### CASS COUNTY SHERIFF’S OFFICE 2013 ANNUAL REPORT - TABLE OF CONTENTS

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</tr>
<tr>
<td>INITIATIVES/OUTREACH</td>
<td>23</td>
</tr>
</tbody>
</table>
The Mission of the Cass County Sheriff’s Office is to Protect the Life, Limb, and Property of the citizens of Cass County and the State of Minnesota without regard to Religion, Color, Sex, or Nationality.
CODE OF ETHICS

AS A LAW ENFORCEMENT OFFICER, by virtue of the authority conferred upon me by the State of Minnesota and the local governments by which I am employed, I accept it as my responsibility and fundamental duty to devote my abilities, energies and efforts to the preservation of law and order; to the safe guarding of lives and property, the protection of the innocent against deception, the weak against oppression or intimidation and the peaceful against violence.

IN THE FACE OF DANGER, scorn or ridicule, I will remain courageous and calm, I will respect the constitutional rights of all individuals, regardless of color, race or creed. I will practice self-restraint and understanding in dealing with human frailties, and I will never lose sight of the fact that, as an officer of the law, I am not the master of the people - but the servant of the law-abiding.

IN THOUGHT AND DEED, both in my personal and official life, I will strive to set a good example to all by obeying the laws of the land and the regulations of my Office. Confidential information divulged to me in my official capacity will be kept ever secret, unless revelation is necessary in the proper performance of my duties.

EVER MINDFUL of the fact that it is better to prevent the commission of an act of crime than to apprehend the wrongdoer after the act has been committed, I will constantly strive to communicate to the general public ways and means in which crime may be prevented.

WITHOUT FEAR OR FAVOR, malice or ill will. I will enforce the law courteously, impartially and effectively. Without compromise, I will pursue the perpetrators of criminal acts relentlessly, never employing unnecessary force in making apprehensions and bringing law violators to justice.

I REGARD THE BADGE OF MY CHOSEN PROFESSION as a symbol of public faith and I accept it as a public trust.

I DEDICATE MYSELF to be true to the trust, and I will keep the faith, by upholding the ideals set forth in this code of ethics.

MESSAGE FROM SHERIFF BURCH

Dear Friends,

It is my honor to submit to you the following report on the activities, programs and accomplishments of the Cass County Sheriff’s Office for the calendar year 2013. The Annual Report of the Cass County Sheriff’s Office is produced each year to inform our community about the work of the many divisions and initiatives within the Sheriff’s Office. As your Sheriff, I am committed to providing effective and efficient Public Safety and Law Enforcement services to the residents and visitors of Cass County.

In 2013, the Sheriff’s Office had a significant increase in demand for services in nearly every division. There’s been an increase in patrol activities including calls for services, arrests, investigations and follow-ups. Our Detention Center has had increased demands in arrests, jail bookings and daily inmate counts are higher than previous years.

The ongoing successful work of the Sheriff’s Office is possible because of its dedicated staff and our partnerships with many volunteer groups and initiatives throughout the county. We are proud of our relationships with the Cass County Board of Commissioners, Citizen Budget Committee and Cass County Administrator’s Office, as well as other County Departments, municipalities and townships throughout Cass County.

The 2013 Annual Report describes our services and our achievements. I am proud of the entire staff of the Cass County Sheriff’s Office who remains committed to public safety and law enforcement throughout Cass County.

In closing, I would like to say thank you to the citizens of Cass County for making this such a great place to live and work. It is an honor to be your Sheriff.

As always, please contact me with questions you may have about the operation of the Cass County Sheriff’s Office. Questions regarding this report may be addressed to me at the Cass County Sheriff’s Office, 303 Minnesota Ave W, Walker, MN 56484, or phone: (218) 547-1424 or Email tom.burch@co.cass.mn.us. You can visit our website at www.casssheriff.com or Friend Us On Facebook for instant updates and news releases.

Tom Burch
Cass County Sheriff
CASS COUNTY HISTORY & STATISTICAL DATA

When Cass County was created by legislative act on May 1, 1851, it became one of ten counties that existed in the Minnesota Territory. It remained as a created county and had no county officers until March 4, 1872 when it was first organized as a county, with its boundaries reduced as slices had been cut off when the following counties were established: Wright, Steams, Meeker, Todd, Morrison, Pope, Douglas, Ottertail, Wadena, Aitkin, Crow Wing, and Becker. Our county seat was located in West Brainerd, complete with a building that was used as a courthouse.

Cass County remained a part of Crow Wing County until the re-organization in 1897. Cass County was fully organized on May 6, 1897 and Governor Clough had appointed P.H. McGarry of Walker, G.H. French of Cohasset, O.T. Wilson of Ellis, James F. Middleton of Backus, and T.J. Nary of Walker as the county's first commissioners. These commissioners then met that same day and also on the 7th to appoint the officers of the county. The county board established the county seat at Walker on May 7th, and purchased a new brick building in Block 14, original plat of Walker. That building presently houses Reed's Gifts. On May 8th, the chairman of the commissioners appointed a committee to proceed to Brainerd and secure all books pertinent to our county. Construction on our present courthouse began in 1902-03 and the building was dedicated on April 5, 1907.

Cass County has 50 organized townships today, the first of which was Byron Township in 1898 and the last was Ottertail Peninsula in 1987. Cass County also has 14 unorganized townships and 15 incorporated cities.

FOUNDED: SEPT 1, 1851

POPULATION 28,567 (2010 CENSUS)

SQUARE MILES: 2,414.21 (84% LAND / 16% WATER)

50 ORGANIZED TOWNSHIPS

14 UNORGANIZED TOWNSHIP AREAS

15 INCORPORATED CITIES

CHIPPEWA NATIONAL FOREST

LEECH LAKE INDIAN RESERVATION
## SHERIFF’S OFFICE STAFFING SUMMARY

| ADMINISTRATION | SHERIFF: TOM BURCH  
|                | CHIEF DEPUTY: ERICK HOGLUND |
| SUPPORT STAFF/CIVIL | PAULINE FAHEY |
| PATROL | LT SCOTT THOMPSON  
| | SGT JASON BROGLE  
| | SGT BRYAN WELK  
| | SGT BRAD RITTGERS  
| | 4 INVESTIGATORS  
| | 21 PATROL DEPUTIES  
| | 3 RECREATIONAL DEPUTIES  
| | 1 CIVIL PROCESS DEPUTY |
| DETENTION CENTER | LT: JOEL NORENBERG  
| | PROGRAM COORDINATOR: MARY TENNIS  
| | 12 CORRECTION OFFICERS  
| | 2 TRANSPORT OFFICERS  
| | 1 STS CREW LEADER  
| | 2 BALIFFS/COURTHOUSE SECURITY |
| DISPATCH | CHIEF DISPATCHER: SHANNA CONNER  
| | 10 DISPATCHERS |
| EMERGENCY MANAGEMENT | DIRECTOR: KERRY SWENSON |
| RECORDS | RECORDS COORDINATOR: CHARLENE ERICKSON  
| | 3 SUPPORT STAFF |
BUDGET CATEGORIES & TOTALS

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patrol &amp; Investigation</td>
<td>$3,864,985.00</td>
</tr>
<tr>
<td>Jail &amp; Sentence to Service Program</td>
<td>$2,303,950.00</td>
</tr>
<tr>
<td>Dispatch &amp; 911</td>
<td>$871,411.00</td>
</tr>
<tr>
<td>Recreation Education &amp; Enforcement</td>
<td>$452,261.00</td>
</tr>
<tr>
<td>Emergency Response &amp; Medical Examiner</td>
<td>$367,176.00</td>
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<tr>
<td>Administration &amp; Records</td>
<td>$328,683.00</td>
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</tbody>
</table>
COMMUNICATIONS DIVISION

The Cass County Communications Center does all public safety dispatching for law enforcement (except for the Leech Lake Department of Public Safety Tribal Police) including Police Departments, Fire Departments, Medical Ambulances and First Responders. This is the hub of communications within Cass County. The Communications Center consists of one Chief Dispatcher, 8 full-time dispatchers and 2 part-time dispatchers. There are two trained dispatchers on staff at all times. The Communications Center, along with the sheriff’s deputies, work closely with other departments including Minnesota State Patrol, the Leech Lake Tribal police, as well as 5 other police departments within the county. We also dispatch for all 10 fire departments within the county. During 2013, the Communications Center handled approximately 19,830 emergency and non-emergency complaints, where an ICR was generated.

GUN PERMITS

<table>
<thead>
<tr>
<th>YEAR</th>
<th>2012</th>
<th>2013</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit to Purchase</td>
<td>507</td>
<td>475</td>
<td>-6.3%</td>
</tr>
<tr>
<td>Permit to Carry</td>
<td>243</td>
<td>576</td>
<td>+137%</td>
</tr>
</tbody>
</table>

WARRANTS

<table>
<thead>
<tr>
<th>Record Type</th>
<th>ACTIVE</th>
<th>CLEARED</th>
<th>CANCELLED</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Felony</td>
<td>47</td>
<td>236</td>
<td>17</td>
<td>300</td>
</tr>
<tr>
<td>Gross Misd</td>
<td>40</td>
<td>145</td>
<td>21</td>
<td>206</td>
</tr>
<tr>
<td>Misdemeanor</td>
<td>68</td>
<td>236</td>
<td>46</td>
<td>350</td>
</tr>
<tr>
<td>Juvenile</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Mental Pick Up</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>TOTAL</td>
<td>158</td>
<td>618</td>
<td>85</td>
<td>861</td>
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### ICRS BY YEAR

<table>
<thead>
<tr>
<th>Year</th>
<th>Calls for Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>1994</td>
<td>17118</td>
</tr>
<tr>
<td>1995</td>
<td>16344</td>
</tr>
<tr>
<td>1996</td>
<td>15649</td>
</tr>
<tr>
<td>1997</td>
<td>15762</td>
</tr>
<tr>
<td>1998</td>
<td>13931</td>
</tr>
<tr>
<td>1999</td>
<td>14354</td>
</tr>
<tr>
<td>2000</td>
<td>13978</td>
</tr>
<tr>
<td>2001</td>
<td>13686</td>
</tr>
<tr>
<td>2002</td>
<td>14501</td>
</tr>
<tr>
<td>2003</td>
<td>14557</td>
</tr>
<tr>
<td>2004</td>
<td>15993</td>
</tr>
<tr>
<td>2005</td>
<td>17910</td>
</tr>
<tr>
<td>2006</td>
<td>21207</td>
</tr>
<tr>
<td>2007</td>
<td>18664</td>
</tr>
<tr>
<td>2008</td>
<td>17463</td>
</tr>
<tr>
<td>2009</td>
<td>16565</td>
</tr>
<tr>
<td>2010</td>
<td>16951</td>
</tr>
<tr>
<td>2011</td>
<td>17451</td>
</tr>
<tr>
<td>2012</td>
<td>18812</td>
</tr>
<tr>
<td>2013</td>
<td>19830</td>
</tr>
</tbody>
</table>

2013 - 5.4% increase in ICR - Calls for Service
## CALLS FOR SERVICE RECEIVED BY TOWNSHIP

<table>
<thead>
<tr>
<th>Township</th>
<th>County</th>
<th>Calls</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ansel</td>
<td>S</td>
<td>38</td>
<td>Moose Lake</td>
</tr>
<tr>
<td>Barclay</td>
<td>S</td>
<td>168</td>
<td>Ottertail Penninsula</td>
</tr>
<tr>
<td>Becker</td>
<td>S</td>
<td>140</td>
<td>Pike Bay</td>
</tr>
<tr>
<td>Beulah</td>
<td>C</td>
<td>18</td>
<td>Pine Lake</td>
</tr>
<tr>
<td>Birch Lake</td>
<td>C</td>
<td>234</td>
<td>Pine River</td>
</tr>
<tr>
<td>Blind Lake</td>
<td>S</td>
<td>30</td>
<td>Ponto Lake</td>
</tr>
<tr>
<td>Boy Lake</td>
<td>C</td>
<td>158</td>
<td>Poplar</td>
</tr>
<tr>
<td>Boy River</td>
<td>C</td>
<td>16</td>
<td>Powers</td>
</tr>
<tr>
<td>Bull Moose</td>
<td>S</td>
<td>34</td>
<td>Remer</td>
</tr>
<tr>
<td>Bungo</td>
<td>S</td>
<td>62</td>
<td>Rogers</td>
</tr>
<tr>
<td>Byron</td>
<td>S</td>
<td>83</td>
<td>Salem</td>
</tr>
<tr>
<td>Crooked Lake</td>
<td>C</td>
<td>186</td>
<td>Shingobee</td>
</tr>
<tr>
<td>Deerfield</td>
<td>S</td>
<td>31</td>
<td>Slater</td>
</tr>
<tr>
<td>Fairview</td>
<td>S</td>
<td>267</td>
<td>Smokey Hollow</td>
</tr>
<tr>
<td>Gould</td>
<td>C</td>
<td>158</td>
<td>Sylvan</td>
</tr>
<tr>
<td>Hiram</td>
<td>C</td>
<td>126</td>
<td>Thunder Lake</td>
</tr>
<tr>
<td>Home Brook</td>
<td>S</td>
<td>113</td>
<td>Torrey</td>
</tr>
<tr>
<td>Inguadona</td>
<td>C</td>
<td>73</td>
<td>Trelipe</td>
</tr>
<tr>
<td>Kego</td>
<td>C</td>
<td>250</td>
<td>Turtle Lake</td>
</tr>
<tr>
<td>Leech Lake</td>
<td>N</td>
<td>324</td>
<td>Wabedo</td>
</tr>
<tr>
<td>Lima</td>
<td>C</td>
<td>38</td>
<td>Wahnena</td>
</tr>
<tr>
<td>Loon Lake</td>
<td>S</td>
<td>100</td>
<td>Walden</td>
</tr>
<tr>
<td>Maple</td>
<td>S</td>
<td>98</td>
<td>Wilkinson</td>
</tr>
<tr>
<td>May</td>
<td>S</td>
<td>229</td>
<td>Wilson</td>
</tr>
<tr>
<td>McKinley</td>
<td>S</td>
<td>34</td>
<td>Woodrow</td>
</tr>
<tr>
<td>Meadow Brook</td>
<td>S</td>
<td>111</td>
<td>District 5 (Unorg)</td>
</tr>
</tbody>
</table>
## CALLS FOR SERVICE RECEIVED BY CITY

| City of Backus   | S | 227 |
| City of Bena    | N | 200 |
| City of Boy River | C | 17  |
| City of Cass Lake | N | 1977 |
| Chickamaw Beach | N | 20  |
| East Gull Lake  | S | 294 |
| City of Federal Dam | C | 100 |
| City of Hackensack | C | 317 |
| City of Lakeshore | S | 807 |
| City of Longville | C | 185 |
| City of Pillager  | S | 287 |
| City of Pine River | S | 1612 |
| City of Remer    | C | 196 |
| City of Walker   | C | 1516 |

## LAKES

| Cass Lake      | N | 52  |
| Gull Lake      | S | 24  |
| Leech Lake     | C | 96  |
| Pike Bay Lake  | N | 7   |
| Ten Mile Lake  | C | 0   |
| Winnie Lake    | N | 0   |
| Woman Lake     | C | 4   |
### SERIOUS OFFENSE REPORT

<table>
<thead>
<tr>
<th>Year</th>
<th>Assault</th>
<th>Burglary</th>
<th>Homicide</th>
<th>CVO</th>
<th>Kidnap</th>
<th>CSC</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>20</td>
<td>143</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>37</td>
<td>201</td>
</tr>
<tr>
<td>2010</td>
<td>6</td>
<td>265</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>10</td>
<td>282</td>
</tr>
<tr>
<td>2011</td>
<td>9</td>
<td>263</td>
<td>2</td>
<td>6</td>
<td>1</td>
<td>44</td>
<td>325</td>
</tr>
<tr>
<td>2012</td>
<td>16</td>
<td>217</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>87</td>
<td>325</td>
</tr>
<tr>
<td>2013</td>
<td>20</td>
<td>238</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>50</td>
<td>313</td>
</tr>
</tbody>
</table>

Assaults: Serious 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> Degree | Burglaries: All | Homicide: All  
Criminal Vehicular Operation: 1<sup>st</sup> & 2<sup>nd</sup> Degree | Kidnapping: All  
Criminal Sexual Conduct: 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> Degree

### TRAFFIC CRASHES

<table>
<thead>
<tr>
<th>CRASH TYPE</th>
<th>2013 TOTAL</th>
</tr>
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<tbody>
<tr>
<td>MOTOR VEHICLE – NO INJURY</td>
<td>264</td>
</tr>
<tr>
<td>MOTOR VEHICLE VS DEER – NO INJURY</td>
<td>182</td>
</tr>
<tr>
<td>MOTOR VEHICLE – INJURY</td>
<td>73</td>
</tr>
<tr>
<td>MOTOR VEHICLE VS DEER – INJURY</td>
<td>3</td>
</tr>
<tr>
<td>MOTOR VEHICLE – FATALITY</td>
<td>4</td>
</tr>
</tbody>
</table>

92 Impaired Drivers were arrested in 2013, with the average Blood Alcohol Level being .16 (exactly two times the legal limit to drive a motor vehicle)
PATROL DIVISION

The Cass County Sheriff’s Office Patrol Division is the most visible division within the Sheriff’s Office. The Deputies are uniformed patrol officers driving marked patrol vehicles responding to Calls For Service throughout Cass County, 24 hours a day, every day of the year. Deputies work a 10-hour shift and are assigned to a patrol area. The areas are North Cass County, Central Cass County and South Cass County. Officers are assigned to areas in which they reside is done to minimize response time and ensure the safety of residents and visitors of Cass County. Cass County Patrol Deputies are responsible for answering calls for service, providing assistance to other agencies, warrant arrests, serving civil process papers, investigating crime, traffic enforcement and patrol. The Patrol Division currently has 3 Sergeants, 21 Patrol Deputies, including 1 K9 Officer and 1 Civil Process Deputy. Our Deputies remain committed to Community Policing through daily patrol requirements, attendance of city and township meetings, speaking engagements, school patrols, etc. New in 2013, Sheriff Burch established “school substations” in the Remer and Pillager school districts. These school districts do not have formal liaison officers, so our Deputies do daily patrols in these school systems and are able to use the office space to complete paperwork, interviews, etc. This presence allows us better communication with the schools and students and adds law enforcement presence in these areas.

K9 UNIT

Jan 1st 2013 our new K9, Yankee, a 2 year old German Shepherd, was put into service. Deputy Conner and K9 Yankee received the following:

- Annual - Certified Narcotics USPCA Region 12
- Annual - Certified Patrol Dog USPCA Region 12
- Assisted MN State Patrol in the seizure of a Cadillac Escalade
- Assisted in the apprehension of approximately 20 persons wanted for various crimes in including; Felony Domestic, Home Invasion, Burglary, Assaults and Parole Violations.
- Searched for and located evidence.

Approximately 350 hours of training consisted of felony traffic stops, handler protection, tracking, narcotics, obedience, building searches, agility and evidence search.

K9 Handler Bill Conner received certification from the USPCA for Regional Detector Judge and is working on the certification for USPCA regional Patrol Dog Judge.

K9 Portos was retired after serving Cass County since 2005.
ERU – EMERGENCY RESPONSE UNIT

The Cass County Sheriff’s Office, Emergency Response Unit was called out on Team Call Outs and Partial Team Call Outs many times during the year.

In June 2013, a partial team was assembled to assist investigators in a search warrant for firearms in the Pillager area. In July 2013, there was another partial team call out of a domestic and terrorist threats related incident. It was resolved by on-scene SWAT/ERU members prior to the arrival and activation of the entire team. One arrest was made for Domestic Assault/Terroristic Threats. Also, in early summer there was a search warrant on Balsam Avenue in Cass Lake for drugs and weapons. There was one male arrested by investigators and they were assisted by the ERU full team call out. In late August 2013, several team members were involved in reconnaissance of a rural grow area of Cass Lake, which netted and resulted in a search warrant of a large volume of marijuana and many items of personal property confiscated and forfeited, one male arrested for felony amounts of marijuana. In December 2013, there was a partial team call out and deployment pursuant to a search warrant for guns and stolen property in the Cass Lake area which resulted in two arrests. The year 2013 was culminated by a large three day full team call out in the Bena area in mid-summer, netting the result of one wanted male fugitive on many felony related weapons/assault/drug charges. It involved a three day overnight full team call out in the Bena/Federal Dam/Longville areas.

QUALIFICATIONS: Cass County has their own minimum requirements which involve cold weather rifle/handgun qualifications as well as warm weather and full darkness rifle qualifications assisted by weapons lighting systems. We generally do two of them a year and two of them were conducted in 2013, full dress training qualifications in both February 2013 and June of 2013.

In addition, many Cass County ERU members participate in a newly established policy by Sheriff Burch by which the Patrol Unit is involved in at least one or two firearms/deadly force training sessions a year, in addition to the mandatory shoots. Several of the ERU team members participate, set up, design and engineer those training modalities for all of the Patrol Deputies in the Cass County Sheriff’s Office and one of those was conducted in the summer of 2013.

TRAININGS: The Cass County ERU Team consists of 10 members, trained 8 hours a day for 9 months out of the year. We had full trainings, which involved full dress gear activities such as gas deployment, live building searches, breaching of buildings, school walk-throughs and planning for possible SWAT related events in the future. We assisted the Pillager School District in a risk/building assessment and follow-up to policy and procedure changes within the school district. Personal training modalities where two team leader members were sent to Federally sanctioned active shooters training through the Homeland Security/Department of the Federal Government. Those officers and team leaders are now qualified to instruct active shooter to the entire Department.
PREDATORY OFFENDERS

Deputies completed approximately 587 documented random compliance checks on Level 1, 2 and 3 registered predatory offenders. 2 prosecution packets were submitted for prosecution as non compliant.

RESPONSE TIMES

Countywide Average Response Time: 9.9 Minutes
Countywide Average On Scene Time: 40.36 Minutes

Our county wide response times are decreasing primarily due to our AVL (Automatic Vehicle Locator) system which was installed in 2012. The concept of drawn lines patrol response area disappears and the closest squad is sent to the call for service including Deputies, Supervisors and Investigators. We continue to be proud of our decreasing response times and commitment to efficient public safety. Our average on scene times show that we spend a large amount of time on scene with investigations and follow-ups, meeting with victims and investigating suspects.

TAKE IT TO THE BOX – MEDICATION DISPOSAL

The Cass County Sheriff’s Office collected **492.48 pounds** of unwanted prescription medication in 2013. A permanent mounted drop box is located in the lobby of the Law Enforcement Center in the Courthouse in Walker, the Lake Shore City Hall, the Cass Lake City Hall & the Pine River City Hall. The portable drop off box is present at our Community Outreach Days as well as other county-wide events.

CONTRACT SERVICES

The Cass County Sheriff’s Office contracts with the City of Cass Lake for Law Enforcement services. There are three full time Deputies assigned to the City of Cass Lake contract. The Cass County Sheriff’s Office works closely with City Administration and we are proud of this successful partnership. The Sheriff’s Office also contracts with the City of East Gull Lake to provide additional deputy coverage within the city limits of East Gull Lake over the 4th of July holiday. In late 2013, the City of Backus approached the Sheriff’s Office for a contract proposal. Starting January 1, 2014 the Sheriff’s Office is now contracted with the City of Backus for law enforcement services.
INVESTIGATIONS

The Cass County Sheriff’s Investigations Division is comprised of four Investigators, two of which are assigned to general investigations and two assigned specifically to drug investigations. The Investigations Division assists patrol deputies with in-depth investigations where additional follow-up, processing, interviews, etc are required. The Investigation Division also investigates intake reports from Social Services involving physical and sexual abuse or neglect cases where criminal prosecution is necessary. In 2013, the Investigations Division was involved in four large scale, multi-county, multi-victim theft/burglary rings. Several dozen burglaries and thefts were cleared and several hundred items of property were returned to the rightful owners. Charges are still pending against several suspects. The successful outcome of the investigation is due to good police work and the cooperation and teamwork between several Local and State agencies. Drug investigations have also been a priority and several arrests were made in buy/bust scenarios and several investigations are on-going.

COLD CASES/MISSING PERSONS

The Investigations Division is also involved in “Cold Case” Investigations with the Minnesota Bureau of Criminal Apprehension. Investigators also continue to work on Missing Persons cases, such as Peter Achermann who disappeared from southern Cass County in 2009.

SCAMS/FRAUD

Unfortunately, our office has recently seen a significant increase in Scams/Fraud/Identify Theft crimes, specifically to senior citizens. Often these crimes go unreported because of embarrassment or simply not knowing that you have been a victim. It is important to report these crimes. Our office may give you other resources and venues to report these to, but we need to know the newest and variations of these scams that are occurring. We have also seen a large increase in personal losses due to these scams. Annually, we have reports of 3-4 individuals losing large amounts of money, sometimes over $100,000.00. These crimes are often very difficult to investigate and successfully prosecute as they are often generated from outside of the United States. Sheriff Burch has issued several press releases with updated information on scams and potential frauds that are reported to our office. These are sent to media outlets via News Releases, Cass County Sheriff’s Office Website, Facebook Page and NIXLE Instant Notification System.
## CIVIL PROCESS

**TOTAL CIVIL PAPERS SERVED:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orders For Protection (OFP)</td>
<td>206</td>
</tr>
<tr>
<td>Harassment Restraining Order (HRO)</td>
<td>77</td>
</tr>
<tr>
<td>Subpoenas</td>
<td>209</td>
</tr>
<tr>
<td>Summons</td>
<td>61</td>
</tr>
<tr>
<td>Child Support</td>
<td>101</td>
</tr>
<tr>
<td>Summons &amp; Complaint</td>
<td>177</td>
</tr>
<tr>
<td>Summons &amp; Petition</td>
<td>38</td>
</tr>
<tr>
<td>Mortgage Foreclosure Sale</td>
<td>90</td>
</tr>
<tr>
<td>Evictions</td>
<td>38</td>
</tr>
<tr>
<td>Other</td>
<td>133</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1130</strong></td>
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</table>

**NO CHARGE PAPERS:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFP</td>
<td>206</td>
</tr>
<tr>
<td>HRO</td>
<td>77</td>
</tr>
<tr>
<td>Subpoenas</td>
<td>196</td>
</tr>
<tr>
<td>Summons</td>
<td>42</td>
</tr>
<tr>
<td><strong>TOTAL NO CHARGE</strong></td>
<td><strong>494</strong></td>
</tr>
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</table>

**EVICTIONS (Actual Removals):** 10  
**EXECUTIONS (Levies, Bank, Wage, Real & Personal Property):** 6

**TOTAL CIVIL FEES COLLECTED: $67,212.79**

Notes: Several papers had multiple people served, but only count as one service. All no charge subpoenas and summons and over half OFPs and HROs were from Cass County. At least $37,050 in fees incurred for these no charge services.

Updated Mortgage Foreclosure Calendar is posted on our website weekly at:  
Cass County has a large recreational draw of people both during the summer when the population can exceed 100,000 and during the winter months for its ice fishing, ATV's, skiing, hiking, snowmobiling and other activities. The Sheriff’s Office Recreation Division is supervised by the Chief Deputy, who oversees the entire program, including the volunteer program and the safety/education component. Currently, the Sheriff’s Office has boats permanently on Leech Lake, Gull Lake, Woman Lake, Pleasant Lake and the Outing Lakes Area. We have several other patrol boats that deputies use daily while patrolling other lakes. Volunteers provide a valuable resource in the Boat and Water Safety Program. They patrol Woman Lake, Pleasant Lake, and the Outing Lakes Area. Volunteers, such as Gull Area Lakes Association (GALA), take the responsibility in maintaining many of the buoys on lakes within the county. Each spring, we teach Boat and Water Safety in schools throughout the county.

**ATV/OHV SAFETY/ENFORCEMENT**

We continue to see a significant increase in ATV/OHV use in Cass County, especially Class 2 ATVs (Side by Sides) deputies dedicated 168.5 hours to ATV/OHV Patrol, including handling 73 ATV complaints, 36 Citations, 66 Warnings, 2 Alcohol Related Arrests and 10 illegal operation citations. We investigated 17 ATV/OHV related crashes, fortunately, none were fatal. Education contacts are a large component of program with ATV/OHV. Deputies helped educate riders where they can legally operate their machines and taught safe practices for riding. We assisted at two training classes and Sheriff Burch and staff attended a local ATV Club ride. We work ATV enforcement in popular areas such as the Foothills, Pillsbury Forest, Soo-Line Trail and Spider Lake Recreation Area. We received a DNR grant of $8,243.80 for ATV/OHV Enforcement and Education.

**SNOWMOBILE SAFETY**

We assisted with two Snowmobile Clubs safety classes. We dedicated 204.5 hours to snowmobile patrol and safety education, including responding to 38 complaints (2 arrests were made), 27 warnings were issued, 1 alcohol related arrest and we investigated 17 snowmobile related crashes. Fortunately, we did not have any snowmobile related fatalities.

**LAKES AREA DIVE TEAM**

Lakes Area Dive Team is a non-profit volunteer public safety dive team providing emergency dive rescue and recovery services to Beltrami, Cass, and Hubbard County. A Multi-Jurisdictional Ice Rescue event is held each January on Cass Lake in conjunction with the Cass Lake Fire Dept. Since 2008, we have trained several dozen search and rescue personal one ice water rescues.
**DETECTION CENTER**

Our Detention Center was also very busy in 2013, 1977 inmates were booked with a Daily Booking Average of 5.42 inmates. The Cass County Detention Center averaged 20.64 Daily Inmates Housed and 45.30 Inmates at our Contract Facility in Crow Wing County. The month of January 2013 had the lowest number of inmates and April was the busiest.

<table>
<thead>
<tr>
<th>MONTH</th>
<th>Cass Total Beds</th>
<th>Cass Total in Jail</th>
<th>Cass Total Males</th>
<th>Cass Total Females</th>
<th>Cass Housed in Crow Wing</th>
<th>Cass Housed in Hubbard</th>
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</thead>
<tbody>
<tr>
<td>Jan</td>
<td>60</td>
<td>16.81</td>
<td>15.26</td>
<td>1.52</td>
<td>40.74</td>
<td>0.00</td>
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<tr>
<td>Feb</td>
<td>60</td>
<td>22.07</td>
<td>18.75</td>
<td>3.18</td>
<td>41.82</td>
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<tr>
<td>Mar</td>
<td>60</td>
<td>19.81</td>
<td>17.61</td>
<td>2.16</td>
<td>47.35</td>
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<tr>
<td>Apr</td>
<td>60</td>
<td>22.47</td>
<td>20.23</td>
<td>2.23</td>
<td>44.70</td>
<td>0.00</td>
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<tr>
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<td>60</td>
<td>20.58</td>
<td>18.58</td>
<td>2.00</td>
<td>44.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Jun</td>
<td>60</td>
<td>21.40</td>
<td>19.03</td>
<td>2.40</td>
<td>45.17</td>
<td>0.47</td>
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<tr>
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<td>60</td>
<td>20.29</td>
<td>17.77</td>
<td>2.42</td>
<td>41.48</td>
<td>1.03</td>
</tr>
<tr>
<td>Aug</td>
<td>60</td>
<td>21.26</td>
<td>18.90</td>
<td>2.45</td>
<td>52.26</td>
<td>1.16</td>
</tr>
<tr>
<td>Sep</td>
<td>60</td>
<td>20.57</td>
<td>19.10</td>
<td>1.47</td>
<td>48.00</td>
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<td>Oct</td>
<td>60</td>
<td>21.42</td>
<td>18.29</td>
<td>3.00</td>
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<td>Yr Ave</td>
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<td>20.64</td>
<td>18.29</td>
<td>2.33</td>
<td>45.30</td>
<td>4.48</td>
</tr>
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</table>

**Total Booked & Daily Booking Averages 2002-2013**

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Booked</th>
<th>Average Daily Booking</th>
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<tbody>
<tr>
<td>2002</td>
<td>1566</td>
<td>4.29</td>
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<tr>
<td>2003</td>
<td>1690</td>
<td>4.63</td>
</tr>
<tr>
<td>2004</td>
<td>1822</td>
<td>4.99</td>
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<td>2010</td>
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<tr>
<td>2011</td>
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<tr>
<td>2012</td>
<td>1912</td>
<td>5.24</td>
</tr>
<tr>
<td>2013</td>
<td>1977</td>
<td>5.42</td>
</tr>
</tbody>
</table>

*Due to upward prisoner trends we will need to look at long range options for our Detention Center as it continues to see increased numbers and out of county housing options are limited due to increased numbers of inmates statewide.
The STS Crew has been dedicated and invaluable to several court house remodeling projects in 2013. Several projects were completed under budget from their labor and expertise.
EMERGENCY MANAGEMENT

The year began with approval of moving forward with the Cass County Mitigation Plan Update and this project has brought many county residents together with Emergency Management to identify the major and common hazards that affect the County and to begin to build a plan to mitigate the hazards that we can. In an attempt to do that we were able to come up with several projects that we will work to accomplish over the next five years. This project brought together representatives from the cities of Pillager, Walker, Backus, Remer, Longville, Cass Lake, Pine River and townships including Crooked Lake, Sylvan, Boy River, Pike Bay. The plan is about complete and will be submitted to the State and FEMA for approval. The same group also assisted with another FEMA required document that we look at the same hazards and take it a step further that this event just happened what we will need for resources. This is looking at what we would really need versus what we actually have. The Emergency Operation plan was updated and submitted to the State for approval and was returned with minor changes that have been fixed, changed or removed.

The County Board approved the Continuity of Operations Plan that was submitted to them by Emergency Management. This was a large undertaking by Emergency Management but included all of the County Department Heads to plan for an event that they would lose a large portion of staff but still need to provide a level of service to the residents of the County. In conjunction with a couple of department heads we have worked on a tabletop exercise to test that plan.

The Emergency Management Office attended several FEMA required and other training sessions this past year. The two most important were The CERT which will allow us to train volunteers and staff. We attended and taught several CPR/AED and First Aid sessions to achieve certification so that we will be able to train our officers and jail staff on medical issues in-house.

The Emergency Management Office Director attended a three day FEMA Certification to be able to begin to train CERT Team members which will allow us to build a volunteer base that we are aware of their training levels and have proper background checks. The Sheriff’s office decided to start at the TEEN CERT level to be sure that we have trained volunteers within our schools should we ever have an incident at a local school. The Walker School is finishing up training and will be moving forward with Remer and Pillager Schools next.

This past October there was a NIMS Training established and taught to 25 of our First responders to help them understand the command structure in the case of a large scale event and actually to use at their services on a daily base for any event.

The Emergency Management Office has also been busy with maintaining, programming and repairing radios and Cass County owned tower equipment and buildings. We were able to attend a three day training for statewide COML’s. It is a FEMA Course for Communications Leaders. This is a training to bring radio programmers to a level that if any county in the state were to have a major system failure they would have the use of COML’s to get their systems back up and running and assist with interim communication capabilities.
CHAPLAINCY INITIATIVE

Our chaplains responded to 9 call-outs throughout Cass County and spent 50.5 volunteer hours on call-outs and ride-alongs with Sheriff’s deputies. The chaplains had 219.5 volunteer hours in training throughout the year. The 2013 Annual Training in January focused on different areas and aspects of the Sheriff’s Office. Sheriff Tom Burch and other Sheriff’s Office staff led this interactive session. This was followed by practical call-out training, which included what we have learned and experienced in the call-outs over the last 7 years. Trainings throughout the year included speakers on Emergency Management, American Indian Culture, Jail programs and procedures and the Sheriff’s Office Emergence Response Unit. Chaplains also participated in our Sheriff’s Office Halloween event. The Sheriff’s Office is thankful for the service the Chaplaincy Initiative provides the Sheriff’s Office and citizens of Cass County.

TRIAD

TRIAD members contributed 771 volunteer hours focusing on senior safety in Cass County. At our regular meetings, Sheriff Tom Burch and staff kept us informed of new scams and we had speakers on Lyme 101 and Take It to The Box (drug take back program). We participated in several events, including the Women’s Expo at Northern Lights Conference Center, Dancing Down Memory Lane at Prescott Housing in Cass Lake, the Annual Ice Rescue event in Cass Lake, National Night Out in Hackensack and the County Fairs. Our 2 yearly fundraisers – the 1st Annual Rummage Sale in Pine River in June and 2nd Annual Chili Feed in Hackensack in October – raised over $1,200. These funds are used for projects that enhance senior safety, such as the medical information program, credit card protectors, cell phone holders, sand shakers and winter survival kits. They are also used for when we host the MN TRIAD Conference (next time will be September 2014). There were 15 Cass County TRIAD members that attended the MN TRIAD Conference in September, hosted by Brown and Rock County TRIADs.

COMMUNITY OUTREACH

Several monthly community outreach days were hosted at various locations around the County. These informal sessions allowed citizens to visit with Sheriff Burch and staff from the Sheriff’s Office and pick up resources, forms, and permits and to drop off prescription drugs in the Take it to the Box drug collection bin. The “Sheriff’s Corner” appears in local newspapers and our website monthly, covering topics that are seasonal appropriate or responds to questions from readers.