoration of peace and order

1.3 – Definitions

1.3.1 – Civil Unrest / Civil Disturbance

Civil unrest or civil disturbances are acts of violence and disorder detrimental to the public law and order. It includes acts such as riots, acts of violence, insurrections, unlawful obstructions, or assemblages. The term "civil disorder" is defined by 18 USCS § 232 as any public disturbance involving acts of violence by assemblages of three or more persons, which causes an immediate danger of or results in damage or injury to the property or person of any other individual. Participants in civil unrest may become hostile toward authority, creating challenges in maintaining public safety and order.

Chapter 2 – Staffing

When expecting periods of civil unrest, the chief may organize crews to stand by at the station for designated shifts.

During periods of civil disturbance, the fire department will order an “all-call” for all available personnel. Once assembled at the fire station, the ranking officer will organize response units into task forces. This may require the organization and deployment of apparatus and apparatus crews in non-standard ways in order to afford maximum fire protection.

In cases where time allows, personnel may want to coordinate with Osseo Police, Osseo Public Works, and other crew members to have personal vehicles parked at safe off-site locations such as the Public Works facility or left at the members’ homes.

During periods of civil disturbance, whether on duty because of an incident call, an all-call, or as part of a stand-by crew, personnel are to wear department-issued shirts and hats only and are not to wear any apparel, stickers, buttons, badges, or markings that would indicate support or disapproval of any particular viewpoint.

Chapter 3 – Incident Command

In accordance with NIMS guidance for joint operations, Fire and Police should establish a single Command Post (CP) and establish Unified Command (UC).

Violent actions shall be considered law enforcement incidents, and the fire department Incident Commander (IC) shall coordinate with the law enforcement IC by way of the Unified Command (UC) system.

The fire department IC is permitted to exercise discretionary decision making authority when administering this procedure in order to achieve the priorities detailed in 1.2 – Purpose.

Chapter 4 – Safety & Security of Incident Scenes

4.1 – Law Enforcement Support

When fire department units must enter a disturbance area where the potential for violence may occur, the fire department IC shall assure that law enforcement protection accompanies all fire department units.

Additional law enforcement officers (LEOs) (including police officers, sheriff’s deputies, state patrol, or National Guard personnel) may be requested to accompany fire department apparatus when responding to incidents.

4.2 – Response to Hostile Areas

During a civil disturbance, the fire department will not respond to areas known to involve active hostilities. If the area is known to be unsafe, the officer-in-charge will instruct dispatch to inform individuals reporting fires that the department will not respond to their area until it is safe.

Only after the area is rendered safe by LEOs will the Fire Department enter, and then only with adequate police escort.

If responding to an alarm, apparatus should stop on the apron long enough for personnel to close and secure doors before resuming response. Ensure sufficient external lighting and turn off interior lights.

Upon arrival, apparatus should be positioned in a manner to allow for rapid withdrawal. There should also be an action pre-plan for functioning in the area and an exit pre-plan established should retreat be necessary.

Crews should consider whether or not to activate emergency lights and sirens so as not to draw unnecessary attention to the scene.

Whenever possible apparatus responding in areas of unrest personnel should remove any equipment typically carried on the outside of the apparatus.

Windows should be rolled up and doors locked when possible. Interior and exterior cabinets should be locked when possible.

If an apparatus becomes disabled on the fire ground or during EMS response, logistics should arrange for evacuation of the apparatus with a wrecker if safe to do so. Apparatus maintenance should not be attempted in operation zones. If necessary, the apparatus may be abandoned, and the crew reassigned within the Task Force.

4.4 – Hostilities Upon Arrival

If fire apparatus is responding into an area of unexpected civil disturbance and hostility erupts, it should not deploy. If the first individual to arrive has sufficient reason to believe that their company or companies are being threatened or attacked, they will report the situation to dispatch and continue in the most direct route out of the area. Other responding companies will likewise stop and return to their stations.

4.5 – Hostilities During Operations

In the event that department units are deployed in a civil disturbance area and hostility toward personnel or equipment is directed by crowd action, the units shall immediately withdraw. Personnel shall bring with them only such fire department equipment they may have in their possession at the time, which will not impede their withdrawal. All other equipment will be left on the scene. No supervisor will leave the area from which they are withdrawing without personally accounting for all personnel.

4.6 – Crowd Control

The control of a crowd on the fireground is a law enforcement function and will not be attempted by firefighters. Under no circumstances will personnel of the OFD use hose streams against individuals or groups of individuals, regardless of the rank, position, or agency of the individual requesting or directing such action.

4.7 – Provocation

OFD personnel are cautioned against any word, act, or expression which could provoke members of any group to become violent against them or their equipment. Never challenge a group in any manner. Extreme care must be exercised to avoid even accidental wetting of individuals or groups with water from a hose stream.

4.8 – Use of Force

OFD personnel are strictly prohibited from any and all use of force against any person with the singular exception that if personnel are being physically assaulted, and feel they are in a life-threatening situation, they may use any means necessary to defend themselves only insofar as it allows them to retreat.

OFD personnel are strictly prohibited from carrying firearms or other weapons on the apparatus or to an emergency scene.

OFD personnel must maintain situational awareness, including constant reassessment of scene safety and security. Current or imminent degradation of scene safety or security must trigger immediate withdrawal and evacuation from the scene. If a conflict arises, every effort must be made to deescalate, disengage, withdraw, and evacuate.

Chapter 5 – Task Forces

Fire suppression resources will be grouped in task forces consisting of two companies (minimum) and a ranking officer. All responses to fires will be done as a task force entering and exiting incident scenes together.

Two people are to be left with apparatus at the scene to protect each other and the apparatus. One of these may be the driver / engineer / pump operator.

Chapter 6 – Fire Suppression Operations

6.1 – Staging

During these events there will be no personnel staging area or “deck”. Companies should stand by in their apparatus and will be assigned tasks and objectives by command. Personnel will be deployed directly from their apparatus in level 1 staging.

6.2 – Communications

IC will communicate to all incoming units what radio channels will be used for incident operations. All units responding to an incident must be informed of and properly utilize the radio channels designated for the incident.

In the event that the 800MHz system is unavailable or overloaded, consider using Scene-of-Action (SOA) radio channels, such as FSOA1 and FSOA2. These channels are designed to be used in situations where the trunked system isn't available (offline or inaccessible such as inside a building

with poor radio signal). No reservation is needed to use these channels, but dispatch and others that are not at the scene cannot hear communications on these short range channels. These work in radio-to-radio mode like a walkie-talkie. They are low-power and short-range. If a channel is not already being used, then you can use it. Due to the short range capability it is unlikely you will encounter others close enough nearby using a channel.

6.3 – Accountability

Incident Command should implement personnel accountability tracking of all personnel assigned to the incident. This system should incorporate law enforcement and EMS responders under Unified Command.

6.4 – Crew Integrity

Task force units shall enter and leave the fire scene together. Firefighters should stay together in groups of no less than two. Personnel should avoid being separated from their crews, even for short periods of time.

6.5 – Incident Goals

The IC will set and communicate clear goals for each incident, prioritizing life safety, property conservation, and incident stabilization.

6.6 – Strategies & Tactics

The challenges posed by the ongoing civil unrest will be considered a primary critical fireground factor. Strategies and tactics should be adjusted accordingly.

Strategies and tactics should emphasize rapid knockdown while minimizing unnecessary time on scene.

Large-diameter hoses and heavy stream appliances should be considered for use when appropriate.

There should be no interior attacks unless necessary for rescue of known occupants in imminent threat of injury or death.

There should be no laddering of buildings unless necessary for rescue of known occupants in imminent threat of injury or death.

There should be no firefighters working on roofs.

Salvage and overhaul should only be conducted when it is deemed safe to do so and only to the extent necessary to prevent a rekindle or fire spread.

6.7 – Rehab

Rehab should be set up in an area that is safe and secure from any hostilities. The IC should consider having personnel return to their apparatus to rehab and await subsequent assignments.

6.8 – Breakdown & Clearing the Scene

Breakdown of hoses and reloading of equipment should be done as quickly as possible and the incident scene should be cleared in an expeditious manner.

6.9 – Restoration of Sprinkler Systems

When buildings equipped with automatic sprinklers are involved in a fire, reasonable efforts should be taken to restore the system to service prior to withdrawal.

6.10 – Evacuation of an Injured Firefighter

In the event of a serious injury to a firefighter, the most expeditious method of evacuation will be taken. Ambulance personnel will stabilize and transport the individual to the closest hospital for medical attention. If an ambulance unit is not reasonably available, a OFD vehicle may be utilized. Evacuation of a seriously injured firefighter takes priority over all firefighting activities in a civil disturbance.

Chapter 7 – Mutual Aid

7.1 – Requesting Mutual Aid

The IC should request mutual aid as necessary using the established box alarms.

If the civil unrest is widespread and adequate resources from mutual aid departments are not available, the IC should continue to request subsequent alarm levels until adequate resources are secured.

7.2 – State Duty Officer

If adequate resources still can not be secured, the IC should reach out to the State Duty Officer (DO) at (651) 649-5451.

7.3 – Support Resources

In cases where the civil unrest is widespread, mutual aid resources might be stretched thin and may not be able to service requests for Life Safety Units or Air Trucks. The IC can request that dispatch request those resources from other departments. Operations may have to be adapted to function without these support resources. A shuttle could be established for refilling air cylinders at the station. LSU supplies could be brought to the scene from the station.

7.4 – Mutual Aid Requests from Other Departments

In the event that a mutual aid partner requests resources from OFD, the ranking officer will have to evaluate the situation and make the determination of whether or not to send the requested resource.

If it is determined that sending resources would deplete resources in the OFD jurisdiction to unacceptable levels, the ranking officer can reply to dispatch that “the requested resource is unavailable” or “we are unable to send mutual aid resources at this time.”

If it is determined that resources will be sent to a mutual aid partner, these procedures should still be adhered to as appropriate.

When responding to mutual aid, the crew should be aware of which address they were requested to respond to. Departments may have established a Level 2 staging area at a different address away from the incident.

Chapter 8 – Vehicle, Dumpster, and Trash Fire Operations

Crews should prioritize quick knockdown and seek to minimize time on scene. In some cases, depending on exposure issues or wind direction, it may be best not to engage in suppression activity.

Chapter 9 – EMS Operations

EMS responses assigned in the affected area must exercise exceptional situational awareness and consider risks versus benefits in providing care and extracting patients from the area.

All units dispatched must be accompanied by appropriate law enforcement support.

Personnel should assess all patients quickly and minimize time on scene. This directive is especially applicable where large groups or crowds are present or beginning to form. Regardless of the patient's condition, in situations where on scene safety is a concern, personnel should practice the load-and-go philosophy. In the event of a mass casualty incident, personnel should use the appropriate ICS procedures for triage, treatment and transport.

Chapter 10 – Records and Reports

In order to reduce the vulnerability of firefighters and apparatus in a civil disturbance area, personnel will be withdrawn immediately at the conclusion of their mission. Fire department supervisors will refrain from interrogating tenants and property owners about insurance status, ownership of property, etc., for the preparation of fire reports.

Upon returning to the station, personnel will prepare their reports based on pertinent knowledge and the circumstances of the alarm.

Chapter 11 – Facilities

Facilities located in an area involved in, or expected to be involved in, civil unrest should be closed and secured except to facilitate the movement of apparatus and equipment.

Personnel should secure personal property under lock and key in the station and not take personal items, other than cell phones or mobile communications devices, with them to incidents involving civil unrest.

Apparatus should remain in the station until assigned.

Chapter 12 – COVID-19 Procedures

Existing department procedures regarding COVID-19 are still in effect and every effort should be made to continue to adhere to the letter and spirit of those procedures.

Chapter 13 – Post Incident Review

Life safety is a primary goal of the Osseo Fire Department. An efficient, organized, and planned response to civil disturbances will help ensure firefighter safety.

After the event, there should be a thorough analysis of which procedures were effective and which did not achieve the desired outcome. This review will allow agencies involved to prepare and respond better in future events.

Response Percentage Policy Analysis

[illegible]



Public Safety Advisory Committee Meeting Item

Agenda Item:	Police Department Updates
Meeting Date:	June 17, 2020
Prepared by:	Shane Mikkelsen, Police Chief
Attachments:	Police Call Summary Pictures of New Squad Car Draft Body Camera Policy Intersection Map

Osseo Police Department Staff Update:

We have added Reserve Davin Hegland to our reserve program.

Department Summary:

We are currently at full strength and working regular hours.

Call Summary:

See attached call listing.

Equipment Updates:

Squad cars:

- We have received the 2020 Ford Explorer that was ordered in August 2018.
- We have ordered the newest squad car which we should see delivery in October/November
- We will be ordering one more squad car in August of this year to be taken custody in January 2021
- We have also changed our graphics package on our squad cars. Please see pictures.

Squad Car Cameras/Body Cameras: On 06/8/2020 the city council authorized us to purchase a new squad/body camera system. We have purchased a Getac cloud-based system that includes 5 squad car cameras and 8 body cameras.

Body Camera Policy: Please see the attached written policy. We will need to discuss and then send the policy to the council with your recommendations.

Uncontrolled Intersections:

I have attached the map of all the intersections in Osseo that have stop signs at the intersections. As you can see there are very few intersections that are uncontrolled. If you have suggestions if we should sign some of these intersections or leave them as is.



All Coded Incidents

Date Range: 1/1/2020 to 6/1/2020

Moc Code	Code Description	2020						Year Total	Code Total
		Jan	Feb	Mar	Apr	May	Jun		
5001	Spot Check					1		1	1
5011	Roadway Debris	1		1	1	2		5	5
5012	Accident Assist	11	5	2	2	3		23	23
5013	Found Bicycle				2	1		3	3
5016	Dogs - General			1				1	1
5017	Dog Bite			1				1	1
9005V	Fail to Signal - Verbal Warning	8	1	7	2	12		30	30
9006C	Fail/ObeySign/Signal - Citation	6	2	2	1	2		13	13
9006V	Fail/Obey Sign/Signal - Verbal	10	9	10	4	6		39	39
9007V	Fty to Ped in Xwalk - Verbal Warning					1		1	1
9011C	Move Over Law - Citation		1			1		2	2
9012C	Open Bottle - Citation			1				1	1
9014C	Speeding - Citation	1	5	2	3	10		21	21
9014V	Speeding - Verbal Warning	8	13	9	13	9		52	52
9015C	Pass in No Passing - Citation				1			1	1
9015V	Pass in No Passing - Verbal Warning					1		1	1
9017C	Unsafe/Improper Lane Use - Citation					1		1	1
9017V	Unsafe/Improper Lane Use - Verbal	20	20	19	11	20		90	90
9018V	Impeding/Obstructing Traffic - Verbal		1					1	1
9019V	Illegal Turn - Verbal Warning		2	3		3		8	8
9020C	Fail to Yield - Citation	1		1		1		3	3
9020V	Fail to Yield - Verbal Warning			1	2			3	3
9021C	Fail to Drive With Due	2		2				4	4
9021V	Fail to Drive With Due		1		2	2		5	5
9024V	Wrong Way/One Way Street		1		1	1		3	3
9025C	Wireless Device - Use - citation		2			4		6	6
9025V	Wireless Device - Use - verbal		1			1		2	2
9040V	Follow Too Close - Verbal Warning			1				1	1
9048V	Fail to Dim/Lights Off/In Rain -		3					3	3
9078V	REV/SUSP/IMP Plates - Verbal					1		1	1
9079	EXPIRED TABS/REGISTRATION	1				2		3	3
9079C	Expired Tabs/Registration - Citation	9	10	17	7	15	1	59	59
9079V	Expired Tabs/Registration - Verbal	16	15	8	23	34		96	96
9079W	Expired Tabs/Registration - Written				1	2		3	3
9085	CHILD NOT IN SEATBELT/CAR					1		1	1
9085C	Child Not In Carseat - Citation					2		2	2
9100C	Other Parking Violation - Citation	4	2			2		8	8



All Coded Incidents

Date Range: 1/1/2020 to 6/1/2020

9100V	Other Parking Violation - Verbal	1						1	1
9100W	Other Parking Violation - Written		1					1	1
9137C	Winter Parking Violation - Citation	10	14					24	24
9202C	No Valid MN DL - Citation	2	3	4	6	8		23	23
9202V	No Valid MN DL - Verbal Warning		1	1	3	3		8	8
9208C	No DL in Possession - Citation	2	5	5	3			15	15
9208V	No DL in Possession - Verbal	2		2	1			5	5
9211	FAIL TO CORRECT DL	1						1	1
9212	EXPIRED DL		1					1	1
9212V	Expired DL - Verbal Warning			1				1	1
9220	DAS/DAR/DAC	1	2			2		5	5
9220C	DAS/DAR/DAC - Citation	16	18	19	14	22		89	89
9220V	DAS/DAR/DAC - Verbal Warning	2	1			1		4	4
9225C	No Seatbelt On - Citation			1	1	1		3	3
9225V	No Seatbelt On - Verbal Warning		1	1		1		3	3
9247	ALL OTHER EQUIPMENT			1				1	1
9247V	All Other Equipment Violations -		2	1				3	3
9248C	Tinted Window - Citation		2	1	3	4		10	10
9248V	Tinted Window - Verbal Warning	3	2	2	4	5		16	16
9248W	Tinted Window - Written Warning					1		1	1
9249	OBSTRUCTED VIEW/SUSPENDED	17	11	7	6	5		46	46
9250V	Cracked Windshield - Verbal	1		1	1			3	3
9251	HEAD/TAIL/BRAKE LIGHT	1		1				2	2
9251V	HEAD/TAIL/BRAKE LIGHT - Verbal	71	54	39	26	21		211	211
9252	NO PLATE/PLATE	4	1	2		1		8	8
9252V	No Plate/Platelight/Obstruct - Verbal	16	21	10	13	13		73	73
9253	LOUD EXHAUST/MUFFLER				1			1	1
9253C	Loud Exhaust/Muffler - Citation		1					1	1
9253V	Loud Exhaust/Muffler - Verbal	4	1	1		1		7	7
9254	UNSAFE EQUIPMENT	1			5	1		7	7
9254V	Unsafe Equipment - Verbal Warning				1			1	1
9255C	Truck Insp Violation - Citation					1		1	1
9256C	Unsecured/Leaky Load - Citation			1				1	1
9261	LITTERING	1	1			1		3	3
9261C	Littering - Citation		1					1	1
9261V	Littering - Verbal Warning					1		1	1
9262	Juvenile Offense					1		1	1
9270	VANDALISM/PROPERTY DAMAGE		1	1		3		5	5
9273C	No MV Insurance - Citation	12	5	16	12	15	1	61	61
9273V	No MV Insurance - Verbal Warning	1	1		2	1		5	5



All Coded Incidents

Date Range: 1/1/2020 to 6/1/2020

9301	MISSING PERSON	1						1	1
9302	MISSING ANIMAL				1			1	1
9303	MISSING/LOST PROPERTY	2						2	2
9313	FOUND PROPERTY	1		3	1	3		8	8
9315	ABANDONED VEHICLE				1			1	1
9400	OTHER ACCIDENTS	2	1					3	3
9531	FALL/CUT			1		1		2	2
9542	FALL	2	2	2	4	4	1	15	15
9610	FIRE ALARM	1	1					2	2
9611	GAS LEAK/SMELL		2					2	2
9625	BUILDING INSPECTION	1						1	1
9720	SUDDEN DEATH		1		2	1		4	4
9730	OTHER MEDICAL	37	45	32	20	26	2	162	162
9732	Medical Alarm		2	1				3	3
9737	WELFARE CHECK - ADULT	7	3	12	10	6		38	38
9740	MENTAL HEALTH ISSUE	4	3	3	1		1	12	12
9800	INFO REC'D	41	43	54	41	35	2	216	216
9801	VERBAL DOMESTIC	1	3	2	2			8	8
9804	CIVIL MATTER	3	7	6	1	1		18	18
9805	Trespass Warn/Order	1	3	2	1	1		8	8
9806	DISTURBANCE/FIGHT/LOUD	5	6	12	5	18	1	47	47
9809	RECEIVE COURT ORDER/OF	6			1	2		9	9
9810	SUSPICION	13	9	24	24	25	1	96	96
9811	OPEN DOOR/WINDOW	2		3	8	5		18	18
9817	BURNING COMPL					1		1	1
9819	FIREWORKS COMPL / WARN					1		1	1
9822	MISC. JUVENILE PROBLEM		2		1			3	3
9828	DRIVING/TRAFFIC COMPLAINT	6	2	5	3	6		22	22
9829	PARKING COMPL	6	3	3	3	5		20	20
9830	HOUSE/BUSINESS CHECKS	405	403	480	522	338	10	2158	2158
9832	RECORD CHECKS	2	10	29	51	22		114	114
9835	FIREARM PERMIT	4	1	8	5	2		20	20
9840	LIQUOR LICENSE					1		1	1
9845	PARKING PERMIT	2	1					3	3
9850	OTHER ORD VIOL (JUNK CARS,	8	10	1		1		20	20
9850C	OTHER ORD VIOL (JUNK CARS,		2					2	2
9850V	OTHER ORD VIOL (JUNK CARS,				1			1	1
9850W	OTHER ORD VIOL (JUNK CARS,					7		7	7
9860	ANIMAL COMPLAINT/CHECK	4	5	2	4	5		20	20
9871	POLICE ESCORT/STAND-BY		1		1	1		3	3



All Coded Incidents

Date Range: 1/1/2020 to 6/1/2020

9872	FUNERAL ESCORT	2						2	2
9875	FINGERPRINTS	2	1	1	1			5	5
9878	MOTORIST ASSIST/STALL	6	3	4	3		1	17	17
9879	UTILITY PROBLEM	1	2		2	4		9	9
9880	PUBLIC ASSIST	11	13	10	9	15	1	59	59
9881	LOCKOUT	3	4	4	3	3	1	18	18
9882	BUSINESS ALARM	10	3	9	6	4		32	32
9883	CO2 ALARM	1						1	1
9884	HOME ALARM	3	2	1	3	1		10	10
9888	911 HANG-UP	1	1	2	2	3		9	9
9900	ASSIST OTHER DEPT	15	10	10	11	22	2	70	70
9901	WARRANT/ATTEMPT/ARREST	5	6	5	3	2		21	21
9907	Impound Release			1		1		2	2
9908	TRANSPORT	1						1	1
9912	ADMINISTRATIVE DUTIES				2	3		5	5
9913	ATTEND TRAINING/MEETING					1		1	1
9916	VEHICLE FORFEITURE/IMPOUND	4	1	1		1		7	7
9969	Sex Offender/POR Info/Checks	1		1		2		4	4
9990	ASSIST OWN DEPT			1				1	1
A2131	ASLT 2-GREAT BODILY HARM-				1			1	1
A5352	ASLT 5-MS-INFLICT BD HRM-	1						1	1
A535E	ASLT 5-MS-INFLICT BD HRM-		1					1	1
A9502	TERR THREATS-INFLT BH-UNK				1			1	1
A957E	TERR THREATS-INF BDHRM-REP		1					1	1
AJ05F	ASLT-DOM-FE-UNKNOWN ACT-					1		1	1
AJ332	DOM ASLT-FE-INFLT BODILY		1					1	1
C0110	FORGERY-UNK LVL-MAK ALTER-	1						1	1
C0492	FORGERY-UNK LVL-REPRODUCE-	1						1	1
C1390	FORGERY-FE-USES-OTHER TYPE-	1						1	1
D8500	DRUGS-SMALL AMOUNT	1				1		2	2
DA540	DRUGS-SM AMT IN MOT VEH-				1			1	1
DC000	DRUGS-DRUG PARAPH-UNK ACT-		1					1	1
DC500	DRUGS-DRUG PARAPH-POSSESS-			2		1		3	3
DH440	CON SUB 5-POSS INT-MARIJUANA-			1				1	1
DH540	CON SUB 5-POSSESS-MARIJUANA-			1	1			2	2
E2700	ESC-FE-FLEE AN OFFICER					2		2	2
JEW01	TRAF-AC-GM-2ND DEG DWI-08 OR	1						1	1
JFW01	TRAF-AC-GM-3RD DEG DWI-08 OR	1	1	1				3	3
JGW01	TRAF-ACC-MS-4TH DEG DWI-08			1	1			2	2
M5350	JUVENILE-RUNAWAY	1						1	1




All Coded Incidents

Date Range: 1/1/2020 to 6/1/2020

M7701	FALSELY IMPERSONATING	1	1					2	2
N0030	DISTURB PEACE-UNK LVL-		1					1	1
N3990	DIST PEACE-MS-PRIV-COMM-		1					1	1
P3110	PROP DAMAGE-MS-PRIVATE-UNK		1		1			2	2
T0019	THEFT-UNKNOWN LEVEL-FROM					3		3	3
T0039	THEFT-UNKNOWN-COIN MACHINE-				1			1	1
T0069	THEFT-UNK LVL VAL-FRM MAIL-		1					1	1
T0072	THEFT-UNK LVL VAL-FRM BANK	1						1	1
T0099	THEFT-UNK LVL VAL-FRM SELF		1		1	1		3	3
T0209	THEFT-UNK LVL-FRM FULL SRV-			1				1	1
T0990	THEFT-UNK LVL VAL-FRM OTHER-					1		1	1
T0999	THEFT-UNK LVL VAL-FRM OTHER-			1				1	1
TW040	THEFT-500 OR LESS MS-			1				1	1
TW049	THEFT-500 OR LESS MS-			5				5	5
TW099	THEFT-500 OR LESS MS-SELF			1		1		2	2
TW209	THEFT-500 OR LESS MS-		2	1				3	3
U0280	THEFT-UNK LVL-SHOPLIFTING-	1		1	1			3	3
U0300	THEFT-UNK LVL-PURSE SNTCH-			1	1			2	2
U0310	THEFT-UNK LVL-POCKET PICKING-			1				1	1
U0560	FRAUD-UNK-FIN-TRANS-CARD-		1					1	1
U328D	THEFT-MS-SHOPLIFTING-250 OR	2			1			3	3
U328L	THEFT-MS-SHOPLIFTING-500				1			1	1
V0020	VEH THEFT-UNK VAL-OTHER VEH-	1						1	1
V0021	VEH THEFT-UNK LVL VAL-AUTO	1						1	1
V0110	THEFT-PARTS FROM MOTOR VEH-			1				1	1
X3200	CRIM AGNST ADM JUST-MS-GIVE					1		1	1
Y2230	CRIM AGNST GOVN-GM-ESCAPE				1			1	1
Grand Total								4573	4573



	<h1>Osseo Police Department Policy Manual</h1>				
General Number		By the order of:	Chief Shane Mikkelson		
Policy:	Body-Worn Cameras				
Effective Date:		Review Date:		Revision Date	

Purpose

The primary purpose of using body-worn-cameras (BWCs) is to promote transparency and accountability and build trust, enhance officer and public safety, and capture evidence arising from police-citizen encounters. This policy sets forth guidelines governing the use of BWCs and administering the data that results. Compliance with these guidelines is mandatory, but it is recognized that officers must also attend to other primary duties and the safety of all concerned, sometimes in circumstances that are tense, uncertain, and rapidly evolving.

It is the policy of this department to authorize and require the use of department issued BWCs as set forth below, and to administer BWC data as provided by law.

This policy governs the use of BWCs in the course of official duties. It does not apply to the use of squad-based (dash-cam) recording systems. The chief or chief's designee may supersede this policy by providing specific instruction for BWC use to individual officers, or providing specific instructions pertaining to particular events or classes of events, including but not limited to political rallies and demonstrations. The chief or designee may also provide specific instructions or standard operating procedures for BWC use to officers assigned to specialized details, such as carrying out duties in courts or guarding prisoners or patients in hospitals and mental health facilities.

Definitions

The following phrases have special meanings as used in this policy:

1. **MGDPA or Data Practices Act** refers to the Minnesota Government Data Practices Act, Minn. Stat. 13.01, et seq.
2. **Records Retention Schedule** refers to the General Records Retention Schedule for Minnesota Cities.
3. **Law enforcement-related information** means information captured or available for capture by use of a BWC that has evidentiary value because it documents events with respect to a stop, arrest, search, citation, or charging decision.

4. **Evidentiary value** means that the information may be useful as proof in a criminal prosecution, related civil or administrative proceeding, further investigation of an actual or suspected criminal act, or in considering an allegation against a law enforcement agency or officer.
5. **General citizen contact** means an informal encounter with a citizen that is not and does not become law enforcement-related or adversarial. A recording of the event would not yield information relevant to an ongoing investigation. Examples include, but are not limited to, assisting a motorist with directions, summoning a wrecker, or receiving generalized concerns from a citizen about crime trends in his or her neighborhood.
6. **Adversarial** means a law enforcement encounter with a person that becomes confrontational, during which at least one person expresses anger, resentment or hostility toward the other, or at least one person directs toward that other verbal conduct consisting of arguing, threatening, challenging, swearing, yelling, shouting, or encounters in which a citizen “demands” to be recorded.
7. **Unintentionally recorded footage** is a video recording that results from an officer’s inadvertence or neglect in operating the officer’s BWC, provided that no portion of the resulting recording has evidentiary value. Examples of unintentionally recorded footage include, but are not limited to, recordings made in station house locker rooms, restrooms, and recordings made while officers were engaged in conversation of a non-business, personal nature with the expectation that the conversation was not being recorded.
8. **Official duties**, for purposes of this policy, means that the officer is on duty and performing authorized law enforcement services on behalf of this agency.

Operational Objectives

Operational objectives include:

- a) Promote transparency and accountability and build community trust
- b) Enhance officer and public safety
- c) Collect evidence for use in criminal investigation and prosecution
- d) Assist in resolving complaints against personnel
- e) Deter criminal activity and uncooperative behavior during police contacts
- f) Enhance the officer’s ability to document and review statement and actions for internal reporting requirements and courtroom preparation

- g) Promote additional information for training
- h) Utilize best practices in the rapidly evolving field of law enforcement.

Issuance of Body-Worn Cameras (BWC)

BWC's will be mandatory for uniformed officers assigned to the Patrol Division for daily use. Furthermore, BWC will be mandatory for non-uniformed personnel when they don a "raid vest" or body armor. Uniformed officers performing contact^{ed} overtime services will wear BWC's as part of their uniform. Cameras will be made available to all officers, such as investigators, for instances when the officer reasonably believes he/she will be in contact with the public, and the use of a BWC will enhance the officer's ability to achieve the operational objectives outlined above.

Training

Users of the BWC system will be trained in its operation.

Use and Documentation

1. Officers may use only department issued BWCs in the performance of official duties for this agency or when otherwise performing authorized law enforcement services as an employee of this department.
2. Officers who have been issued BWCs shall operate and use them consistent with this policy. Officers shall properly charge the camera battery when not in use and shall assure the camera is working properly on a daily basis. Officers shall conduct a function test of their issued BWCs at the beginning of each shift to make sure the devices are operating properly. Officers noting a malfunction during testing or at any other time shall promptly report the malfunction to the officer's supervisor and shall document the report in writing. Supervisors shall take prompt action to address malfunctions and document steps taken in writing.
3. Officers should wear their issued BWCs at the location of their body and in the manner specified in training.
4. Officers must document BWC use and non-use as follows:
 - a. Whenever an officer makes a recording, the existence of the recording shall be documented in an incident report, ICR, CAD record, or relevant department form.
 - b. Whenever an officer fails to record an activity that is required to be recorded under this policy or captures only a part of the activity, the officer must document the circumstances and reasons for not recording in an incident report, ICR, CAD record, or relevant department form. Supervisors shall review these reports and initiated any corrective action deemed necessary.

5. The department will maintain the following records and documents relating to BWC use, which are classified as public data:
 - a. The total number of BWCs owned or maintained by the agency.
 - b. A daily record of the total number of BWCs deployed and used by officers
 - c. The total amount of recorded BWC data collected and maintained.
6. This policy, together with the Record Retention Schedule.

General Guidelines for Recording

1. Officers shall activate their BWCs when anticipating that they will be involved in, become involved in or witness other officers of this agency involved in
 - Traffic stops
 - Foot or vehicle pursuits,
 - Terry stop of a motorist or pedestrian,
 - Search,
 - Seizure,
 - Arrest,
 - Use of force,
 - Adversarial contact,
 - Transports,
 - Other activities likely to yield information having evidentiary value
 - Officers need not activate their cameras when it would be unsafe, impossible, or impractical to do so, at such instances of not recording when otherwise required must be documented as specified in the Use and Documentation guidelines, (see E above)
2. BWC are not intended to replace the need for a detailed incident report or other reporting requirements.
3. Officers have the discretion to record or not record general citizen contacts.
4. Officers have no affirmative duty to inform people that a BWC is operated or that the individuals are being recorded.

5. Once activated, the BWC should continue recording until the conclusion of the incident or encounter, or until it becomes apparent that additional recording is unlikely to capture information having evidentiary value. The officer having charge of a scene shall likewise direct the discontinuance of recording when further recording is unlikely to capture additional information having evidentiary value. If the recording is discontinued while an investigation, response, or incident is ongoing, officers shall state the reasons for ceasing the recording on camera before deactivating their BWC. If circumstances change, officers shall reactivate their cameras as required by this policy to capture information having evidentiary value.
6. Recording (and/or the audio track of a recording) may be temporarily ceased, but officers shall not intentionally alter, block or tamper with the BWC's audio or visual recording functionality to defeat the purposes of this policy.
7. Notwithstanding any other provision in this policy, officers shall not use their BWCs to record other agency personnel during non-enforcement related activities, such as during the pre-and post-shift time in locker rooms, during meal breaks, or during other private conversations, unless recording is authorized as part of an administrative or criminal investigation.

Special Guidelines for Recording

Officers should be mindful that BWC's are not intended to replace equipment issued to department personnel to take a recorded statement of suspects, victims and/or witnesses. Likewise, BWC's are not intended to replace equipment to photograph evidence, crime scenes, etc. Officers may, in the exercise of sound discretion, determine:

1. Use their BWCs to record any police-citizen encounter if there is reason to believe the recording would potentially yield information having evidentiary value unless such recording is otherwise expressly prohibited.
2. Officers need not record persons being provided medical care unless there is reason to believe the recording would document information having evidentiary value. When responding to an apparent mental health crisis or event, BWCs shall be activated as necessary to document any use of force and the basis for it, and any other information having evidentiary value, but need not be activated when doing so would serve only to record symptoms or behaviors believed to be attributable to the mental health issue.
3. Officers shall use the BWCs and/or squad-based audio/video systems to record their transportation and the physical transfer of persons in their custody to hospitals, detox, and mental health care facilities, juvenile detention centers, and jails, but otherwise should not record in these facilities unless the officer anticipates witnessing a criminal event or being involved in or witnessing and adversarial encounter or use-of-force incident.

Downloading and Categorizing Data

1. Video files shall be maintained in an approved storage location, such as a server, storage device, cloud storage, website, or other approved secure storage media, authorized by the Chief of Police. Each officer using a BWC is responsible for transferring or assuring the proper transfer of the data from his or her camera by the end of that officer's shift. However, if the officers are involved in a shooting, in-custody death, or other law enforcement activity resulting in death or great bodily harm, a supervisor or investigator shall take custody of the officer's BWC and assume responsibility for transferring.
2. Officers shall categorize the BWC data files at the time of video capture or transfer to storage and should consult with a supervisor if in doubt as to the appropriate labeling. Officers should assign as many of the following labels as are applicable to each file:
 - a. From BWC

1. ICR/Other	90-day retention
2. Citation	3-year retention
3. Arrest/RTR(Response to resistance)	7-year retention
4. Permanent	Permanent retention
 - b. From In-Car System

1. ICR/Other	90-day retention
2. Citation	3-year retention
3. Arrest/RTR (response to Resistance)	7-year retention
4. Squad Check	90-day retention
5. Permanent	Permanent retention

Administering Access to BWC Data

1. Data subjects: Under Minnesota law, the following are considered data subjects for the purpose of administering access to BWC data:
 - a. Any person or entity whose image or voice is documented in the data.
 - b. The officer who collected the data.
 - c. Any other officer whose voice or image is documented in the data regardless of whether that officer is or can be identified by the recording.
2. BWC data is presumptively private. BWC recording are classified as private data about the data subjects unless there is a specific law that provides differently. As a result:
 - a. BWC data pertaining to people is presumed private, as is BWC data pertaining to business or other entities.
 - b. Some BWC data is classified as confidential
 - c. Some BWC data is classified as public

Confidential Data.

BWC data that is collected or created as part of an active criminal investigation is confidential. This classification takes precedence over the “private” classification listed above and the “public” classifications listed below.

Public Data

The following BWC data is public:

1. Data documenting the discharge of a firearm by a peace officer in the course of duty, other than for training or the killing of an animal that is sick, injured, or dangerous.
2. Data that documents the use of force by a peace officer that results in substantial bodily harm.
3. Data that a data subject requests to be made accessible to the public, subject to redaction. Data on any data subject (other than a peace officer) who has not consented to the public release must be redacted (if practicable). In addition, any data on undercover officers must be redacted.
4. Data that documents the final disposition of disciplinary action against a public employee.

However, if another provision of the Data Practices Act classifies data as private or otherwise not public, the data retains that other classification. For instance, data that reveals protected identities under Minn. Stat. 13.82, subd. 17 (e.g., certain victims, witnesses, and others) should not be released even if it would otherwise fit into one of the public categories listed above.

Access to BWC data by non-employees

Officers shall refer members of the media or public seeking access to BWC data to the Chief of Police, who shall process the request in accordance with the MGDPA and other governing laws. In particular:

1. An individual shall be allowed to review recorded BWC data about himself/herself and other data subjects in the recording, but access shall not be granted:
 - a. If the data was collected or created as part of an active investigation.
 - b. To portions of the data that the agency would otherwise be prohibited by law from disclosing to the person seeking access, such as portions that would reveal identities protected by Minn. Stat. 13.82, subd.17.
2. Unless the data is part of an active investigation, an individual data subject shall be provided with a copy of the recording upon request, but subject to the following guidelines on redaction:
 - a. Data on other individuals in the recording who do not consent to the release must be redacted.

- b. Data that would identify undercover officers must be redacted.
- c. Data on other officers who are not undercover, and who are on duty and engaged in the performance of official duties, may not be redacted.

Access by peace officers and law enforcement employees.

No employee may have access to the department's BWC data except for legitimate law enforcement or data administration purposes:

1. Officers may access and view stored BWC video when there is a business need for doing so, including the need to defend against an allegation of misconduct or substandard performance. Officers may review video footage of an incident in which they were involved prior to preparing to report, giving a statement, or providing testimony about the incident.
2. Agency personnel are prohibited from accessing BWC data for non-business reasons and from sharing the data for non-law enforcement related purposes, including but not limited to uploading BWC data recorded or maintained by this agency to public and social media websites.
3. Employees seeking access to BWC data for non-business reasons may make a request for it in the same manner as any member of the public.

Other authorized disclosure of data

Officers may display portions of BWC footage to witnesses as necessary for purposes of investigation as allowed by Minn. Stat. 13.82, subd. 15, as may be amended from time to time. Officers should generally limit these displays in order to protect against the incidental disclosure of individuals whose identities are not public. Protecting against incidental disclosure could involve, for instance, showing only a portion of the video, showing only screenshots, muting the audio, or playing the audio but not displaying video. In addition,

1. BWC data may be shared with other law enforcement agencies only for legitimate law enforcement purposes that are documented in writing at the time of the disclosure.
2. BWC data shall be made available to prosecutors, courts, and other criminal justice entities as provided by law.

Data Security Safeguards

1. Personally, owned devices, including but not limited to computers and mobile devices, shall not be programmed or used to access or view agency BWC data.
2. Officers shall not intentionally edit, alter, erase, or copy any BWC recording unless otherwise expressly authorized by the Chief or the Chief's designee.

3. Unless authorized by the Chief of Police, officers are not allowed to store or bring their BWC's home during off-duty hours.
4. As required by Minn. Stat. 13.825, subd. 9, as may be amended from time to time, this agency shall obtain an independent biennial audit of its BWC program.

Agency Use of Data

1. In addition, supervisors and other assigned personnel may access BWC data for the purposes of reviewing or investigating a specific incident that has given rise to a complaint or concern about officer misconduct or performance.
2. Nothing in this policy limits or prohibits the use of BWC data as evidence of misconduct or as a basis for discipline.
3. Officers should contact their supervisors to discuss retaining and using BWC footage for training purposes. Officer objections to preserving or using certain footage from training will be considered on a case by case basis. Field training officers may utilize BWC data with trainees for the purpose of providing coaching and feedback on the trainees' performance.

Data Retention

1. All BWC data shall be retained for a minimum period of 90 days. There are no expectations for erroneously recorded or non-evidentiary data.
2. Data documenting the discharge of a firearm by a peace officer in the course of duty, other than for training or the killing of any animal that is sick, injured, or dangerous, must be maintained for a minimum period of one year.
3. Certain kinds of BWC data must be retained for six years:
 - a. Data that documents the use of deadly force by a peace officer, or force of a sufficient type or degree to require a use of force report or supervisor review.
 - b. Data documenting circumstances that have given rise to a formal complaint against an officer.
4. Other data having evidentiary value shall be retained for the period specified in the Records Retention Schedule. When a particular recording is subject to multiple retention periods, it shall be maintained for the longest applicable period.
5. Subject to Part F (below), all other BWC footage that is classified as "ICR/Other or Squad Check" or is not maintained for training shall be destroyed after 90 days.

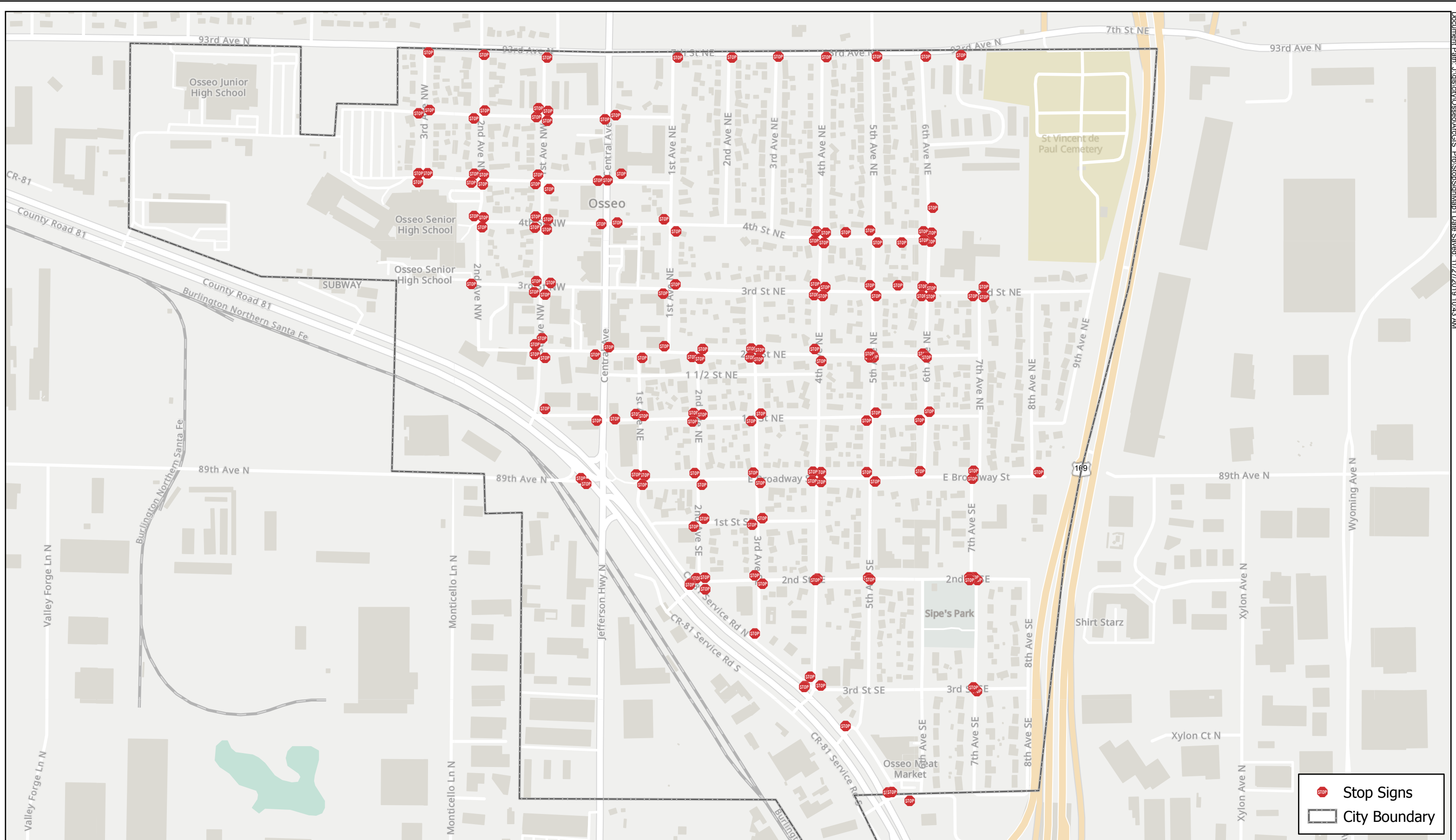
6. Upon written request by a BWC data subject, the agency shall retain a recording pertaining to that subject for an additional time period requested by the subject for up to 180 days. The agency will notify the requestor at the time of the request that the data will then be destroyed unless a new written request is received.
7. The department shall maintain an inventory of BWC recordings having evidentiary value.
8. The department will post this policy and a link to the Record Retention schedule on the city website.

Compliance

Supervisors shall monitor for compliance with this policy. The unauthorized access to or disclosure of BWC data may constitute misconduct and subject individuals to disciplinary action and criminal penalties pursuant to Minn. Stat. 13.09.

Policy and Program Evaluation

As required by Minn. Stat. 13.825, subd. 9, as may be amended from time to time, this agency shall obtain an independent biennial audit of its BWC program.



 Stop Signs


 City Boundary



Stop Sign Location Map

Osseo, MN

N



0

550

Feet

1 inch = 550 feet





Public Safety Advisory Committee Meeting Item

Agenda Item: Administration Department

Meeting Date: June 17, 2020

Prepared by: Riley Grams, City Administrator

Attachments: None

Review COVID-19 City Response

When the COVID-19 pandemic hit the state and nation in early March, the City quickly acted to help mitigate any health concerns facing the City as a result. The City has an Emergency Management Preparedness Plan for such situations. This plan helps Staff and other decision makers formulate responses and make quick decisions. The Emergency Management Team (consisting of the Police Chief, Fire Chief, Public Works Director, City Administrator and Mayor) began to meet regularly and create plans and make decisions on behalf of the City. The key decisions were whether to close City Hall and the Community Center to the public, and then decide how to handle upcoming City events and programs. The focus of the Team's decisions was based on safety for employees and the public. The decisions were very difficult and taken very seriously.

As the pandemic carried on into weeks and months, the Emergency Management Team transitioned into more of a recommendation body rather than a decision-making body. The Team recently made a list of recommendations to the City Council, which included re-opening City Hall and the Community Center to the public beginning on June 15, which were approved. The Team will continue to meet regularly as long as the pandemic continues and will use up-to-date information to make any new recommendations to the Council moving forward.

Does the Public Safety Advisory Committee have any suggestions or recommendations on how the Emergency Management Team has handled this unprecedented situation? I want to personally thank Chief Mikkelson, Chief Phenow, Public Works Director Waldbillig and Mayor Poppe for their assistance during this health pandemic.

Review Local Emergency and Curfew City Response

On top of the on-going COVID pandemic, our State and nation has experienced civil unrest and demonstrations because of the incident involving Minneapolis Police officers and George Floyd. The entire metro area experienced many peaceful protests, as well as some rioting and looting. As a result, many cities issued emergency curfew orders in order to allow local law enforcement the opportunity to protect their communities. Osseo quickly acted as the Council met in an emergency Council meeting to declare a local emergency and enact city-wide curfew orders for a total of five consecutive nights. The curfew orders followed those of our neighboring communities, Brooklyn Park and Maple Grove. The Police Department also scheduled an additional officer on duty during the evening and overnight hours as extra precaution.

Overall, residents seemed to have followed the curfew orders, as the Osseo Police Department reported little to no individuals out during the curfew hours. There was one incident during one of the evenings in which an Osseo Police squad located a vehicle with no license plates driving around town. After attempting to stop that vehicle, it fled onto Hwy 169 and the officer ended their pursuit at that time. Thankfully, there were no reports of damage to any building or business here in Osseo, and we feel that was likely a result of the curfew. The curfew order required that those not looking to cause trouble to be in their homes which freed up the on-duty officers to respond to any issues that arose.

Does the Public Safety Advisory Committee have any comments or suggestions on how to better handle similar situations in the future? From my perspective, I felt that Chief Mikkelson handled this emergency situation very well. I was in direct and constant communication with Chief, and important pieces of information were quickly relayed to the City Council. We did receive a few emails from the public asking about the Police Department's use of force policies, which Chief Mikkelson can describe at the PSAC meeting.

Discuss Updating the City's Emergency Management Plan

One of the on-going tasks that Chief Mikkelson has taken is to update the Emergency Management Plan for the City. Chief reports that work was underway on updating that plan, when the COVID-19 pandemic and the local civil unrest emergency situations hit. While I feel the response to those situations was appropriate and warranted, the Emergency Management Plan in general needs to be updated. I will be tasking Chief Mikkelson and Chief Phenow with reviewing and updating the Emergency Management Plan. My goal is to get a draft updated plan ready, bring it to a future Public Safety Advisory Committee meeting, and then bring it to the Council for final review and eventual approval.