

I. EXECUTIVE SESSION

The Board of Public Safety met in the Executive Session on Wednesday, December 20, 2023 at 8:32 a.m. with Board President Daniel Jones, and Board Members, Darryl Heller, Lee Ross, Al Kirsits, Pamela Claeys and Attorney Danielle Weiss. Assistant Chief Dan Skibbins and Attorney Kylie Connell (virtual) joined the meeting from 8:32 a.m. until 8:48 a.m. Chief Carl Buchanon and Attorney Adam Taylor joined the meeting from 8:41 a.m. until 9:15 a.m. The meeting was held in the Chief’s Conference Room, South Bend Police Department, 701 West Sample Street, South Bend, Indiana South Bend, Indiana and virtually via Microsoft Teams for the purposes specified in I.C.5-14-1.5-6.1(b)(6)(A) to receive information concerning an individual’s alleged misconduct. The meeting ended at 9:15 a.m.

BOARD OF PUBLIC SAFETY



Daniel Jones, President

Darryl Heller, Member



Ross Lee, Member

Al Kirsits, Member



Pamela Claeys, Member

ATTEST:



Theresa Heffner, Clerk

I. REGULAR MEETING

The Board of Public Safety met in the Regular Meeting at 9:22 a.m. on Wednesday, December 20, 2023, with Board President Daniel Jones, and Board Members Darryl Heller, Lee Ross, Al Kirsits and Pamela Claeys were present. Also, present were Assistant Police Chief Dan Skibbins, Fire Chief Carl Buchanon, and Attorneys Danielle Campbell Weiss, Adam Taylor, Kylie Connell, and Board Clerk Theresa Heffner. The meeting was held in the Auditorium, South Bend Police Department, 701 West Sample Street, South Bend, Indiana and virtually via Microsoft Teams at the following link: <https://tinyurl.com/2023BPSHybrid>

Attorney Weiss asked that everyone mute their microphone when not speaking and reminded attendees that comments from the public should be saved for the Privilege of the Floor portion of the meeting. Attorney Weiss then read through the agenda to note any additions or corrections.

A. ROLL CALL OF MEMBERS

Board President Dan Jones welcomed the public, called roll, and confirmed the presence of the Board Members.

B. APPROVE MINUTES OF PREVIOUS MEETINGS

Upon a motion by Lee Ross, seconded by Pamela Claeys, and carried by roll call, the Board approved the Minutes of the November 15, 2023 regular meeting.

C. ELECTION OF 2024 BOARD OF PUBLIC SAFETY PRESIDENT

Lee Ross nominated Dan Jones for the role of President. With no other nominations, a second by Darryl Heller, and carried by a roll call with Dan Jones abstaining from the vote, the Board elected Dan Jones as the 2024 President for the Board of Public Safety.

D. POLICE DEPARTMENT

1. APPROVE HIRING OF PROBATIONARY POLICE OFFICERS

Matthew Hegedus- Stewart
 Delaney Knizner
 Terry Mireles
 Karl Thomas

Chief Ruskowski submitted a letter of recommendation for the hiring of the above Probationary Police Officers. In Chief Ruskowski's absence, Assistant Chief Skibbins stated the above officers have met the requirements of the application process of the SB Police Department. Assistant Chief Skibbins stated Officer Knizner graduated the Northwest Indiana Law Enforcement Academy Friday, November 17, 2023, Officer Hegedus-Stewart was a sworn officer on the St. Joseph County Police Department from August 22, 2022 to November 16, 2023, Officer Mireles was a sworn officer on the St. Joseph County Police Department from August 22, 2023 to November 17, 2023, and Officer Thomas was a sworn Officer on the St. Joseph County Police Department from December 14, 2021 to November 16, 2023. Chief stated the above Officers effective date was December 20, 2023.

Upon a motion by Pamela Claeys, seconded by Darryl Heller, and followed by a roll call, the Board approved the hiring of the above Probationary Police Officers.

2. SWEARING IN OF PROBATIONARY POLICE OFFICERS

Captain Fulnecky gave a brief biography, highlighting their talents, achievements, education, and interests. City Clerk Dawn Jones administered the oath which was then followed by the badge pinning.

3. APPROVE RE-HIRING OF PROBATIONARY POLICE OFFICER - KYLE BROWNFIELD

Chief Scott Ruskowski submitted a letter of recommendation for the re-hiring of Officer Kyle Brownfield. In Chief Ruskowski's absence, Assistant Chief Skibbins stated Officer Brownfield resigned in good standing, from the SBPD on February 26, 2022 and has asked to return to the SBPD. Chief stated Kyle Brownfield would be re-hired as a Patrolman 2nd Class effective December 20, 2023, and upon completion of Veteran Officers Training, begin the duties of a Patrolman 1st Class which includes a one (1) year probationary period. He also noted that he would like the Board to approve even though he wouldn't be receiving his INPRS approval paperwork until later in the week.

Upon a motion by Lee Ross, seconded by Al Kirsits, and followed by a roll call, the Board approved the re-hiring of Officer Kyle Brownfield.

4. APPROVE PROMOTIONS TO PATROLMAN 1ST CLASS

Rico Butler
 Melissa Havens
 Andre Mathews

Chief Ruskowski submitted letters of recommendations for the above officers to be promoted to Patrolman 1st Class. In Chief Ruskowski's absence, Assistant Chief Skibbins stated the above officers have successfully met the requirements outlined in the working agreement to become Patrolman 1st Class with the SBPD. Chief stated Officer Butlers effective date is December 21, 2023, Officer Havens effective date was November 14, 2023 with retro pay and Officer Mathews effective date was November 23, 2023 with retro pay.

Upon a motion by Pamela Claeys, seconded by Darryl Heller, and followed by a roll call, The Board approved the Promotions to Patrolman 1st Class.

5. ACKNOWLEDGE COMMENDATIONS OF LIFE SAVING AWARD

Chief Scott Ruskowski submitted letters of commendation for Officers Jeffrey Veal, Joseph Slabach and Devonte Spratt. In Chief Ruskowski's absence, Assistant Chief Skibbins stated the officers were dispatched to Miami Street in reference to a stabbing. All three (3) Officers took immediate action and acted quickly and calmly while providing medical aid that contributed to saving the victim. The Board congratulated the above

officers and thanked them for their service to the residents of South Bend.

6. APPROVE APPLICATION AND DECLARATION FOR RETIREMENT - JAMES WOLFF

Police Chief Ruszkowski submitted a Letter of Application and Declaration for Retirement for Patrolman 1st Class James Wolff, PN 443. In Chief Ruszkowski’s absence, Assistant Chief Skibbins stated Officer Wolff is retiring in good standing from the SBPD effective January 6, 2024, and will have been with the Department for thirty-one (31) years, three (3) months, and twenty-nine (29) days. Chief Ruszkowski thanked him for his many years of service with the SBPD and wished him success in his new endeavors.

Upon a motion by Pamela Claeys, seconded by Al Kirsits, and followed by a roll call, the Application and Declaration for Retirement was approved.

7. APPROVE 2024 SPECIAL POLICE COMMISSION/DECOMMISSIONS

In a letter to the Board, Chief Ruszkowski recommended that the following Special Police Commissions be renewed for the year 2024. In Chief Ruszkowski’s absence, Assistant Chief Skibbins read through the following powers of each category, noting whether they include carrying of a weapon or any powers of arrest.

SOUTH BEND POLICE DEPARTMENT

**Volunteers in Policing
(VIPS)**

Richard Cowper
Garnett Keeys
Barbara Leavell

Patrick Leavell
Steven Wieger

It is my recommendation that the following South Bend Police Department personnel be commissioned as members of the South Bend Police Department Special Police Unit, but do not have the authority to be armed nor do they have powers of arrest:

PUBLIC SERVICE OFFICERS

It is also my recommendation that Special Police Commissions be issued or renewed for the following South Bend Police Department Records/Data Specialists. These Commissions do not include the powers of arrest nor the carrying of a weapon.

Rebecca Best
James Buchmann
Christopher Labadie
Alma Bueno
Kim Davis
Angela Davis
Madonna Fleenor
Jennifer Garrett
Jeanette Hardman
Jennifer Jozwiak

Antonio Salazar
Marceline Singleton
Iesha Tobar
Kyle Kytta
Jo Loughlin
Robbin Myers
Beverly Perry
Maria Scherer-Lutz
Tracy Wright

SOUTH BEND FIRE DEPARTMENT

It is my recommendation that the following be commissioned to carry a weapon while acting in the capacity of Arson Investigators. They have no powers of arrest:

Tonia Nania
Barry Sebesta

John Szucs

The commission is issued for the purpose of writing citations and otherwise enforcing Chapter 9, Fire Prevention, of the South Bend Municipal Code. The commission does not authorize the powers of arrest, nor the carrying of a weapon:

Chris Baker
Carl Buchanon
Mike Damiano
Gerard Ellis
James Jones
Brian Koloszar

Mike Lagodney
Robert Means
Andrew Myers
Brandon Roark
Todd Skwarcan
Mike Szucs

PARKING PROPERTIES

This commission is issued for the on-street patrol parking enforcement personnel and does not include the carrying of a weapon, nor the powers of arrest:

Kite Realty Group:

Teagan Lawson

LAZ Parking:

Idowu (Harrison) Oluwabukola
Christine Saboski

Block by Block (DTSB)

Don Abelanalp
Shanise Perkins
Rogers Smedley

Jasmine Stewart
Chris Talbot

INDIANA UNIVERSITY SOUTH BEND POLICE DEPARTMENT

It is my recommendation that Special Police Commissions be assigned to the following officers of Indiana University South Bend. These Commissions are issued for the purpose of issuing citations for parking violations where such violations have fines set by Ordinance and State Law. All of their officers are sworn and certified through the State of Indiana by the Indiana Law Enforcement Academy Training Board. These Commissions have the same authority of as one of our own sworn police officers in which they have the authority to carry a weapon and the powers of arrest:

Jordan Felton
Tyler Garber
Edwin Garcia
Troy Gray
Troy Hudgen
Kurt Matz

Timothy McNeely
Glenn McQueen
Aaliyah Porter
Roman Robic
Mark Walsh

This will empower the above listed individuals to enforce parking violations on the following streets adjacent to the campus:

Mishawaka Ave. from Bellevue Street on the west to 21st Street on the East; Bellevue Street from Mishawaka Avenue on the north to Hildreth Street on the south; Hildreth Street from Bellevue Street on the west to the campus proper on the east; Esther Street from Mishawaka Avenue on the north to Hildreth Street on the south; Ruskin Street from Bellevue Street on the west to the campus proper on the east; 20th Street from Mishawaka Avenue on the north to Northside Boulevard on the south; Vine Street from 20th Street on the west to 21st Street on the east; and Northside Boulevard from 21st Street on the east to Memorial Park on the west.

IVY TECH SOUTH BEND CAMPUS

It is my recommendation that a Special Police Commission be assigned to the following security officer of Ivy Tech South Bend Campus. This Commission is issued for the purpose of issuing citations for parking violations where such violations have fines set by Ordinance and State Law. This officer is sworn and certified through the State of Indiana

by the Indiana Law Enforcement Academy Training Board. This Commission has the same authority as one of our own sworn police officers in which they have the authority to carry a weapon and the powers of arrest:

James E. Clark Jr

This will empower the above listed individual to enforce parking violations on the following streets adjacent to the campus:

Main Campus: Michigan St. from Broadway St. north to Sample St. Sample St. east to Fellows. Fellows south to Broadway, including Dean Johnson Blvd. (which runs east and west inside this perimeter). Broadway St. west to Michigan. The property **ONLY** owned by Ivy Tech at 328 Michigan Street and the property owned by Ivy Tech at 250 Sample St.

**DEPARTMENT OF COMMUNITY INVESTMENT
NEIGHBORHOODS DIVISION**

It is my recommendation that the following individuals be Commissioned for the Department of Code Enforcement. This Commission is issued for the purpose of writing citations for Ordinance violations where such violations have fines set by Superior Court Judges. This Commission will also empower the below-listed individuals to enforce the Snow Route and Residential Snow Emergencies and to tow vehicles found to be in violation of these Ordinances. This Commission also includes Animal Control officers who issue tickets for nuisance violations. This Commission does not authorize the powers of arrest nor the carrying or use of a weapon.

DCI-Neighborhoods Enforcement Officers:

Dora Gonzalez	Chris Pemberton
John Helak	Tony Smith
Cornelius Johnson	Tim Watson
Chyna McBride	Kenisha Wells
Michael McCann	Jim Wood
Michael McCann	Parker Wright
Ben Moreno	

Animal Welfare Officers:

Olivia Botich	Sara Kaszas
Lindsey Cuellar	April Michaels
Jamie Ealy	Liam Winkler
Diana Hosteler	

Please note that any previous Special Police Commissions that were issued to anyone not listed in this letter, are now rescinded. The aforementioned police commissions are in effect until rescinded.

All of the aforementioned individuals have met the Commission requirements of the South Bend Police Department.

Upon a motion by Pamela Claeys, seconded by Darryl Heller, and carried by a roll call, the Board approved the 2024 Special Police Commissions and Decommissions.

8. FILE MONTHLY STATISTICAL ANALYSIS REPORT NOVEMBER 2023
Chief Scott Ruskowski submitted the monthly statistical analysis report for November 2023. In Chief Ruskowski’s absence, Assistant Chief Skibbins stated there was a nine percent (9%) decrease in Part One Offenses.


The NOVEMBER 2023 analysis is as follows:

PART 1 OFFENSES	YEAR TO DATE					
	2022	2023	CHANGE	2022	2023	CHANGE
HOMICIDE	2	4	2	22	21	-1
JUSTIFIABLE HOMICIDE*	0	0	0	3	1	-2
RAPE	5	7	2	61	57	-4
ROBBERY	30	17	-13	281	219	-62
AGGRAVATED ASSLT	93	93	0	1262	1119	-143
BURGLARY RES	32	43	11	426	440	14
BURGLARY NON RES	25	19	-6	319	229	-90
LARCENY	194	177	-17	2240	2103	-137
MOTOR VEH THEFT	37	25	-12	477	423	-54
ARSONS	0	1	1	37	29	-8
GRAND TOTAL	418	386	-32	5125	4640	-485

Respectfully submitted,


 Scott Ruskowski
 Chief of Police

Month: NOVEMBER 2023

<u>PART 1 OFFENSES</u>	<u>2022</u>	<u>2023</u>	<u>CHANGE</u>
HOMICIDE	22	21	-5%
JUSTIFIABLE HOMICIDE*	3	1	-67%
RAPE	61	57	-7%
ROBBERY	281	219	-22%
AGGRAVATED ASSLT	1262	1119	-11%
BURGLARY RES.	426	440	3%
BURGLARY NON RES.	319	229	-28%
LARCENY	2240	2103	-6%
MOTOR VEH THEFT	477	423	-11%
ARSONS	37	29	-22%
GRAND TOTAL	5125	4640	-9% 

-9% CHANGE IN PART 1 CRIMES THROUGH NOVEMBER 2023

E. FIRE DEPARTMENT

1. ACCEPT DONATION

Chief Carl Buchanon submitted a letter informing the Board of a donation of \$5,000 from Mike and Tina Thompson. Chief stated Tina approached their department eager to partner with us for needed equipment after making a decision to do something charitable for her community in memory of their son, Troy. Chief Buchanon stated the Emergency Medical Services Training Division immediately jumped at the opportunity to acquire some much-needed equipment and said these items will have a lasting and meaningful impact on our training and are extremely appreciated. Chief Buchanon stated the department will be able to update intubation props, tension pneumothorax simulators, intraosseous access simulators, obstetrical manikins, and inclusive IV access props representing different skin tones. Chief Buchanon stated individual firefighters accrue two-hundred and forty (240) hours of training each year and calls for medical service represent a great majority of the SBFDD's run volume. The Chief noted the need to keep training props current could not be understated, and these items will be used for years to come, and the Thompson family has our most sincere gratitude. The Chief asked the Board to recognize this generous gift from a generous South Bend family.

President Jones thanked the Thompson family for their generous gift on behalf of the Board.

2. APPROVE LEXIPOL POLICIES

- 1000 – Recruitment and Selection
- 1001 – Performance Evaluations
- 1002 – Requests for Transfer
- 1003 – Position Descriptions
- 1004 – Classification Specifications
- 1005 – Career Tracks
- 1006 – Omitted, Under Review
- 1007 – Educational Incentives

- 1008 – Tuition Reimbursement
- 1009 – Reporting for Duty
- 1010 – Conduct and Behavior
- 1011 – Personnel Complaints
- 1012 – Duty to Maintain Contact Information
- 1013 – Personnel Records
- 1014 – Commendations and Meritorious Service
- 1015 – Omitted, Under Review
- 1016 – Physical Fitness
- 1017 – Omitted, Under Review
- 1018 – Workplace Violence
- 1019 – Lactation Breaks
- 1020 – Smoking and Tobacco Use
- 1021 – Drug and Alcohol-Free Workplace

Attorney Adam Taylor submitted the above Lexipol Policies for approval, and reminded the Board Members and the public that the above policies were submitted to the Board at the November 2023 Board of Public Safety Meeting.

Upon a motion by Pamela Claeys, seconded by Al Kirsits and followed by a roll call, the proposed changes for the above Lexipol Policies were approved.

3. RECEIVE LEXIPOL POLICIES

- 1023 – Uniform Regulations
- 1024 – Badges
- 1025 – Identification Cards
- 1026 – Work-Related Illness and Injury Reporting
- 1027 – Release of HIPAA – Protected Information
- 1028 – Line-of-Duty Death
- 1029 – Line-of-Duty Death and Serious Injury Notification
- 1030 – Family Support Liaison
- 1031 – Funerals
- 1032 – Military Leave
- 1033 – Driver’s License Requirements
- 1034 – Nepotism and Conflicting Relationships
- 1035 – Member Speech, Expression, and Social Networking
- 1036 – Omitted, Under Review
- 1037 – Omitted, Under Review
- 1038 – Omitted, Under Review
- 1039 – Pregnancy Policy (previously approved)
- 1040 – Omitted, Under Review
- 1041 – Temporary Limited or Modified Duty Policy

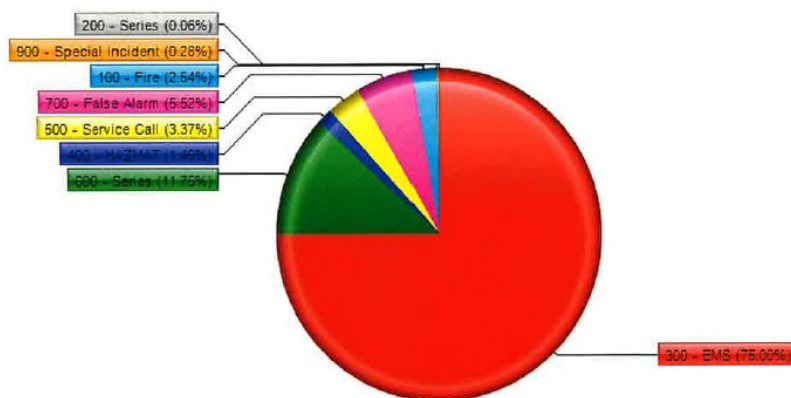
Attorney Adam Taylor submitted the above Lexipol Policies for review by the Board and to be considered for approval at the next Board Meeting. Attorney Taylor did a summary of each item above.

4. FILE MONTHLY STATISTICAL ANALYSIS REPORT FOR NOVEMBER 2023

Chief Carl Buchanon submitted the monthly statistical analysis report for November 2023.

NOVEMBER 2022	NOVEMBER 2023
STRUCTURE FIRES Property Damage--Buildings & Contents (Estimates)	
\$531,480	\$ To be provided at a later.
INSPECTION DIVISON	
92 Inspections	97 Inspections
INVESTIGATION DIVISON	
7 Investigations	17 Investigations
0 Incendiary 2 Accidental 0 Natural 5 Undetermined	17 Accidental To be provided at a later date.

2023 November Incident Type	Fire Department Monthly Breakdown
100 - Fire	46
200 - Series	1
300 - EMS	1359
400 - HAZMAT	27
500 - Service Call	61
600 - Series	213
700 - False Alarm	100
900 - Special Incident	5
Monthly Total	1812



Ms. Clays asked if the structure incidents involved abandoned houses.

Chief Buchanon noted that they also include abandoned businesses. He added that people seeking shelter enter these homes and businesses and start a fire and sometimes leave the fire burning which then starts a larger fire.

Mr. Ross asked Chief Buchanon if fire blankets work and if the SBFD had considered asking for donations, so they could be given out to community members.

Chief Buchannon stated that Fire Blankets are beneficial, and they have had conversation about donations which will continue in the coming months.

E. PRIVILEGE OF THE FLOOR

Attorney Weiss reminded the public to use the hand-raising function of Microsoft Teams to indicate their desire to speak during Privilege of the Floor. She reminded attendees that they would be allotted three (3) minutes to speak.

F. ADJOURNMENT

There being no further business to come before the Board, upon a motion by Al Kirstis, seconded by Darryl Heller, and carried by roll call, the meeting was adjourned at 10:17 a.m.

BOARD OF PUBLIC SAFETY



Daniel Jones, President

Darryl Heller, Member



Lee Ross, Member

Al Kirstis, Member



Pamela Claey, Member

ATTEST:



Theresa Heffner, Clerk