



OFFICE OF THE RAMSEY COUNTY SHERIFF

Matt Bostrom, Sheriff

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January 31, 2014

Ramsey County Citizens
Ramsey County Board of Commissioners and City Councils
Public Safety and Community Partners

Dear Citizens, Commissioners, Council Members, and Partners,

In 2010, I was elected to the Office of Ramsey County Sheriff. Residents elect their sheriff every four years as the chief law enforcement officer of the county. Hundreds of statutes mandate the duties sheriffs must perform. Meeting these mandates presents challenges and is made possible with the dedication of the members of the Sheriff's Office and the support of the county board, county manager, city councils, city managers, and partner organizations.

Throughout 2013, the Sheriff's Office remained focused on its mission and values. A clear mission creates clarity, purpose, and expectations. This improves the quality of services taxpayers expect. One of the most significant achievements in 2013 was the 2014-2015 budget. The Sheriff's Office did our part by working with the county manager and county board to build a budget that includes no overall increases in county property taxes. Another accomplishment was the advancement of partnerships among public safety, community, and justice partners. The Sheriff's Office enhanced community policing practices and led collaborative initiatives, such as the Criminal Justice Coordinating Council, a regional auto theft prevention grant program, and county-wide training efforts.

The reorganization of the department, controlling spending, rebuilding relationships, restoring employee evaluations, updating the policy manual, and establishing training standards have set the foundation for even greater results in the years ahead. In 2014, the Sheriff's Office will lead the development of a county-wide records management system that will increase community safety by providing reliable, accessible, and timely information. Civic engagement is enhanced with citizen access to information, such as incident mapping and accurate reports. Good character will also continue to be reinforced throughout the hiring, promotion, and training processes. Combined, these elements add to the county's strength, safety, and vitality.

In closing, when I sought the Office of Sheriff, I committed to furthering the professionalization of the department by focusing on statutory responsibilities and delivering services guided by six core values. The attached *Year at a Glance* highlights many of the accomplishments of the last year as we strive to continue meeting our mission and provide a more safe community for all.

I thank you again for your support, and look forward to 2014.

Matt Bostrom
Ramsey County Sheriff

Values					
Providing safety through community policing	Preserving trust through fiscal responsibility	Collaborating with public safety partners	Encouraging diversity to reflect the community	Improving service through technology	Connecting with youth to build for the future
★	★	★	★	★	★

2013 Year At a Glance

Ramsey County Sheriff's Office

Sheriff Matt Bostrom



★ ★ ★ ★ ★ ★ **Increased community policing and involvement**

Members of the Sheriff's Office were proud to volunteer their time to support and engage in several community activities, including Night to Unite, Bell Ringing, Sheriff's Open House, Special Olympics (Polar Plunge, Tip-a-Cop, and Torch Run), Cystic Fibrosis Stair Climb, and Shop with a Cop. Sheriff's Office employees also donated items to local food and toy drives. Community participation supported youth initiatives funded by the Ramsey County Sheriff's Foundation Fright Farm and School Safety Patrol.

★ ★ ★ ★ ★ **Supported armed services' veterans**

The Sheriff's Office supported veterans' initiatives through participation in Ramsey County Veterans Court and the Beyond the Yellow Ribbon Suburban Ramsey County. Veterans Court focuses on the legal needs of veterans while ensuring accountability and public safety. Beyond the Yellow Ribbon volunteer events, such as Build A Burger, creates awareness for connecting military services members and their families with community support, training, services, and resources.

★ ★ ★ ★ ★ **Enhanced courthouse security and civil process services**

Security enhancements, including security cameras, safety equipment, and duress alarms, were increased at the county's courthouse locations. These enhancements maintain the safety of all persons in and around courthouses - victims, witnesses, judges, prosecutors, defense attorneys, and court staff. The tracking and reporting of civil process services were improved, as statute requires the Sheriff's Office to perform duties on behalf of the Court, including serving orders for protection and subpoenas.

★ ★ ★ ★ ★ **Managed increased demand in gun permit applications**

An increased demand in gun permit applications was effectively managed without increasing staff or incurring overtime costs. Although there was more than a 160% increase in applications from past years, each new application was subject to a thorough and impartial investigation to ensure the statutory requirements to possess and carry a firearm was met.

★ ★ ★ ★ ★ **Formed regional crime scene response team**

At the request of suburban law enforcement agencies, the Sheriff's Office formed a regional crime scene response team and strengthened the county's partnership with the Bureau of Criminal Apprehension (BCA). The BCA provided advanced crime scene processing training with deputies and officers. Evidence collection equipment was obtained through existing grant funding. This best practices model improves response times and ensures the recovery, processing, and preservation of evidence at the highest standards.

★ ★ ★ ★ ★ **Invested in Detention Center technology and equipment**

Equipment in the Adult Detention Center (county jail) was modernized to meet current and future needs. As a result, correctional officer, inmate, and professional staff safety was improved with implementation of industry standard radios and enhanced monitoring systems. A transition to a modern inmate phone system will assist in keeping the jail safe for inmates and staff.

★ ★ ★ ★ ★ **Expanded payment options for citizens**

Citizens requesting services, such as fingerprinting for adoption, criminal history reports for employment reasons, or clearance letters for visas, are now able to pay these fees with a credit card. The expanded payment options prevent citizens from being turned away because of a previous policy that required "cash only, exact amount." Citizens have requested credit cards as a payment method.

★ ★ ★ ★ ★ **Revised inmate classification**

The inmate classification process was revised when the questions asked to every inmate were expanded. This process continues to inform housing, supervision, medical, and program decisions by determining risk. Classification protects staff, inmates, and the community. Jail programs were expanded and now include parenting and transitional assistance to connect inmates to community-based resources that support re-entry. Since these programs are staffed by volunteers, there was no additional costs to taxpayers.

★ ★ ★ ★ ★ ★ **Responded to calls for service**

In seven contract communities, the Patrol Unit responded to 25,684 calls for service and the General Investigations Unit investigated 805 cases. Forensic services for 736 county-wide cases were provided. Over 360 wanted fugitives were pursued and arrested by the Apprehension Unit and the Violent Crimes Enforcement Team seized over 400 pounds of narcotics. The Public Information Office published over 60 press releases, advisories, and community updates. The Adult Detention Center safely housed 20,226 inmates while the Court Security Unit provided security to 109,672 of the county's court hearings.

This document briefly explains the major accomplishments of the Ramsey County Sheriff's Office during 2013 under the leadership of Sheriff Bostrom. Each accomplishment reinforces Sheriff Bostrom's commitment to transform the department.

Values					
Providing safety through community policing	Preserving trust through fiscal responsibility	Collaborating with public safety partners	Encouraging diversity to reflect the community	Improving service through technology	Connecting with youth to build for the future
★	★	★	★	★	★

2013 Year At a Glance

Ramsey County Sheriff's Office

Sheriff Matt Bostrom



★	★	★	★	★	★	Preserved trust through fiscal responsibility
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Trust was preserved through fiscal responsibility. After carefully examining past practices and service delivery models, several cost saving measures were implemented. For example, units were realigned or merged and partnerships were formed. These cost containment strategies allowed for a more efficient delivery of vital public safety services. Sheriff Bostrom worked with the County Manager and County Board to help the county achieve an overall budget that has a zero percent increase to the property tax levy.

★	★	★	★		★	Established a location for regional response
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A repurposed building, acquired to house Water Patrol equipment and operations previously located at multiple sites, was established as a regional resource. This building in Little Canada now serves multiple purposes. Beyond office space for Water Patrol, the Watch Commander, Patrol Services, and Youth Explorers, there is space to host meetings, training, and youth safety classes. This building also provides a location for motor vehicle evidence preservation. Indoor storage now protects taxpayer investments by extending equipment life. The central location improves response time to safeguard the county's 82 water basins, 23 recreational lakes, and 18 miles of river.

★	★		★		★	Promoted employee health and wellness
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Serving in public safety occupations, such as law enforcement, can be demanding and stressful. For this reason, the delivery of employee health and wellness services were formalized. An Employee Assistance Program was developed to actively promote the emotional well-being of employees and their families. In addition, the Sheriff's Office began to offer physical fitness classes through CrossFit, a national model for comprehensive fitness, to ensure employees are more fit for duty.

★	★	★		★		Continued to improve communications
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Communications continued to be improved through the website, community alerts, and online services. There are now over 6,000 email subscribers and an enhanced social media presence so that citizens can remain more informed and safe.

★	★	★		★		Led efforts to deploy a records management system
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The Sheriff's Office continued to lead the effort to implement the first records management system with county-wide impacts. Two key components of this effort include working with the Emergency Communication Center to ensure integration with the computer-aided dispatch system and collaborating with local law enforcement to confirm a multitude of needs are met. Integration is vital for effective responses, real-time information efforts, improved case management, and providing more information to citizens via the web.

★	★	★		★		Implemented high visibility vehicle graphics
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New emergency vehicle graphics were implemented to improve deputy and community safety. The design increases visibility, which helps to prevent motor vehicle crashes and allows citizens to more quickly recognize when law enforcement is on scene or nearby. The return to standard black-and-white colors also creates a look that is consistent across the county and country.

★	★	★	★		★	Connected with youth
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Working with several partners, including Saint Paul Public Schools, the Science Museum, and Concordia University, the ARTS-Us program was formalized to serve the county's youth. Additional responsibilities were accepted when school resource officers were requested at elementary and middle schools. Youth participating in Scouting Day and Youth Explorers continued to grow. The Sheriff's Office supported the annual community school supply drive during Night to Unite again.

★	★	★	★	★		Advanced professional training
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Redesigned staff training was conducted to meet the increasingly complex demands of each division. Courses included detention safety for correctional officers, a deaf and hard-of-hearing training designed specifically for law enforcement, diversity training, and a partnership with the University of Minnesota to pilot immigration training. Division-specific training also included domestic abuse lethality assessment, pursuit intervention, suspicious substance response, and search and rescue coordination.

★	★	★	★	★	★	Coordinated active shooter response at local universities
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Active shooter response training was taught at local universities as well as for county departments. These training exercises were developed by the Sheriff's Office to improve response plans, enhance communication, and advance tactical response by law enforcement, fire, and medical personnel. Several city and county partners participated, including probation officers, public health personnel, and public library staff.

This document briefly explains the major accomplishments of the Ramsey County Sheriff's Office during 2013 under the leadership of Sheriff Matt Bostrom. Each accomplishment reinforces Sheriff Bostrom's commitment to transform the Sheriff's Office into a regional leader in public safety.



Vision, Mission, and Values Ramsey County Sheriff's Office

Vision

A leader in public safety and community partnerships

Mission Statements

Ramsey County Sheriff's Office

The Ramsey County Sheriff's Office provides law enforcement and public service in accordance with our constitutional and statutory mandates. The Sheriff's Office is committed to leadership in public safety, through professionalism and partnership with other agencies.

Administration Division

The Administration Division coordinates all functions of the Sheriff's Office and supports operations by providing resources, direction, policy, and leadership. We provide training, administrative and financial resources, equipment, and community services.

Court and Security Services Division

The Court and Security Services Division is committed to protecting and serving both the public and the judiciary system with skill and integrity, to ensure a safe and just community.

Detention Services Division

The Detention Division creates a safe, secure, and humane environment for detainees and staff, and promotes public safety together with other agencies.

Public Safety Services Division

The Public Safety Services Division promotes public safety through awareness, enforcement, and education. We are professional, responsive, and committed to strong community partnerships.

Regional Special Services Division

The Regional Special Services Division delivers specialized law enforcement capabilities to the Ramsey County Sheriff's Office and supports other agencies throughout the region with those capabilities.

Values

- Providing safety through community policing
- Preserving trust through fiscal responsibility
- Collaborating with local law enforcement
- Encouraging diversity to reflect the community
- Improving service through technology
- Connecting with youth to build for the future

Matt Bostrom

Ramsey County Sheriff

John Kirkwood

Chief Deputy
Regional Special Services

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David Metusalem

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Ramsey County Mission Statement

Working With You to Enhance
Our Quality of Life

Ramsey County Values Statement

Ramsey County is community centered and serves the citizens with integrity, honesty, respect, innovation, and responsibility