



Charles County

Sheriff's Office
Sheriff Rex W. Coffey

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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.



The Charles County Sheriff's Office is accredited by the Commission on the Accreditation of Law Enforcement Agencies.

2009 Fast Facts

County Population: 142,226 (Census estimate)
Sworn Officers: 287
Corrections Officers: 144
Civilians: 204
Calls for Service: 205,089

Arrests: 11,454
DUI Arrests: 409
Automobile Crash Deaths: 14 in 13 Crashes
Alcohol-Related Auto Crash Deaths: 7

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



For more than twenty-five years, I've had the good fortune of working alongside the men and women of the Charles County Sheriff's Office.

The three years I served as a correctional officer and the twenty more that followed as a police officer are among my proudest personal accomplishments. I retired in 1996 knowing all-the-while my true calling was at the Charles County Sheriff's Office. In 2006 I was elected Sheriff and gratefully returned to the Agency to which I've devoted much of my life. Leading the Charles County Sheriff's Office is a great source of pride and enthusiasm for me, and with good reason. The remarkable work done here every-day makes our community a better place and helps to ensure the safety of my family and yours.

I take pride in knowing our success is the result of a hardworking and professional staff and of a strong alliance with citizens, businesses, community organizations and government officials. The evidence of this success surrounds us. You can find it in our lowered crime rate, in the homes of families who benefit from our outreach programs, on the streets where officers patrol day and night to protect us and in our jail where those who threaten public safety are prevented from causing more harm. You can also find the evidence here, in the pages of our Annual Report.

I present this publication as a record of our activities and achievements in 2009. When we reflect on this year, we shall always recall it as a year of financial challenges brought on by a nationwide recession. Yet we will not mark this year by the hardships we suffered or the sacrifices we made. Make no mistake; the economic downturn demanded our intense frugality. However, we kept our promise and refused to allow public safety to suffer the effects of our budget restrictions. In fact, we lowered the crime rate by 13.2 percent according to an official state report, a remarkable feat considering the challenges we faced.

So instead, we mark this year by what we accomplished in the face of those challenges. Moreover, we look ahead with confidence in our future, knowing that our determination and community alliances will keep us strong.

Sincerely,

A handwritten signature in black ink, appearing to read "Roy W. Ross".



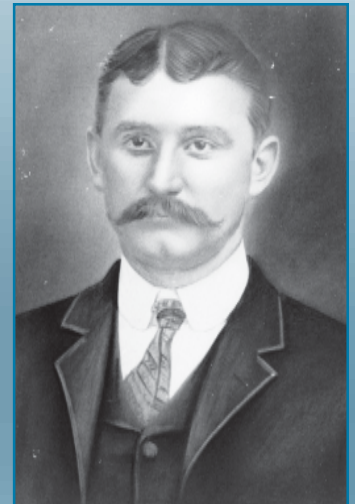
Our History

Law enforcement services in Charles County were established 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.

The Sheriff conducted business wherever he could, usually at his own residence. Police operations eventually moved to the County Courthouse, which was located in the former County Seat, Port Tobacco, before the current building was built on Charles Street in La Plata. In the 20th century, the Sheriff's Headquarters moved from the courthouse to an abandoned military site on Radio Station Road and then to a renovated truck stop on Crain Highway, which now serves as the La Plata District Station. The current Headquarters is adjacent to the La Plata station and opened in July 2000 as the first building ever erected specifically to serve as the flagship of the Agency. Other district stations are operated in Waldorf and Indian Head, and satellite offices are operated throughout the county.

The first county jail was built next to the Port Tobacco courthouse. The next jail was built in 1897 behind the La Plata courthouse and housed Traffic Operations personnel until 2005, when the unit moved to a facility constructed on Audie Lane for special operations personnel. The third jail, also near the La Plata courthouse, was built in 1926 and is still used by the Sheriff's Office for Court Holding. The Detention Center that operated from 1981 to 1995 is behind the La Plata District Station and housed Judicial Services 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 behind Headquarters.

In 351 years, 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, correctional officers and civilian personnel. As the principal law enforcement Agency in Charles County, the Sheriff's Office operates day and night to ensure the uninterrupted protection of the citizens and businesses in our ever-growing community.



PHOTOS — THIS PAGE

Top: What was once a county jail now serves as a holding facility for inmates awaiting court appearances. **Above left:** Sheriff Robert Vernon Cooksey discards illegal moonshine in the 1950s. **Above Right:** Sheriff Benjamin B. Compton, who served from 1911 to 1913.

FACING PAGE

Top: Sheriff Coffey, Scruff and McGruff congratulate the winners of the 2009 National Night Out Coloring Contest. **Middle:** Sheriff Coffey talks with Indian Head residents at their National Night Out celebration. **Bottom:** Sheriff Coffey helps a young man select clothes, toys and other items at Wal-mart during Shop with a Cop.

The Year in Review

The United States was in the midst of an economic recession in 2009 – the worst since the Great Depression – but to characterize the year merely by its financial hardships would be to overlook the good work accomplished by the Charles County Sheriff's Office. We ended the year proud of these accomplishments and mindful of the good fortune we have in our strong alliance with the community.

Teen Drivers Take Control

From nine to zero: That's what happens when teen drivers take control of their futures. In the 2007-2008 school year, nine students died in automobile crashes. When the next school year began in 2008, the community emerged from these shocking tragedies determined to prevent recurrences. The Sheriff's Office established the We Care program with Charles County Public Schools staff and students. The Sheriff's Office distributed flyers with safety tips and information about teen-driver laws and conducted random checkpoints to ensure students were wearing their seatbelts and complying with laws restricting who can occupy vehicles driven by teens. The schools held safe-driving assemblies and the Charles County Association of Student Councils (CCASC) organized monthly campaigns that included creating posters and recording public service announcements that appeared on local radio stations and government cable channels. These unprecedented efforts made a difference: No teen-driver fatalities occurred in the 2008-2009 school year. In August, the We Care program returned for the 2009-2010 school year.

No Hate

When spray-painting vandals scrawled hate-filled messages on a church, a school and other buildings and signs in February, Charles County had two choices: Let it weaken and divide us or spread our own message of strength, unity and intolerance of hate. We chose the latter. Sheriff Coffey and the Charles County Commissioners immediately denounced the vandals' hateful act and the Sheriff announced his Agency and Charles County Crime Solvers would offer a reward of up to \$5,000 for information that led to an arrest. The Sheriff's Office publicized the crime and the reward in the local media and on its website and by distributing flyers. Investigators received tips and days later, a La Plata man and an Indian Head man were arrested. The community could rest easier knowing not only had the culprits been brought to justice but unity had prevailed in the face of hate.

National Night Out

In August, 156 neighborhoods and 50 businesses joined the Sheriff's Office for National Night Out, the annual celebration of our cooperative and formidable stance against crime, drugs and violence. Many neighborhoods hosted block parties and others left porch lights lit to signify their participation. Businesses like Target, the event's national sponsor, donated money and prizes and displayed messages on their marquees. Meredith Management and its owner, Candice Quinn Kelly, donated \$1,000 to support the event and the Moose Lodge donated the use of its facility for a pre-event ceremony.

For the 16th 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 13th out of 28 award recipients and hundreds of applicants.

Now Playing at a Theater Near You

The Sheriff's Office hit the Big Screen in 2009 and while it might not have warranted a walk down the Red Carpet, there's a good chance it made underage teens and adults think twice about violating alcohol laws. On Labor Day weekend, the Sheriff's Office debuted a 30-second commercial that appeared before PG-, PG-13- and R-rated movies at the AMC Loews St. Charles Towne Center movie theater. The commercial discouraged minors from consuming or being in possession of alcoholic beverages. A \$17,235 grant from the Governor's Office of Crime Control and Prevention provided \$2,611 for the commercial and additional funding for enforcement efforts and equipment. The Sheriff's Office and National CineMedia produced the commercial.

Let His Death Not Be In Vain

When 12-year-old Nanjemoy resident Bryan L. Stump died in 2007 after being struck by a car as he crossed Route 6 on his bicycle, the Sheriff's Office, Stump's family, the Charles County Commissioners and Charles County Public Schools joined forces to honor his life by establishing the Bryan L. Stump Memorial Bicycle Safety Initiative. On May 2 this year, Sheriff's officers, Commissioners Vice President Edith J. Patterson and school staff hosted bicycle safety seminars at the Nanjemoy Community Center and two local schools as part of the initiative. Children learned rules

of the road, the importance of wearing helmets and other safety tips.

Award Recipients, Retirees Honored at Banquet

The Sheriff's Office honored seven retirees and 45 award recipients at a banquet in October at the Waldorf Jaycees Community Center. Honored for their years of service were: Sgt. J. Hoover Thompson for 35 years of service; Cpl. Timothy Huntt for 26 years of service; Lou Schmidt for 14 years of service; Dave Forbes for 13 years of service; Debbie Winkler for 13 years of service; Julie Shontere for eight years of service; and Larry Luttrell for six years of civilian service following his career as a sworn officer. Correctional officers Charles Quade and James McKenzie received bronze medals of valor for risking their personal safety to save an inmate who they discovered bleeding profusely after attempting suicide with a razor blade. Meritorious awards and certificates of commendation were also awarded.

MSA Recognizes Detective, Attorney

Detective Jack Austin would say he was only doing his job when he began an investigation into the thefts of hundreds of catalytic converters in 2008. His supervisors would say his relentless investigation not only identified the immediate culprits but led to the discovery of a theft scheme worth hundreds of thousands of dollars. The Maryland Sheriffs' Association (MSA) would say Austin deserved the award for Officer of the Year 2009. The MSA presented the award to Austin on September 12 at its annual conference in Ocean City, Maryland.

The MSA also awarded its prestigious President's Award to Phillip Hinkle, the Sheriff's Office's General Counsel, to honor his commitment to advancing the MSA's legislative goals. Among his contributions to the Association, Mr. Hinkle reviewed hundreds of legislative proposals before their presentation to the Maryland General Assembly. A skilled attorney and retired Maryland State Police captain, Mr. Hinkle is also a member of the Maryland Chiefs of Police and Maryland Sheriffs Joint Legislative Committee and is a Maryland Police and Correctional Training Commissions instructor for Law Enforcement Officers Bill of Rights and Civil Liability courses. He works with the Governor's Office of Crime Control and Prevention and the Family Violence Council on domestic violence legislation and related issues.



The Year in Review

A Smart Choice

Choosing a career path is difficult for some teenagers but well before her high school graduation in 2009, Andrea Duckett had already begun preparing for a career in law enforcement. The Sheriff's Office and the Maryland Sheriffs Institute (MSI) helped her pursue her goal by awarding her a \$1,000 scholarship toward the criminal justice studies she would begin at the College of Southern Maryland in the fall. Her proud passion for law enforcement, initiative and reliability earned her the scholarship. In high school, Duckett served as the Criminal Justice class president, class leader and squad leader and as a bailiff for Teen Court. She also directed and organized traffic details at school events. As an Explorer, she competed internationally in law enforcement competitions against other teens, served as the Post's president and captain, and was actively involved in SkillsUSA. Later in the year, Duckett became a Sheriff's Office cadet.

Community Outreach

In an economy that had everyone tightening their purse strings this year, the Sheriff's Office and local citizens and businesses continued to give from their wallets – and their hearts. The following is a mere sample of the Agency's philanthropic efforts in 2009, efforts that would have been impossible if not for the generous citizens of our community:

Special Olympics

The Sheriff's Office raised nearly \$30,000 in 2009 for Special Olympics Maryland.

In April, Red Lobster in Waldorf hosted Cops and Lobsters, an annual two-day event during which Agency volunteers wait on customers and donate all tips – \$5,642 this year – to Special Olympics. In June, the Sheriff's Office organized and participated in the Charles County leg of the annual Law Enforcement Torch Run, which carries a Flame of Hope across Maryland to the opening ceremony of the Summer Games. The Agency raised \$22,482 for the Torch Run and welcomed its largest turnout in history, which included 182 marines from the Chemical Biological Incident Response Force (CBIRF) Unit stationed at the Naval Surface Warfare Center (NSWC) in Indian Head. Local restaurant owner Steve Urso and his staff at the Texas Roadhouse restaurant, which served as the run's starting and ending points, volunteered to provide a free barbeque lunch to the Torch Run participants. The Texas Roadhouse mascot, Andy Armadillo, also made an appearance. Charles

County Public Schools donated much of the money raised and students from Piccowaxen Middle School, where Cpl. Gary Holt is assigned as a Juvenile Resource Officer, trekked the Torch Run's second route for walkers.

In November, Sgt. Gus Proctor, a Community Policing Unit supervisor who coordinates the Sheriff's Office's Special Olympics fundraisers, attended the International Law Enforcement Torch Run Conference in Connecticut and learned that for the second consecutive year, Special Olympics Maryland's fundraising efforts surpassed those of every other Special Olympics branch in 49 countries. Special Olympics Maryland raised \$3.6 million in 2009.

United Way

Each year, the Sheriff's Office raises money for United Way, which helps fund the efforts of local nonprofit organizations like the Red Cross and the Humane Society of Charles County. Employees make a single donation or contribute a portion of their paychecks to United Way. In 2009, employees donated \$17,542 to the United Way campaign.

No Portion Control Here

Maybe they hadn't yet learned how to calculate the gross domestic product but kids in Charles County knew one thing about the economy in 2009: how to help folks in need. Charles County Public Schools students donated nearly 4,500 non-perishable food items as part of a food drive coordinated by the Sheriff's Office and the school system in response to news that the nationwide economic downturn had forced many local food pantries to close their doors to families in need. The Sheriff's Office delivered the food to LifeStyles Inc., the Hughesville Women's Shelter, Catholic Charities and the Children's Aid Society. Chick-fil-A provided a coupon for a free sandwich to each participating student. McGruff the Crime Dog, his nephew Scruff and the Chick-fil-A cow helped celebrate at each school's collection.

Shop with a Cop

The Charles County Sheriff's Office and Fraternal Order of Police Lodge 24 treated 81 children of low-income families to an extraordinary Christmas shopping spree on December 5 as part of the second annual Shop with a Cop. The event paired the kids with Charles County Sheriff's police and correctional officers, Maryland State Police troopers, La Plata Town Police officers and Maryland Transportation Authority police officers who helped

them shop for clothing and other necessities, toys and gifts for their families. Their day began with breakfast at the Waldorf Elks Lodge and from there officers escorted the kids to Wal-Mart in an impressive convoy of cruisers with lights and sirens blaring. When the shopping was finished, everyone returned to the Lodge for lunch, gift-wrapping and a visit with Santa. This year the day began cold and rainy but in true Christmas fashion – and much to the kids’ delight – snow began to fall after everyone returned to the Lodge.

Officers Colby Shaw and Bobby Long coordinated the event and fundraisers, including a Chili Cook-Off in October. The FOP raised about \$18,000 to fund the adventure, which allowed each child to receive about \$200. Local businesses and citizens donated the money. Each child also received a commemorative T-shirt donated by KNC Marketing. Empire Graphics donated a banner and the Lions Club and WaWa donated the food. The Elks Lodge donated the use of its facility for the pre- and post-shopping activities. Wal-Mart not only opened its doors to the children but also dedicated two registers to participants during the event.

Children’s Aid Society

Knowing financial hardships strike especially painfully at Christmastime, the Sheriff’s Office actively supports the Children’s Aid Society’s Christmas Connection, which provides the community’s neediest families with donated food, toys and clothes. Officers, including Sheriff Coffey, helped unload truckloads of donations into the Maryland Army National Guard Armory in La Plata, where the Connection is held each year. Officers were also stationed at the Armory during shopping days to help load the cars of citizens who shopped the Connection. The Corrections Division donated more than \$2,400 worth of bicycles, games, stuffed animals, dolls and other toys.

Bike Giveaway

A bicycle tops many children’s wish lists and promotes healthier lifestyles but some families simply cannot afford such a luxury for their kids. That’s where the Sheriff’s Office and the Bike Doctor in Waldorf step in. Each year, the Sheriff’s Office raises money to purchase new bicycles, which Chris Richardson and his staff at the Bike Doctor order and assemble for free. Community policing officers deliver the bicycles and a new helmet to unsuspecting children or to parents who want to keep the surprise a secret until Christmas morning. This year, the Sheriff’s Office raised enough money to purchase 19 bicycles.



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Top: Sheriff Coffey, his wife Cindy and Charles County Commissioners Vice President Edith Patterson help Indian Head residents prepare for a bicycle parade. **Middle:** Public Works personnel and Work Release inmates helped clear brush and small trees near a park-and-ride in Waldorf, a project Sheriff Coffey arranged in an effort to provide more visibility for patrol officers and citizens -- and less cover for criminals. **Bottom:** Sgt. Craig Stillwell presents a medal to a Special Olympics competitor. Officers attend both the summer and winter games and help present medals and ribbons to the athletes.

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Top: Before the Torch Run, participants gathered in front of Texas Roadhouse for a photograph. **Above:** Officers Jamel Clagett, Lewis Payne and Jeremy Timko were among those who served customers at Red Lobster to raise money for Special Olympics.

Office of the Sheriff

With an effective blend of proud traditions and innovation, the Charles County Sheriff's Office operates 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 the Accreditation of Law Enforcement Agencies (CALEA) since 2002. CALEA regularly evaluates accredited agencies to ensure they consistently 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 service 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

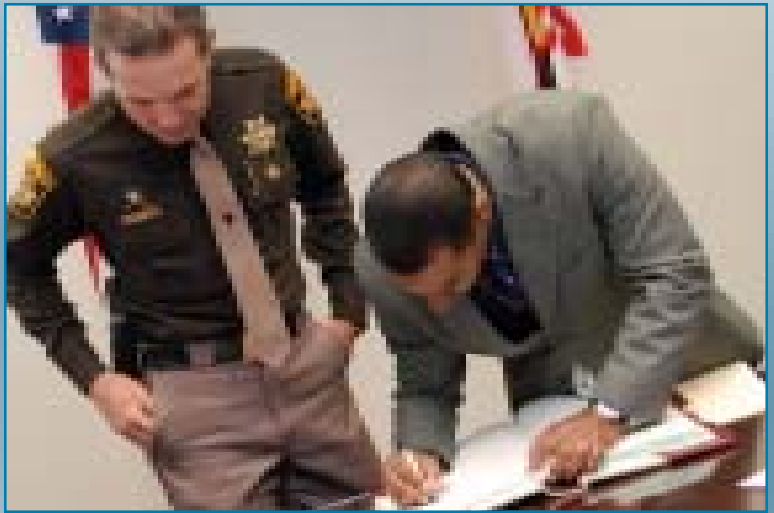
the integrity of the Agency by ensuring the professional conduct of Agency personnel. OPR consists of Internal Affairs and Standards and Audits, which operate under the command of Capt. Troy Berry, with assistance from Lt. Michael Almassy.

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 60 cases in 2009. Of those, 15 were sustained, nine were not sustained, 22 were exonerated, seven were unfounded, five were inquiries, one was a critical incident and one was pending completion at the end of the year. The cases involved 62 police officers, eight correctional officers and four civilian employees.

Standards and Audits personnel prevent and detect fraud by conducting routine financial audits and accounting of all Agency cash flow/charge accounts and by auditing the property and narcotic vaults.

Legal guidance and representation for the Sheriff and Agency personnel are coordinated through the **Office of the General Counsel**. Led by Mr. 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.

In 2009, the Maryland Sheriffs' Association presented Mr. Hinkle with its prestigious President's Award to honor his contributions to the Association and the law enforcement community.



Top: The local NBC news affiliate interviews Sheriff Coffey. Above: The Sheriff watches as newly-sworn court security officer James Simms enters his name in an historical record of county police officers kept at the Charles County Courthouse. Sheriff Coffey attends the swearing-in ceremonies of all new sworn and correctional officers to personally welcome them to the Agency.

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.

Five shifts of 24 patrol officers each provide 24-hour police services for a county whose population stood at 142,226 in 2009. These officers respond to thousands of calls for service each year — 196,571 in 2009 — 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 happened in July when patrol officers and a K9 sergeant responded to a report of a disorderly man running back and forth on a residential street, yelling, screaming and kicking other citizens' property. When the officers confronted the man, he continued acting erratically. When the officers attempted to take control of him, he attempted to disarm one of the officers. Shortly thereafter, the officers had successfully handcuffed the man but he lost consciousness and stopped breathing. Two of the officers began CPR and the man began breathing again. Although paramedics had to revive the man several times while en route to the hospital, he ultimately survived, thanks in large part to the officers who took control of a dangerously unpredictable situation.

When patrol officers respond to emergencies, they not only must be quick but must also navigate the roadways cautiously while listening closely to new information being dispatched. Ensuring a swift and safe response requires extensive training but this skill, combined with the number of officers consistently patrolling our roadways, often leads to the quick apprehension of criminals. In 2009, patrol officers made 4,453 arrests.

Patrol officers are not responsible for every arrest recorded by the Sheriff's Office but often how they respond to calls can influence how quickly an arrest may be made. Because they are first responders to serious incidents like murders and sexual assaults, how they secure the crime scene and act on information provided by victims and witnesses can affect cases ultimately investigated by detectives. For instance, in July patrol officers were first to respond to

a reported robbery in a Waldorf neighborhood. When they arrived, they found an unconscious victim suffering from a stab wound. The man died soon after at a hospital. The officers determined he and another man had been walking home when they were accosted by two suspects armed with a handgun and a knife. The suspects demanded money and a cell phone and, during an ensuing struggle, one of the suspects stabbed the victim. The suspects fled the scene prior to the officers' arrival but because of the diligent response provided by Patrol, an 18-year-old man and a 14-year-old boy were arrested for the murder of the 30-year-old victim.

Officers respond to many crime scenes and securing the scene to protect evidence is among their top priorities. Officers had long relied on the expertise of the Forensic Science Unit (FSU) to process the evidence but in 2008, eight patrol officers were trained in advanced crime-scene processing. In 2009, the Sheriff's Office expanded the crime-scene processing program by training four additional officers in advanced fingerprinting, blood collection and other evidence recovery techniques. The officers are equipped with special tools that allow them to assist fellow patrol officers at crime scenes. Because these officers are able to provide many of the services once provided only by the Crime Lab, FSU personnel are free to analyze other cases and evidence in the lab.

Responding to and investigating crimes are essential responsibilities 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 throughout Charles County or strategically parked somewhere visible while they write reports. Some officers are also certified bike riders, 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 were trained as bike riders in 2009, bringing to 28 the total of officers available for bike patrols.

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

All patrol officers are assigned to one of the Sheriff's Office's 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 2009 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 Butler served as operational commanders in 2009.



TOP: Officer Alexander Sullivan administers a sobriety test to someone he suspected of driving while intoxicated. ABOVE: Lt. Randy Stine, who was commander of the La Plata District Station in 2009, patrols Hickory Ridge and Agricopia, two neighborhoods in his district.

Special Operations

The Special Operations Division performs tactical assignments and provides community- and school-based services that engage 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 and the Emergency Services and Hostage Negotiations teams.

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. 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 initiatives. In 2009, the squad arrested 128 adults and 24 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 explosives detection. The handlers use both verbal commands and hand signals to communicate with the dogs. In 2009, the unit conducted 143 building searches, five explosives searches, and 126 tracks and made 188 apprehensions. They also conducted 448 drug searches.

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 2009, the unit conducted 11 sobriety checkpoints, making numerous arrests after checking more than 7,000 drivers. Traffic Operations also manages the Red Light Camera Program which, after processing 18,000 incidents in 2009, issued 13,425 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 2009, the Sheriff's Office earned its 12th 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 comprised 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 2009 EST participated in 43 high-risk deployments.

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 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 10 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 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 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 owners 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 1,415 juveniles from the formal criminal justice system. Teen Court juries have sentenced offenders to more than 28,504 hours of community service and youth and adult volunteers have performed more than 32,400 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 leads the Cops in Shops program to ensure businesses are checking for identification and making efforts to recognize false identifications. The detail conducts inspections on the businesses licensed



Special Operations

to serve alcohol and in 2009 brought 33 liquor establishments before the County Board of License Commissioners for sanctions after being cited for various violations, resulting in more than \$15,000 in fines. The Alcohol Enforcement Detail also conducts tobacco enforcement, overseeing a grant from the Governor's Office of Crime Control and Prevention to conduct programs and enforcement targeting underage use of 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 2009 including police and correctional officer graduations and an annual candlelight vigil hosted by the Center for Abused Persons.



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TOP: Officer Edward Webster searches a car before its occupants are permitted inside Project Graduation, an annual celebration for newly-graduated high school students and a safe alternative to other celebrations they might have otherwise attended. **MIDDLE:** Officers on the Emergency Services Team enter a vacant building during training. **BOTTOM:** Officer Neill Beswick administers a breath test to a teen played by a Sheriff's Office cadet; their mock test was part of a photoshoot for an anti-underage drinking commercial that appeared in the local movie theater.

THIS PAGE

Sheriff Coffey, Teen Court Coordinator Sarah Vaughan and representatives from Eva Turner Elementary School and LifeStyles of Maryland Inc., celebrate a collaboration between Teen Court and LifeStyles which would provide volunteers to clean the common areas of the school as part of the Adopt a Spot program. **BOTTOM:** Officer Lewis Payne, Jill Kotwas and Cpl. Gary Holt collect donated goods for a food drive while Scruff, McGruff the Crime Dog's loveable nephew, shows his appreciation to one of the participants.

Criminal Investigations

Complex cases whose circumstances demand 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, cold cases and the rare occurrences of police-involved shootings. Detectives investigated eight murders in 2009 and their successful closure of each case resulted in 13 arrests. Detectives also investigated one police-involved shooting and presented the case before a Grand Jury comprised of impartial Charles County citizens who determined the officers involved in the shooting would not be indicted. The Major Crimes Unit investigated 24 other deaths and 52 robberies and made 68 total 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 are particularly difficult and emotionally draining for detectives. In 2009, detectives investigated 64 physical child abuse cases, 50 sexual child abuse cases, four instances of child pornography, two instances of pornography distribution and 46 sexual assaults. The unit also investigated 58 juvenile and adult missing person cases.

SVU also maintains Charles County's portion of the Maryland Sex Offender Registry. At the end of 2009, there were 183 registered sex offenders in Charles County. The Sheriff's Office has a zero-tolerance policy for offenders who fail to report their current address — one of the requirements of the registry. Detectives conducted more than 557 unannounced home inspections to ensure offenders living in Charles County accurately reported their addresses.

The **Property Crimes Unit** investigates residential and commercial burglaries, major theft schemes, organized auto theft groups and chop shops. In 2009, there were 254 vehicles reported stolen in Charles County. Additionally, the Property Crimes Unit investigated 93 burglaries and made

139 arrests in 2009.

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 2009, detectives investigated 28 identity fraud cases, 16 embezzlement cases and 160 incidents of counterfeiting, forgery and credit card fraud. Financial Crimes detectives made 61 arrests in 2009.

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 2009, FSU was assigned 808 cases and responded to 196 crime scenes. The unit collected DNA from 96 investigations and submitted 327 items of DNA evidence to the Maryland State Police forensic laboratory and the privately operated Bode Laboratory for analysis. The unit also conducted 460 marijuana examinations. Latent fingerprint examiners processed 1,923 prints, which resulted in the identification 578 individuals, 299 of whom were identified using the Maryland Automated Fingerprint 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.

In 2009, the section arrested 107 individuals for violating Maryland's controlled dangerous substance laws, many of whom faced the possibility of 20 or more years in jail.

In September, NES detectives joined forces with investigators from other local, state and federal law enforcement agencies to execute 20 search warrants throughout Southern Maryland. During the operation, detectives seized drugs, cash, luxury automobiles, custom motorcycles, jewelry and real estate. Later, a federal grand jury indicted 12 individuals for conspiring to distribute five kilograms or more of cocaine and 50 grams or more of crack cocaine between November 2006 and September 2009.

NES detectives also assisted a Baltimore-based Drug

Enforcement Administration (DEA) drug diversion group with surveillance and manpower for a lengthy case that stretched from Maryland's Eastern Shore to Northern Virginia. As a result of their combined efforts, a federal grand jury indicted five individuals for trafficking illegal pharmaceutical medications.

The **Major Narcotics Unit** investigates and dismantles drug trafficking organizations operating in Charles County. 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 international. The unit also handles other special investigations including prostitution and gaming law violations.

One Major Narcotics Unit detective is tasked specifically with investigating prescription drug fraud and the sellers of these drugs. The detective is also responsible for identifying and seizing assets which were acquired through criminal activity and are thus subject to seizure under state and federal law.

Major Narcotics Unit investigators work closely with other detectives in their section and with investigators from the Maryland State Police and surrounding jurisdictions as part of a federally-funded Charles County Open Air Drug Market Initiative. A detective is also assigned full-time to a DEA federal task force, which includes DEA agents and police officers from other law enforcement agencies throughout the Washington-Baltimore region.

The **Narcotics/Vice Enforcement Unit** investigates narcotics, vice and gambling violations and conducts other special investigations. In the fall of 2009, Narcotics/Vice Enforcement detectives conducted numerous undercover drug purchases in western Charles County, which led to the execution of two search and seizure warrants in December. Detectives subsequently made five felony drug distribution arrests and recovered crack cocaine and guns. The operation closed an open-air drug market that had been the source of citizen complaints and neighborhood degradation.

In 2009, Narcotics/Vice Enforcement detectives investigated 240 cases – all but 20 of which were felonies – and executed 50 search and seizure warrants. They conducted 190 undercover narcotics purchases, which included \$3,100 worth of cocaine, \$60,000 worth of crack cocaine, \$6,300 worth of marijuana, more than \$21,600 worth of illegal Oxycotin/Oxycodone, and other quantities of Phencyclidine (PCP), heroin, mushrooms, Ecstasy, methadone and other habitually abused pharmaceutical



TOP: Money seized during an investigation is stored as evidence.
ABOVE: A narcotics investigator displays a brick of marijuana seized during another investigation.

Criminal Investigations

medications.

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 bulletins internally and to law enforcement agencies nationwide. Detectives identify and interview gang members in Charles County and in the Charles County Detention Center.

The section is a member of the **Southern Maryland Information Center (SMIC)**, a task force comprised of the Charles, Calvert and St. Mary's county sheriffs' offices, the Maryland State Police and the Maryland Coordination and Analysis Center (MCAC). Detectives, analysts and intelligence technicians analyze reports from each agency to identify cross-jurisdictional crime trends and offenders. In 2009, the Sheriff's Office received a grant that funded the hiring of a bilingual intelligence specialist who assists in investigations involving Spanish-speaking individuals. Such investigations are increasingly common as the Hispanic population in Charles County grows.

Two analysts are assigned to the **Crime Analysis Function**, which compiles and interprets crime data for the Sheriff's Office's CompStat program. CompStat, an analysis-driven method of proactively addressing crime problems, was implemented in 2009.

The Homeland Security and Intelligence Section's **Emergency Response Vessel** helps protect 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. The patrols focus on the security of bridge infrastructures and privately-owned and -operated shoreline properties. The boat is also deployed to secure crime scenes, to assist in searches for lost or missing persons and, when requested, to assist other public safety agencies during calls for overdue vessels and vessels in distress. The Chief Vessel Operator is a sworn officer assigned full-time to managing vessel operations. The crew is comprised of 14 volunteers who assist in vessel operations in addition to performing their regularly assigned duties.

The Homeland Security and Intelligence 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 know their lawful rights. Victim Services personnel also administer a local Crime Victims Fund that is subsidized with business donations. In 2009, the Victim Services Coordinator began a series of Spanish language courses to facilitate the Sheriff's Office's outreach to the Hispanic community.

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 safely and efficiently, decreases recidivism, and spearheads many community outreach efforts.

The Detention Center is a secure facility that opened in 1995 and stretches 135,000 feet with 203 cells. In 2009, Corrections processed 3,858 inmates and maintained an average population of 392 inmates per day. The Detention Center also operates an annex adjacent to the primary facility. Under the command of Capt. DuWayne Gaddy, the annex houses work-release inmates and inmates sentenced to weekend service. Corrections processed 575 work-release inmates in 2009. Court-mandated drug screenings — 2,013 of which were completed in 2009 — 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 Emergency Response Team (ERT) and a newly-formed Security Enforcement Team (SET) commanded by Lt. Brandon Foster and comprised of specially trained correctional officers who remain prepared to mobilize quickly to quell disorder at the Detention Center and in the annex. In 2009, ERT and SET handled 1,288 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). He oversees the Training Unit, which allows officers to complete mandatory training at an on-site trailer the division acquired this year.

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 achieving 100 percent scores during audit inspections in 2004, 2006 and again in 2009.

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. As part of a system implemented this year, this component of Corrections issued and fitted every inmate a wristband to enable correctional officers to quickly identify in which programs the inmates participate and their medical and court transportation requirements.

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). This year, 152 inmates were identified as STG members and 78 were identified as associate members.

Officers assigned to this component's Security Maintenance Program enhanced their capabilities this year to include welding, powder coating and lock-smith services. The officers installed more than 10 additional cameras to unsecured areas of the facility and recycled disabled bunk beds to build steel utility carts for use throughout the facility. They also installed carpet and helped refurbish the trailer used for the Training Unit.

Inmate Programs and Services also reduces recidivism by offering programs that help inmates re-enter society as productive citizens. One such program, Successful Transitioning and Reentry Skills (STARS), provides inmates with skills and knowledge to help them succeed in life. Inmates who apply for the program write a resume and appear before an interview panel. As part of other programs and services, Correctional Officer Ryan Taylor publishes an inmate newsletter, *Inspiration for Free*, which offers inmates inspirational quotes, stories and general information. Correctional officers also organized an inmate basketball tournament and treated the winners to a pizza party.

Many of the inmate programs are made possible by community volunteers. In 2009, Correctional Officer Rebecca Webb created a newsletter, *Volunteers and Partners Making a Difference*, to share the positive impact these volunteers have on Corrections personnel and the inmates. It publishes upcoming events, overviews of recent projects and other important information.

Lt. Brandon Foster supervises the **Volunteers in Community Services (VICS)** program which in 2009 processed 4,590 workers and coordinated 101 special community projects.

In addition to tending to their required responsibilities, Corrections personnel also coordinate community outreach projects throughout the year. In 2009, they donated food and hygiene items to the Robert Fuller Transitional House and Angels Watch Center. They also donated mattresses to other correctional institutions in need of bedding and volunteered their time for Toys for Tots and Shop with a Cop.

Each quarter, the Corrections Division recognizes correctional officers who go above and beyond the call of duty and demonstrate commitment and dedication to the Agency. In 2009, Correctional officers Jonathan Palmer, Charles Quade, Matthew Dixon and Robert Padgett were named officers of the quarter. Officer Quade was named Correctional Officer of the Year.



TOP: Correctional Officer Andrew Cruikshank monitors security cameras at the Detention Center. **ABOVE:** At the first STARS graduation, Chaplain John Lewis addresses the audience, which included the new graduates.

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.

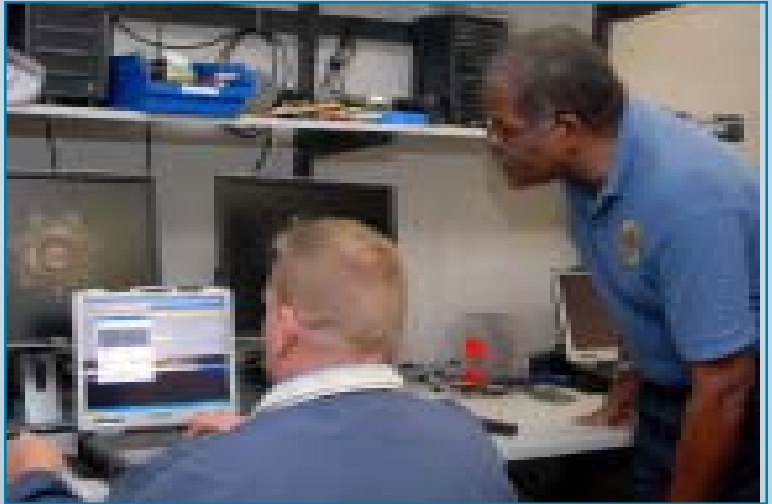
PCOs work around the clock in a state-of-the-art communications facility at the Charles County Emergency Operations Center. In addition to dispatching calls for service, they also serve as each officer's link to potentially life-saving information including intelligence about suspects and information from nationwide databases containing stolen property and wanted persons. PCOs managed an average of 500 calls per day in 2009.

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.

Among the advancements MIS made possible for the Agency in 2009: a new state-of-the-art digital in-car video camera system; the availability of on-line crime mapping

to our citizens through the use of the Agency's website; an electronic motor-vehicle citation system; and the full outfitting of all patrol cars with in-car 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 2009, this section processed and catalogued 17,771 reports and supplemental reports and completed 575 expungements. They also processed 61,334 citations, warnings, and safety equipment repair orders and 3,495 Maryland Public Information Act requests. Records personnel handle all initial questions from visitors to the Sheriff's Headquarters. They addressed more than 7,376 telephone inquiries and processed approximately 33,791 pieces of mail. The section also maintains custody and security of the videotapes from the cameras in police cruisers.



TOP: PC Operations Administrator Joe Crehan and MIS Operations Specialist Dwight Miller ensure the proper operation of a laptop assigned to an officer. ABOVE: Station clerks enter calls for service into a dispatch system and police communications officers help organize the response by police.

Special Services

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

The **Judicial Services Section**, commanded in 2009 by Lt. Karl Hense, serves arrest warrants, civil papers and other legal documents, addresses child support and domestic violence problems, and provides Courthouse security services.

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 who are wanted by the Agency and apprehended outside Maryland. In 2009, the unit served 1,768 warrants and 1,228 criminal summonses, processed 52 fugitives and arranged for 105 extraditions.

Failure to pay child support is a serious offense and the members of the **Child Support Enforcement Unit** ensure violators are held accountable for their basic financial obligations to their children. 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 effort, the unit publishes the names and photographs of wanted persons in local newspapers and on the Sheriff's website. The unit served 372 warrants and 1,152 summonses in 2009.

The **Domestic Violence Unit** serves protective orders, peace orders, arrest warrants, criminal summonses and other criminal and civil process related to domestic violence. The unit also coordinates with community groups and service providers to offer guidance to domestic violence victims. 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 — the Domestic Violence Unit conducts an investigation. The unit served 1,310 protective orders, 907 peace orders, 229 warrants and 589 summonses in 2009.

The **Civil Unit** is responsible for serving time-sensitive civil process including subpoenas, evictions and juvenile court papers and for processing, serving and posting landlord/tenant court documents. The unit is also responsible for serving writs of execution and replevins, conduct-

ing Sheriff's sales and other civil process matters. The unit handled 2,079 evictions and 6,912 landlord/tenant-related documents in 2009. The unit also served 25,162 civil documents, netting the Agency about \$174,000 in service reimbursement.

The **Court Security Unit** protects the occupants of the Courthouse by monitoring its entrance, providing security in courtrooms and transporting prisoners between the courtrooms and the adjacent Court Holding facility. Each of the 184,755 visitors to the Courthouse in 2009 passed through a metal detector and their briefcases, purses and bags were all scanned in an x-ray machine. In 2009, Court Security arrested 169 individuals for warrants and criminal offenses.

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

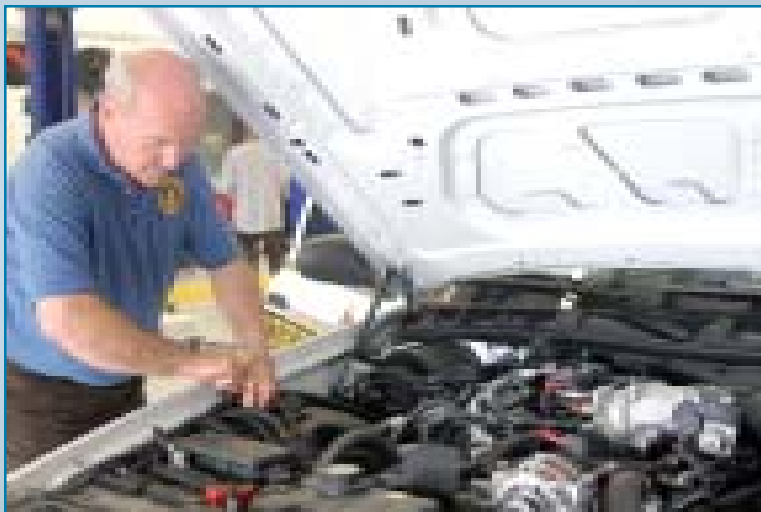
The **Quartermaster** provides personnel with uniforms, office supplies and other items essential for the Agency's operation. They also monitor the bulletproof vests assigned to officers, ensure expired vests are replaced and maintain the stock of citation books and other Agency forms.

The **Fleet Management** program maintains the Agency's ever-growing fleet, which stood at 500 vehicles in 2009. 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. Mr. MacLean participates in product development and assesses ideas proposed by Ford and the law enforcement community.

The **Property Held Unit** regulates the receipt, storage, security and disposal of property, contraband and narcotics recovered by the Agency. In 2009, the unit received and stored 8,236 pieces of property and handled 1,382 drug seizure cases.

The **Firearms Tracking** operation records and maintains custody and safekeeping of firearms, conducts seized firearms investigations, schedules and conducts firearms hearings, serves as a liaison to the courts in firearms matters and provides citizens with information about firearms laws. In 2009, the Sheriff's Office seized 250 firearms, 62 of which were recovered from persons restricted from carrying firearms because of domestic violence issues or protective orders. In 2009, as a result of this operation's efforts, 11 persons were denied firearms because of disquali-

fyng convictions, 79 firearms hearings were held, 127 firearms were destroyed, 11 previously undetected stolen firearms were identified and 153 firearms were returned to their legal owners.



TOP: Terrence Wood works on a police cruiser at the Property Management annex's garage. **ABOVE:** Sgt. Steve Salvas discusses the procedures for a warrant sweep while Cpl. Richard Burket, left, and Lt. Karl Hense prepare for the operation.

Executive Services

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

Planning and Accreditation, directed by Mr. Danny Johnson, 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 2009, Planning and Accreditation wrote or revised 48 policies and conducted testing to ensure employees understood the new directives. They also conduct research on existing and proposed policies to determine whether the policies needed to be revised or enhanced, and maintain all Agency forms. The office's longtime manager, Mr. Lou Schmidt, Jr., retired in the summer, having served the Agency for 14 years.

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 website, provides photography services and produces the Annual Report, the Agency's internal newsletter, advertisements, brochures, posters, fliers 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 Major. 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.



TOP: With Andy Armidillo watching over their shoulders, Capt. Rob Cleaveland and Major Joseph “Buddy” Gibson speak with a Special Olympics Maryland volunteer at the Torch Run. As the commander of Executive Services, Capt. Cleaveland has an array of responsibilities. **ABOVE:** Cadets Thomas Brannon and Andrea Duckett and Criminal Justice Student Steven Rands begin their Detect and Deter assignment in a Waldorf parking lot.

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 the Agency's financial operations. 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, prepare monthly bank reconciliations, 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. Employees prepare bank reconciliations and review 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 2009, the Sheriff's Office received 19 grants totaling \$1,287,305. 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 amended operating budget for Fiscal Year 2009 was \$63,911,780.

The **Red Light Camera Finance Section** is responsible for the financial review of the Agency's Red Light Camera Program. This section answers questions about citations, processes information about vehicle rentals, and submits monthly reports to Charles County Government for the monthly deposit reconciliation.

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 our Agency and our community grow, the Human Resources Section ensures we stay ahead of staffing needs. In 2009, Human Resources processed approximately 600 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 27 new employees in 2009 including seven police officers, two correctional officers and eight civilians.

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 and Relay for Life by coordinating fundraisers that support these events.



TOP: Grants Coordinator Karlee Adams addresses a grant application. Most of the work in Administrative Services is accomplished behind computers but their lack of powerful cars with lights and sirens does not make their work any less important. Administrative Services secures both the funding and the personnel needed to fight crime. ABOVE: Amanda Herb, left, listens as Human Resources Director Betsy Leonhard conducts a meeting about personnel matters.

Training

To ensure the Charles County Sheriff's Office's police and correctional officers are thoroughly trained and highly skilled, the Training Division offers entry-level and in-service training and provides regular firearms instruction to all new and veteran personnel. Under the command of Capt. Michael Rackey, the division includes the Southern Maryland Criminal Justice Academy, the Recruitment Unit and the Firearms Instruction Detail.

In 2009, the Training Division established a formal Taser recertification program, which requires officers equipped with Tasers to pass a written examination and successfully complete three skill scenarios. The scenarios include properly firing the Taser at a simulated aggressor, de-escalating a scene using verbal skills, and handcuffing a role-player while the Taser is powered, which emphasizes the need to limit the Taser's exposure to the arrestee. Additionally, when officers are first trained to use the Taser they must also be exposed to a series of shocks from the device.

The Training Division also requires police officers and other personnel assigned Agency vehicles to attend annual driver in-service training created by the division's emergency vehicle instructors and approved by the Maryland Police and Corrections Training Commissions (MPCTC). Driving courses replicate potential conditions including backing, confined spaces, diminishing lanes, swerving and avoidance. Police officers also attend pursuit training each year during which they participate in practical exercises including the rolling road block – a low-speed technique used to surround a vehicle and bring it to a slow, controlled stop and thus avoiding a pursuit – and the Precision Immobilization Technique, or PIT maneuver, which is designed to end police chases quickly and safely. Officers also participate in a mock high-speed pursuit scenario that tests their understanding of policy and decision-making skills. Vehicle training is important considering the amount of time police officers spend driving each shift.

Each year, the Training Division also offers specialized courses many of which are available online, allowing employees to pace themselves as necessary and reducing loss of manpower. Online courses in 2009 included a first-line supervisors course and extensive portions of the Agency's in-service training. The division began offering a Coaching for Career Development Course for supervisors as a way of increasing morale, productivity and employee retention. The division also provided a high-risk search/arrest warrant scenario course to Community Policing and

Judicial Services officers.

The Training Division helps operate the Southern Maryland Criminal Justice Academy, a cooperative effort between the Sheriff's offices in Charles, Calvert and St. Mary's counties. The Academy provides entry-level and in-service training for all police and correctional officers in Southern Maryland and maintains 100 percent compliance with strict standards set by the MPCTC.

The Academy provides the entry-level police training program to recruits from all three jurisdictions but upon their graduation from the Academy, recruits assigned to the Charles County Sheriff's Office must participate in three weeks of Agency-specific training to discuss policies, computer programs, tactics and other information unique to the Agency. After completing the training, the new officers enter the Field Training Officer program, which partners them with veteran officers and familiarizes them with the county's four patrol districts before they are permitted to patrol by themselves.

The **Recruitment Unit** commanded by Lt. J. J. Fenlon seeks the best potential police and correctional officer candidates to represent the Charles County Sheriff's Office. The unit attends job fairs and other events to provide information to potential applicants.

The **Firearms Instruction Detail** ensures officers are skilled marksmen by providing firearms training and practice sessions to new and veteran police and correctional officers throughout the year. Among their training requirements, officers participate in tactical scenarios such as shooting on the move, identifying the appropriate target and engaging in multiple targets. They are also required to shoot in reduced light to simulate conditions they may face in an emergency. Officers must qualify with their on-duty and off-duty pistols and, if they are issued patrol rifles or shotguns, with those weapons as well. In 2009, the Sheriff's Office raised money to install a breaching door at the range, which allows officers to practice mock building entries and the use of breaching tools to access potentially hostile environments.



TOP: Family members often pin badges on police officers as part of the swearing-in ceremony. ABOVE: During a police academy graduation ceremony, two officers perform one of their last functions as police recruits: the retirement of their class guidon, which bears their class motto.

In Memoriam



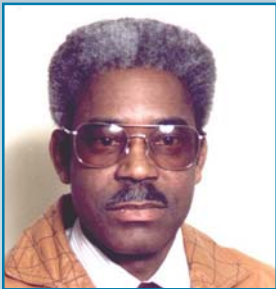
Patrolman Lawrence H. McParlin

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. Keesee, #1123

On January 23, 1998, Mr. Keesee 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

Charles County Sheriff's Office

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