

Charles County Sheriff's Office

Sheriff Rex W. Coffey



2008
Annual Report

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MISSION STATEMENT

The men and women of the Charles County Sheriff's Office are dedicated to service through superior performance. We believe mutual respect, trust and pride in our organization, combined with traditional values and innovative techniques, will ensure the community's right to a safe environment.



OUR VALUES

Life: We believe the protection of life is our highest priority.

Respect: We believe in individual human dignity and the preservation of human rights under the rule and spirit of law, always treating others as we would like to be treated.

Integrity: We believe in maintaining the public trust by holding ourselves accountable to the highest moral and ethical standards.

Fairness: We believe in the delivery of service that provides fair and equal treatment to all citizens without regard to age, gender, race, creed, color, religion or national origin.

Trust: We believe in order to provide effective service we must develop and maintain the confidence of the community.

Partnerships: We believe in working in partnership with the community and each other to identify and resolve problems and issues which affect the safety of our citizens.

Loyalty: We believe in an allegiance to the community, to the organization, and to each other.

Professionalism: We believe in delivering a level of service which will reflect the pride we have in our community and organization.

SHERIFF'S MESSAGE

Dear Friends,

I am proud to present the Charles County Sheriff's Office's 2008 Annual Report.

This year, the United States experienced its most severe economic downturn since the Great Depression and like most other counties in Maryland and across the country, Charles County faced its share of budgetary challenges. But while the recession demanded our frugality, we vowed to ensure public safety would not suffer. In keeping our promise, we reduced violent crime by 6.1 percent and held the overall crime rate steady, according to a preliminary Maryland State Police statewide crime rate report. This trend is especially notable considering not only our economic challenges but also our county's population rise. Historically, an influx of residents increases a community's crime rate but with our heightened visibility and proactive police work, we break tradition.

Our success is the product of the daily toils of a professionally staffed Agency and of a strong alliance between our Agency and the citizens, businesses, community organizations, and government officials in Charles County. I am so very proud to lead the men and women of the Charles County Sheriff's Office, the guardians of justice who protect my family and yours and ensure our right to live safely and in peace. I am equally proud

to live in a community that fervently supports law enforcement and whose participation in our crime prevention programs ensures such operations are an effective component of our public safety strategy.

This Annual Report documents the programs and initiatives that contributed to our success in 2008. As I reflect upon the past year, I am left with unwavering confidence in our future. We serve a common purpose in the fight against crime and together we will continue to prevail.

Sincerely,



Sheriff Rex W. Coffey



OUR HISTORY

Law enforcement services in Charles County began in 1658, when Nicholas Gwyther was appointed Sheriff simultaneously in Charles and St. Mary's counties. The original duties of the Sheriff included collecting taxes, serving warrants, apprehending criminals, executing criminals and occasionally investigating witchcraft.

Initially, the Sheriff conducted business wherever he could, which usually meant at his own residence. Eventually, the county courthouse housed police operations. In the 20th century, the Sheriff's Headquarters moved from the courthouse on Charles Street to an abandoned military site on Radio Station Road and then to a renovated truck stop on Crain Highway, which serves as the current La Plata District Station. The current Headquarters, also located on Crain Highway in La Plata, opened in July 2000 and is the first building ever erected specifically to serve as the flagship of the Agency. Additional district stations are operated in Waldorf and Indian Head and satellite offices are located throughout the county.

The first county jail was built next to the County's original courthouse, located in the former county seat of Port Tobacco. The next jail was built behind the current courthouse in La Plata in 1897 and housed Traffic Operations personnel until 2005, when the unit moved to a building constructed on Audie Lane for the Sheriff's community services and special operations personnel. The

third jail, also near the courthouse, was built in 1926 and is still used by the Sheriff's Office for Court Holding. The Detention Center that was operational from 1981 to 1995 is located behind the La Plata District Station and housed Judicial Services employees and Maryland Division of Parole and Probation staff until 2005, when renovations began to reopen it in 2007 as an annex of the current Detention Center located behind Headquarters.

In its 350-year history, the Sheriff's Office has grown from a one-man operation into a full-service agency and one of the largest employers in the county, with more than 600 police officers, corrections officers and civilian personnel. As the principal law enforcement agency in Charles County, the Sheriff's Office operates 24 hours a day, seven days a week to respond to calls for service and protect the citizens and businesses in our ever-growing community.



OPPOSITE PAGE (FAR LEFT) Sheriff Coffey, pictured here greeting a citizen, values his community's support. (TOP LEFT) Sheriff Coffey thanks a group of students preparing to participate in the Law Enforcement Torch Run for Special Olympics Maryland on a hot June morning. He is joined by Sgt. Gus Proctor, who coordinates the Sheriff's Office's Special Olympics fundraisers. (BOTTOM LEFT) Sheriff Coffey places a police badge sticker on a young citizen at the Sheriff's Office's Open House in May. THIS PAGE: Pictured from left to right are (front row) B. R. Winkler, D. Elder, H. Albrittan, A. Monroe, J. Brawner, a judge and (back row) C. Carpenter, B. Garner, H. Stine, J. Vernon and S. Vernon, circa 1953.

THE YEAR IN REVIEW

American history may characterize 2008 as a year of economic woes but at the Charles County Sheriff's Office, history will define us not by the challenges we faced but by the achievements we celebrated. We continued to embrace a supportive citizenry, began aggressive new safety campaigns and participated in outreach activities that enhanced the quality of life in our community.

Happy Birthday, CCSO

The Charles County Sheriff's Office celebrated its 350th birthday in 2008. Our Agency was established in 1658, the same year Charles County was founded and named for Charles Calvert, England's Third Lord Baltimore. With its lean budget in mind, the Sheriff's Office celebrated with commemorative patches and coins.

Teen Driving Campaign

No age group has a higher risk of being involved in an automobile crash than teens and nowhere had that fact become more alarmingly clear in recent years than in Charles County. The rate of serious and deadly teen crashes escalated between 2005 and 2007 and in 2008, the Sheriff's Office and Charles County Public Schools began an aggressive safety campaign to end the devastating trend.

The morning of the first day of school in August, officers distributed flyers with safety infor-

mation to student motorists entering the school parking lots. Sheriff Rex Coffey and School Superintendent James Richmond participated in the kickoff by visiting one of the schools to welcome students and by participating in television and print news interviews to help publicize the new campaign. Throughout the year, officers conducted unannounced safety checkpoints at the schools to ensure students were wearing seatbelts and were not violating occupancy laws that restrict teen drivers from transporting most other teen passengers. Sheriff's Office and school personnel also met regularly with student government groups, giving students an active role in the campaign. The teens created public service announcements and designed banners, among other initiatives. No teens were killed in crashes in Charles County in 2008, a testament to the power of this police-community coalition.

New District Station

The Waldorf District Station moved to a new building in November located strategically in the heart of Waldorf. The new offices were better suited for police operations and allowed space for the Agency's continued growth. Moving the station without interrupting police services required a well-coordinated plan, which the Sheriff's Office successfully executed in just a few days' time.



Online Services

As a progressive Agency, the Sheriff's Office often turns to modern means of communication like the Internet to better arm citizens with important public safety information. In July, the Agency began offering the community timely access to crime information through CrimeReports.com, a Web-based service that allows citizens to research calls for service.

Because CrimeReports data is updated within 24 hours of an event's occurrence, the service allows citizens to determine quickly what calls police have responded to in their neighborhoods or at other county locations. Access to the information is free of charge but is only offered in communities whose law enforcement agencies elect to make their call database publicly available. Citizens simply visit the Sheriff's Office's Web site, www.ccsso.us, for a link to the CrimeReports research site and for information about how to use the service.

Open House

To celebrate National Police Week in May, the Sheriff's Office held its second open house at its Headquarters in La Plata. Guests met officers, McGruff, and McGruff's nephew Scruff and viewed a display in the parking lot which featured an array of vehicles and other police equipment. They also took tours of Headquarters and were treated

to hotdogs and soda from local vendor Deputy Dogs. The open houses are held as part of Sheriff Coffey's commitment to transparency and community-oriented policing.

National Night Out

In August, more than 153 neighborhoods and 70 businesses joined the Sheriff's Office for National Night Out. The annual crime-, drug- and violence-prevention event provides law enforcement and the community with an opportunity to celebrate the success of their cooperative and formidable stance against crime. Citizens participate by hosting block parties or by simply leaving porch lights on to signify their support. Businesses like Target, the event's national sponsor, offer monetary donations and giveaway items, and they display messages on their marquees.

For the 15th consecutive year, the National Association of Town Watch recognized Charles County's enthusiastic participation in National Night Out by awarding the Sheriff's Office with a Category II award for jurisdictions with populations between 100,000 and 299,000. Charles County ranked 15th out of 28 award recipients and hundreds of applicants.

Award Recipients, Retirees Honored at Banquet

The Sheriff's Office honored six retirees and



OPPOSITE PAGE (FAR LEFT) Lt. Billy Caywood helps distribute flyers to high school drivers warning them to take important safety precautions to help avoid a crash. (TOP LEFT) Hundreds of U.S. Marines joined the Sheriff's Office for the Law Enforcement Torch Run to benefit Special Olympics Maryland. (BOTTOM LEFT) Explorers and their advisors brought home awards from both the Explorers National Conference and the Explorers Olympics. THIS PAGE: Sgt. Mel Harmon—who retired later in 2008—and a Red Lobster employee offer restaurant patrons the opportunity for a good meal and to support a good cause—Special Olympics Maryland—during Cops and Lobsters.

THE YEAR IN REVIEW

46 award recipients at a banquet in October hosted by the Waldorf Jaycees Community Center. Honored for their years of service were: Police Communications Supervisor Janice Rathell, 25 years; V. Lee Gardiner, a civilian in the Corrections Division, 21 years; Sgt. Joseph “Mel” Harmon, 20 years; Station Clerk Inge Kovacs, 19 years; Cornelious Johnson, a civilian in the Corrections Division, 13 years; and Cpl. Jeffrey Merchant, who retired on disability after eight years of service. Officer John Riffle received a silver medal of valor for heroically entering a burning building to save a woman trapped inside. Bronze medals of valor, meritorious awards and certificates of commendation were also awarded.

From Behind Bars to Fixing Cars

John Thomas knew what it was like to be on the wrong side of the law but after finishing his sentence at the Charles County Detention Center for drinking and driving, Sheriff Coffey gave him a new jump-start on life by hiring him as a fleet service technician.

Thomas was no stranger to the garage. He had been eligible for the Detention Center’s work-release program but was unemployed so, like most inmates in those circumstances, he took an unpaid job helping the Sheriff’s Office. He worked for Fleet Services for about a year and performed his duties so well that when his sentence ended

and the Work Release job subsequently expired, the Sheriff offered him a permanent—and paid—position in Fleet Services.

Sheriff Coffey, while known for his tough-on-crime stance, supports Work Release and other rehabilitative programs at the Detention Center that help inmates become more productive members of society after their release. He was confident Thomas would serve as an excellent example of how former inmates can, with commitment and a good work ethic, get back on the right track despite their previous mistakes.

Community Outreach

The Sheriff’s Office’s commitment to enhancing the quality of life in Charles County is evident not only in its public safety efforts but also in its many community outreach efforts and charitable contributions to community organizations like United Way. Here is just a sample of the events in 2008 in which the Agency participated:

Shop with a Cop

The Sheriff’s Office and the Fraternal Order of Police organized Charles County’s first Shop with a Cop event, which pairs children of low-income families with police officers who take them on a special Christmas shopping trip for clothes, sneakers and toys. PFCs Colby Shaw and Bobby Long coordinated the event, helping to raise



enough money to give 53 children each \$250 to spend at the Waldorf Wal-Mart on necessities and toys. Officers transported the children from their homes to a parking lot in Waldorf where they began the cold December morning with hot chocolate and donuts. From there, a convoy of cruisers with lights and sirens blaring made the short but exciting journey to Wal-Mart, whose staff dedicated two registers to their special shoppers. At the end of their shopping sprees, the kids were whisked off to their next stop—Middleton Hall—where Agency and community volunteers wrapped their gifts while the children ate lunch and mingled with Santa.

Special Olympics

The Sheriff's Office raised \$25,011 in 2008 for Special Olympics Maryland, a sports program for children and adults with intellectual disabilities.

In April, Red Lobster in Waldorf hosted Cops and Lobsters, a two-day event during which Agency volunteers wait on customers and donate all tips to Special Olympics. The Sheriff's Office also organized and participated in the annual Law Enforcement Torch Run, which carries the Flame of Hope across Maryland to the Summer Games. The Agency welcomed its largest turnout in history.

The Sheriff's Office was the organization's top

fundraising police agency in 2008, propelling Special Olympics Maryland to its status as the top fundraising branch of Special Olympics in the world

Piccowaxen Middle School raised nearly \$5,000 of the Special Olympics donation by participating in a bike-a-thon and the Torch Run. The school's resource officer, Cpl. Gary Holt, coordinated the fundraisers. He also sold students rubber ducks, which the students decorated to reflect patriotism, school spirit, sports teams and other themes. The ducks kept residence in Cpl. Holt's school office.

Explorers Post 1658

The Charles County Sheriff's Office Explorers Post 1658 represented the Agency honorably this year by participating in community events and by earning awards in two significant competitions.

Five Explorers including Andrea Duckett, Joseph Hughes, Victor Kavaky, Shannon O'Hara and Kateria Yates won a handful of medals—two of which were gold—at the Explorers Olympics held in Memphis, Tennessee. They competed against 75 Explorers from other agencies.

Later, the team traveled to Colorado State University, where they competed against 3,000 other Explorers and brought home two more awards.



OPPOSITE PAGE (FAR LEFT) Cpl. Robert Wood and correctional officers Phillip Conrad and Tony Oliver demonstrate the proper way to restrain a disorderly inmate to an orderly—and decidedly content—young Open House visitor. (TOP LEFT) Officer Sheilagh Fulton helps wrap Christmas presents during Shop with a Cop. (BOTTOM LEFT) Target's promise to give back millions of dollars to the community each week included a donation from its Waldorf store to the Sheriff's Office in April. Store Team Leader Lisa Scott, left, Executive Team Leader of Asset Protection Michael Kujawa and Executive Team Leader of Hardlines Marion Wilson presented a \$250 gift card to Sheriff Coffey for the Auto Theft Unit. THIS PAGE: Cpl. Mark Davidson answers questions about the K9 Unit during a week-long Just Say No summer day camp at the College of Southern Maryland.

Office of the SHERIFF

With an effective blend of proud traditions and innovation, the Charles County Sheriff's Office serves as the primary law enforcement agency in our community. We are a full-service agency that provides all services associated with both police departments and sheriffs' offices. We also operate the Charles County Detention Center. Our Agency employs more than 600 sworn, corrections and civilian personnel, making us one of the largest employers in our community.

The Sheriff's Office has been accredited by the Commission on Accreditation of Law Enforcement Agencies (CALEA) since 2002. CALEA regularly evaluates accredited agencies to ensure they meet strict standards of professional excellence. Accreditation is voluntary and difficult to achieve but it is a testament to our commitment to providing quality public safety services and reflects our own high standards of professionalism and integrity.

Sheriff Rex W. Coffey leads our Agency and serves as the chief law enforcement official in Charles County. He was sworn into office in December 2006 but his career with the Sheriff's Office began in 1973. He served first as a correctional officer and later as a sworn officer and retired from his 23-year career in 1996 as a lieutenant. In addition to fulfilling his public safety obligations, Sheriff Coffey works diligently to guide the young people of Charles County by serving as a mentor, offering job shadowing opportunities to

students and participating in other youth-focused initiatives.

Sheriff Coffey's many responsibilities are assigned by the Maryland State Constitution, the common law and statutory laws of the State of Maryland. He executes these responsibilities through the **Office of the Sheriff**, which oversees, guides and directs all components of the Agency and its nine divisions.

Two Assistant Sheriffs aid Sheriff Coffey in the daily operation of the Agency and would fulfill his duties and responsibilities during periods of his absence. Major Joseph C. Montminy, Jr., serves as the Assistant Sheriff of Operations and manages the Patrol, Special Operations, Criminal Investigations and Corrections divisions. Major Joseph "Buddy" Gibson serves as the Assistant Sheriff of Administration and manages the Special Services, Information Services, Executive Services, Training, and Administrative Services divisions.

The **Office of Professional Responsibility (OPR)**, an independent component of the Sheriff's Office, maintains the integrity of the Agency by ensuring the professional conduct of Agency personnel. Under the Command of Capt. Troy Berry, with assistance from Lt. Michael Almassy, OPR consists of Internal Affairs and Standards and Inspections.

Internal Affairs ensures employees comply with all policies and procedures of the Sheriff's



Office, investigates complaints of employee misconduct, and manages the Agency's random drug testing program. Internal Affairs handled 73 cases in 2008. Of those, 14 were sustained, seven were not sustained, 17 were exonerated, 14 were unfounded, 13 were inquiries and six were pending completion at the end of the year. The cases investigated involved 86 police officers, 20 correctional officers and six civilian employees.

Standards and Inspections personnel prevent and detect fraud by conducting routine financial audits and accounting of all Agency cash flow/charge accounts, as well as staff inspections of all Agency facilities.

OPR moved its offices in 2008. Originally stationed at Headquarters, OPR began operating out of a Waldorf office designed to make OPR more accessible to the public.

Legal guidance and representation for the Sheriff and Agency personnel are coordinated through the **Office of the General Counsel**. Led by Phillip Hinkle, a specially-assigned Assistant County Attorney, the General Counsel works with the Sheriff, Charles County Commissioners, Southern Maryland Delegation, Maryland Sheriffs' Association, and Maryland Chiefs of Police Association to draft, review, and make recommendations regarding legislation. The General Counsel also responds to civil suits involving the Sheriff's Office, examines the rules, policies and

procedures of the Agency, and provides advice and counsel to the Sheriff.



OPPOSITE PAGE (FAR LEFT) Sheriff Rex Coffey, Commissioner Reuben Collins, Collins' son, and a citizen talk at the Sheriff's Office's Second Annual Open House. (TOP LEFT) Major Joe Montminy helps a youngster select a good book at Wal-Mart during Shop with a Cop. (BOTTOM LEFT) Major Buddy Gibson speaks at a press conference in Prince George's County about illegal street racing at the border of our county and Prince George's. THIS PAGE: Major Gibson lifts Commissioner Collins's son onto a police motorcycle during the open house.

PATROL

When life or property is in peril, citizens rely on the protection of the Sheriff's Office's first responders, the officers of the Patrol Division, whose chief responsibilities are maintaining law and order and restoring peace when public safety is threatened. Commanded by Capt. Daniel Gimler with assistance from Lt. Ronald Farrell, Patrol prevents and investigates crime, responds to calls for service, and enforces traffic laws, making it the Agency's most visible component.

Four shifts of about 26 patrol officers each provide 24-hour police services for a county whose population stood at nearly 143,000 citizens in 2008. These officers respond to thousands of calls for service each year—177,297 in 2008—and face a variety of emergency and non-emergency situations. The nature of their work requires acute vigilance and they must always be prepared to encounter unpredictable circumstances.

Such unpredictable circumstances arose in August when the Sheriff's Office received a call about a possible murder. The caller had been speaking with an acquaintance who confessed he had stabbed his roommate earlier during an argument and concealed the body near a pond. Without knowing more specific information about the victim, including his exact whereabouts, officers found the suspect, questioned him and ultimately gathered enough evidence to arrest him for murder. Other patrol officers conducting a search of

nearby waterways later found the victim's body submerged in a pond in the neighborhood where the victim and his assailant lived.

When patrol officers respond to emergencies, they not only must be quick but must also navigate the roadways cautiously and listen closely to new information being dispatched. Ensuring a swift and safe response requires extensive training but this skill, combined with the number of officers always on patrol, often leads to the quick apprehension of criminals. In November for instance, when officers responded to a gas station robbery the suspect had already fled but their fast response and investigative prowess led them to a nearby bus stop where several buses were preparing to depart. The suspect immediately fled one of the buses and attempted to cross a highway. The officers quickly apprehended him and recovered the stolen money. It was one of 5,155 arrests patrol officers made in 2008.

Patrol officers also investigate crashes and provide emergency aid to crash victims, sometimes at the officers' own peril. Take, for instance, the crash Patrol responded to in June: A pickup truck overturned and landed in four-feet of water, trapping its occupants beneath the surface. Patrol officers, a nearby Traffic Operations officer, and citizen passersby rushed into the water and worked to free the four passengers from the truck. Their actions saved three lives but the fourth passenger



died later at a hospital. At the Sheriff's Office's annual Awards and Retirement Banquet, the officers and citizens each received a bronze medal for their bravery.

Responding to crimes and other emergencies are Patrol priorities but preventing crime and addressing crime trends are also hallmarks of the Patrol Division. Because high visibility of police is a proven crime deterrent, Sheriff Coffey assigns a significant portion of the sworn contingent to Patrol and when officers are not responding to calls, they can be found patrolling the community or strategically parked somewhere visible while they write reports. To further enhance its crime prevention efforts, the Sheriff's Office established a Neighborhood Enforcement Unit in 2008 comprised of patrol officers who worked a special assignment targeting specific problems in neighborhoods. The officers made 136 arrests for drugs, thefts, and other crimes and completed 611 field interview reports between June 11 when the unit was activated and the end of the year. They also addressed traffic problems, conducted preventative patrols and recovered a stolen vehicle.

As part of the division's other crime prevention efforts, 15 patrol officers became certified bike riders in 2008, allowing them to patrol areas less accessible by a police cruiser, interrupt crimes in progress more stealthily and interact with citizens more easily.

Eight officers in 2008 were also trained in advanced crime-scene processing, allowing them to gather evidence quickly and reducing the need to call a Crime Lab technician to the scene.

Because officers gain such invaluable experience in Patrol, they are assigned to this division for the first two years of their career before becoming eligible to transfer to a specialty assignment. Ultimately, every function of the Agency supports the efforts of the Patrol Division.

All patrol officers are assigned to one of the Sheriff's Offices four county districts. Each district station is assigned a District Commander who manages the officers and addresses public safety problems and other community concerns in their districts. Lt. Randy Stine, Lt. Jeffrey Holter, Lt. Brian Herlihy, and Lt. Bonnie Johnston served in 2008 as commanders of the La Plata, Indian Head, Waldorf East, and Waldorf West districts, respectively.

Two other lieutenants serve as operational commanders in the Patrol Division, ensuring a commander is always on-duty and available to coordinate Patrol's responses to major incidents and to make critical operational decisions. Lt. Tim Crawford and Lt. Marvin Bulter served as operational commanders in 2008.



OPPOSITE PAGE (FAR LEFT) Officer Melanie Tyner and Sgt. Jason Stoddard, who are assigned to the Indian Head District, patrol a bike path on their newly issued bicycles. **(TOP LEFT)** While investigating a crash, Officer Devin Arends takes notes for his report. **(BOTTOM LEFT)** Officer Arends and PFC Charles Figgins determine what occurred in the crash. **THIS PAGE:** Officer Michael DePaulo watches for speeders in a La Plata school zone.

SPECIAL OPERATIONS

The Special Operations Division performs tactical assignments and provides community- and school-based services that involve citizens and businesses in public safety activities. Under the command of Capt. Michael McGuigan, the division includes the Special Operations and Community Services sections.

The **Special Operations Section** is supervised by Lt. Brian Herlihy and includes the Tactical Response Squad, the K9 and Traffic Operations units, the Emergency Services and Hostage Negotiations teams, and the Security Response Vessel crew.

The **Tactical Response Squad (TRS)** is comprised of highly motivated veteran officers with vast law enforcement experience and expertise. The squad focuses its resources on ongoing public safety concerns such as robbery or burglary sprees and drug problems and their operations supplement the efforts of patrol officers, who also address these issues but are often needed for unrelated calls for service. TRS conducts surveillance and other covert operations, assists in warrant sweeps, and participates in other Agency operations. In 2008, the squad arrested 117 adults and 22 juveniles for various crimes.

The **K9 Unit** is comprised of seven officers, two sergeants, and 14 dogs. Using a keen sense of smell superior to that of any human, K9s perform narcotics detection, patrol work, and/or ex-

plosives detection. The handlers use both verbal commands and hand signals to communicate with the dogs. In 2008, the unit conducted 177 building searches, 10 explosives searches, and 134 tracks and made 199 apprehensions. They also conducted 407 drug searches, which led to the discovery of \$26,940 worth of drugs and \$27,347 in cash in 2008.

The **Traffic Operations Unit** investigates traffic fatalities, school bus crashes, school bus complaints and abandoned vehicles, conducts radar operations and commercial vehicle inspections, and manages crossing guard assignments. In 2008, the unit conducted 11 sobriety checkpoints, making numerous arrests after checking more than 4,200 drivers. Traffic Operations also manages the Red Light Camera Program which, after processing 22,200 incidents in 2008, issued 16,295 citations. The unit coordinates the Agency's participation in Chiefs' Challenge, a statewide campaign that raises awareness about the lifesaving benefits of seatbelt and child safety seat use. In 2008, the Sheriff's Office earned its 11th consecutive Chiefs' Challenge award from the Maryland Chiefs of Police Association, which hosts the challenge. The Sheriff's Office conducts seatbelt checkpoints and donates a child safety seat to the first baby born on or after Mother's Day as part of the campaign.

The **Emergency Services Team (EST)** is com-



prised of 18 officers who respond to crisis situations and perform high-risk operations as a voluntary service provided in addition to their regular duties. Their training emphasizes tactics and teamwork and they must maintain a high level of physical fitness and expert marksmanship. In 2008, EST participated in the execution of 73 high-risk search warrants.

The **Hostage Negotiations Team** is specially trained to bring situations involving barricaded individuals and hostages to peaceful conclusions. Teams include a primary negotiator, a coach and an intelligence officer. Each negotiator in the two three-member teams is cross-trained to be effective in each position. In addition to having specialized skills, negotiators must be able to remain calm under pressure. Negotiators volunteer for the team in addition to their regular Agency assignments.

The **Security Response Vessel** protects Charles County's 150 miles of tidal and inland waterways by conducting security patrols when the U.S. Department of Homeland Security heightens the terrorism threat level. These patrols focus on the security of bridge infrastructures and privately-owned and -operated shoreline properties. The boat is also deployed to secure scenes, when searches for lost or missing persons lead to waterways and, if requested, to assist other public safety agencies during calls for overdue vessels

and vessels in distress. The 14 volunteer crew members are officers at the rank of lieutenant or below and civilians.

The Agency's **Community Services Section**, under the command of Lt. John Caywood, administers innovative and effective crime prevention programs and leads numerous community outreach efforts.

The **Community Policing (COPS) Unit** is recognized as one of the finest in the country. Although every officer is trained in the community policing concept, the unit's 11 officers and two sergeants are primarily responsible for maintaining ties with participating neighborhoods. Each neighborhood works with one officer who helps implement crime prevention programs and addresses problems and concerns. COPS officers attend community meetings and conduct foot, bicycle and ATV patrols during investigations and to make themselves more approachable.

COPS officers also participate in a number of community outreach efforts, including an annual Christmas bicycle giveaway. The unit raises money to purchase bicycles for 50 specially selected children and Bike Doctor, a local business, orders and assembles the bicycles at no cost. Many other businesses, civic organizations and families donate money to make the program possible.

The **Juvenile Resources Section** facilitates a strong alliance between police and Charles



OPPOSITE PAGE (FAR LEFT) Officer Kyle Evans and Sheriff Coffey visit with Pomfret residents during National Night Out. (TOP LEFT) The Sheriff's Office and Bike Doctor join forces each December to provide 50 children of low income families with a bicycle and helmet for Christmas. Pictured from left to right are Officer Jeremy Timko, Lt. Billy Caywood, Bike Doctor owner Chris Richardson, Officer Sheilagh Fulton, Sgt. Craig Stillwell and Officer Edward Webster. (BOTTOM LEFT) K9 Scooby takes a bite out of Cpl. Sean Brown—who fortunately wears a protective sleeve—during training. THIS PAGE: Lt. Billy Caywood, Sgt. Robert Vaughn and Officer Colby Shaw present a DARE banner to Jennifer Elementary School, the first elementary school to participate in DARE.

SPECIAL OPERATIONS

County school students. As part of an agreement with Charles County Public Schools, an officer is stationed at each middle and high school to provide programs that encourage good decision making, build self esteem and teach students to be positive role models in the community. These Juvenile Resource Officers work closely with the administrative staff, teachers and students in their schools to provide prevention programs including Safe Schools, Truth and Consequences, Drug Abuse Resistance Education (DARE), and the Summer Youth Achievement Program. They also work closely with their assigned elementary schools. The officers host a three-on-three basketball tournament for students and participate in Expanding Horizons, an after-school program that raises cultural awareness to help students become better citizens and neighbors. The section also operates a Student Crime Solvers Program, allowing students to anonymously submit information about crimes in schools and making the students eligible for reward money. The program is offered in conjunction with Charles County Crime Solvers.

The **Crime Prevention Unit** works closely with citizens and businesses and coordinates a number of successful programs including National Night Out, Citizens on Patrol, Neighborhood Watch, and Operation Identification. The unit provides free residential and commercial security surveys, which offer citizens and business own-

ers advice about how to better prevent burglaries and other crimes. Crime prevention personnel present safety talks to children, adults and senior citizens on issues ranging from stranger danger and identity theft to Internet safety and road rage. They also provide safety information at many community events including the Charles County Fair. Each year since 1988, the unit has received the State of Maryland Governor's Crime Prevention Award.

Teen Court provides first-time youth offenders with an opportunity to accept responsibility for traffic offenses and misdemeanor crimes without the stigma of a formal criminal record. Youth offenders are represented by youth defense attorneys, prosecuted by youth prosecutors and sentenced by youth juries. An adult volunteer, generally from the legal profession, serves as a judge. For eight years, the program has successfully diverted 1,206 juveniles from the formal criminal justice system. Teen Court juries have sentenced offenders to more than 23,568 hours of community service and youth and adult volunteers have performed more than 32,469 hours of community service. The program teaches students about the criminal justice process, helps them better resolve problems, and reduces recidivism.

To ensure all Charles County's 182 liquor-licensed establishments adhere to all federal, state and local regulations, the **Alcohol Enforcement**



Detail conducts routine compliance inspections. The detail, comprised of two officers, leads the Cops in Shops program to ensure businesses are checking for identification and making efforts to recognize false identifications. In 2008, the detail issued citations to 108 adults and 12 juveniles for underage alcohol use and/or possession of alcoholic beverages. Additionally, 30 liquor establishments were brought before the County Board of License Commissioners for sanctions after being cited for various violations, including 26 instances of selling alcohol to minors. The Alcohol Enforcement Detail also conducts tobacco enforcement which, in 2008, resulted in 22 juveniles receiving citations for using or possessing tobacco products.

The Community Services Section also supervises the **Honor Guard**, which was originally formed specifically to assist families of fallen officers at funerals. It is now a dignified presence at many important Agency and community functions. The Honor Guard presented the colors at 10 events in 2008 including police and correctional officer graduations and an annual candlelight vigil hosted by the Center for Abused Persons.



OPPOSITE PAGE (FAR LEFT) PFC Robert Glover of the Traffic Operations Unit gathers information for a crash investigation. (TOP LEFT) Piccowaxen's School Resource Officer, Cpl. Gary Holt, takes a turn around the school during the Bike-a-Thon to raise money for Special Olympics. (BOTTOM LEFT) Det. Andrew Schwab, PFC Robert Gottschall and PFC Claude Clevenger participate in an Emergency Services Team training exercise. THIS PAGE: At the County Government Day celebration hosted by the County Commissioners, Officer Edward Webster reminds a young man to DARE to say no to drugs.

CRIMINAL INVESTIGATIONS

Complex cases that require significant time and effort are assigned to the Criminal Investigations Division (CID) commanded by Capt. Scott Whitcraft. CID relies upon skill, advanced technology and teamwork to bring justice to victims, hold offenders accountable for their crimes, and maintain an impressive case closure rate.

The **Investigations Section**, commanded by Lt. Kevin Leahy, is comprised of five units of highly-motivated and specially trained detectives supervised by detective sergeants.

The **Major Crimes Unit** investigates homicides, deaths, shootings, stabbings, life-threatening assaults, citizen and commercial robberies, and cold cases. In 2008, the Major Crimes Unit investigated nine homicides and made six arrests. Detectives also investigated 38 other deaths and 38 robberies and made 58 arrests.

The **Special Victims Unit (SVU)** investigates rapes, sexual assaults, physical and sexual child abuse, the exploitation of the elderly and missing persons. The circumstances of these investigations make them particularly difficult and emotionally draining for the detectives involved. In 2008, detectives investigated 47 physical child abuse cases, 50 sexual child abuse cases and 53 sexual assaults. The unit also investigated 65 juvenile and adult missing person cases.

SVU also maintains Charles County's portion of the Maryland Sex Offender Registry. At the end

of 2008, there were 167 registered sex offenders in Charles County. Detectives conducted more than 525 unannounced home inspections of offenders who live in Charles County. These and other efforts are part of the Sheriff's Office's zero-tolerance policy for offenders who fail to report their current address.

The **Property Crimes Unit** investigates residential and commercial burglaries, major theft schemes, organized auto theft groups and chop shops. A specially assigned auto theft detective participates in the Washington-Area Vehicle Enforcement (WAVE) initiative, the DC-Metro area's regional auto theft team. The detective works primarily in Prince George's County along the Washington, D.C., border with other law enforcement agencies in a concentrated effort to arrest offenders who steal vehicles in our communities. In 2008, there were 369 vehicles reported stolen in Charles County. Additionally, the Property Crimes Unit investigated more than 100 burglaries and made 180 arrests in 2008.

The **Financial Crimes Unit** responds to the ever-increasing trends in fraud-related crimes like identity theft. To prevent citizens from becoming victims of these crimes, the unit keeps the community informed of current fraud schemes. In 2008, detectives investigated 46 identity fraud cases, 25 embezzlement cases and 124 incidents of counterfeiting, forgery and credit card fraud.



Financial crimes detectives made 107 arrests in 2008.

The **Forensic Science Unit (FSU)** is comprised of a sergeant, evidence technicians and latent fingerprint examiners who provide critical support to patrol officers and detectives by processing crime scenes and analyzing evidence. In 2008, FSU was assigned 827 cases and responded to 194 crime scenes. Among their assignments, they analyzed 54 samples of biological evidence in their serological lab and conducted 449 drug analysis investigations. FSU's two latent fingerprint examiners processed 1,644 latent fingerprints, which resulted in the identification of 435 people, 175 of whom were identified through the Maryland Automated Fingerprinting Identification System (MAFIS). MAFIS stores fingerprints obtained statewide during arrest booking procedures. Unidentified fingerprints from crime scenes are scanned, analyzed and compared with the MAFIS prints.

Under the direction of Lt. Edward Godwin, Sr., **Narcotics Enforcement Section (NES)** investigators from the Sheriff's Office and Maryland State Police work covertly and aggressively to disrupt drug trafficking in Charles County and remove drug dealers from the streets of our community. The effective disruption of narcotics trafficking is vital to the reduction of overall crime.

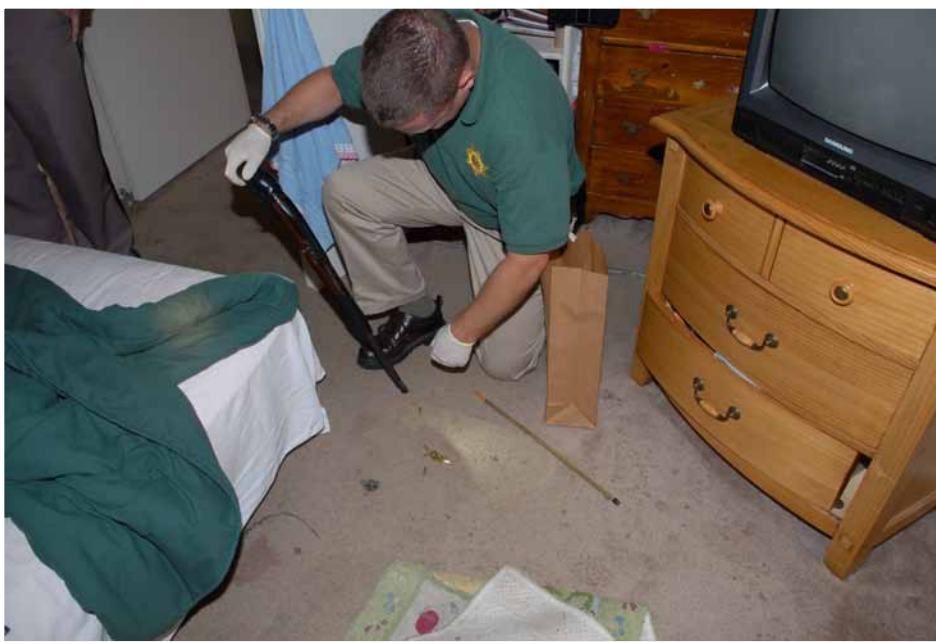
Detectives work closely with other law enforcement agencies including the Maryland Transpor-

tation Authority Police, the Prince George's County and Alexandria police departments, the Calvert and St. Mary's counties Sheriff's offices, the Drug Enforcement Administration (DEA), the FBI and the Maryland State Police.

In July, NES detectives and ATF agents executed 13 search warrants at residences and other areas in Charles, Prince George's and Calvert counties, the culmination of a three-year investigation targeting a large-scale cocaine trafficking and distribution network. Law enforcement officials seized two kilograms of cocaine—which has an estimated street value of \$400,000—as well as 13 vehicles, 445 grams of crack cocaine, about \$71,000 in cash, three handguns, a rifle, nine shotguns, digital scales, packaging materials and cell phones. Detectives made multiple arrests, charging the accused with federal and state drug violations.

NES detectives arrested 151 persons for violating Maryland's controlled dangerous substance laws in 2008. Many of the violations carried penalties of 20 years or more in jail.

The **Major Narcotics Unit** investigates and dismantles drug trafficking organizations operating in Charles County. The unit also handles other special investigations as assigned. Detectives work to identify the entire organization from the street-level distributors to the source of the supply, regardless of whether the source is local or interna-



OPPOSITE PAGE (FAR LEFT) Narcotics detectives confiscate prescription drugs (TOP LEFT) Gang investigators document graffiti as part of their efforts to combat gang activity. (BOTTOM LEFT) Detectives recover evidence in a shooting investigation. THIS PAGE: Det. John Elliott searches a house during a warrant execution.

CRIMINAL INVESTIGATIONS

tional. The unit includes a detective who is specially assigned to investigate prescription drug fraud. Another detective is assigned full-time to the High Intensity Drug Trafficking Area (HIDTA) federal task force, which includes DEA agents and police officers from law enforcement agencies throughout the Washington-Baltimore area. The Major Narcotics Unit also works with surrounding jurisdictions as part of a federally funded Charles County Open Air Drug Market initiative.

The **Narcotics/Vice Enforcement Unit** investigates narcotics, vice and gambling violations and conducts other special investigations as assigned. In 2008, the unit acquired a state-of-the-art Internet-based surveillance camera system, which can be deployed in a variety of locations and allows the detectives to observe activity via their office computers.

In 2008, the unit assisted the DEA in seizing about 185 Oxycontin, Hydrocodone, Diazepam, and Methodone Hydrochloride pills with a street value of about \$80,000 during a court-ordered search and seizure at a Charles County hotel. They also seized a Cadillac Escalade and \$8,000 cash.

The **Homeland Security and Intelligence Section**, under the direction of Lt. Jeffrey Wood, investigates street gangs, outlaw motorcycle gangs, extremists, terrorism, and organized crime. The section receives and disseminates intelligence information and publishes law enforcement bulle-

tins internally and to law enforcement agencies nationwide. Detectives identify and interview gang members in Charles County and in the Charles County Detention Center. In 2008, detectives identified 126 gang members. They shared the information with other agencies using secure, multi-jurisdictional databases and also conducted several enforcement operations with other local, state and federal agencies targeting gangs in Charles County.

These detectives also participate in the Mid-Atlantic Regional Gang Investigators (MARGIN) Association. They host MARGIN meetings, attend conferences and provide training co-sponsored by MARGIN. The association provides the opportunity for law enforcement agencies in Maryland, D.C. and Virginia to share gang-related information.

This section also participates in a joint initiative between the Charles, Calvert and St. Mary's county Sheriffs' offices, the Maryland State Police and the Maryland Coordinating and Analysis Center. The initiative—called the Southern Maryland Information Center (SMIC)—is comprised of members of each agency, an analyst from the Maryland National Guard and an intelligence technician. Detectives investigate gangs and organized crime. The task force also analyzes reports from the participating agencies to identify cross-jurisdictional crime trends and offenders. In 2008, the



task force investigated 141 gang-related or multi-jurisdictional crimes and identified 133 gang members.

This section also oversees the **Victim Services Function**, which provides services and resources to victims of crime in Charles County. The unit works with local, state and regional service agencies including the Criminal Injuries Compensation Board and Victim Information and Notification Everyday (VINE) and ensures victims have information regarding their rights by law. Victim Services personnel also administer a local Crime Victims Fund that is subsidized with fundraisers and donations from local residents and businesses.



OPPOSITE PAGE (FAR LEFT) Narcotics investigators recover drug money during an investigation. (TOP LEFT) Sgt. Shane Knowlan and Det. Elliott of the Major Crimes Unit discuss a homicide at the crime scene. (BOTTOM LEFT) At the crime lab, technicians dust a car for fingerprints. THIS PAGE: As the rain falls, detectives and the Forensic Science Unit carry the remains of a man who died along railroad tracks.

CORRECTIONS

Correctional officers walk one of the toughest beats in law enforcement: the halls of a jail. At the Charles County Detention Center, the responsibility of keeping inmates secure rests with the Corrections Division.

The division is commanded by Director Pamela Dottellis, who was appointed by Sheriff Coffey in 2006 as the first-ever female commander of the Detention Center and the first correctional officer to lead the division in more than a decade. Deputy Director Susan Rice assists Director Dottellis in the facility's daily operation. Under their leadership, the Corrections Division operates efficiently, decreases recidivism, and contributes to community outreach efforts.

The Detention Center is a secure facility that opened in 1995 and stretches 135,000 feet with 203 cells. In 2008, Corrections processed 3,852 inmates and maintained an average population of 406 inmates per day. The Detention Center also operates an annex. Under the command of Capt. DuWayne Gaddy, the annex houses work-release inmates and inmates sentenced to weekend service. Corrections processed 508 work-release inmates in 2008. Court-mandated drug screenings—1,283 of which were completed in 2008—are also performed at the annex.

The **Custody and Security Section**, commanded by Capt. Morris Gant, maintains the general inmate population. The section has an Emer-

gency Response Team (ERT) commanded by Lt. Brandon Foster and comprised of 29 specially trained correctional officers who remain prepared to mobilize quickly to quell disorder. In 2008, ERT responded to 366 fights, assaults, forced movements, cell extractions and shakedowns.

Lt. James Kelly, who is assigned to Custody and Security as the division's training coordinator, ensures all correctional officers fulfill the training obligations mandated by the Maryland Police and Correctional Training Commissions (MPCTC).

The **Standards Section**, commanded by Lt. Amy Stine, conducts audits and inspections to ensure the Detention Center operates according to the hundreds of standards set by the Maryland Commission on Correctional Standards (MCCS). The process requires employees to keep accurate and detailed records of all inmates including how they are classified, whether they require special diets, their hygiene items, all mail they receive, their financial accounts, their visitors, the religious and educational services they use, disciplinary hearings they attend, and when, where and why they are transported. Corrections also keeps records of employee training and mandatory health department and fire marshal visits, and an inventory of every key, pair of handcuffs and tool within the facility. In 2001, the Detention Center became the first in Maryland to score 100 percent on an MCCS audit and continued its success by achiev-



ing 100 percent scores during audit inspections in 2004 and 2006.

The **Support Services Section**, commanded by Capt. Deborah Dofflemyer, is responsible for central processing, inmate programs and services, the commissary and security maintenance. This section also oversees the inmate library, the law library, inventory and supplies.

Central Processing, under the direction of Lt. Randolph Thompson, ensures the completeness, accuracy and security of inmate records and maintains communication with court systems, police agencies and other correctional facilities. Records, Intake, Finance, Transportation and Court Holding comprise this unit.

Inmate Programs and Services, commanded by Lt. Gerald Duffield, classifies inmates. In 2008, a Governor's Office of Crime Control and Prevention grant funded the establishment of a Gang Intelligence Unit that operates as part of this component. Using specific criteria and by documenting body markings such as scars and tattoos, correctional officers determine whether an inmate might be affiliated with a gang or other Security Threat Group (STG). More than 135 inmates were identified as STG members.

This component also reduces recidivism by offering programs that help inmates re-enter society as productive citizens. In November, the unit established the Successful Transitioning and Re-

entry Skills (STARS) program to provide inmates with skills and knowledge needed to succeed in life. Inmates who apply for the program write a resume and appear before an interview panel. Additionally, Correctional Officer Ryan Taylor created an inmate newsletter, *Inspiration for Free*, which publishes inspirational quotes, stories and general information for inmates. Correctional officers also organized an inmate basketball tournament and treated the winners to a pizza party.

Lt. Gary Summers supervises the **Volunteers in Community Services (VICS)** program which, in 2008, processed 4,634 workers and coordinated 101 special community projects.

Corrections personnel also coordinate community outreach projects. In 2008, they donated \$1,500, toys, and coats to the Children's Aid Society and a washer, dryer, freezer, food, and hygiene items to the Robert J. Fuller Transitional House.

Throughout the year, the Corrections Division recognizes correctional officers who go above and beyond the call of duty and demonstrate commitment and dedication to the Agency. In 2008, Correctional officers John Arcadipane, Ryan Taylor, Crystal Parum and Matthew Becker were named officers of the quarter. Officer Taylor was named Correctional Officer of the Year.



OPPOSITE PAGE (FAR LEFT) Capt. Morris Gant oversees Custody and Security, which keeps secure the general inmate population. (TOP LEFT) Capt. Deborah Dofflemyer and Cpl. Charles Flerlage help operate the intake area where newly arrested inmates are processed. (BOTTOM LEFT) Correctional Officer Matt Irby assesses the facility's security in the Detention Center's main control room. THIS PAGE: An inmate takes advantage of the learning experiences offered in the Detention Center's library. Equipping inmates with knowledge and skills during their incarceration helps reduce recidivism rates and helps inmates return to society as productive citizens.

INFORMATION SERVICES

The employees of the Information Services Division commanded by Capt. David Saunders are the critical link between citizens and the police and between officers and the information they need to do their jobs safely and efficiently. The division also ensures the safekeeping of police reports and manages the Agency's computers and software.

The **Communications Section**, commanded by Lt. Richard Williams, provides police radio communications to officers and clerical coverage of the district stations in La Plata, Indian Head and Waldorf. They also operate the **Telephone Reporting Unit**, which provides citizens with a convenient method of reporting certain crimes and allows officers who would have responded to the calls to continue patrolling their sectors.

Each district station is staffed by station clerks responsible for helping citizens who visit the stations and for answering the Sheriff's main non-emergency telephone lines. Their training prepares them to handle a variety of citizen reports and inquiries, from life-threatening emergencies to the occasional non-police matter. The primary mission of a station clerk is to obtain clear and concise information and relay the information to police communications officers (PCOs). The PCOs determine whether the report is eligible for telephone reporting or dispatches it to officers working the streets.

PCOs work in a state-of-the-art communica-

tions facility at the Charles County Emergency Operations Center. In addition to dispatching calls for service, they also serve as each officer's link to potentially life-saving information including intelligence about suspects and information from nationwide databases containing stolen property and wanted persons.

The **Management Information Systems Section (MIS)**, commanded by Lt. Jon Norris and managed by Deputy Director Eric Halvorsen, is vital in ensuring the Agency functions efficiently in our digital world. The highly knowledgeable staff of the **Applications Support Unit**, **PC Operations Unit** and **Systems Operations Support Unit** maintains hundreds of PCs, printers, networks, complex servers, and software applications. Every function of the Sheriff's Office relies on the daily use of computers.

The **Records Management Section**, commanded by Lt. Stan Gregan, preserves and maintains the thousands of reports filed through the Sheriff's Office each year. In 2008, this section processed and catalogued 17,273 reports and supplemental reports and completed 628 expungements. They also processed 46,111 citations, warnings, and safety equipment repair orders and 3,687 Maryland Public Information Act requests. Records personnel handle all initial questions from visitors to the Sheriff's Headquarters. They addressed more than 8,106 telephone inquiries.



ies and processed approximately 42,101 pieces of mail. The section also maintains custody and security of the videotapes from the cameras in police cruisers.



OPPOSITE PAGE (FAR LEFT) Dave Hanna, an MIS systems administrator, helps ensure the proper operation of computer networks and servers. **(TOP LEFT)** Kris Huckabee, a police communications supervisor, helps manage the calls to which officers are being dispatched. **(BOTTOM LEFT)** When calling to report a crime, many callers first encounter station clerks like Stephanie Arnold who answer telephones and help district station visitors. Although they answer the Sheriff's Office's non-emergency telephone lines, they, too, must be prepared to handle emergency situations. **THIS PAGE:** Police Communications Officer Kelly Major coordinates communication between the Sheriff's Office and officers on her radio channel.

SPECIAL SERVICES

The Special Services Division, under the command of Capt. Michael Klotz, handles judicial matters, ensures the security of the Charles County Courthouse and maintains the Agency's fleet, supply stock, and property held inventory.

The **Judicial Services Section**, commanded by Lt. Karl Hense, serves arrest warrants, civil papers, and other legal documents, addresses child support and domestic violence problems, and maintains a safe court environment.

The **Warrant/Fugitive Unit** serves arrest warrants, attachments, criminal summonses, and indictments, issues detainers for wanted individuals being held at detention facilities outside Charles County, and arranges for the extradition of individuals apprehended outside Maryland. In 2008, the unit served 1,844 warrants and 1,208 criminal summonses, processed 131 fugitives, and arranged for 129 extraditions.

Failure to pay child support is a serious offense and the members of the **Child Support Enforcement Unit** ensure violators are held accountable. This unit serves arrest warrants, attachments, summonses, and other process related to child support and provides security for Domestic Relations Court. The unit is largely funded by the Maryland Human Resources Child Support Enforcement Administration Cooperative Reimbursement Agreement. As part of its efforts, the unit publishes the names and photographs of wanted

persons in local newspapers and on the Sheriff's Office's Web site. The unit served 318 warrants and 993 summonses in 2008.

The **Domestic Violence Unit** serves protective orders, peace orders, arrest warrants, criminal summonses, and other criminal and civil process related to domestic violence and coordinates with community groups and service providers to offer guidance to victims. The unit also investigates when someone prevented from owning a firearm because of domestic violence-related restrictions attempts to purchase a gun, regardless of whether the attempt is successful or fails. The Domestic Violence Unit served 899 protective orders, 756 peace orders, 309 warrants, and 842 summonses in 2008.

The **Civil Unit** is responsible for serving civil process including subpoenas, summonses, evictions, and juvenile court papers. The unit also handles landlord complaints, postings, writs of execution, writs of possession, Sheriff's sales, and other civil process matters. In 2008, the unit handled 1,961 evictions, 6,901 landlord complaints, 639 postings, and 122 writs of execution and processed 16,905 summonses. The unit served 16,589 civil documents, netting the Agency \$204,559.60 in service reimbursement.

The **Court Security Unit** protects the occupants of the Courthouse by monitoring its entrance, providing security within courtrooms, and



transporting prisoners between the courtrooms and the adjacent Court Holding facility. Each of the 183,534 visitors to the Courthouse in 2008 passed through a metal detector and their briefcases, purses, and bags were all scanned in an x-ray machine. In 2008, the Courthouse also apprehended 167 wanted individuals.

The **Property Management Section**, commanded by Lt. Ralph Acquaviva, manages the Agency's Quartermaster, Fleet Management, Property Held Unit, and Firearms Tracking responsibilities.

The **Quartermaster** provides personnel with uniforms, office supplies, and other items essential to the Agency's operation. They also monitor the bulletproof vests assigned to officers, ensure expired vests are replaced, and maintain the stock of citation books and other Agency forms.

The **Fleet Management** program maintains the Agency's ever-growing fleet, which stood at 432 vehicles in 2008. Fleet Management creates vehicle safety policies, purchases new vehicles and disposes of old vehicles. The program is supervised by Cpl. David Fromme. Its manager, Bruce MacLean, serves on the Ford Motor Company Police Advisory Board; he participates in product development and assesses proposals made by Ford and the law enforcement community.

The **Property Held Unit** regulates the receipt, storage, security, and disposal of property, con-

triband, and narcotics recovered by the Agency. In 2008, the unit received and stored 7,331 pieces of property and handled 1,476 drug submissions.

The **Firearms Tracking** program logs and maintains custody and safekeeping of firearms, conducts seized firearms investigations, schedules and conducts firearms hearings, serves as a liaison to the courts, coordinates the release and destruction of seized firearms, and provides citizens with information about firearm laws. In 2008, the Sheriff's Office seized 291 firearms, 37 of which were recovered from persons restricted from carrying firearms because of domestic violence issues or protective orders. As a result of this component's efforts in 2008, nine persons were denied firearms because of disqualifying convictions, 69 firearms hearings were held, 112 firearms were destroyed, seven previously undetected stolen firearms were identified and 151 firearms were returned to their legal owners.



OPPOSITE PAGE (FAR LEFT) Court security officers monitor the Courthouse entrance and scan bags and briefcases through an X-ray machine. (TOP LEFT) Susan Quade and Cheryal Stokes review information about a fugitive. (BOTTOM LEFT) Kristi Jackson of the Quartermaster's Office inventories the Agency's supply of police uniforms. THIS PAGE: John Thomas inspects a police cruiser brought into the Fleet Services garage.

EXECUTIVE SERVICES

The Executive Services Division, commanded by Capt. Robert Cleaveland, Jr., oversees the presentation of information to the Sheriff regarding the Agency and manages Planning and Accreditation, Media Relations, Chaplain Services, and the Cadet, Criminal Justice, and Auxiliary Volunteer programs.

Planning and Accreditation, directed by Louis Schmidt, Jr., writes and maintains the policy contained in the Agency's Administrative and Operational Manual and ensures the Agency maintains its internationally recognized certification from the Commission on the Accreditation of Law Enforcement Agencies (CALEA). The office also creates and maintains standard operating procedure manuals for each component of the Agency and facilitates the Agency's strategic management planning process, which includes establishing long- and short-term goals. In 2008, Planning and Accreditation wrote or revised 53 policies and conducted testing to ensure employees understood the new directives. They also conducted research on existing and proposed policies to determine whether the policies needed to be revised or enhanced. The office also assists in the planning process for building construction or renovation. In 2008, they began plans to open a new district station in Waldorf and expand the Sheriff's Headquarters and Detention Center.

Through regular press releases and 24-hour

on-call responsibilities, the **Media Relations Office** serves as the critical information link between the Agency and the news media. The office ensures the smooth distribution of consistent and accurate information about the Agency, its activities, and its investigations. The office is responsible for the Agency's public relations efforts and maintains a working relationship with Agency personnel, elected officials, the general public, and peer groups. It also manages the Agency's Web site, provides photography services, and produces the Annual Report, the Agency's internal newsletter, advertisements, brochures, posters, and other communicative pieces.

Local clergymen offer guidance and inspiration to employees of the Sheriff's Office and the public through **Chaplain Services**. Chaplains minister to Agency personnel in times of personal need or strife and provide comfort to those who are injured or afflicted. They accompany officers who must notify families of the death of a loved one and would assist in notifying the family of an officer who was seriously injured or slain. Chaplains also provide invocations and benedictions at Agency ceremonies. The Chaplains are Dr. Steve Davis; Dr. Wilson Morales; Dr. Lovell King, II; and Capt. Richard Black.

College students who want to pursue a career as a police officer with the Charles County Sheriff's Office gain invaluable on-the-job experience in the



Cadet Program, which employs young adults 18 years of age and older. Cadets perform a variety of duties while learning law enforcement techniques, Agency policy and procedures, and criminal and traffic law. These duties include traffic direction and enforcement, seatbelt and child safety seat inspections, tagging abandoned vehicles, and truck and school bus safety inspections.

High school students considering a career in law enforcement have an opportunity to learn about the criminal justice system as part of their academic curriculum in the **Criminal Justice Program** offered through an alliance between the Sheriff's Office and Charles County Public Schools. A Sheriff's officer who instructs the class daily at North Point High School for Science, Technology and Industry teaches students about all aspects of the criminal justice system, from police and corrections to courts. Students learn criminal and traffic law, law enforcement procedures, how to fingerprint, first aid, physical fitness, and personal safety. They also participate in Detect and Deter, a holiday safety assignment that hones their crime prevention and observation skills while helping to prevent the theft of gifts and other valuables from vehicles by notifying citizens of unsafe practices, namely leaving gifts and other valuables in plain view inside their vehicles.

The **Auxiliary Volunteer Program** was established in 2008 to offer citizens the opportunity to

actively participate in public safety activities. Citizen volunteers assist the Sheriff's Office during law enforcement and community outreach activities by providing services such as traffic direction, crowd control, fingerprinting, office support and citizen patrols. To help them perform their duties, volunteers are issued a uniform and have access to other equipment. All volunteers must participate in basic training and are held to as high a standard of conduct as paid personnel.



OPPOSITE PAGE (FAR LEFT) Joshua Medlin, a junior in the Criminal Justice Program, issues one of hundreds of crime prevention notices that encouraged citizens to prevent theft by hiding valuables in their vehicles. (TOP LEFT) Barbara and Mark Bryant were the Sheriff's Office's first official auxiliary volunteers. (BOTTOM LEFT) Cpl. Rhett Calloway, who teaches the Criminal Justice Program class, directs students during Detect and Deter. THIS PAGE: Celebrating the grand opening of the new Waldorf District Station, which Executive Services helped plan, are (from left to right) County Administrator Paul Comfort, Major Joe Montminy, Commissioners Gary Hodge, President Wayne Cooper and Reuben Collins, Sheriff Coffey, Commissioners Edith Patterson and Sam Graves and Major Buddy Gibson.

ADMINISTRATIVE SERVICES

The Charles County Sheriff's Office is committed to maintaining a highly qualified workforce and to utilizing our financial resources efficiently. The Administrative Services Division, led by Director Jack Hurd, is responsible for helping us meet our strict personnel and budgetary standards.

The **Financial Services Section**, managed by Deputy Director Gloria Bowers, ensures the integrity and accuracy of all financial operations of the Sheriff's Office. A well-trained team of finance professionals promotes sound financial management practices, accounts for Agency-owned property, effectively allocates resources, oversees the budget preparation process, and assists in meeting the operating needs of the Sheriff's Office.

Accounting handles accounts payable, accounts receivable, purchase orders, outside billing invoices, and collections. Its employees also prepare monthly and quarterly financial reports for federal, state and local grants, maintain the Agency's master grant file, and ensure timely payment for goods and services.

Payroll prepares payroll and salary reports.

Inmate Accounting manages the financial records of inmates at the Charles County Detention Center. This component prepares bank reconciliations and reviews all accounting records, canteen billing and invoices paid for by inmate funds.

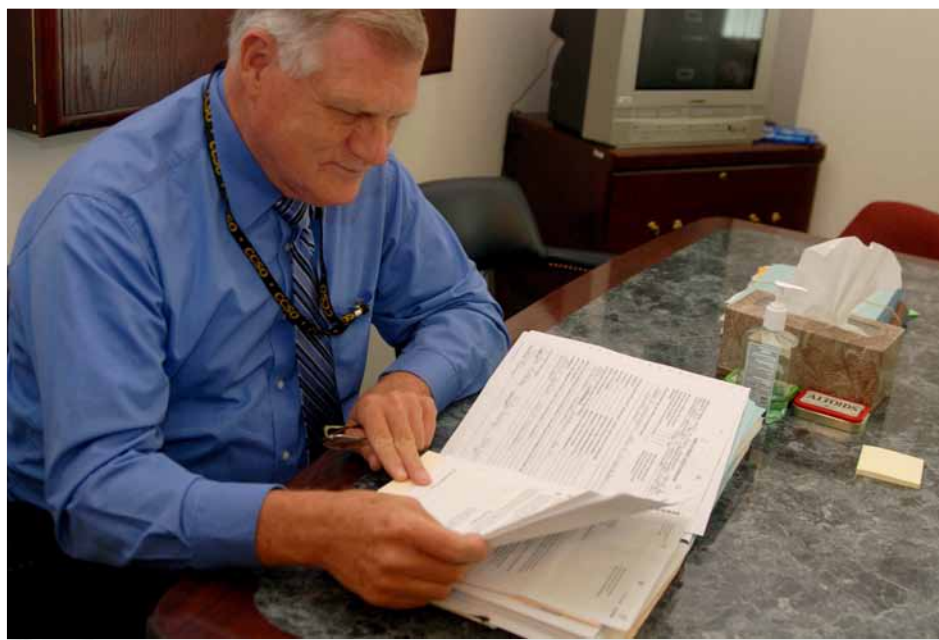
Grants Management researches grant opportunities for Agency programs and capital items not funded by the normal Agency budget process. In 2008, the Sheriff's Office received 18 grants totaling \$828,068. Grants have supported the Agency's patrol operations, cold case investigations, Domestic Violence Unit, anti-gang efforts, and sex offender compliance and enforcement efforts.

The **Budget** component assists in the development and preparation of the Agency's financial operating and capital budgets, reviews all requisitions, prepares and updates Agency pay scales, prepares monthly management reports, and assists in annual audits. The Agency's total operating budget for 2008 was \$65,489,400.

The **Purchasing** component prepares Invitations to Bid and Requests for Proposals and analyzes proposals vendors submit for consideration.

The **Red Light Camera Financial System** processes Red Light Camera citation payments and transfers these payments daily to the Red Light Camera Program's main offices in Howard County.

The **Human Resources Section**, managed by Deputy Director Betsy Leonhard, handles administrative personnel tasks for potential and current employees. This section maintains the Agency's position classification system, processes all employment applications, and maintains personnel records. As both our Agency and our community grow, the Human Resources Section helps the



Agency stay ahead of staffing needs. In 2008, the Human Resources Section processed about 100 employment applications, which included administering written examinations and physical agility tests to police and correctional officer candidates. The testing process for police officers is nationally accredited, which ensures the process is fairly and equitably administered.

Once the Human Resources Section determines an applicant meets position requirements, the **Pre-Employment Investigations Unit** performs an extensive background investigation of the applicant. The unit's mission is to ensure only the applicants with the highest levels of integrity are awarded positions within the Agency. Background investigations involve polygraphs, psychological examinations, physical examinations, and drug screenings.

The Agency hired 44 new employees including nine police officers, eight correctional officers, and 27 civilians in 2008.

In addition to performing their regular duties, the employees of the Administrative Services Division also voluntarily participate in community outreach activities. They lead the Agency in supporting Christmas in April, the March of Dimes, Relay for Life, and the United Way's Day of Caring by coordinating fundraisers that support these organizations and events. Each year, the Human Resources Section also coordinates the Agency-

wide collection of back-to-school supplies and Christmas gifts for the residents of the Maryland Sheriffs' Youth Ranch, a facility sponsored by the Maryland Sheriffs' Association that houses disadvantaged and at-risk young men and helps them return to their communities as productive citizens.



OPPOSITE PAGE (FAR LEFT) Pre-Empolyment investigator George Taylor reviews an applicant's background file. (TOP LEFT) Amanda Herb discusses an application with a potential employee. (BOTTOM LEFT) Gayle Carroll reviews a red light camera citation. THIS PAGE: Erin Consalvo processes employee timesheets.

TRAINING

Ensuring the police and correctional officers who serve Charles County are thoroughly trained and highly skilled is the mission of the Training Division. This division, commanded by Capt. Michael Rackey, provides entry-level and in-service training for police and correctional officers and also provides firearms instruction.

The **Southern Maryland Criminal Justice Academy** is a cooperative effort between the Sheriff's offices in Charles, Calvert and St. Mary's counties and its mission is to provide high quality training for police and correctional officers in Southern Maryland. Under the direction of Lt. Ray Aportadera, the Academy successfully fulfills its mission through skill scenarios, academic tests, physical training and firearms training for recruits and veteran officers. The Academy maintains 100 percent compliance with the Maryland Police and Correctional Training Commissions' strict standards. Two entry-level police and correctional officer classes graduated the Academy in 2008.

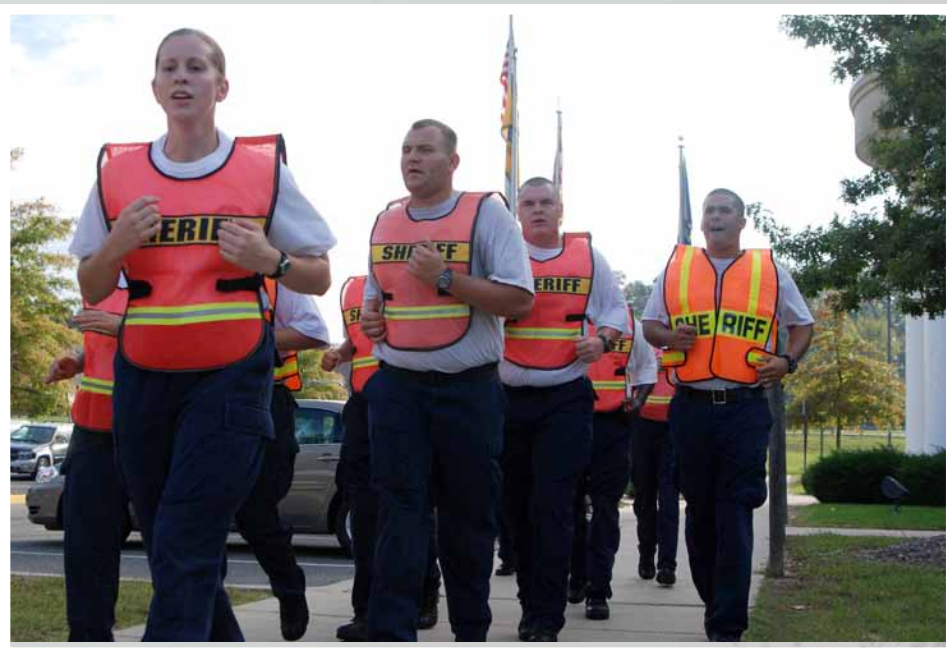
The **Recruitment Unit**, commanded by Lt. J. J. Fenlon, attends job fairs at regional colleges and universities and at local high schools to find the best possible police and correctional officer candidates and encourage them to consider careers at the Charles County Sheriff's Office.

The **Firearms Instruction Detail** ensures officers are skilled marksmen by providing firearms training and practice sessions throughout each

officer's career. Among their training requirements, officers participate in tactical scenarios such as shooting on the move, identifying the appropriate target and engaging multiple targets. Such training is designed to better prepare officers for the emergency situations they could experience.

In 2008, the Training Division conducted several special training classes including a seminar hosted by Lt. Col. Dave Grossman, a world renowned terrorism expert. More than 200 police and corrections officers in Southern Maryland attended his seminar. The Training Division also offered crowd-management training, executive management training for the Command Staff and a 40-hour high-tactics course. Moreover, they enhanced the night-fire firearms course and other parts of the firearms range. The division also trained all police officers in using the Precision Immobilization Technique, or PIT maneuver, which is executed to swiftly and safely end police chases.





OPPOSITE PAGE (FAR LEFT) Student police officers pledge allegiance to the American flag during a ceremony to celebrate their graduation of the police academy. **(TOP LEFT)** Lt. Col. Dave Grossman addresses a full house during a popular training seminar. **(BOTTOM LEFT)** Family members pin badges on their loved ones during police and corrections swearing-in ceremonies. Here, former cadet and newly sworn officer Katlin Goddard is pinned. **THIS PAGE:** Before the police academy graduations, officers participate in a memorial run for the fallen officer to whom they've dedicated their academy class.

IN MEMORIAM

Patrolman Lawrence H. McParlin

Patrolman McParlin is the first Charles County deputy known to have fallen in the line of duty. On May 12, 1918, a short time after becoming a police officer, Ptm. McParlin and Metropolitan Police Department Officer John Conrad attempted to serve a court summons in Washington, D.C. As they entered the building, the suspect, who was wanted, shot and killed both officers.



Patrolman First Class Dennis L. Riley, #49

On January 11, 1977, PFC Riley was killed in a crash at the intersection of Route 228 and U.S. Route 301 in Waldorf. As he waited for a traffic light to change, a tractor-trailer fuel tanker skidded to a stop and overturned on his cruiser, killing him instantly. PFC Riley left a wife and four children.



Sergeant Francis "Leo" Yates, #40

On June 8, 1988, Sgt. Yates suffered a fatal heart attack as he left the Charles County Courthouse. He left a wife and four children.



Sergeant Joseph E. Stine, Jr., #62

On May 12, 1990, Sgt. Stine arrested a disorderly subject and transported the resisting prisoner to the Charles County Detention Center. Sgt. Stine then collapsed and suffered a fatal heart attack. He left a wife, two children and three step-children.



Sergeant Timothy C. Minor, #109

On February 12, 1996, Sgt. Minor was killed when a vehicle pulled in front of his police motorcycle on Route 257 in Newburg as he was responding to a call near Cobb Island. Sgt. Minor left a wife and two children.



Station Clerk Willard C. Keese, #1123

On January 23, 1998, Mr. Keese was on-duty at the Indian Head District Station when he suffered a fatal heart attack. He left two sons and a daughter.

All Gave Some
SOME GAVE ALL

The seal of the Charles County Sheriff's Office is a seven-pointed star. The points of the star are blue and contain gold leaf designs. The center of the star is a gold circle containing a smaller seal. The outer ring of the star contains the text "SHERIFF'S OFFICE" at the top and "CHARLES COUNTY" at the bottom. The inner circle contains the text "STATE OF MARYLAND".

CHARLES COUNTY SHERIFF'S OFFICE

Sheriff Rex W. Coffey

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