

Human Resources Committee

July 2, 2013

The **Human Resources Committee** met Tuesday, July 2, 2013, at 6:00 p.m. in the Conference Room at City Hall. Present were Committee Chairperson John Uden and Committee Members Bill Melnik and Mark Ahner. Also present were Engineering Secretary Dianna Larson, 283A President Tom Speelmon, Public Utilities Director Al Kelm, Public Works Director Scott Gray, Police Chief Doug Colombik and Committee Recorder HR/Payroll Officer Billie Burkhalter. Committee Member Roxanna Brush was absent.

1. Roll Call

- Noted above

2. Review Position Description for Engineering and Operations Clerk/Receptionist

Engineering Secretary Larson explained that she is once again requesting the Human Resource Committee to update her job description, as her current 1994 description is outdated and does not reflect her numerous additional duties.

Chairperson Uden questioned Secretary Larson on what changes this would entail to her hourly rate if she had an updated job description. Secretary Larson responded that a year ago, after the Wage and Benefits Survey, she had contacted the Cities listed on the survey, and the following is what she was told a position like hers makes: Whitefish-10 year employee \$24.57 an hour, Livingston- 20 year employee, like her, \$19.53 an hour, and Glendive- 14 year employee \$18.69 an hour. Chairperson Uden questioned what Secretary Larson's current hourly rate is and she responded \$18.09. HR/Payroll Officer Burkhalter noted that Secretary Larson's base is \$17.14; her twenty year longevity brings her to \$18.09.

Committee Member Ahner explained that the updated job description and her compensation were two different issues. Chairperson Uden agreed.

Committee Member Ahner stated, in looking through the position description and the duties, he would recommend the title of "Public Works-Public Utilities Office Clerk/Receptionist".

Chairperson Uden pointed out that Secretary Larson is doing the noticing and minutes for the Zoning and Planning Board Committees, which can result in overtime as the meetings are conducted outside of business hours. He stated one of the problems that is facing the City is the cost of overtime and questioned if those committees could take care of their own duties. Chairperson Uden questioned Director Kelm if what Secretary Larson does for these boards is necessary. Director Kelm stated he would recommend that if they did not want her doing those duties, then they needed to contact the Chairperson of those committees and see if they are willing to take that on as part of

their responsibilities. Director Kelm explained that Secretary Larson completing the agendas and minutes of those meetings is an asset, as she can field and answer questions from the members as well as the public, which makes things run smoother. Director Kelm further informed the Committee that as far as Secretary Larson's overtime, she is paid approximately less than 10 percent out of the general fund and the additional two hours a month of overtime is pretty minimal. Secretary Larson added that she has approximately 8 to 10 hours a year of overtime.

Committee Member Ahner stated he thought the revised job description as presented was good, and everything the Committee had requested had been completed. Secretary Larson pointed out that she did have one more revision to it and that would be to have the Public Works Director as her immediate supervisor, now that they have a Director in place. The Committee was in agreement.

*** Committee Member Ahner moved to recommend changing the position description from immediate supervisor "Public Utilities Director" to "Public Works Director". Motion seconded by Chairperson Uden, and, on roll call vote, motion passed unanimously.*

*** Committee Member Ahner moved to make the position title "Public Works/Utilities Office Clerk/Receptionist". Motion seconded by Committee Member Melnik.*

Director Kelm stated he approved of the revised position description as there are a lot of extra duties that are being done now. He explained that both the Public Works and Public Utilities Directors are administrative positions and that's why they came up with the Administrative title, because she will assist both Directors. Chairperson Uden stated at some point they would need to move her directly under the supervision of the Public Works Director but since it is both Works/Utilities, that means she carries on the work for both departments. Secretary Larson stated the recommended title is almost the same as it was in 1994, with Utilities added. Her position is not just a clerk/receptionist. She does do those duties, but she has a lot of additional administrative duties as well. Committee Member Ahner stated he sees the position more as an office clerk/receptionist position and doesn't feel it completely fits administrative duties. Director Kelm listed off several duties that are in the position that he feels are administrative duties.

***On original motion, on roll call vote, motion passed unanimously*

*** Chairperson Uden moved to approve the revised job description, as presented and amended, be approved by the Committee. Motion seconded by Committee Member Ahner.*

Committee Member Ahner requested the HR/Payroll Officer to contact MMIA about reviewing the new job description.

***On original motion, on roll call vote, motion passed unanimously*

3. Review Supervisory Rank Restructuring of Police Dept.

Chairperson Uden explained Police Chief Colombik had presented the Committee with a letter requesting a restructuring of the Police department. Chief Colombik explained that last year there was a restructuring of his department with two Captains and a Detective Lieutenant. The employee who was the Detective Lieutenant was deployed to Afghanistan shortly after this, and when he returned he resigned. Chief Colombik explained from that time he has watched his department struggle with call load and investigations. He stated he realized that his department did not need a Detective Lieutenant to do investigations, but needed more Sergeants to lead his inexperienced patrol officers. In 2006 there were 3 Administrators and 4 Sergeants; his current roster still has 3 Administrators, but only 2 Sergeants supervising the same or more officers. Chief Colombik stated he doesn't want to fill the Detective position, as he already has two Captains that do investigations. He would like the Committee to consider removing this position and replacing it with two Sergeant positions, or at the very least one.

Chairperson Uden explained that Chief Colombik is not proposing hiring two new officers but promoting two current field officers to sergeants. Chief Colombik stated this is to restructure the department, not a request for more officers or money.

Chief Colombik handed out statistics of the department's felony case load, noting that in 2012 they had a record number of felony cases that were investigated and turned over to the County Attorney for prosecution. He went into detail on how much work and time is needed to conduct search warrants. He explained that in the last two weeks they have had to deal with 3 sex abuse cases which did not include the child pornography case that came in 3 weeks ago. Currently there are 39 felonies. Chief Colombik handed out several other statistics to show the Committee how busy the department is.

Chairperson Uden stated when he retired from the police force he had recommended that the Assistant Chief be empowered with detective duties and to put another officer on the street as a supervisor, but this wasn't done. He explained with young officers a lot of the time they are not going to listen to a senior officer if they are not a Sergeant with authority because there is not a rank structure. Chairperson Uden stressed that it is important to have a supervisor on the field to guide the younger officers in making appropriate decisions.

Committee Member Ahner stated with the first budget meetings the general fund showed an imbalance of \$600,000, and everyone recognizes that there are going to be reductions someplace. He stated the Mayor is seriously contemplating not filling the vacant position of Detective Lieutenant and saving \$67,500.

Committee Member Ahner questioned how many confirmed officers Chief Colombik wanted to promote to a sergeant rank. Chief Colombik replied he would prefer 2 but at the very minimum 1.

Chairperson Uden questioned if Chief Colombik was paying two officers at a shift commanders pay when a sergeant was not on shift. Chief Colombik replied that the City is paying sergeant pay to any officer who is in charge on a shift, regardless of their title,

when sergeants aren't working. This means a probationary officer could be the shift commander, which could lead to liability issues.

Committee Member Ahner explained with the changes made last spring to the police department it will cost the City an additional \$150,000 to fund the department in basically wages and benefits. The Council understood this, as they were trying to prevent the revolving door of officers and trying to get more stability and continuity in that department. He asked that, if the Committee agrees to the requested restructuring, can Chief Colombik assure them, the Council and the public, that eliminating the Detective Lieutenant position and promoting 2 officers to a sergeant's level there will not be an increase in costs. Chief Colombik stated yes he felt confident that costs would not go up with one sergeant but cannot make that assurance with 2. He explained that officers get additional shift commanders pay when a sergeant is not on shift, but their normal wage is lower, and therefore, the roll-up costs are less. Chairperson Uden stressed that Chief Colombik is not hiring any additional officers and is cutting approximately \$67,000. He is just requesting to promote 2 officers who are already on the payroll and increasing their pay to a sergeant's rank.

The Committee felt there would still be a savings to the department with the promotion of two officers. Chief Colombik stated he does have vacancy savings in his department and was informed that a recent vacant officer's position would be frozen. Chairperson Uden stated that Chief Colombik was already giving up his Detective position and did not want to see his department give up any more street officers.

*** Chairperson Uden moved to recommend to the City Council to authorize the Police Chief to promote two field grade officers to the rank of Sergeant. Motion seconded by Committee Member Ahner and, on roll call vote, motion passed unanimously.*

4. Request of Citizens
-None

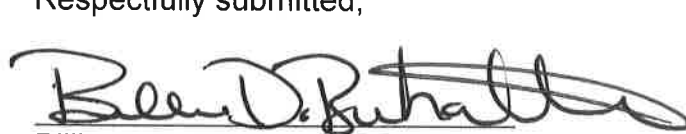
5. Committee Members' comments
-None


6. Adjournment

*** Chairperson Uden moved to adjourn the meeting. The motion was seconded by Committee Member Ahner and passed.*

The meeting was adjourned at 7:15 p.m.

Respectfully submitted,


Billie D. Burkhalter, Recorder


Chairperson John Uden

HUMAN RESOURCES COMMITTEE AGENDA

DATE: Tuesday, July 2, 2013

TIME: 6:00PM

PLACE: City Hall Conference Room


AGENDA:

- 1) Roll Call
- 2) Review position description for Engineering and Operations Clerk/Receptionist
- 3) Review supervisory rank restructuring of Police Dept.
- 4) Citizen Request.
- 5) Committee members' comments.
- 6) Adjournment

Public comment on any public matter that is not on the agenda of this meeting can be presented under "Request of Citizens" provided it is within the jurisdiction of the City to address. :Public comment will be entered into the minutes of this meeting. The City Council cannot take any action on the matter unless notice of the matter has been made on an agenda and an opportunity for public comment has been allowed on the matter. Public matter does not include contested cases and other adjudicative proceedings.

Memorandum

To: ~~John Uden~~, Chairperson of Human Resources
Mark Ahner, Committee Member
Roxanna Brush, Committee Member
Bill Melnik, Committee Member

From: Al Kelm 
Director of Utilities/Public Works

Cc: Dianna Larson
Engineering & Operations Clerk/Receptionist

Date: April 30, 2013

Subject: Engineering & Operations Clerk/Receptionist Job Description

As per the request from the Human Resources meeting of April 18th,
attached are the proposed revisions to Dianna Larson's job description.

I am in agreement with the revisions and request you place this on the next
Human Resources Committee agenda for your approval.

Thank you

CITY OF MILES CITY JOB DESCRIPTION

(Revised 04/30/13)

Position: Public Works/Utilities ????????

Department: Public Works/Utilities

Accountable To: Public Works/Public Utilities Directors

Summary of Work: This position is responsible for providing clerical and administrative support services in the Public Works/Utilities office.

Job Characteristics:

Nature of Work: Work involves providing departmental staff assistance and support services to the Director(s) and Foreman(s). Maintain excellent public relations through communication with the public and other departments and agencies. Services include greeting and assisting the public on a daily basis. Work is performed under direction of the Director(s) and requires considerable initiative and independent judgment.

Personal Contacts: Daily contact with the general public, city employees and city officials.

Supervision Received: Under the direct supervision of the Public Utilities Director.

Areas of Job Accountability and Performance:

The duties of the (*name of position*) pertain to and shall include, but not be limited to the following:

Duties: This position performs the following duties of varied complexity;

- Greet and help walk-in customers or route to proper person. Answer calls and route to proper person
- Taking, referring, and handling incoming messages from telephone, fax and radio transmission.
- Respond courteously to inquires; provide information within scope of responsibility, and schedule appointments.
- Setting up, managing and maintaining accurate records, both manual and computer files, maintain records and files of budget expenditures and revenues.
- Perform typing and prepare bid documents, contracts, forms, reports other related records and correspondence for the department.
- Prepare and monitoring the process of purchase orders.
- Track and maintain credit card receipts.
- Work with the public to process various applications.
- Review incoming mail, refer to appropriate person, answer and route correspondence.
- Prepare time sheets and charge out each employees time to the proper category. Prepare and maintain bi-monthly, quarterly, and annual time recap reports.
- Under the direction of the Director, schedule regular and non-routine work, organize workload to ensure deadlines are met. Get approval signatures, verify invoices and order supplies. Handle emergencies promptly and effectively. Dispatch crews in a timely manner. Assist in the preparation of department budgets.
- Prepare billing for reimbursable services.
- Maintain City wide fuel card system (reporting and billing).

- Complete Special Event permits.
- Must be familiar with Zoning Regulations, Building Code Regulations, and other related City ordinances.

Prepare Building Permit Applications: Assist applicant in filling out building permit applications, maintain building permits, file permits, and pertinent information; prepare monthly reports and submit to appropriate contractors, businesses, citizens, departments and Census Bureau; prepare annual recap and reports for the State; mail out applications once approved; compose correspondence for Building Inspector; prepare Certificates of Occupancies; Consult with Building inspector and Flood Plain Administrator for building and flood plain code verification; prepare Board of Appeals applications; contact members on meeting date and time; compose legal notice and proper notices; prepare Board of Appeals agenda and mail; prepare signs for posting; transcribe meeting minutes and distribute; maintain and file all appeals accordingly; prepare annual Board of Appeals recap.

Zoning Commission: Prepare agendas; attend meetings; transcribe and distribute minutes; maintain records and minutes of Zoning Commission's action. When needed contact members for meeting date and time, and compose legal notices.

Prepare Home Occupation Applications: Compile legal property owners' names and addresses for home occupations; and maintain records of Home Occupation permits

Prepare Excavation Permits: Assist applicant in filling out excavation permits and prepare excavation permit billing for customers when necessary.

Planning Board: Contact chairman for agenda items. When needed, contact members for meeting date and time; attend meetings and transcribe minutes; distribute minutes; compose legal notices. Maintain records and minutes of Planning Boards' action.

Job Requirements:

Knowledge: This position requires knowledge of clerical details and provides administrative support services. Requires a working knowledge of applicable state and local laws. Requires familiarity with land descriptions, legal descriptions, zoning ordinances, building codes and correspondence documents.

Skills/Abilities: This position requires skills in telephone etiquette, typing, use of the computer, 10-key pad, and other various office equipment and machines; use of various software programs for word processing, database and spreadsheets. This position requires the ability to type 65 wpm with accuracy in a setting with many interruptions; transcribe from a digital voice recorder, hand written drafts or verbal instructions; communicate effectively orally and in writing; follow verbal and written instructions; greet the public in a courteous and professional manner; read ordinary print and type; provide information and assistance to the public; work with attention to detail and accuracy; maintain accurate records and minutes of the boards and commissions; have a broad knowledge of general office skills; must be able to do basic accounting and mathematical computations with a high degree of accuracy. Establish an effective working relationship with fellow employees, supervisor(s) and the public; requires tact in dealing with difficult people and adhere to standards of confidentiality.

Education and Experience:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience, or equivalent to:

High School diploma or GED.

Demonstrated proficiency in applicable software programs.

Ability to type 65 wpm with one error on a five minute typing test.

Job Performance Standards:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to the following:

Performs assigned duties.
Observes work hours.
Demonstrates punctuality.
Deal tactfully and courteously with the public.
Prepare, submit and maintain accurate and timely reports.
Demonstrate the ability to learn state laws and local ordinances.
Maintain accurate and timely records and minutes.
Demonstrate computer skills and knowledge.
Demonstrate knowledge of land and legal descriptions.
Perform complex clerical and secretarial duties.
Prepare building permits, zone changes, home occupation applications and special event permits.
Prepare excavation permits and some billings.
Prepare and maintains bi-monthly, quarterly and annual payroll reports.
Ability to handle multiple interruptions and adjust priorities throughout the day.
Ability to communicate effectively with diverse and sometimes irate individuals.
Ability to remain calm and work efficiently to situations ranging from routine to emergency.
Ability to organize and deal with multiple responsibilities and meet deadlines.
Use of various office equipment and machines.
Adhere to standards of confidentiality.
Establish and maintain effective working relationship with fellow employees, supervisors and the public.

Employee

Date

Supervisor

Date

Human Resources Chairman

"Old"

CITY OF MILES CITY
POSITION DESCRIPTION

NOVEMBER, 1994

POSITION: Office Clerk/Receptionist

DEPARTMENT: Engineering and Operations/Public Utilities

ACCOUNTABLE TO: Director

SUMMARY OF WORK: This position is responsible for clerical and receptionist duties in the Engineering Office.

JOB CHARACTERISTICS:

Nature of Work: This position performs duties of varied complexity which includes greeting and assisting the public. Position requires ability to pay attention to accuracy, detail, and timeliness; works with the public to process applications; maintains accurate records, files, and correspondence; and requires tact in dealing with difficult people.

Personal Contacts: Daily contact with the public.

Supervision Received: Supervision and direction from the Director.

Essential Functions: This position requires ability to answer and route telephone calls; take messages; greet public and schedule appointments; keep records; general clerical duties; communicate orally and in writing; type; review written material; file, sort, count, and calculate.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

The duties of the Office Clerk/Receptionist pertain primarily to greeting the public and shall include but not be limited to the following:

General Secretarial Duties: perform typing/word processing for the engineering office; file building permits, correspondence, and other documents; maintain a current building permit map; type and prepare all spec books, contract documents, and other related information; prepare and maintain bi-monthly and annual payroll recap reports; compile information; and charge out each employees time to the proper category.

Receptionist for Engineering Office: answer all phone calls and route to proper person; greet and help all walk-in customers or route to proper person.

Prepare Building Permit Applications: assist applicants in filling out building permit applications; maintain building permits and pertinent information and prepare monthly and annual reports; prepare agenda for Board of Appeals; keep minutes and maintain all records.

Prepare Zone Change Applications: compile legal property owners names and addresses for zone change petitions; and maintain records and minutes of Zoning Board Action.

Prepare Home Occupation Applications: compile legal property owners' names and addresses for home occupations; and maintain records and minutes of Home Occupation Permits.

Prepare Excavation Permits, Sewer and Water Tap Cards: assist applicant in filling out excavation permits, water and sewer tap cards, and maintain a current excavation map.

Become familiar with Zoning Regulations; Floodplain Regulations; Building Code Regulations; and other related City Ordinances: performs other related duties as required.

JOB REQUIREMENTS:

Knowledge: This position requires a knowledge of clerical and receptionist procedures. Requires a working knowledge of applicable federal, state, and local laws and requirements. Requires familiarity with land descriptions, legal descriptions, zoning ordinances, building permit applications, and legal descriptions on correspondence documents.

Skills: This position requires skills in telephone etiquette, typing, word processing, use of the computer, 10-key pad, and other various office equipment and machines.

Abilities: This position requires the ability to: communicate effectively orally and in writing; follow verbal and written instructions; greet the public in a courteous and professional manner; read ordinary print and type; provide information and assistance to the public; work with attention to detail and accuracy; type a minimum of 65 wpm allowing for one error; use a word processor; maintain accurate records and minutes of the Boards; adhere to standards of confidentiality; and establish effective working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- High School Diploma or GED.
- Ability to type 65 wpm with one error on a five minute typing test.
- Demonstrate proficiency in WordPerfect Program.
- Knowledge of Lotus 123 preferred.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Maintains accurate and timely records and minutes.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.
- Demonstrates computer skills and knowledge.
- Demonstrates knowledge of land and legal descriptions.
- Performs general secretarial and receptionist duties.
- Prepares building permits, zone changes, and home occupation applications.
- Prepares excavation permits, and sewer and water tap cards.
- Prepares and maintains bi-monthly and annual payroll.
- Adheres to standards of confidentiality.



Miles City Police Department
2420 BRIDGE STREET
MILES CITY, MT 59301 - 406-234-6273 Fax: 406-234-4270
Doug Colombik Chief of Police



5/8/13

To: Mayor Grenz

From: Chief Colombik

Ref: Sergeant Positions

CC: John Uden, Human Resources

Dear Mayor Grenz,

On January 18, 2012 the Human Resources Committee met and discussed the promotional list and recommendations for the Miles City Police Department. It was agreed that Officer Dan Baker would be promoted to Detective Lieutenant. During the February 1st, 2012 Human Resources meeting the salaries were recommended for the members of the police department. Shortly after that meeting, the council approved the recommendations of the committee. Detective Lt. Baker began work at his new position in March, but unfortunately only worked for approximately three weeks before being deployed by the National Guard. The department only had our Detective for less than one month.

During that time which Detective Lt. Baker was gone, the department struggled, but not in our ability to conduct investigations. Where we struggled was in our shift leadership, or lack of. We were put in a position to place inexperienced officers in the shift commander role. The other officer deployed, Kord Merical, was an acting shift commander with almost five years of service. The results of these young shift commanders with one to two years of service being in charge led to an excessive amount of complaints by the public as well as multiple mistakes being made on the actual calls for service. They simply were not capable of handling their roles as shift commanders. When these officers are put in the position of a shift commander, they receive Sergeant pay per the union contract. We have been paying these very young inexperienced officers Sergeant wages and this situation has been continuing for a long period of time. Of course our liability increases substantially with this problem.

We are currently sitting at two vacancies (Det. Lt. Baker and Officer Carleton who was released from probation). A former Miles City Police Department officer who is currently working in North Dakota will be coming back to our department. Mike Willems, who left in 2010, will be back at the end of May as a lateral transfer. He brings with him almost seven years of experience including four years as an officer in Miles City.

"Help Us, Help You"



Miles City Police Department

2420 BRIDGE STREET

MILES CITY, MT 59301 - 406-234-6273 Fax: 406-234-4270

Doug Colombik Chief of Police



In order to stop the volume of complaints I am receiving from the public, as well as to bring back a commanding leadership presence to the shifts, I am requesting the Human Resource Committee to meet and agree on removing our Detective Lieutenant position and replacing it with two Sergeant positions. My two Captains (Mark Reddick and Casey Prell) currently conduct the felony crime investigations and I consider them both to cover the Detective role. After a year without our deployed officers, I have seen what this department truly needs, and that is more leadership at the street level. Of the three officers that would qualify to apply for a Sergeant position, one of them is in the Drug Task Force position (Travis Grealish). The other two, Kord Merial and Mike Willems, are not only experienced street officers, but they have and show the maturity needed which will reduce our current problems significantly. We all knew that over the years our large officer turnover rate would create major issues at the street level. We are fortunate to be able to hire back an experienced officer who used to work here.

I do not believe that promoting and paying two Sergeants is anymore a financial burden than keeping a Detective and paying that salary. The important issue to keep in mind is we have to pay any of the officers whenever they are in a shift commander role, 24 hours a day 7 days a week. Even if an officer is working by themselves, they have to be paid that Sergeant wage. On every shift, we are paying an officer to be the acting Sergeant if there is not one on duty. Basically we are already paying this wage, but having two of those positions filled will give us immediate leadership on the street. There would be no question as to who is in charge, who the public can go to when they want to speak to the officer in charge and who I need to speak to if there was a problem on their shift. That is all part of the responsibility of being a Sergeant. I also plan on rotating the four Sergeants into Captain Prell's office to assist him with any of his felony investigations he is working. This will give them that needed experience for the future of this department. I need that official shift commander presence available to the public and the young officers. After a year of observation, having just two Sergeants is clearly not enough as we just continue to get busier every month.

Please contact me if you have any questions. I would be available anytime this month to attend a meeting. Thank you.

Sincerely,

Doug Colombik
Chief of Police

Miles City Police Department

2012

SHIFT	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
ACC. INV.	22	22	25	12	23	19	17	11	13	27	17	24	232
ACC. CIT.	12	16	11	1	4	8	10	4	9	16	7	18	116
MOV. CIT.	39	40	39	33	28	34	20	42	29	30	31	48	413
NON. MOV.	17	23	23	33	15	27	30	20	18	31	30	58	325
NOISE CIT.	0	0	1	0	0	0	0	0	1	1	0	0	3
PRK. CIT.	4	9	6	3	5	1	5	3	3	0	1	8	48
WARN INGS.	104	102	112	116	122	98	99	121	73	84	91	136	1258
CALLS ANSW.	499	366	484	453	474	499	579	420	505	484	362	421	5546
ANIM CALLS	24	24	20	16	33	28	42	33	30	36	32	26	344
FEL ARR.	9	11	3	11	6	17	7	3	10	4	8	12	101
MISD. ARR.	64	52	71	37	71	50	66	65	55	83	40	49	703
JUV. FEL	0	0	0	0	0	2	7	0	0	0	0	0	9
JUV. MIS.	5	4	7	10	5	11	20	9	20	14	11	5	121
PERS. INTVD.	25	72	62	58	55	56	91	70	93	105	56	82	825
OPEN BLDG.	2	2	1	8	0	3	1	3	1	2	9	2	34
CRIME INV.	111	134	210	169	168	142	140	133	234	201	100	154	1896
ASST. ARR.	36	16	26	13	29	28	52	34	23	29	67	37	390
CYC PAT	0	0.0	0	0	0	0.0	0	0	0	0	0	0	0
FOOT DUTY	8	1	1	6	40	0	0	1	5	0	9.25	7	78.25
P.R. CNTC.	35	31	39	48	44	27	37	39	34	38	44	31	447
DISP. HRS.	0.75	1.5	2.5	0	2	1.25	7	6.5	9.5	14	9.75	19	73.75
V.A. Chcks	100	79	54	89	102	91	117	100	110	89	88	100	1119
Papers Serv.	11	7	17	4	6	5	9	1	6	1	3	0	70
FUEL	845.5	516	458	555	561.5	472	1429	616	468.1	654	608	940	8123.1
MILES	7470	5850	5607	5933	4480	5646	7719	8052	6925	6459	6590	8707	79438
T/S	189	280	138	160	126	137	159	202	140	146	421	253	2351

Miles City Police Department
2011 Total Recaps

2011

SHIFT	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
ACC. INV.	10	22	7	5	14	12	15	9	15	17	11	16	153
ACC. CIT.	4	9	4	1	9	2	10	6	11	9	7	9	81
MOV. CIT.	12	6	53	45	52	35	42	53	50	49	26	45	468
NON. MOV.	23	3	31	28	34	34	55	27	25	32	13	30	335
NOISE CIT.	0	0	0	0	0	0	1	0	0	0	0	0	1
PRK. CIT.	1	1	8	13	0	5	7	2	2	3	4	6	52
WARN INGS.	56	42	128	115	148	201	224	154	110	76	89	135	1478
CALLS ANSW.	158	149	342	387	534	556	631	602	421	523	387	346	5036
ANIM CALLS	3	3	28	25	27	35	36	33	44	68	18	29	349
FEL ARR.	3	15	5	1	2	6	3	8	9	9	13	4	78
MISD. ARR.	26	5	36	37	142	39	77	77	58	35	40	57	629
JUV. FEL	1	0	1	0	1	2	0	1	0	0	4	2	12
JUV. MIS.	3	11	4	10	11	4	10	13	6	10	8	8	98
PERS. INTVD.	26	27	66	40	39	90	43	79	81	47	72	60	670
OPEN BLDG.	1	0	2	2	5	0	3	2	1	0	0	0	16
CRIME INV.	44	38	155	160	179	170	162	230	186	194	159	100	1777
ASST. ARR.	6	2	8	32	42	18	35	19	18	27	19	21	247
CYC PAT	0	0.0	0	0	19	0.0	0	0	0	0	0	0	19
FOOT DUTY	1	1.5	11.25	3	84.5	0	5	9	1	3	2	0.5	121.75
P.R. CNTC.	45	39	66	57	51	23	22	29	28	17	34	31	442
DISP. HRS.	3	1	3	11	8	7.25	1	10.25	5	2.75	7	9	68.25
V.A. Chcks	58	43	118	127	113	112	116	109	117	94	102	112	1221
Papers Serv.	6	2	5	7	11	39	14	8	1	35	8	0	136
FUEL	429	356	738	590	687.5	512	805	896	677	702	683	880	7955.5
MILES	4229	3405	7098	6446	7917	7583	9391	9345	7328	7309	6777	7253	84080.9
T/S	39	39	199	208	233	243	303	228	139	152	118	205	2106

Miles City Police Department
2010 Yearly Re-caps

ACTIVITY 2010

SHIFT	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
ACC. INV.	28	15	10	11	17	13	15	18	23	18	23	24	215
ACC. CIT.	15	6	10	10	6	9	5	8	14	10	16	19	128
MOV. CIT.	22	21	31	25	34	31	46	23	29	40	26	24	352
NON. MOV.	29	31	51	33	56	36	51	59	45	31	34	24	480
NOISE CIT.	1	0	0	0	0	0	0	0	3	0	0	0	4
PRK. CIT.	15	5	12	13	17	8	7	12	12	5	7	6	119
WARN INGS.	95	107	208	205	257	94	209	300	211	166	218	173	2243
CALLS ANSW.	311	217	425	497	527	397	493	575	506	430	435	358	5171
ANIM CALLS	19	8	21	25	41	37	44	52	33	24	29	12	345
FEL ARR.	7	8	4	2	5	3	3	4	1	5	2	4	48
MISD. ARR.	29	32	42	39	110	43	51	47	26	45	31	35	530
JUV. FEL	0	0	1	0	0	0	0	0	0	0	0	0	1
JUV. MIS.	8	7	22	17	15	10	19	12	8	7	7	6	138
PERS. INTVD.	47	38	69	50	57	38	41	68	58	50	47	28	591
OPEN BLDG.	0	1	0	1	3	0	1	0	1	3	2	0	12
CRIME INV.	81	81	130	140	137	144	161	153	115	108	95	83	1428
ASST. ARR.	9	9	19	4	11	12	29	17	16	16	9	23	174
CYC PAT	0	0.0	0	0	45.5	0.0	0	0	0	0	0	0	45.5
FOOT DUTY	5.75	5.25	5	9.5	49.25	6	4	4	7	13.25	9.5	7.75	126.25
P.R. CNTC.	74	78	55	91	67	68	46	46	70	87	68	48	798
DISP. HRS.	3.25	1	5.25	3	28	17.5	12.75	19.75	13.25	6	7.5	8.5	125.75
V.A. Chcks	66	36	72	80	77	48	63	68	70	62	72	97	811
Papers Serv.	1	1	5	6	6	5	10	3	6	3	7	11	64
FUEL	632	492	535	563	723	426.5	669	772	669	530	574	859	7444.5
MILES	6654	4664	6380	6410	7237	5078	6890	8438	7249	5844	6206	7780	78830
T/S	116	131	218	206	290	113	221	321	214	157	188	198	2373

ACTIVITY	2013
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SHIFT	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
ACC. INV.	13	11	11	14	13								62
ACC. CIT.	13	9	3	10	6								41
MOV. CIT.	28	23	18	44	54								167
NON. MOV.	22	28	23	30	43								146
NOISE CIT.	0	0	0	1	0								1
PRK. CIT.	4	3	5	2	0								14
WARN INGS.	131	113	100	147	192								683
CALLS ANSW.	348	356	524	410	551								2189
ANIM CALLS	34	21	14	30	31								130
FEL ARR.	1	9	6	1	2								19
MISD. ARR.	38	44	43	51	123								299
JUV. FEL	0	1	0	2	0								3
JUV. MIS.	19	1	5	9	18								52
PERS. INTVD.	60	72	106	51	76								365
OPEN BLDG.	1	4	5	6	5								21
CRIME INV.	92	106	172	133	143								646
ASST. ARR.	43	51	18	28	53								193
CYC PAT	0	0	0	0	20								20
FOOT DUTY	10	2	2	1	67								82
P.R. CNTC.	30	44	42	19	37								172
DISP.	0	0	0	9	8								17

HRS.													
V.A. Chcks	108	81	64	84	83								420
Papers Serv.	1	4	2	2	3								12
FUEL	743	627	656	520.5	812								3359
MILES	6260	4899	5454	6127	7786								30526
T/S	175	143	132	218	316								984



Miles City Police Department
2420 BRIDGE STREET
MILES CITY, MT 59301 - 406-234-6273 Fax: 406-234-4270
Doug Colombik Chief of Police



2013 Felony Investigations Captain Mark Reddick

1. Felony Theft Common Scheme, suspect M.W. Case 213CR0001045
2. Felony Theft, suspect R.H., Case 213CR0001107
3. Felony Theft 2 Counts suspect J.S., Case 213CR0000904 3 search warrants completed
4. Sexual Abuse of Children, P.B., 4 search warrants completed 213CR0000864
5. Multiple Motor Vehicle Thefts 3 suspects 13 search warrants completed
212CR0008032
6. Burglary, Theft 3 suspects, 3 search warrants completed 212CR0007828
7. Felony Bad Checks, Felony Theft J.C., 213CR0002508
8. Sexual Abuse of Children/Child Pornography, 3 search warrants completed
213CR0003511
9. Felony Sexual Abuse of Children, 3 search warrants being drafted, 213CR0004627

In addition to these cases Captain Reddick assists in drafting search warrants for other cases. Depending on the type of case, it may take him two days to type up a couple of search warrants and investigative subpoenas for phone and text/picture records. It took Captain Reddick over a month to type up all the paperwork for the multiple vehicle theft case which involved several counties and the Montana Department of Criminal Investigation.



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2011 Felony Cases
Felony Crimes Investigated by MCPD for Prosecution

57 Felony Cases Investigated

2012 Felony Cases
Felony Crimes Investigated by MCPD for Prosecution

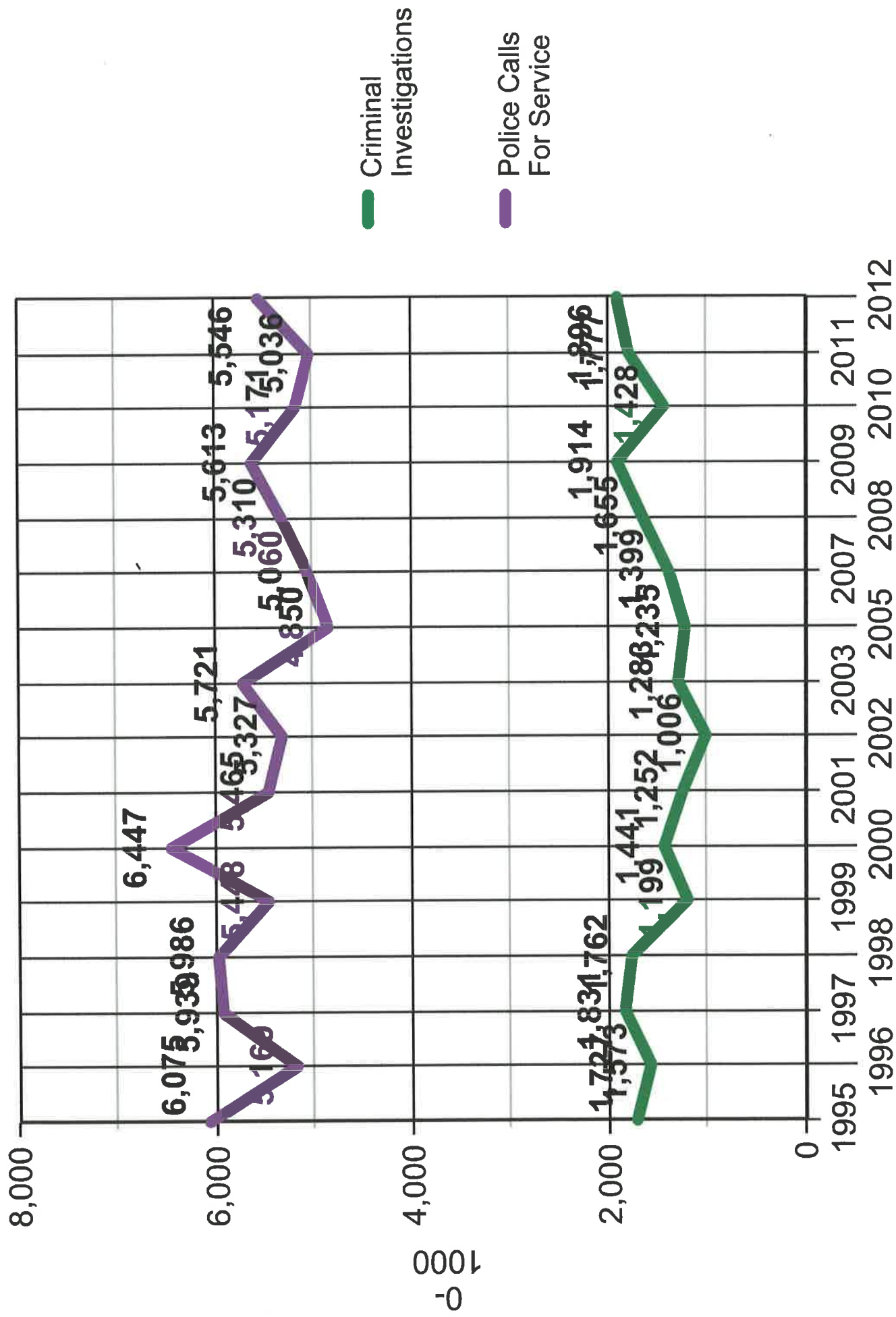
83 Felony Cases Investigated

2013 Felony Cases
Felony Crimes Investigated by MCPD for Prosecution

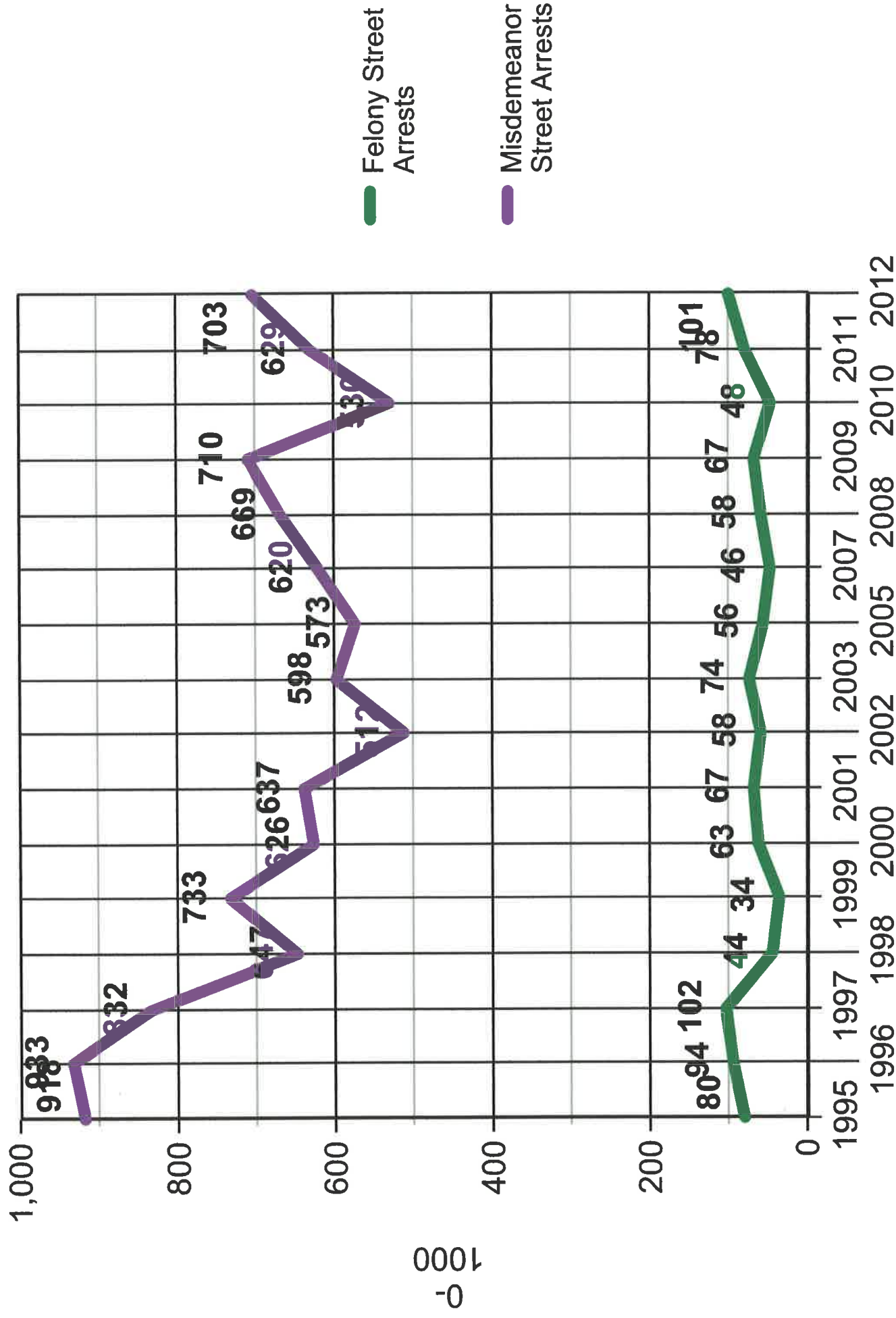
39 Cases Investigated so far this year

Captain Prell will investigate the majority of these cases and assist other officers on these cases as well as the misdemeanor cases. These are all turned over for review by the County Attorney. It is ultimately his decision on the exact charges, if someone is going to be charged with an offense.

Miles City Police Department 1995-2012



Miles City Police Department 1995-2012





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2006 Miles City Police Department Structure

1. Lissa Power	Chief
2. Kevin Krausz	Captain
3. Doug Colombik	Detective Lieutenant
4. Mark Reddick	Sergeant
5. Casey Prell	Sergeant
6. Josh Stratton	Sergeant
7. Dan Davis	Sergeant
8. Greg Leidholt	Officer
9. Troy Crump	Officer
10. Travis Atkinson	Officer
11. Mike Bratvold	Officer
12. Kristen Hale	Officer
13. Barney Murnin	Officer ✓
14. Jory Bundy	Officer
15. Jeremy Waldo	Officer
16. Dan Baker	Officer
17. Brandon Loomis	Officer

Chief, Captain, Detective and 4 Sergeants. 7 junior officers of which only one is still with the department (Barney Murnin).