

*"To Serve the People."*



# ANNUAL REPORT 2025

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PROCTOR POLICE DEPARTMENT

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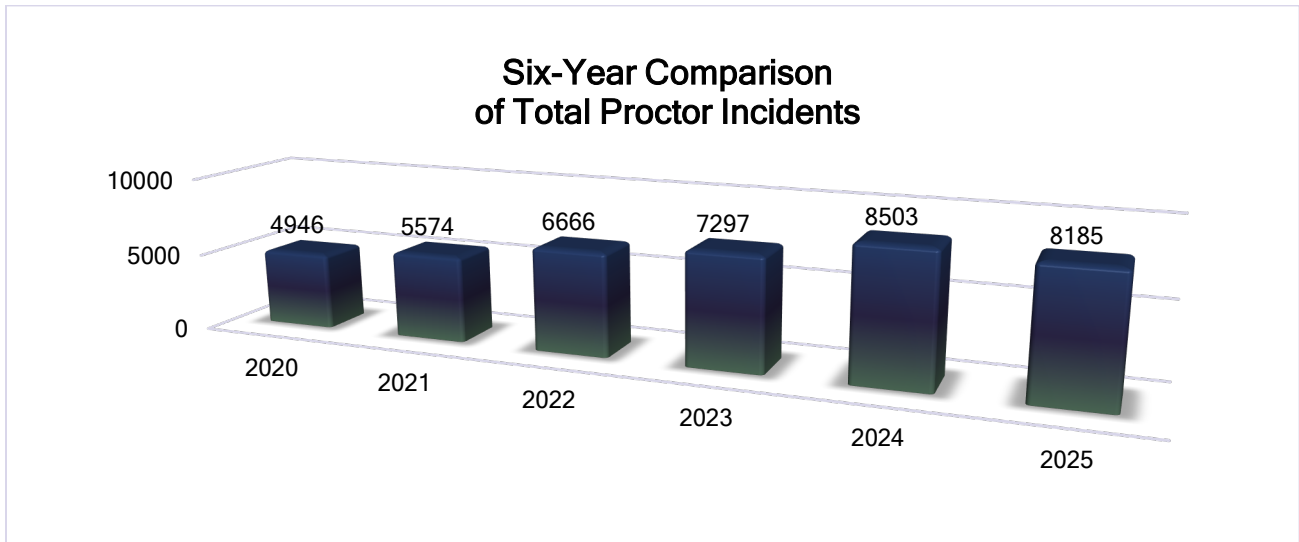
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Minnesota State Statute, Chapter 299C.06 requires all law enforcement agencies to furnish statistics and information regarding the number of crimes reported and discovered, arrests made, complaints, information and incident files along with dispositions.

Minnesota State Statute, Chapter 299C.12 requires law enforcement officers/agencies to keep a permanent written record, in a form prescribed by the State Commissioner of Public Safety, of all felonies, warrants issued in relation to the commission of felony, statements of the facts and description of the offender if known, method of operation and action taken by the officer and any other information that the superintendent may require.

Local law enforcement has a greater responsibility to the community beyond that required by statute. The primary purpose of municipal law enforcement is to provide professional service in keeping with the expectations of our society and the needs of the community.

# RECORDED ACTIVITY COMPARISONS



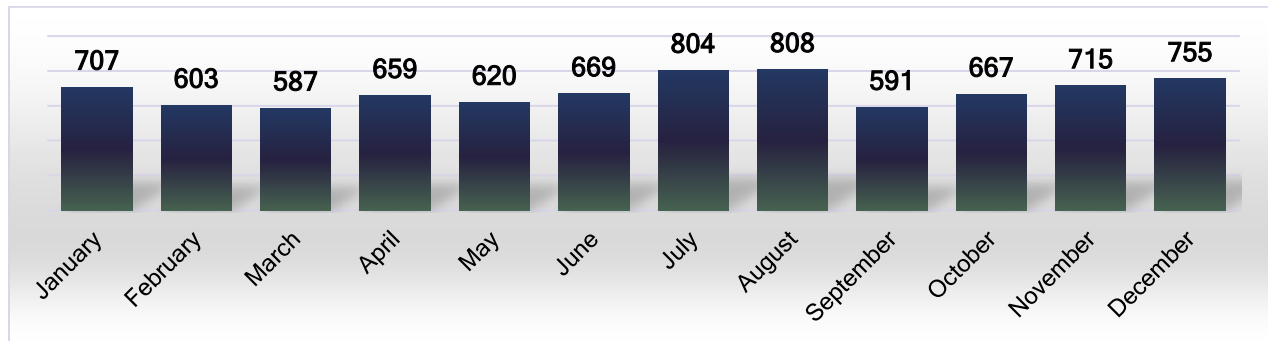
## AGENCY COMPARISON

Hermantown Police Department is the closest comparable neighboring city agency. Per Hermantown’s 2024 Annual Report, 16 sworn officers handled 9,503 calls. These numbers compare to Proctor as follows:

	COMMAND STAFF	DETECTIVES	PATROL OFFICERS	2024 INCIDENTS	AVERAGE CALLS PER PATROL OFFICER
<b>Hermantown</b>	5	2	9	9,503	864
<b>Proctor</b>	2	0	6	8,503	1,417

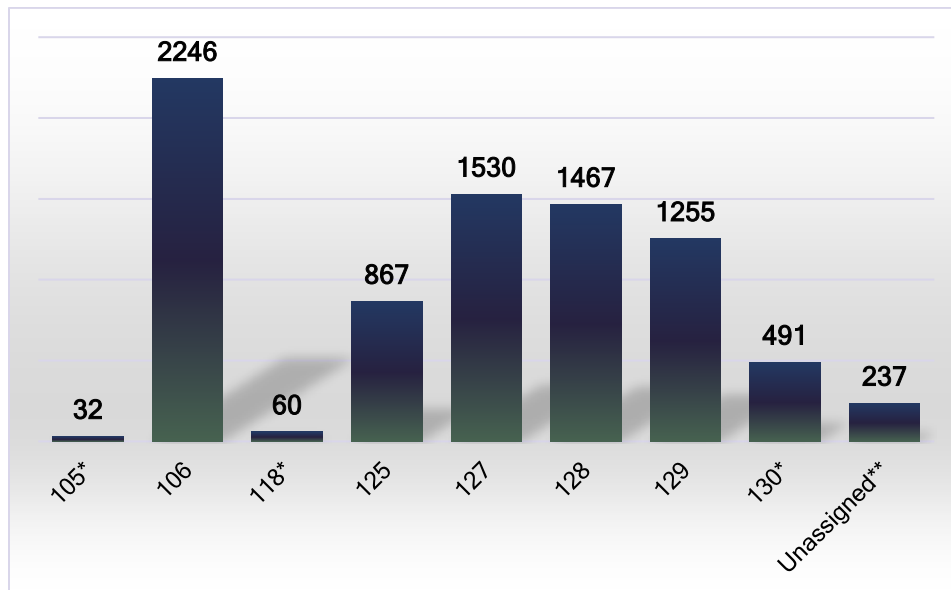
Proctor officers, on average, respond to and/or initiate 48.5% more calls than Hermantown officers, a department twice the size. Hermantown also employs two full-time detectives who oversee and carry out investigations. Proctor’s officers are required to fully investigate their individual calls for service during their patrol shifts, oftentimes being called out on other matters in the midst of such investigations.

## 2025 TOTAL INCIDENTS BY MONTH



**TOTAL: 8,185 incidents**

## 2025 TOTAL INCIDENTS BY OFFICER



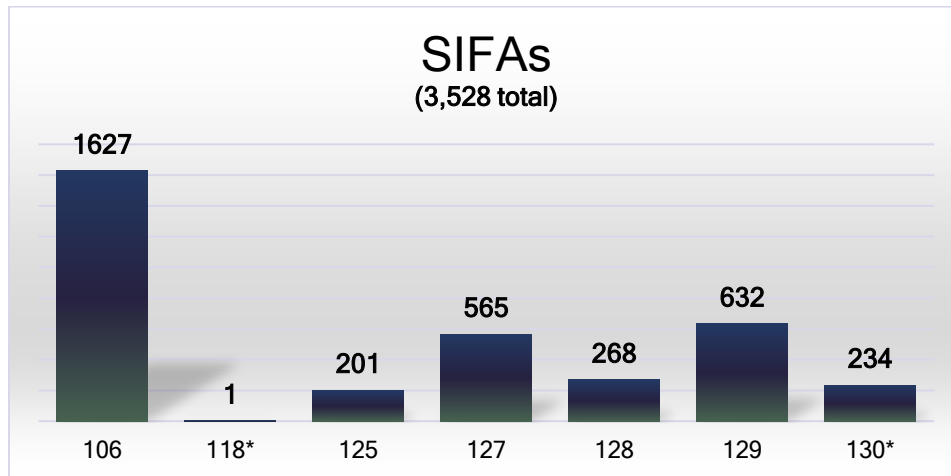
\* 105 is the Chief; 118 is the Sergeant; 130 joined the PPD in July 2025.

\*\* Unassigned are incidents that are aired but not necessarily assigned to an officer.

The above indicates total incidents for each officer in 2025 which include assisting other agencies as well as Self-Initiated Field Activities (business/residential checks). SIFAs make up the department's highest category of incidents created throughout the year and are further detailed on the following page.

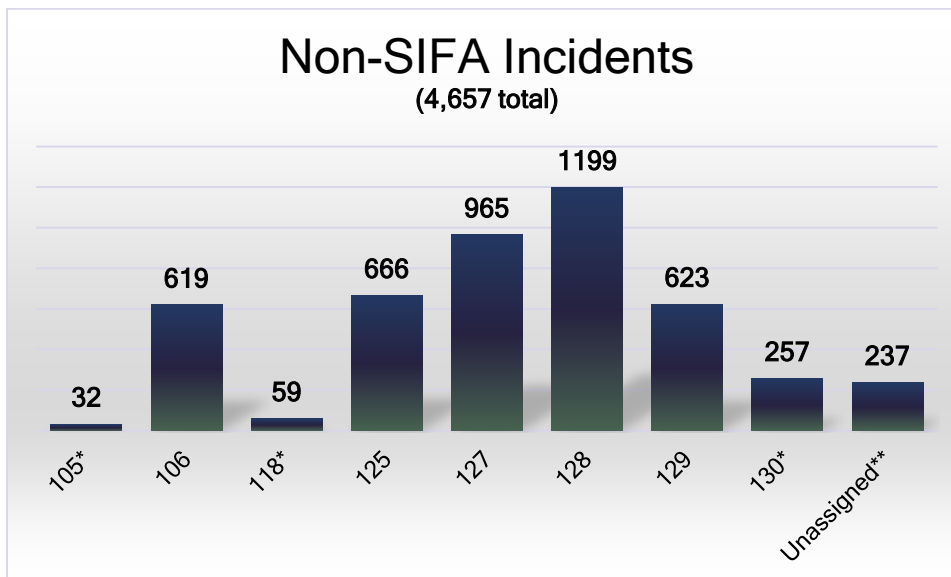
## SIFA vs. NON-SIFA INCIDENTS

Self-Initiated Field Activities (business/residential checks), which are incidents created by the officer, totaled 3,528 in 2025, and were completed by individual officers as follows:



\* 118 is the Sergeant; 130 joined the PPD in July 2025.

Non-SIFA incidents are all other incidents, which at year-end totaled 4,657 incidents, and were completed by individual officers as follows:



\* 105 is the Chief; 118 is the Sergeant; 130 joined the PPD in July 2025.

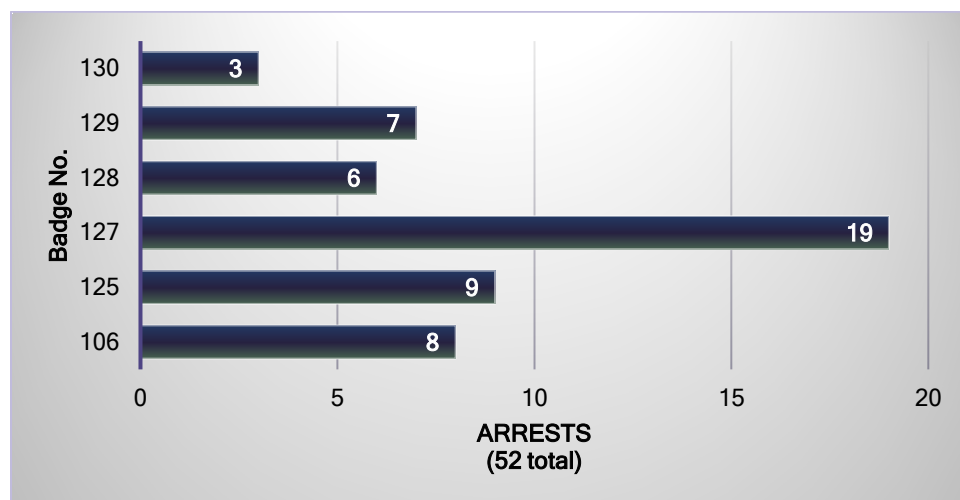
\*\* Unassigned are incidents that are aired but not necessarily assigned to an officer.

## SERIOUS CRIMES\*

	2024	2025
Assault/Fights	8	15
Burglary	5	1
Criminal Sexual Conduct	8	8
Domestic/Disturbance	107	101
DWI	14	12
Forgery/Fraud	21	23
Non-Driving Alcohol/Drug Incidents	16	16
OFP/Harassment Incident	26	26
Theft	25	29
<b>TOTAL</b>	<b>230</b>	<b>231</b>

\* When an individual received multiple charges stemming from the same incident, these numbers reflect only the most serious offense charged.

## ARRESTS



There were 52 arrests made in 2025 with the three major types relating to assaults (7), DWIs (12) and warrant arrests (14). Other arrests included theft, order violations, drug-related incidents and fleeing. This compares to 53 arrests made in 2024.

## INCIDENTS – OTHER

	2024	2025
ATV/Snowmobile Disturbance	3	1
Blight	19	28
Deceased Person	5	5
Fires (Officer Assist)	26	37
Fireworks	2	2
Gas Drive-Off	18	12
Kid/Neighbor Trouble	42	44
Medical Incidents	410	462
Mental Health Issues	12	30
Motor Vehicle Collisions	23	26
Motor Vehicles in Ditch	7	13
Property Damage	44	37
School Incidents	61	80*
Security/Fire Alarms	55	49
Suicides - Attempted/Threats to Commit	19	11
Suspicious Vehicle/Person/Activity	200	165
Unwanted Person/Trespass	51	33
Weapons/Gunshots	0	0
<b>TOTAL</b>	<b>997</b>	<b>1035</b>

\* CAD incidents are not generated for many classroom presentations as well as school re-entry, truancy and other meetings.

## PARKING / TRAFFIC

	2024	2025
Parking Tickets	62	80
Parking Warnings	208	149
Traffic Tickets	518	263
Traffic Warnings	1180	1069
Traffic - Arrest Warrant/Other	21	15
<b>TOTAL</b>	<b>1989</b>	<b>1576</b>

## ADDITIONAL SERVICES RENDERED

	2024	2025
911 Hang-Up/Disconnect	65	90
Animal Problems/Lost/Found	76	56
Attempt to Locate	75	68
Check Hazard	91	93
Check Welfare	75	66
Civil Matters	21	15
Extra Patrol	292	263
Follow-Up	55	28
Handgun Permit	20	37
Lost/Found Property	41	43
Miscellaneous/All Other*	436	424
Pet Licenses	71	54
Public/Motorist Assist	84	96
<b>TOTAL</b>	<b>1402</b>	<b>1333</b>

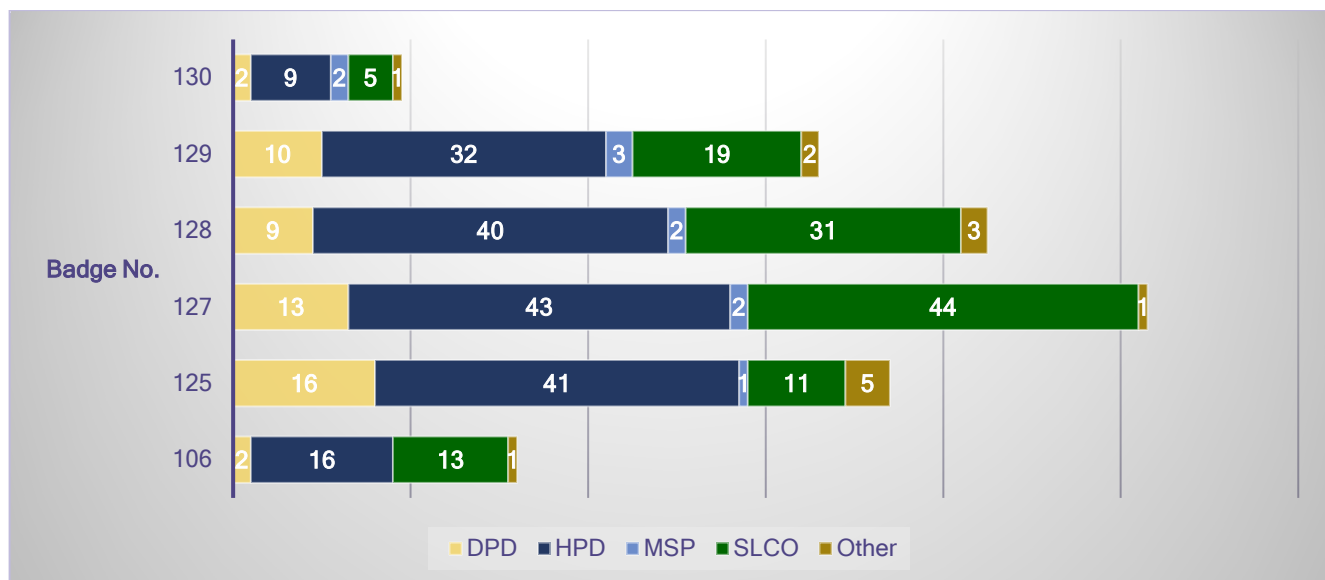
\* Miscellaneous/All Other includes Minnesota Adult Abuse Reporting Center (MAARC) reports, Child Protective Services (CPS) reports, liquor store deposits and any other informational-only incidents.

## AGENCY ASSISTS

The Proctor Police Department assisted the Duluth Police Department, Hermantown Police Department, Minnesota State Patrol, St. Louis County Sheriff's Office and other agencies on a total of **385** incidents (compared to 394 in 2024) as follows:

- 52 to Duluth Police Department
- 179 to Hermantown Police Department
- 12 to the Minnesota State Patrol
- 121 to the St. Louis County Sheriff's Department
- 14 to other agencies

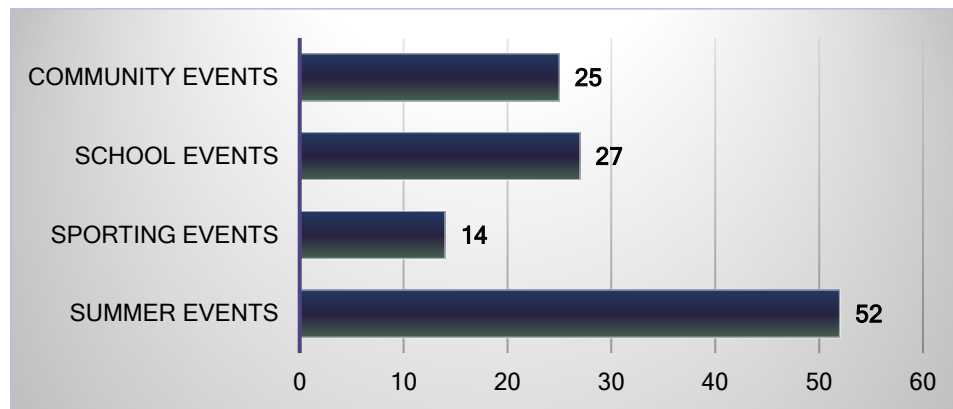
These totals are broken down by officer as follows:



Likewise, Hermantown officers directly assisted PPD officers on 169 incidents (compared to 242 in 2024), and St. Louis County Sheriff's deputies assisted PPD officers on 163 incidents (compared to 146 in 2024).

DPD assists are difficult to accurately calculate given they use a separate Records Management System.

# COMMUNITY ENGAGEMENTS\*



TOTAL ENGAGEMENTS: 97

Officers logged a total of 186.5 Community Engagement hours in 2025, which included attendance and presence at:

#### Community Events:

- *A Night to Shine*
- *Pet License registration events*
- *Sno-Cross*
- *Fundraisers*
- *Career Days*
- *Halloween/Trick-or-Treaters*
- *Visits with kids' day camps, troop meetings, lemonade stands, etc.*
- *Interactions with the general public*

#### School Events:

- *School assemblies, clubs, events and dances*
- *Presentations and projects*
- *Job shadowing*

#### Sporting Events:

- *Team sporting events*
- *State send-off escorts*

#### Summer Events:

- *The MS-150 and Grandma's Marathon*
- *Proctor Fair events (the booth, walking the fairgrounds and interacting with the public)*
- *Community Picnic*
- *National Night Out*
- *Hoghead events (car show, movie night, parade and fireworks)*
- *Sunday night races as well as special race events (i.e., Silver 1000)*

\* This chart reflects documented community engagements only. Many other interactions occur throughout the year; however, it is at the officers' discretion to create a call for each instance. Moreover, the numbers in this chart reflect a community engagement as one call, regardless if multiple officers participated.

## PATROL VEHICLE LIFE CYCLE

The department's estimated life cycle of a patrol vehicle is 8 years. This timeline is feasible for our department, given no major maintenance issues or damage arise, and if vehicles are issued to individual officers. Industry standards show life cycles to be significantly less if a vehicle is routinely shared among officers. Accountability of an officer for the care of their patrol vehicle is better managed as well when an individual officer is assigned to only one vehicle.

If the 8-year rule for life cycle of a patrol vehicle is followed, Units #105, #114 and #171 have surpassed their life expectancy. Further, Unit #181 is currently being shared by two officers on separate shifts, causing it to be used twice as often as other units. The department is currently meeting its funded authorized level of 8 officers in 2025, and its future goal is to have a patrol vehicle for each individual officer and, in turn, potentially prolong the usability of each vehicle.

### 8-YEAR PATROL VEHICLE LIFE CYCLE

NO.	VEHICLE	VEHICLE YEAR	REPLACEMENT YEAR
105	Dodge Ram	2014	2022
114	Dodge Durango	2016	(Out-of-Service/ Non-Operational)
171	Ford Explorer	2017	2025
181	Dodge Charger	2018	2026
121	Dodge Durango	2021	2029
123	Chevrolet Tahoe	2023	2031
124	Chevrolet Silverado	2024	2032
125	Ford Explorer	2025	2033

## FLEET UPDATE / MAINTENANCE

Squads incurred the following mileage and maintenance in 2025:

NO.	VEHICLE	12/31/2024 ACTUAL MILEAGE*	12/31/2025 ACTUAL MILEAGE*	MILES DRIVEN IN 2025	2025 MAINTENANCE AMOUNT
105	2014 Dodge Ram**	43,689	46,364	2,675	\$166.95
114	2016 Dodge Durango***	88,478	89,791	1,313	\$1,343.83
171	2017 Ford Explorer	55,054	71,961	16,907	\$1,820.23
181	2018 Dodge Charger	86,165	109,930	23,765	\$6,933.82
121	2021 Dodge Durango	33,410	47,375	13,965	\$6,445.96
123	2023 Chevrolet Tahoe	14,233	40,448	26,215	\$5,080.00
124	2024 Chevrolet Silverado	170	2,140	1,970	\$80.40
125	2025 Ford Explorer	---	1,656	1,656	\$0.00
				<b>88,466</b>	<b>\$21,871.19</b>

\* Industry standards factor in wear and tear of law enforcement vehicles; thus, causing the mileage to be considered doubled of what it actually is.

\*\* Non-pursuit rated

\*\*\* Out-of-service/non-operational

The following is an itemization of squad maintenance charges in 2025:

NO.	DATE	DESCRIPTION	AMOUNT
105	10/22	Interstate - Battery	\$166.95
114	3/13	The Shop - Radiator Hose/Oil Cooler/Thermostat	\$603.34
114	3/27	The Shop - Engine Check/Oil Pressure Switch	\$216.78
114	4/30	Duluth Dodge - Engine work	\$290.68
114	4/30	Rivord Auto - Oil change/check engine	\$92.03
114	6/26	Tim's Autocare - Diagnostic testing	\$141.00

121	1/22	The Shop - Oil Change/Fuel Injector/Rotate Tires	\$454.41
121	1/29	Troy's - Tire	\$188.98
121	2/10	Troy's - Tires	\$565.93
121	4/18	Melanson's - Brakes/Oil Change	\$744.85
121	5/27	Duluth Dodge - Fuel injector	\$421.88
121	6/22	Holiday - Fuel system cleaner	\$11.36
121	7/30	Melanson's - Oil change/brakes/heater hose	\$1,085.65
121	9/8	Melanson's - Brakes/thermostat	\$792.16
121	11/12	Melanson's - Oil change	\$80.40
121	11/19	O'Reilly - Wiper blades	\$38.00
121	12/30	Benna Auto Center - Fuel pumps	\$2,062.34
123	1/31	Troy's - Oil Change	\$99.54
123	5/6	Melanson's - Brakes/Oil Change	\$1,250.16
123	5/22	Melanson's - Front brakes --Warranty--	\$0.00
123	6/23	Troy's - Tire repair	\$30.00
123	6/30	Troy's - Tire repair	\$40.00
123	7/14	Melanson's - Oil change/tire rotation	\$110.40
123	9/4	Troy's - Oil change/tires	\$932.66
123	11/6	Melanson's - Oil change	\$85.00
123	12/8	Melanson's - Brakes	\$2,532.24
124	7/31	Melanson's - Oil change	\$80.40
171	4/1	Melanson's - Oil Change	\$75.42
171	7/7	Melanson's - Oil change	\$80.40
171	7/8	Melanson's - Oil change	\$82.81
171	9/15	Menard's - Antifreeze	\$20.63
171	10/22	Interstate - Battery	\$166.95
171	11/19	Melanson's - Oil change/brakes	\$874.21
171	12/22	Melanson's - Spark plugs	\$519.81
181	1/6	Troy's - Oil Change	\$71.22
181	1/8	Troy's - Tires	\$652.50
181	2/11	The Shop - Brakes/Propeller/Axle Shaft/Oil Change	\$3,563.00
181	3/27	The Shop - Engine Check/Fuel Injector	\$86.74
181	4/22	Melanson's - Oil Change	\$80.40
181	8/21	Melanson's - Overhaul	\$1,711.77
181	8/28	Troy's - Tires	\$682.00
181	10/30	Melanson's - Oil change	\$80.40
181	12/9	Proctor Builders - Fuse	\$5.79
<b>TOTAL:</b>			<b>\$21,871.19</b>

# ADMINISTRATIVE

The Proctor Police Department is required by the State of Minnesota to complete multiple forms of reporting each year, to include:

- National Incident-Based Reporting System (NIBRS) (*collects and reports crime data*)
- National Crime Information Center (NCIC) Validations (*automated filing system for “hot” files to include stolen property and missing/wanted persons*)
- Supplemental Reporting System (SRS)/Agency Submissions (*collects data on use of force, pursuits and no-knock search warrants*)
- Predatory Offender Registry (POR) (*reporting registrants’ change of information*)
- Minnesota State Auditor: Criminal Forfeitures and Forfeiture Expenditures
- BCA Annual Law Enforcement Employee Count
- BCA Permit to Carry Annual Report
- Minnesota Police Officer Standards and Training (POST) Board’s Use of Force Complaints
- POST Board’s Misconduct Reporting System (*incidents of officer misconduct*)
- Law Enforcement Support Office’s (LESO) Federal Mandated Reporting (*Department of Defense’s excess property/rifles*)

The Department also applies for aid on an annual basis as follows:

- Police State Aid through the Minnesota Department of Revenue (\$90,080.34 awarded in 2025 based on 7 fulltime officers, equating to \$12,868.62 per officer). This number was \$87,231.82 in 2024.
- POST Board Training Reimbursement (\$6,961.01 in 2025). This number was \$7,095.50 in 2024.

# TRAINING

For fiscal year 2024-2025 (July 1, 2024 to June 30, 2025), officers engaged in 141 training courses spanning 455 hours, including both POST-mandated and officer development trainings. The categories of courses and related expenses are as follows:

TRAINING CATEGORIES	EXPENDITURES
General Training: All Non-Mandated Training	\$19,754.48
Mandated: In-Service Use of Force Training	\$6,545.93
Mandated: In-Service Emergency Vehicle Operations and Police Pursuits (EVOC)	\$800.90
Mandated: Conflict Management and Mediation	\$0.00
Mandated: Crisis Intervention and Mental Illness Crises	\$676.87
Mandated: Recognizing and Valuing Community Diversity and Cultural Differences to Include Implicit Bias	\$228.55
Mandated: Ensuring Safer Interactions Between Peace Officers and Persons with Autism	\$319.31
Mandated: Investigating Crimes Motivated by Bias	\$153.51
<b>TOTAL:</b>	<b>\$28,479.55</b>

**Fiscal Year 2024-2025:** 7 officers met the employment eligibility requirements (hired and licensed before October 31st and employed for at least 8 months during a fiscal year) to apply for reimbursement from the MN POST Board in 2025. All-inclusive costs for such training (wages, tuition, travel, lodging) totaled \$28,479.55, \$6,961.01 of which was reimbursed.

**Fiscal Year 2023-2024:** In comparison, six officers met the employment eligibility requirements for reimbursement application in the 2023-2024 fiscal year, in which officers attended 176 courses spanning 423 hours and incurred \$18,022.95 in expenses, \$7,095.50 of which was reimbursed.

Officers also participate in non-mandated training which, in 2025, included courses/certification as a Glock Armorer, Rifle Armorer, National Child Passenger Safety Technician/Safe Kids Worldwide in partnership with Essentia Health, and supervisory training through the Minnesota Chiefs of Police Association and Daigle Law Group.

# ANNUAL CITY BOW HUNT

There were 4 applicants for the 2025 Annual City Bow Hunt with 1 deer harvested. The number of hunters significantly reduced from 2024, in which there were 11 applicants with 2 deer harvested, likely due to the reduction of public land available to hunt on. Two applicants hunted on public Lot #3 near the fairgrounds, and two applicants hunted on private land. The only deer harvested was a buck taken on private land.

2024 Hunters	Deer Harvested	
11	Lot 2	1 buck 1 doe

2025 Hunters	Deer Harvested	
4	Lot 3	---
	Private land	1 buck

## OTHER NOTABLE INFORMATION

The Proctor Police Department is currently comprised of its Chief, Sergeant, 5 patrol officers and 1 part-time School Resource Officer who is contracted to work in the school 14-1/2 hours per week and who also assists in patrol duties and investigations. Our newest officer was hired in July 2025 and completed training in November 2025.

In 2025:

- 190 traffic stops were made through the Toward Zero Deaths initiative, a grant awarded to the Proctor Police Department allowing overtime to conduct specialized traffic enforcement for DWIs, speed, seatbelt and hands-free violations.
- 5 search warrants and 5 subpoenas were written, obtained and executed for DWI matters, criminal sexual conduct and financial fraud/theft matters.
- 7 Taser 10s and one Virtual Reality Training Scenario equipment package was purchased by the department. Two officers became Taser instructors and planned, wrote and implemented updated Taser training for the department.
- 9 properties were reported and monitored for blight issues.
- 37 permits to acquire handguns were processed, backgrounded and issued to City of Proctor residents.
- 58 annual and 5 lifetime pet licenses were processed and issued to City of Proctor residents.
- 83 data requests were received and processed by Proctor Police Department staff.
- 207 pounds of medications were disposed of by the Proctor Police Department in coordination with WLSSD and the St. Louis County Sheriff's Department through the Drug Take-Back Program.
- 38 City of Proctor Special Event applications were received and processed through the Proctor Police Department for the Public Safety Committee's review.
- \$2,000 was awarded to the Proctor Police Department through a Minnesota Police Chief's Association grant application for community engagement expenses.
- 37 local businesses and organizations came together for the Proctor Police Department's 2025 National Night Out event, making it one of the largest NNO events in City history.