



**VILLAGE OF COTTAGE GROVE
NOTICE OF PUBLIC MEETING
Law Enforcement Committee
Tuesday, October 25, 2022
Municipal Service Building
210 Progress Drive
5:30 p.m.**

1. Call To Order
2. Determination Of Quorum And That The Agenda Was Properly Posted
3. PUBLIC APPEARANCES-Public's Opportunity To Speak
4. Discuss And Consider The Minutes From The September 27, 2022 Law Enforcement Committee Meeting.

Documents:

[9-27-22 LEC MINUTES.PDF](#)

5. New Business:
 - a. Discuss and consider Police Department budget request for 2023 and operating and capital requests.

Documents:

[2023 BUDGET REQUEST MEMO_.PDF](#)
[COPY OF POLICE BUDGET REQUEST.PDF](#)
[2022 WAGE COMPS.PDF](#)
[20220810BREV1 COTTAGE GROVE PD ICV4000.PDF](#)

6. Chief's Reports
 - a. Police Department Activity Report
 - b. Detective Report
 - c. SRO Report

Documents:

[CALLS FOR SERVICE.PDF](#)
[INCIDENT ACTIVITY REPORT.PDF](#)

[INCIDENT BREAKDOWN BY MONTH.PDF](#)
[EXPENDITURES AND REVENUES.PDF](#)
[SRO LEC LOG.PDF](#)

7. Future Agenda Items

8. Adjournment

This agenda has been prepared by Staff and approved by the Village President as Chair of the Law Enforcement Committee for use at the meeting as listed above. Any item on the agenda is subject to final action. Notice: Persons needing special accommodations should call 608-839-4704 at least 24 hours prior to the meeting. It is possible that members of and possibly a quorum of members of other governmental bodies may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

VILLAGE OF COTTAGE GROVE
LAW ENFORCEMENT COMMITTEE MINUTES

Tuesday, September 27, 2022 5:30 p.m. Municipal Service Building
210 Progress Drive

Attendees: John Williams, Chris Stoa, Sarah Valencia, Jon Russell, Chief Layber,

1. Meeting called to order at 5:36pm.
2. Determined that quorum was present and agenda was properly posted.
3. No public appearances.
4. Motion to approved minutes from August 23, 2022; motion made by Russell; 2nd by Valencia. Motion passed 4-0
5. Chief's Report:
 - a. Will look at recommended budget at October meeting. Will be looking to add the updated cameras, additional radar enforcement, fuel expenses, and likely additional officers. We have 15 officers; Village population is just over 9,000; general standard is 2.1 officers/1,000 population – which would put us at around 18 officers.
 - b. Calls for service during May, June, and July of 2022 were way up compared to years past. Likely due to proactive traffic enforcement, more officers in the department, and population growth.
 - c. Movin' Out apartments gave police direct access to their cameras; Authentix has also been proactive in putting cameras throughout their property.
 - d. In response to question last meeting about NOTE in the calls for service. It was a typo and has been removed.
 - e. SRO report is in the packet.
 - f. Monthly expenditures are over budget on a few accounts. We are doing ok for overtime – we have spent about \$15,000 through August which is about half of what was budgeted.
6. Future agenda items:
 - a. Budget
7. Motion to adjourn made by Valencia, 2nd Russell. Motion passed.



2023 Budget Request

Memo Date: October 11, 2022
To: Finance Director Cameron Sawyer and Village Administrator Matt Giese
From: Chief Daniel Layber
Subject: Cottage Grove Police Department Budget Request

Request #1 Additional Police Officers

The Cottage Grove Police Department is requesting the addition of three more police officer positions for 2023. We are currently at 15 sworn authorized positions. Our population is presently estimated to be over 9000. The average staffing of police agencies in the state of Wisconsin is 2.1 police officers per 1000 population. In Dane County, that number is closer to 2.8 officers per 1000 population. With these population figures in mind, our sworn officer strength should be 18 officers. The village is growing at a rapid pace, and along with that comes more calls for service and the need for more officers to handle these calls. The average time from hiring an officer, sending them to a police academy, getting them through field training, and then onto the department schedule is over 8 months. So, even if we hire an officer on January 3, 2023, we would not see their presence in our department well into the year, even as our village keeps on growing. We are not likely to be able to keep up staffing levels to the population growth, therefore I believe that we should attempt to get to full staffing as soon as possible, which is why I am making the request for three positions. We set a record for calls for service in July of 2022. We have a major development coming to the village soon which will necessitate the need for more officers. Also, the more proactive we can be by preventing crime and ordinance violations is the preferred method of policing a community. Having an understaffed department is a sure way to have officers tied up on reports and playing catch up, instead of being out on the street preventing crimes and enforcing our ordinances. We will again be asking the Law Enforcement Committee on October 25, 2022, for approval for **\$5,000 hiring bonuses** for experienced officers with at least two years experience (after field training) as lateral transfers. Lateral transfers come in at a higher wage based upon their years of experience. The assumption for hiring an officer at five years experience is listed below. The cost for an officer with no experience, and no academy would be much lower due to lower starting salary. There would be increased cost for outfitting these new officers and paying them for overtime, so appropriate budget lines would also need to be increased.

Fiscal Impact:

Wages and Benefits for 3 new officers starting 1/1/2023, 7/1/2023, and 10/1/2023: \$178,125.49
Hiring Bonus: \$15,000

Assumptions:

Wages: Conservative estimate per union contract coming in at 5 years' experience. (\$31.42 X 1950)
FICA: Wages X (6.2% Social security + 1.45% Medicare)
WRS: Employer portion 13.20% + .02% (duty disability). 13.22%



Health: Conservatively used Dean Family plan. Village portion 1,859.05 per month

Dental: Conservatively used family plan. \$142.85 per month

Capital Requests (Total: \$112,896)

New Squad and upfitting \$55,000. Each year we request a new squad to keep our fleet as up to date as possible so that we don't have as many issues with repairs and downtime with our squads. As squads get older, they require more maintenance and the cost of owning that squad goes up. With older squads requiring more maintenance, they are not available for use which could leave us short of vehicles during busy times. Older squads are less fuel efficient and have less safety features. With our village emphasis on sustainability, it is important to convert our squads to hybrid and electric vehicles as they become available. Squad manufacturers are constantly improving safety in vehicles and by purchasing new vehicles we are making sure our officers are getting the latest safety features.

New In-Car Cameras \$42,896. We need to replace the in-car cameras that are in our squads due to their age and operating quality. Our current in-car cameras are approximately 14 years old, and the quality of the recordings, audio and video, are not what they should be. The recordings which are used for investigations and court presentation are of low quality and are hindering some of our investigations. Our in-court presentation is of a lower quality which makes prosecution more difficult. We need to upgrade to the newer technology that is available in today's market. We currently are using Panasonic which has a state pricing quote that is much more cost effective than competitors. The quote to replace seven cameras is \$42,896, which includes the cameras, software, wireless upload and install.

Miscellaneous Items, Solar radar speed sign \$3500, LPR \$2500 (1), handheld radios \$9000 (2), Total = \$15,000. We need another solar speed sign for the east entry to the village. This sign will help slow traffic down as they enter the village and improve vehicular and pedestrian safety. Our handheld radios are getting older and as we add new officers, we need new radios, so the officers are properly equipped.

Public Safety		Budget	Actual	Budget	Actual	Department
		2021	2021	2022	9/30/2022	Requested Budget 2023
Police Department						
100-52100-110	Salaries	185,412	209,643	190,974	154,508	215,713.49
100-52100-115	Wages	766,652	779,841	885,896	651,719	1,023,826.14 3 new officers
100-52100-116	Overtime Wages	39,777	44,378	40,374	-	39,615.00
100-52100-130	Longevity	-	-	2,000	-	-
100-52100-151	FICA	75,570	76,802	85,469	59,945	97,855.33
100-52100-152	Retirement	115,122	100,269	129,089	84,265	162,327.50
100-52100-153	Dental Insurance	20,056	14,147	22,343	3,360	27,648.45
100-52100-154	Health Insurance	213,106	215,527	263,829	203,442	343,280.73
100-52100-155	Life Insurance	1,721	1,134	1,800	2,049	3,644.00
100-52100-156	Disability Insurance	2,470	2,012	2,783	1,509	-
100-52100-332	Mileage	-	2,306	-	-	-
100-52100-340	Operating Supplies/Expenses	171,400	175,696	168,100	168,504	191,100.00
100-52100-600	K9 Expenses	-	-	-	-	4,500.00
100-52100-810	Capital Equipment	4,000	2,765	4,000	-	-
Total Police Department		<u>1,595,286</u>	<u>1,624,519</u>	<u>1,796,657</u>	<u>1,329,300</u>	<u>2,109,511</u>

DANE COUNTY WAGE COMPS 2022

2022	Maple Bluff	McFarland	Cott Grove	DeForest	Monona	Oregon Pre 2016	Oregon Post 2016	Stoughton	Verona **	Waunakee	Shorewood Hills	Mt. Horeb	Marshall	Middleton	Sun Prairie	Fitchburg	Madison	Dane Cty.
start	\$ 25.86	\$ 28.87	\$ 24.21	\$ 30.36	\$ 33.14	\$ 32.69	\$ 31.34	\$ 30.25	\$ 29.04	\$ 28.12	\$ 25.99	\$ 30.66	\$ 26.01	\$ 32.39	\$ 31.91	\$ 32.39		\$ 29.85
Comp of Trng		\$ 29.17																
6 months									\$ 30.72									
12 months														\$ 33.68				
18 months											\$ 26.63				\$ 33.91			
1st yr	\$ 27.46	\$ 30.20	\$ 26.19	\$ 32.75				\$ 31.49	\$ 32.71	\$ 29.39		\$ 33.55	\$ 27.03			\$ 35.01		
13-24 months					\$ 34.45													\$ 31.00
15 months														\$ 34.98				
24 months																		
2nd yr	\$ 29.10	\$ 31.23	\$ 28.19	\$ 33.34				\$ 32.77		\$ 30.33			\$ 28.03			\$ 36.64		
25-36 months					\$ 36.83													\$ 31.78
36 months														\$ 36.23				
3rd yr		\$ 32.27	\$ 29.20	\$ 33.87		\$ 33.06		\$ 34.01	\$ 35.06	\$ 31.27	\$ 28.56		\$ 28.39		\$ 36.25	\$ 37.50		
37-48 months					\$ 37.53													\$ 32.77
48 months														\$ 37.56				
48 + months					\$ 38.21													\$ 33.54
4th yr	\$ 30.70	\$ 33.30					\$ 31.83	\$ 35.33		\$ 32.34					\$ 37.35	\$ 39.75		
5-6 yr		\$ 35.11																\$ 34.58
5th yr	\$ 34.20		\$ 30.65	\$ 34.60		\$ 33.98			\$ 36.40	\$ 34.32		\$ 34.21						
6th yr							\$ 33.14				\$ 30.60		\$ 29.80					
6-7 yr																		\$ 35.54
7-9 yr		\$ 36.93																
7th yr			\$ 31.71			\$ 38.06			\$ 38.26						\$ 38.04	\$ 40.65		
8th yr							\$ 33.93			\$ 35.00								
9th yr											\$ 32.64							
10-14 yr		\$ 37.57																
10th yr			\$ 32.04	\$ 35.98			\$ 37.31										\$ 41.44	
11th yr																		
12th yr															\$ 38.71			
13th yr																		
14th yr																		\$ 36.87
15th yr		\$ 38.23		\$ 36.68								\$ 35.40			\$ 39.84			
16th yr																		
17th yr																		
18th yr																		
19th yr																		
20th yr																		\$ 38.27

**Verona - 10 years of seniority - 2%; 15 years of seniority - 3%; 20 years of seniority - 4%

**Mt. Horeb - 5 years of service - addtl 2%; 10 years of service - addtl 4%; 15 years of service - addtl 5.5% (of one year hourly base rate)

**Middleton - Police Officer II and III - Education Incentive Added

2022	Maple Bluff	McFarland	Cott Grove	DeForest	Monona	Oregon	Oregon	Stoughton	Verona **	Waunakee	Shorewood	Mt. Horeb	Marshall	Middleton	Sun Prairie	Fitchburg	Madison	Dane Cty.
						Pre 2016	Post 2016				Hills						*2021	
start	\$ 25.86	\$ 28.87	\$ 24.21	\$ 30.36	\$ 33.14	\$ 32.69	\$ 31.34	\$ 30.25	\$ 29.04	\$ 28.12	\$ 25.99	\$ 30.66	\$ 26.01	\$ 32.39	\$ 31.91	\$ 32.39	\$ 28.96	\$ 29.85
Comp of Trng		\$ 29.17																
6 months									\$ 30.72								\$ 32.20	
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1st yr	\$ 27.46	\$ 30.20	\$ 26.19	\$ 32.75				\$ 31.49	\$ 32.71	\$ 29.39		\$ 33.55	\$ 27.03				\$ 35.01	
13-24 months					\$ 34.45													\$ 31.00
15 months																		
18 months																		\$ 33.04
24 months														\$ 34.98				
2nd yr	\$ 29.10	\$ 31.23	\$ 28.19	\$ 33.34				\$ 32.77		\$ 30.33			\$ 28.03				\$ 36.64	
25-36 months					\$ 36.83													\$ 31.78
30 months																		\$ 34.02
36 months														\$ 36.23				
3rd yr		\$ 32.27	\$ 29.20	\$ 33.87		\$ 33.06		\$ 34.01	\$ 35.06	\$ 31.27	\$ 28.56		\$ 28.39		\$ 36.25	\$ 37.50		
37-48 months					\$ 37.53													\$ 32.77
42 months																		\$ 35.09
48 months														\$ 37.56				
48 + months					\$ 38.21													\$ 33.54
4th yr	\$ 30.70	\$ 33.30					\$ 31.83	\$ 35.33		\$ 32.34					\$ 37.35	\$ 39.75		
5-6 yr		\$ 35.11																\$ 34.58
5th yr	\$ 34.20		\$ 30.65	\$ 34.60		\$ 33.98			\$ 36.40	\$ 34.32		\$ 34.21						
6th yr							\$ 33.14				\$ 30.60		\$ 29.80					
6-7 yr																		\$ 35.54
7-9 yr		\$ 36.93																
7th yr			\$ 31.71			\$ 38.06			\$ 38.26						\$ 38.04	\$ 40.65		
8th yr							\$ 33.93			\$ 35.00								
9th yr											\$ 32.64							
10-14 yr		\$ 37.57																
10th yr			\$ 32.04	\$ 35.98			\$ 37.31										\$ 41.44	
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12th yr															\$ 38.71			
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15th yr		\$ 38.23		\$ 36.68								\$ 35.40			\$ 39.84			
16th yr																		
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**Middleton - Police Officer II and III - Education Incentive Added

BAYCOM A Lifeline in the Moments that Matter

TIM COONEY
 2040 RADISSON ST.
 GREEN BAY, WI 54302
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 FAX: 920-468-8615
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COTTAGE GROVE POLICE DEPT.
MATT WAGNER
 210 PROGRESS DR.
 COTTAGE GROVE, WI 53527
 8/10/2022
 608-839-4652
mwagner@cottagegrovepolice.org

QUOTE NO. TC20220810Brev1

PRICING AND FINANCIAL OPTIONS SPECIFIC TO THIS OFFERING:
EQUIPMENT DETAILS AND PRICING

QTY	MODEL AND DESCRIPTION	UNIT PRICE	TOTAL PRICE
State Contract# 505ENT-O16-NASPOCOMPUT-02			
7	Panasonic Arbitrator In-Car 4000 256GB SSD GPS Module Integrated Wireless Upload Module	\$2,940.00	\$20,580.00
7	In-Car 4000 Vehicle Wiring, Power and BBU	\$626.00	\$4,382.00
7	AS-1 Low Profile Camera	\$884.00	\$6,188.00
OPTION:			
WV-VC30 Front Camera Upgrade: Add \$436.00 each			
7	Wireless Upload/GPS Antenna	\$329.00	\$2,303.00
7	900MHz Wireless Mic Kit	\$597.00	\$4,179.00
7	3 Year Software Device License	\$368.00	\$2,576.00
7	HD Back Seat-Rear Facing Camera w/Audio	\$384.00	\$2,688.00
OPTIONS			
Siren Interface Cable: \$35.00 each			
2nd Bay 256GB SSD Drive: \$144.00 each			
SSD Card Reader: \$258.00 each			

Payment Terms: Net 30 Days	EQUIPMENT COST:	\$42,896.00
Quotation Good for 90 Days	SHIPPING:	Included
<i>We impose a surcharge of 2% on credit card purchases over \$1,000.00 which is not greater than our cost of acceptance.</i>	TAX:	Exempt
Your signature is an agreement to purchase and an acceptance of Baycom's Terms & Conditions (http://terms.baycominc.com)	TOTAL:	\$42,896.00

Approved By: _____ / _____
 AUTHORIZED CUSTOMER SIGNATURE DATE

All of the information listed on this proposal is confidential and proprietary information.
If You Have Any Questions, Please Contact Tim Cooney at 920-544-4282

www.baycominc.com | 920.468.5426 | 800.726.5426



9/22/2022 Administration I was asked to watch video footage of some behavior issues in the hallways and gym involving several students. Mr. Kamoku handled all the behavior issues with those involved.

9/26/2022 Officer (non-enforcement) I went to a school safety summit which involved other area school districts, Dane County Emergency Management, Office of School Safety, and the Dane County 911 Center

9/26/2022 Administration I was asked to check cameras to see if a water spill on the grand staircase was intentional or unintentional. It was unintentional.

9/28/2022 Administration I was notified that a student had been de-pantsed by another student at the cross country meet that was held at GDS. I followed up with the victim's parent on Sept. 29th and that parent wanted a citation issued to the suspect. A citation has been issued for disorderly conduct.

9/28/2022 Administration I was informed that several 8th grade girls had been in the 8th grade girls bathroom and that marijuana had been smoked. I was able to learn that one of the girls admitted to bringing the marijuana and that one other girl had also smoked the marijuana. The school administration requested that a citation be issued to the student who had brought the marijuana to school. I issued the student a citation for Possession of THC and Possession of Drug Paraphernalia

09/29/2022 Administration Mr. Kamoku and I spent the morning talking with the entire 8th grade class about the "de-pantsing" incidents and how any further incidents would result in school punishment and could result in law enforcement consequences

9/29/2022 Administration I was asked to follow up with a family of a student who was de-pantsed on the 27th and the cross-country meet. I spoke with the father who indicated that he wanted the other student cited for their actions.

10/3/2022 Officer (non-enforcement) I was out most of this day due to attending the funeral services for the fallen CGVFD firefighter who passed

10/4/2022 Officer (non-enforcement) I attended the monthly SRO meeting that was held in DeForest. It was great to re-connect with all the other Dane County SRO's and learn about the trends happening in their district and how they were solving problems.

10/4/2022 Administration I was asked to look at surveillance footage for a group of kids who were walking behind a staff member and being in appropriate. I found the footage and showed it to administration.

10/4/2022 Student Student of Color I was in my office when I saw that a teacher was calling me on my phone. I answered the phone and recognized the voice to be of a student who I have a great relationship with. He was laughing and he asked me if my refrigerator was running and if it was that I should go and chase it. He was laughing and I was laughing and I thanked him for making my day.

10/4/2022 Administration Student of Color I was asked if a student could sit with me during his lunch period. This is a student who I have a great relationship with, and he has been struggling with behavior this year. I talked with him and told him that I wanted him to have a successful year.

10/5/2022 Administration I attended the weekly SS/Admin meeting

10/5/2022 Teacher I was asked by a teacher if I could talk to two girls because one of them overheard another classmate say that he wanted to blow up the school. The student who made the statement has a disability and due to his disability is unable to control some of his statements. I notified the Dean of Students of the statement and was told that he would talk to the case manager and handle it within school. I was comfortable with this decision.

10/5/2022 Administration I was asked to check the surveillance cameras for footage of theft from a locker. A student reported that someone had removed items from his locker. I found the footage, identified the offending students, and showed the footage to administration who handled the incident.

10/6/2022 Officer (non-enforcement) SRO Wunsch and I met with Jim Blodgett asking for updates on safety drills and what was being planned as far as other safety avenues that was talked about on Sept. 26th at the school safety summit.

10/7/2022 Student Student of Color I walked into the large conference room to get something and saw a student in the conference room. I asked if they needed anything, and he told me that he was waiting for Mr. Kamoku. He saw that I had a police badge on, and he asked why I had a badge. He is a new student and I told him who I was and what I did for students. He told me that he came from Sennett MS and said that there should be police at that school because it was bad while he was there. He said that he is glad that he is here. I told him that I was also glad that he was here and told him that if he needed anything that he could always come and talk to me, and I would help him.

10/10/2022 Officer (non-enforcement) SRO Wunsch and I held a meeting with James Blodgett to discuss ongoing safety

10/10/2022 Administration I was contacted by Susan Bishop (HS Counselor), and she told me that a HS student who lives in CG needed to make a report regarding his father. There were alleged domestic issues and possible child abuse issues that needed to be addressed. I spoke with the student at the students request. The student had wanted to talk to me because of the relationship we had built last school year. Further follow up is being conducted.

10/11/2022 Student Student of Color A student who I have a relationship with was in the office speaking with an administrator and before heading back to class, stopped by my office, and said hello.

10/11/2022 Teacher I was given information about a hitting match during gym class. I found the incident on the cameras and gave the information to administration for follow up.

10/12/2022 Administration Student of Color I was asked if I could find video of a student going to a classroom and disrupting a class that she is not in. It was reported that she went to the classroom, opened the door, and "flipped" off another student. The teacher of that class then had a difficult time keeping that student on task as he was very upset that the disrupting student "flipped" him off. I found the footage and showed it to James Kamoku.

10/12/2022 Administration I attended the Admin/SS meeting

10/12/2022 Administration I was asked to look at the video surveillance footage to see if I could identify the student who squirted water into the entrance way of two rooms. I was able to find and identify the student. I notified administration and they handled it from there.

10/13/2022 Administration I was asked to check the cameras to see what students entered an empty classroom and messed around with a teacher's equipment. I was able to identify students and I informed Mr. Kamoku who in turn had me email the list to the teacher so the teacher could try to fix it with the students first.

10/13/2022 Student Student of Color A student who I have a great relationship with was in the office and before he went back to class, he stopped in my office and talked with me for a while. I gave him a snack and he walked to class.

10/14/2022 Administration Administration asked me to check the video surveillance footage to see which student spilled water in a stairwell. I was able to identify the student who was intentionally squirting his water bottle in the stairwell on the landings and the stairs. Several students have been intentionally squirting their water bottles on to the floor. I showed the video to administration who then handled the incident.

10/14/2022 Teacher A teacher came to my office and said that a group of girls came to her classroom during a class period and yelled and slammed the door. I was able to identify the students for the teacher so she could send an email to administration for review and follow up.

10/14/2022 Administration Administration asked if I could look up video surveillance footage of the 7th grade boy's bathroom. There was a possible fight in the bathroom involving several students. Nate Verhage watched the footage with me, and we were able to identify the students involved so he could contact them.

10/14/2022 Administration Administration asked me to identify several 7th grade boys that were possibly fighting in the bathroom. Nate Verhage watched the footage with me and handled the issue. I was later asked to have one of the students sit with me in my office until his mother came to get him. We talked for a while, and he asked about my job.

10/17/2022 Officer (non-enforcement) I taught Personal Safety and Online Safety to three different 6th grade health classes

10/18/2022 Administration Student of Color I was notified by the Dean of Students that a student had reported that another student had shot a cap gun near his ear while at the bus stop in the City of Monona. After school had started for the day, I was asked by the Dean of Students to come with him while he searched the students locker/backpack for the cap gun. While the Dean of Students searched the locker, I stood by in the hallway. The Dean of Students showed me what was inside the very front small pocket of the backpack, and I observed a lighter, a marijuana smoking device, and a marijuana bud which was just smaller than a quarter. The contents of the smoking device and a small portion of the bud were tested, and both tested positive for the presence of THC. Per school board policy 5530, no citation will be issued.

10/18/2022 Officer (non-enforcement) Attended my virtual SRO Committee meeting preparing for our next SRO conference in June of 2023

10/19/2022 Officer (non-enforcement) I attended the Raptor Technologies webinar that was focused on the School Response Protocol that the district has adopted.

10/19/2022 Family I was contacted by a parent who works at GDS and was asked if I knew what happened at CGS. I told her that I was not made aware of any issues. The email stated that there was a dangerous situation with a student and an unauthorized dangerous item in a classroom.

10/19/2022 Officer (non-enforcement)

I attended a virtual webinar that was sponsored through Raptor, our visitor check in program, regarding the Standard Response Protocol model developed by the I Love You Guys Foundation.