

Maryland



2006

CCCSO

• ANNUAL REPORT •

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.

VALUE STATEMENTS

The men and women of the Charles County Sheriff's Office are bound by the highest standards of conduct, as exemplified in the following 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.



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SHERIFF'S MESSAGE



Sheriff Rex W. Coffey
Charles County, Maryland

The Charles County Sheriff's Office has been a significant part of my life for a long time. I enjoyed a 23-year career with this Agency, first as a correctional officer and then as a deputy sheriff. I retired as a Lieutenant and 10 years later, in November 2006, I was elected to serve as Sheriff.

As the Sheriff, it is my privilege to present to you the 2006 Annual Report for the Charles County Sheriff's Office.

We have come a long way since I began my career here 33 years ago, and an even longer way since this Agency was established in 1658. In those days, Nicholas Gwyther was a one-man operation, serving as Sheriff of both Charles and St. Mary's counties. By contrast, at the end of 2006, more than 600 deputies, correctional officers and civilian employees were providing law enforcement services in Charles County.

I strongly believe a highly visible police presence deters criminals, reduces traffic violations and encourages citizens to feel safer. One of my first priorities when I took office was to increase the visibility of deputies on patrol so in December, I reorganized the Agency and deployed our resources more effectively and efficiently.

Just as I am a firm believer in the value of patrol operations, I also believe other programs will remain vital to this Agency's success. Our Community Policing Unit, Criminal Investigations Division, Tactical Response Squad, K9 Unit, Homeland Security and Intelligence Section, narcotics investigators and juvenile intervention officers are among the specially-assigned deputies who are crucial to our crime-fighting strategy.

The correctional officers and support staff who operate the Charles County Detention Center and our Agency's civilian personnel also play a critical role in community safety. The services they provide are invaluable contributions to public safety and our community.

I am proud to lead an agency that works closely and effectively with citizens, businesses, government officials and other law enforcement agencies. I promise to address concerns, overcome challenges and celebrate our successes together.

I have found many rewards in being a police officer and as the Sheriff of Charles County, I take great pride in leading the distinguished women and men who serve our community. For me, reducing crime, locking up the criminals and making the community feel safe is what this job is all about.

Sincerely,

A handwritten signature in black ink that reads "Rex W. Coffey".

Sheriff Rex W. Coffey
Charles County, Maryland

OUR HISTORY

Law enforcement services in Charles County began in 1658, when Nicholas Gwyther was simultaneously appointed Sheriff 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. 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 built specifically to serve as the flagship of the Agency. Additional district stations are operated in Waldorf and Indian Head.

The first county jail was built next to the 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 staff from the Maryland Division of Parole and Probation until 2005, when renovations began to reopen it in 2007 as an annex of the current Detention Center located behind the Headquarters building.

The Sheriff's Office has grown from a one-man operation to a full-service law enforcement agency of more than 600 employees. As the principal law enforcement agency in Charles County, the Sheriff's Office is available 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.



Top Right: The first Fraternal Order of Police Board is pictured here in January 1973.

Bottom Left: Pictured circa 1968 are Lt. Weldon Wood and his bloodhound, Sherlock.

Bottom Right: The older versions of the deputy badge, like this one, were replaced by a seven-point star in 1991.

THE YEAR IN REVIEW

The year 2006 will be remembered as one of many changes and successes. We progressed through the year conscious of our responsibilities and confident in our capabilities.

A NEW SHERIFF IN TOWN

Ten years after retiring as a lieutenant, Sheriff Rex W. Coffey was elected to lead the Agency where he spent 23 years fighting crime and serving the citizens of Charles County.

Sheriff Coffey was elected on November 7 and swore his oath of office on December 5. By law when a new sheriff is elected, every deputy of the agency must also be sworn in again. To accomplish this task as efficiently as possible without disrupting police protection in the community, a handful of deputies were sworn in that morning and responded to calls that afternoon with additional assistance from the Maryland State Police and the La Plata Town Police. At 2 p.m., more than 200 deputies swore their oath of office and were addressed by their new Sheriff for the first time.

Among his first official duties, Sheriff Coffey named his new command staff, reorganized the Agency's structure and deployed additional officers to patrol assignments.

A HEROIC CHRISTMAS RESCUE

It was 12:04 p.m. on December 22 and Leann Lawson and her 2-month-old son were in the family's Chevrolet Trailblazer in Waldorf. The presents in their sport-utility vehicle were a sign Christmas was near, but the joy of the holiday season quickly turned to fear for the 26-year-old mother when she lost control of her SUV and it left the road, entered a nearby lake, drifted away from shore and began to sink.

Sue Delacruz, a vice principal at Benjamin Stoddert Middle School, was passing by and immediately stopped and jumped into the lake. She swam out to the sinking SUV and helped Lawson and her baby make their way to the roof of the vehicle. William Saunders, a retired Sheriff's Office captain who now serves as the Agency's chief firearms instructor, arrived on the scene moments later and he, too, entered the lake without hesitation.

Saunders and Delacruz managed to get Lawson and her baby away from the SUV and as they made their way through the cold water back to shore, another citizen, Ricky Zalovick, was making his way into the lake. He helped Lawson, her baby, Saunders and Delacruz return to dry land.



Before deputies swore their oath of office under Sheriff Coffey, the Honor Guard presented the colors.

The victims and their rescuers escaped injury but crash investigators quickly determined Lawson and her son probably would not have survived if not for the valiant efforts of the rescuers.

In another act of kindness for the family, Charles County Dive and Rescue Team volunteer Patrick Moore collected all the Christmas presents that floated away from the vehicle while the team extracted the vehicle from the lake.

NATIONAL NIGHT OUT

In August, 137 neighborhoods and 40 businesses joined the Sheriff's Office to celebrate our united efforts to stop crime in our community by participating in National Night Out.

National Night Out is an annual crime-, drug- and violence-prevention event. It provides law enforcement and the community with an opportunity to celebrate the success of working together and it strengthens our resolve to continue our efforts.

In November, the National Association of Town Watch recognized Charles County's active participation in the annual event with a Category II award for jurisdictions with populations between 100,000 to 299,000. Charles County ranked 13th among the 26 award winners in this category, which received hundreds of entries. The Sheriff's Office has participated in National Night Out since 1991 and has received the award for at least 13 years.

MSA DEPUTIES OF THE YEAR RECOGNIZED

The Maryland Sheriffs' Association named Officer William Halt, Jr., and Cpl. Louis Schmidt, III, as deputies of the year during a banquet held in September in Ocean City.

Halt was recognized with a valor award for helping to save an 11-year-old girl who was trapped when her family's mobile home caught fire in April. Schmidt received a crime prevention award for his successful efforts as a community policing officer to combat drug sales and use in his assigned neighborhoods. He made 21 drug arrests in 2005, eight of which were for possession with the intent to distribute, and all the cases were successfully adjudicated.

OFFICER RECEIVES RED CROSS LIFESAVING AWARD

The Charles County chapter of the American Red Cross presented PFC Lee Potter with an award in July for saving the life of a young child in October 2005. The 1-year-old child stopped breathing after becoming entangled in the window blind cords. PFC Potter performed CPR and the child eventually began breathing again. Emergency medical services personnel arrived and provided further medical treatment. PFC Potter also received a Sheriff's Award recognizing his life-saving act at an Agency awards banquet in May.

K9 IKE RETIRES

After six years conducting tracks and apprehending criminals, K9 Ike retired from his law enforcement career in January. Ike and his handler, Cpl. Calvin Roberts, were partners during Ike's entire career. Ike, a German Shepard from Chezkoslovakia, was a patrol K9 and made 165 criminal apprehensions. He celebrated his 10th birthday in May as the Roberts' family pet.

AIMING FOR THE TOP

Six sworn officers comprise the Charles County Sheriff's Office Pistol Team and compete in law enforcement pistol, shotgun and patrol rifle competitions hosted by federal, state and local law enforcement agencies. In 2006, the team earned first place in an Agency-sponsored match and other top individual awards.



Top: PFC Lee Potter, flanked by Sgt. Gus Proctor, left, and Lt. Billy Caywood, earned the Red Cross Lifesaving Award.

Bottom: The family of Craig Donaldson, the first baby born on Mother's Day locally, gets a new car seat from Cpl. Robert Padgett.

CCSO 2006

CONFIDENTIAL

THE YEAR IN REVIEW



After a successful career as a police K9, Ike retired in 2006 and was adopted by his handler, Cpl. Calvin Roberts.



Two young girls meet McGruff the Crime-Fighting Dog and his nephew, Scruff.

CCSO REACHES OUT TO THE COMMUNITY

In addition to providing law enforcement services, the Sheriff's Office makes many heartfelt contributions to charitable causes. In 2006, employees waited tables at the local Red Lobster during Cops and Lobsters and put on their running shoes to help pass the Flame of Hope across Maryland during the Law Enforcement Torch Run. These events raised more than \$20,000 for Special Olympics Maryland. The Sheriff's Office also raised money for the American Cancer Society during Relay for Life and for Hospice of Charles County during the Festival of Trees and participated in Christmas in April and the United Way Annual Day of Caring.

THE COMMUNITY REACHES OUT TO CCSO

The Charles County Sheriff's Office receives donations from community members and organizations to enhance our public safety efforts:

MOMS ON A MISSION DONATES FUNDS

To encourage young drivers to make good decisions behind the wheel, Pam Coffren of Calvert County and Laurie Wood of Charles County spent many years sharing with students the painful memories of the deaths of their children, who were killed in separate motor vehicle collisions. In August, after making the difficult decision to move on from MOM, Coffren and Wood donated \$10,000 of the money they had raised for their organization to the Sheriff's Office's Drug Abuse and Resistance Education (DARE) program.

TEDDY BEAR DONATION

Teddy Bear enthusiast William Maki donated 25 teddy bears from his extensive collection to the Sheriff's Office in July. Maki, a law enforcement veteran who served as a volunteer officer with the Greensboro, N.C., Police Department, a special police officer in Washington, D.C., and a loss prevention manager for Kmart, wanted to donate part of his collection to help local children involved in frightening situations.

EXPLORERS POST 1658 EARN ACCOLADES

Students between the ages of 14 and 21 are offered a balanced program of career, social, service, leadership, fitness and outdoor experiences through participation in Explorers Post 1658, which is recognized as the largest single post in Maryland. Explorers participate in community service events, fingerprinting assignments, traffic and crowd control assignments, neighborhood crime watch events and searches for lost children. In 2006, Explorers and Criminal Justice students collectively fingerprinted 1,015 individuals.

In July, 11 Explorers earned top honors at the National Explorers Conference held in Flagstaff, Arizona, making it the team to receive the most awards over the past six years. The event brought together more than 4,000 Explorers from throughout the country to compete as teams and individuals in law enforcement categories including emergency response calls, emergency vehicle operations, best dressed uniforms, a drill competition, a physical agility test and a 9mm pistol competition. Explorers Post 1658 earned first place in the uniform competition and were in the top ten percent



“Students between the ages of 14 and 21 are offered a balanced program of career, social, service, leadership, fitness and outdoor experiences through participation in Explorers Post 1658, which is recognized as the largest single post in Maryland.”

for their response to a domestic assault call and crisis intervention. Additionally, Explorers John Martin and Joey Hughes placed 7th and 17th, respectively, in the individual 9mm pistol competition. No other Explorers Post earned two Top 20 shooting awards. More than 140 sponsors donated the \$26,000 that enabled the Explorers to attend the conference.

A SOLDIER’S APPRECIATION

First Sergeant Floyd Reed of the United States Army presented the Charles County Sheriff’s Office with a certificate of appreciation in November to recognize the Agency’s support of the military throughout Operation Iraqi Freedom. The Sheriff’s Office has sent many care packages to soldiers overseas.



Above: The Explorers National Conference Team celebrate their achievements.

Top: With a bit of assistance, a young man hops aboard Cpl. Donald Belfield’s motorcycle during National Night Out.

OFFICE OF THE SHERIFF

With an effective blend of proud traditions and innovative ideas, the Charles County Sheriff's Office serves our community with honor as the premier law enforcement agency in the State. The Sheriff's Office is recognized internationally for our professionalism and we are committed to providing our community with superior service.

Sheriff Rex W. Coffey was elected as Sheriff in November and was sworn into office in December. Sheriff Coffey had previously retired from the Sheriff's Office as a lieutenant in 1996 after a 23-year career with the Sheriff's Office.

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 assist Sheriff Coffey in the daily operation of the Agency and would fulfill the duties and responsibilities of the Sheriff during periods of his absence. Sheriff Coffey appointed Major Joseph C. Montminy, Jr., as the Assistant Sheriff of Operations and Major Joseph "Buddy" Gibson as the Assistant Sheriff of Administration. Major Montminy was promoted from captain and has served the Agency for 26 years. Major Gibson previously served the Agency for 11 years as a patrol officer, homicide detective and burglary detective before entering the private sector.

As the Assistant Sheriff of Operations, Major Montminy manages the Patrol, Special Operations, Criminal Investigations and Corrections divisions. He also oversees the **PUBLIC INFORMATION OFFICE (PIO)**.

Through daily press releases and 24-hour on-call responsibilities, the PIO provides a link between the Sheriff's Office and the news media and ensures the smooth distribution of consistent and accurate information about the Agency, its activities and investigations. The PIO is responsible for the Agency's public relations, maintains a working relationship with Agency personnel, elected officials, the general public and peer groups and produces the Annual Report, the Agency's internal newsletter, advertisements, brochures and other communicative pieces.

As the Assistant Sheriff of Administration, Major Gibson manages the Special Services, Information Services, Executive Services, Training and Administrative Services divisions.

THE OFFICE OF PROFESSIONAL RESPONSIBILITY (OPR), another component of the Office of the Sheriff, maintains the integrity of the Charles County Sheriff's Office and ensures 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 investigates complaints of employee misconduct, ensures employees comply with all policies and procedures of the Sheriff's Office and manages the Agency's random drug testing program. Internal Affairs handled 64 cases in 2006. Of those, 17 were sustained, seven were not

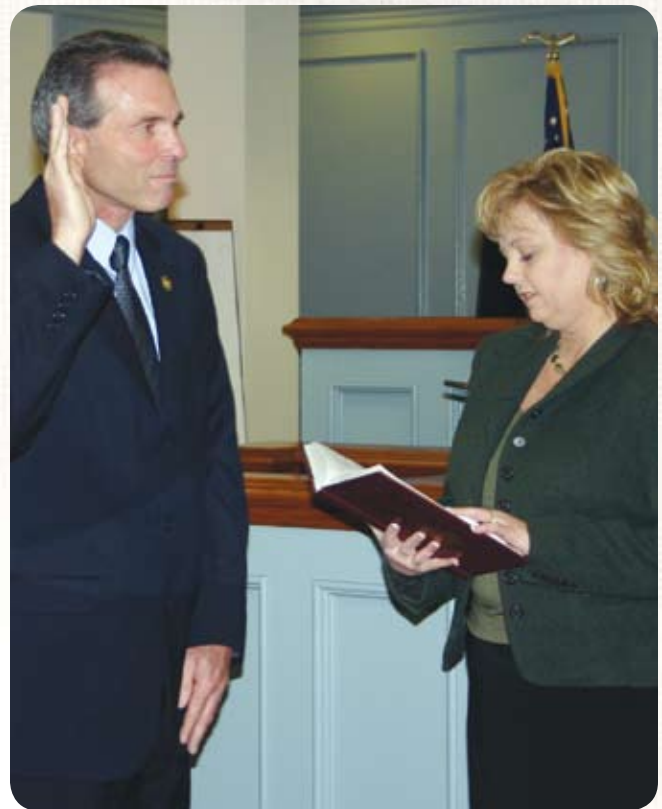




sustained, 13 were exonerated, 12 were unfounded, one was withdrawn, five were inquiries and nine were pending at the end of the year.

STANDARDS AND INSPECTIONS conducts routine financial audits and accounting of all Agency cash flow/charge accounts, as well as staff inspections of all Agency facilities. They seek to detect and prevent fraud.

Legal guidance and representation for the Sheriff and Agency personnel are coordinated through the **OFFICE OF THE GENERAL COUNSEL**. Led by Gary May, a specially-assigned Assistant County Attorney, the General Counsel works in partnership with the Sheriff, Charles County Commissioners, Southern Maryland Delegation, Maryland Sheriffs' Association (MSA) and Maryland Chiefs of Police Association (MCPA) to draft, review and make recommendations regarding legislation. The General Counsel's responsibilities also include responding to civil suits involving the Sheriff's Office, examining the rules, policies and procedures of the Agency and providing advice and counsel to the Sheriff.



Top: Sheriff Coffey, center, celebrates with his new command staff: Major Joe Montminy, Capt. Pamela Dottellis, Lt. Susie Rice, Capt. Robert Cleaveland, Capt. David Saunders, Capt. Scott Whitcraft, Capt. Michael Klotz, Capt. Michael McGuigan, Capt. Troy Berry, Capt. Daniel Gimler, Deputy Director Walter Payner, Mr. Jack Hurd and Major Buddy Gibson.

Bottom Left: Terri Dudley and Misty Good conduct research in the law library at Headquarters.

Bottom Right: Clerk of the Court Sherri Hancock administers the oath of office to Sheriff Coffey.

PATROL DIVISION



Officer Melanie Tyner, once a cadet, talks with a young man at a community gathering.



During a midnight shift, Officer Amy Upshaw issues a citation.

Under the command of Capt. Daniel L. Gimler with assistance from Lt. Ralph Acquaviva, the Patrol Division is the most visible component of the Charles County Sheriff's Office. Detecting, preventing and investigating crime, responding to calls for service and enforcing traffic laws are among the many responsibilities of this division.

Patrol officers are responsible for providing police protection for a county whose population stood at nearly 143,000 at the end of 2006. Four shifts of our 115 patrol officers responded to 139,628 calls for service in 2006. As our first responders, patrol officers handle a variety of emergency and non-emergency situations and must always be prepared for the unpredictable. In addition to responding to calls for service, they make criminal arrests, enforce traffic laws and investigate crashes. Because officers gain invaluable experience in patrol, they are assigned to this division for the first two years of their careers before they may transfer to another specialty assignment. Ultimately, each function of the Agency supports the efforts of the Patrol Division.

Lt. Brian Herlihy, Lt. Jeffrey Holter, Lt. Bonnie Johnston and Lt. Ronald Farrell serve as commanders of the La Plata, Indian Head, Waldorf West and Waldorf East districts, respectively. District commanders manage the officers and resources in their districts and ensure community satisfaction. Lt. Tim Crawford and Lt. Jeffrey Wood serve as operational commanders, ensuring a commander is always available to respond to major incidents and make operational decisions.

In 2006, patrol officers helped save the life of Tiffany Tawney, an 11-year-old girl who became trapped in her family's mobile home when it caught fire on April 20 shortly after 6 a.m.

Sergeants Vince Shoemaker and Paul Gregory and officers William Christian, William Halt, Jason Hopkins, Aaron St. Germain and Jesse Walter were among the first on the scene, along with Maryland State Police Trooper Eric Diggs and four citizens, including Michael Myerly, Ralph Todd, Daniel Bice and Danny Murphy. Myerly first heard Tawney's movements inside the home and used a claw hammer from his work truck in an attempt to gain entry. He was able to pry open the door once deputies arrived, however, Tawney was trapped by debris so one of the deputies entered the home to clear a path, allowing another to jump partway into the trailer, grab Tawney and pull her to safety. Tawney had lost consciousness and was not breathing but deputies successfully revived her as an ambulance was arriving. She was flown by a Maryland State Police helicopter to Children's Hospital and was later transferred to the University of Maryland R Adams Cowley Shock Trauma Center, where she remained until her release on April 26. She recovered fully from her injuries and although she did not remember much about the fire, she was extremely grateful to the deputies and citizens who saved her life. She presented them with a certificate of appreciation on July 6 and later hosted a picnic with her family to honor those involved in her rescue.



Tiffany Tawney embraces Officer William Christian, who helped rescue her from a fire.



Officers Colby Shaw and Charles Gass investigate a possible stolen vehicle.



Officer John Long issues a citation during a traffic stop.

When patrol deputies respond to emergencies, they not only have to be quick; they have to navigate the roads cautiously and listen closely to new information being dispatched as well. Ensuring a swift and safe response requires extensive training but this skill, combined with the high number of deputies conducting patrols in the community, often leads to the quick apprehension of criminals.

Such was the case in June, when three armed men entered a Waldorf bank and committed a violent robbery. They ordered the bank's 14 employees and customers to the floor in the center lobby at gunpoint, stole money from the registers and

fled the scene. When a description of the vehicle was dispatched, deputies quickly located it and pursued it into Prince George's County where it struck another vehicle, overturned several times and eventually came to rest in the median. Two of the suspects escaped and fled, while the third suspect remained in the vehicle.

Additional Sheriff's deputies, as well as Maryland State Police troopers and Prince George's County Police Department officers quickly arrived on the scene. Several officers pursued the two fleeing suspects while a trooper and a deputy remained at the crash scene. The fleeing suspects were apprehended nearby and the third suspect shot and killed himself inside the get-away car.

SPECIAL OPERATIONS DIVISION

The Special Operations Division of the Charles County Sheriff's Office is comprised of specially trained law enforcement personnel who perform tactical operations and provide community- and school-based services that encourage citizens and businesses to participate in public safety activities. Under the command of Capt. Michael McGuigan, the division is comprised of the Special Operations Section and the Community Services Section.

THE SPECIAL OPERATIONS SECTION is supervised by Lt. Kevin Barrows and consists of 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. TRS focuses its resources on ongoing public safety concerns such as robbery or burglary sprees and drug problems. They supplement the efforts of patrol officers, who also address these issues but whose services are often needed for unrelated calls for service. TRS conducts surveillance and other covert operations, assists in narcotics investigations and warrant sweeps and addresses ongoing traffic problems. They utilize a variety of tactical tools including bicycles acquired in 2006 to patrol areas inaccessible by a patrol vehicle.



THE K9 UNIT is comprised of six officers and a sergeant who serve as full-time handlers, two officers assigned to the Patrol Division who are also K9 handlers and 11 dogs. Using a keen sense of smell superior to that of any human, K9s are trained in narcotics detection, patrol work and/or explosives detection and the handlers use both verbal commands and hand signals to communicate with the dogs. In 2006, the unit conducted 159 building searches and 118 tracks and made 211 apprehensions. They also conducted 521 drug searches, which led to the discovery of \$289,695 worth of drugs and 140 arrests. In October, Sacred Heart Church invited the K9s to its annual Blessing of the Animals and offered a blessing to protect the K9s in the line of the duty.

THE TRAFFIC OPERATIONS UNIT investigates traffic fatalities, school bus crashes, school bus complaints and abandoned vehicles, conducts radar operations, commercial vehicle inspections, sobriety checkpoints and manages crossing guard assignments. Traffic Operations also manages the Red Light Camera Program, which issued 13,667 citations in 2006. The unit coordinates the Agency's participation in Chiefs' Challenge, a statewide campaign that raises awareness about the life-saving benefits of seatbelt and child safety seat use. In 2006, the Sheriff's Office earned its ninth 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 volunteer service in addition to their full-time responsibilities within the Agency. Their training emphasizes tactics and teamwork and they must maintain a high level of physical fitness and expert marksmanship. In 2006, EST assisted in the execution of 56 search warrants and responded to four barricade situations.

THE HOSTAGE NEGOTIATIONS TEAM is specially trained to bring situations involving barricaded individuals and hostages to peaceful conclusions. Teams consist of 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 stay calm under pressure to handle these events successfully. They volunteer to fulfill these duties in addition to their full-time 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 law enforcement and public safety agencies during emergency calls for overdue vessels and vessels in distress. The 14 volunteer crew members are deputies at the rank of lieutenant or below, and civilians.

THE COMMUNITY SERVICES SECTION, under the command of Lt. John Caywood, administers innovative and effective crime prevention programs and leads numerous community outreach efforts.



K9s are valued members of our law enforcement team.



Officer Robert Taylor writes a citation at a seatbelt checkpoint.

SPECIAL OPERATIONS DIVISION



Sgt. Gus Proctor helps direct traffic at a seatbelt checkpoint.



Officer Kristen Gross and a citizen talk during the Crime Watch Kick-Off

THE COMMUNITY POLICING (COPS) UNIT is recognized as one of the best in the country. Although every deputy is trained in the community policing concept, the unit's 11 deputies and two sergeants are primarily responsible for maintaining ties with participating neighborhoods. Each neighborhood works with one deputy 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 holiday 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 local businesses, civic organizations and families donate money to make the program possible.

THE JUVENILE RESOURCES SECTION promotes positive interaction between law enforcement and the students of Charles County. As part of an agreement with Charles County Public Schools, a deputy is stationed at each high school to provide programs which 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 provide a presence in middle and elementary schools. This section also hosts a three-on-three basketball tournament for students each summer. In 2006, the Sheriff's Office received a grant to support Expanding Horizons, an after-school program that raises cultural awareness to help students become better citizens and neighbors. The grant helped purchase musical instruments and training materials.

THE CRIME PREVENTION UNIT works closely with citizens and businesses and coordinates a number of successful crime prevention programs including National Night Out, Citizens on Patrol, Neighborhood Watch and Operation Identification. The unit provides free residential and commercial security surveys, which give citizens and business owners advice about how to better prevent burglaries and other crimes. The unit presents 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 information at many community events including the Charles County Fair and participate in an informational segment called Safety Beat on the local government cable channel. 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 six years, the program has successfully diverted 840 juveniles from the formal criminal justice system. Teen Court juries have sentenced offenders to more than 16,100 hours of



Left: EST is trained to respond to high-risk situations.

Right: Officer Robert Glover participates in a sobriety checkpoint.

community service and youth and adult volunteers have performed more than 31,200 hours of community service. The program teaches students about the criminal justice process, helps them better resolve problems and reduces recidivism.

To ensure Charles County's 178 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. This year, 117 adults and 63 juveniles were issued citations for underage alcohol use and/or possession of alcoholic beverages and 21 people were arrested for alcohol-related violations. Additionally, 30 liquor establishments

sold alcoholic beverages to underage representatives of the Sheriff's Office and were brought before the County Board of License Commissioners for sanctions. The Alcohol Enforcement Detail also conducts tobacco enforcement efforts which, in 2006, resulted in 62 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 13 events in 2006 including police and correctional officer graduations and an annual candlelight vigil hosted by the Center for Abused Persons.

CRIMINAL INVESTIGATIONS DIVISION



Detectives and forensic science technicians painstakingly search for and analyze evidence like this.



Det. Chris Bean updates the list of homicide victims. Most murder investigations are closed with an arrest.

The Criminal Investigations Division (CID), commanded by Capt. Scott Whitcraft, investigates complex and intensive cases which require a significant amount of time and effort. The members of this division combine skill, advanced technology and teamwork to ensure offenders are brought to justice and to maintain their impressive case closure rate.

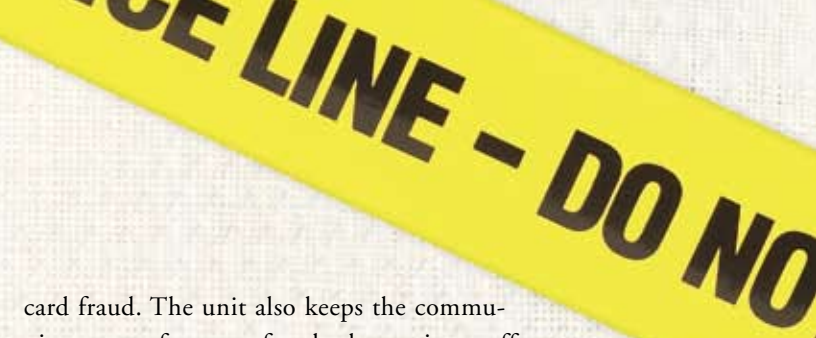
THE INVESTIGATIONS SECTION, led by Lt. Kevin Leahy, is comprised of five units of highly-motivated and trained detectives who are supervised by a detective/sergeant.

THE MAJOR CRIMES UNIT investigates homicides, deaths, shootings, stabbings, life-threatening assaults, citizen and commercial robberies and cold cases. Teamwork is imperative to case closures, and detectives also coordinate their efforts to prevent and solve robberies. In 2006, detectives investigated five homicides, all of which were solved, resulting in 10 arrests. The unit investigated 17 other deaths and 48 robberies and made 67 total arrests.

In November, detectives arrested a man for the murder of a baby in 1995. After an extensive investigation, the case was reviewed by a Charles County grand jury who subsequently issued an indictment for the individual responsible for the child's death.

THE SPECIAL VICTIMS UNIT (SVU) investigates rapes, sexual assaults, physical and sexual child abuse, the exploitation of the elderly and missing persons. In 2006, detectives investigated 25 physical child abuse cases, 35 sexual child abuse cases and 25 sexual assaults. These investigations are particularly difficult and are





emotionally draining for the detectives involved. The unit also investigated 75 juvenile and adult missing person cases.

SVU also maintains Charles County's portion of the Maryland Sex Offender Registry. At the end of 2006, 157 sex offenders were registered in Charles County. Among their efforts, detectives conduct unannounced home inspections of offenders living in the community and have a no-tolerance policy for offenders who fail to report their current address. Offenders are arrested for failing to notify the proper authorities of their address change as required and for failing to register.

THE PROPERTY CRIMES UNIT investigates residential and commercial burglaries, major theft schemes, organized auto theft groups and chop shops. A detective is assigned to the WAVE initiative, the DC-Metro area's regional auto theft team. The detective works primarily in Prince George's County and Washington, D.C., with other law enforcement agencies in a concentrated effort to arrest offenders stealing vehicles in our communities. In 2006, 413 vehicles were reported stolen in Charles County. Property crimes detectives investigated more than 80 burglaries in 2006 and made 115 burglary and auto-theft arrests.

THE FINANCIAL CRIMES UNIT provides a focused response to the ever-increasing trends in fraud-related crimes such as identity theft. In 2006, the three detectives assigned to this unit investigated 97 identity fraud cases, 28 embezzlement cases and 102 incidents of counterfeiting, forgery and credit

card fraud. The unit also keeps the community aware of current fraud schemes in an effort to lessen the number of victims of these crimes. Financial crimes detectives made 77 arrests in 2006.

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 2006, FSU was assigned more than 726 cases, processed about 2,500 items of evidence and responded to 136 crime scenes. FSU also conducted more than 466 drug analysis investigations and printed 9,993 photographs for investigative purposes and court testimony, spending more than 500 hours in the photo lab processing 2,500 rolls of film. FSU spent 450 hours enhancing images captured on surveillance equipment in an attempt to identify suspects and suspect vehicles.

Two latent fingerprint examiners examined more than 1,500 latent fingerprints, which resulted in the identification of 349 people, including 129 who were identified through the Maryland Automated Fingerprinting Identification System (MAFIS). Fingerprints lifted from crime scenes are scanned, analyzed and checked for matches with existing fingerprints which were previously entered into the statewide database during arrest booking procedures.

As a result of renovations completed at FSU in 2005, space was created allowing FSU to conduct serological examinations, which began in 2006. The serology section



Det. Scott Fetterolf uses a computer system to obtain fingerprints of registered sex offenders.



FSU Technician Rick Nichols uses a Total Station mapping device at crime scenes.

CRIMINAL INVESTIGATIONS DIVISION



The Charles County Dive Team helps Major Crimes detectives search for evidence.

identifies and analyzes biological stains and examined more than 900 cases in 2006 for possible serological evidence.

Under the direction of Lt. Edward Godwin, Sr., the **NARCOTICS ENFORCEMENT SECTION** includes investigators from the Sheriff's Office and the Maryland State Police (MSP) who work covertly to disrupt drug trafficking in Charles County through aggressive enforcement and to remove drug dealers from the streets of our community. The effective disruption of narcotics trafficking plays a vital role in the reduction of crimes overall in the community.

A detective from this section is assigned full time to the High Intensity Drug Trafficking Area (HIDTA) federal task force, which includes agents from the Drug Enforcement Administration (DEA) and police officers from other law enforcement agencies throughout the Washington-Baltimore area.

THE MAJOR NARCOTICS UNIT investigates and dismantles drug trafficking organizations operating in Charles County. The unit identifies the entire organization, from the street-level dealer to the source of the supply. This unit includes the Asset Forfeiture and Drug Diversion details. The Asset Forfeiture Detail identifies and investigates assets related to criminal activity that are subject to seizure pursuant to Maryland and federal law. The Drug Diversion Detail

identifies and investigates prescription fraud and related crimes. The Major Narcotics Unit works closely with surrounding jurisdictions, the Narcotics/Enforcement Unit and the Maryland State Police as part of the federally-funded Charles County Open Air Drug Market initiative.

In 2006, the unit seized crack cocaine, marijuana, handguns and money. During one operation, a stolen vehicle, a handgun, crack-cocaine with a street value of \$5,600 and marijuana valued at \$2,400 were seized. Detectives also intercepted a parcel package being delivered from Phoenix, Arizona, to Charles County. As a result of the investigation, one kilogram of cocaine having a potential street value of more than \$200,000 and destined for the streets of Charles County was seized.

THE NARCOTICS/VICE ENFORCEMENT SECTION investigates narcotics, vice and gambling violations as well as any other special investigations assigned to detectives.

In 2006, detectives initiated a gambling investigation brought to their attention by the Agency's Alcohol Enforcement Detail. Illegal slot machines were being operated at a local business and after a lengthy investigation, a search and seizure warrant was executed. Six illegal slot and gambling machines were seized and more than \$25,000 in illicit proceeds of illegal gambling activities were recovered.

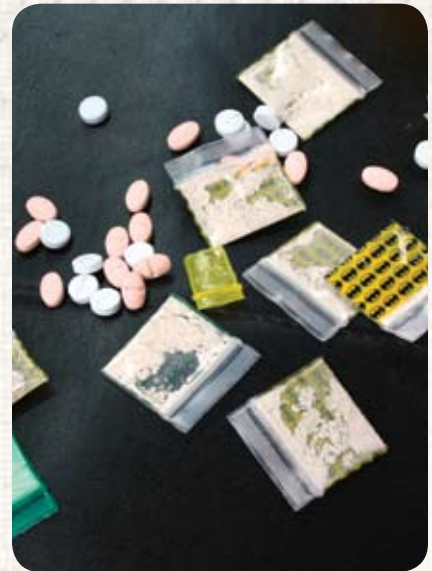
Detectives also assisted agencies from other jurisdictions, including the Maryland Transportation Authority Police, the DEA, FBI, Prince George's County Police Department and MSP, with drug and intelligence investigations.

THE HOMELAND SECURITY AND INTELLIGENCE SECTION, under the direction of Lt. Christopher Becker, investigates street gangs, outlaw motorcycle groups, extremists, terrorism and organized crime. In 2006, the unit conducted 52 investigations and assessments.

As part of this section, a full-time civilian employee is assigned to the Maryland Coordination and Analysis Center (MCAC), a one-stop location for the collection and dissemination of information important to law enforcement. The section hosts monthly meetings of the Mid-Atlantic Regional Gang Intelligence Network (MARGIN), which includes more than 20 federal, state, local, military and correctional agencies.

This section also oversees the Agency's Crime Analysis and Victim Services functions. The Crime Analysis Function provides analytical support to the Sheriff's Office to reduce crime, provide investigative analysis and deploy tactical resources. In 2006, crime analysts completed 393 assignments which ranged from analyzing individual cases to countywide crime trends.

THE VICTIM SERVICES FUNCTION provides services and resources to victims of crime in Charles County. The unit works with state, regional and local victim services agencies including the Criminal Injuries Compensation Board and Victim Information and Notification Everyday (VINE), and ensures victims having information regarding their rights by law. Victim Services personnel also administer a local Crime Victims Fund that is subsidized with fund-raisers and donations from local residents and businesses.



Many drugs are confiscated by diligent narcotics detectives.



Above: Cpl. Timothy Huntitt helps Det. Tim Minor measure tire marks at a crime scene.

Left: Det. John Elliott investigates one of the five murders of 2006.



CORRECTIONS DIVISION



The ERT provides a quick and effective response to emergencies at the Detention Center.



Above: Sgt. Sharon Carter handcuffs a new inmate awaiting classification.

Right: Corrections collected food for the Children's Aid Society in December.

The women and men who ensure the inmates at the Charles County Detention Center do not pose a threat to society during their incarceration are members of the Charles County Sheriff's Office Corrections Division.

The Detention Center is a secure facility for incarcerated adults and stretches 135,000 feet with 203 cells. In 2006, the average inmate population per day was 434. Detention Center personnel processed 3,737 inmates into the facility and 11,520 arrested persons were processed through booking. In 2006, the Sheriff's Office began efforts to expand the Detention Center and secured funding to build two additional wings to the facility. The Agency also continued renovating the former Detention Center, which was operational from 1981-1995, with plans to re-open it in 2007 as an annex of the current facility.

In December, Sheriff Coffey appointed Capt. Pamela Dottellis as the first female director of the Detention Center. She is also the first correctional officer appointed to lead the division in more than a decade. She is assisted by Deputy Director Walter Poynor. Under their leadership, the Corrections Division consistently takes measures to operate more efficiently, decrease recidivism and increase community outreach. The five units within the division are critical to the successful operation of the facility.

Safety is paramount at the Detention Center and personnel within the **CUSTODY AND SECURITY DIVISION**, commanded by Capt. Albert Masri, takes great measures to ensure the security of the facility. The correctional officers assigned to this section maintain inmate housing. An Emergency Response Team comprised of 31 highly-motivated correctional officers responds to inmate fights and other dangerous situations within the facility. In 2006, ERT responded to 612 incidents including fights, assaults, forced movements, cell extractions and shakedowns.





THE STANDARDS SECTION, commanded by Lt. Deborah Dofflemyer, conducts audits and inspections to ensure the Detention Center is operating according to the hundreds of standards set by the Maryland Commission on Correctional Standards (MCCS). The standards mandate a safe working environment for correctional officers and a safe living environment for inmates. As part of this process, employees must keep accurate and detailed records of every inmate including how they are classified, whether they require special diets, their hygiene items, all mail they receive, their financial accounts, visitors, the religious and education services they use, disciplinary hearings and when, where and why they are transported. Employees also keep records of employee training, mandatory visits by the Charles County Health Department and the State Fire Marshal 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 ever score 100 percent on an MCCS audit. The Detention Center continued this success by achieving 100 percent scores during audit inspections in 2004 and 2006.

THE SUPPORT SERVICES SECTION, commanded by Capt. Susie Rice, is responsible for Central Processing, Inmate Programs and Services, the Commissary and Security Maintenance. In addition to those responsibilities, Support Services is also responsible for the inmate library, the law library, inventory and supplies.

THE CENTRAL PROCESSING UNIT, under the direction of Lt. Morris Gant, ensures the completeness, accuracy and security of inmate records and maintains communications

with court systems, police agencies and other correctional facilities. Records, Intake, Finance, Transportation and Court Holding comprise this unit.

Under the direction of Lt. DuWayne Gaddy, the **INMATE PROGRAMS AND SERVICES UNIT** classifies inmates who enter the Detention Center, provides alternative sentencing programs such as Work Release and performs court-mandated drug screenings. This unit also maintains the Volunteers in Community Services (VICS) program, which in 2006 coordinated 79 special projects and welcomed five new participating agencies.

Throughout the year, the Detention Center recognizes correctional officers who go above and beyond the call of duty and demonstrate commitment and dedication to the Agency. In 2006, Cpl. Jeff Merchant, Sgt. Amy Stine, COII John Greer and CFC Eric Keys were named correctional officers of the quarter. Cpl. Merchant was named Correctional Officer of the Year.

THE CORRECTIONS PISTOL TEAM participated in its sixth year of organized competition in 2006. The team participated in several matches including the annual Prince George's County Law Enforcement Competition in which they earned third place and received the Directors Choice Award. They also competed in the ninth annual Charles County Sheriff's Office Combat Pistol Match and the Roanoke Law Enforcement Match to benefit Special Olympics. The team dedicated the 2006 season to Cpl. Jeffrey Merchant, a long-time team member who seriously injured his shooting hand in an on-duty automobile crash in the summer of 2005 and, as a result, was no longer able to compete. During the 2006 National Correctional Officers Week, the team presented Cpl. Merchant with the Directors Choice Award.

INFORMATION SERVICES DIVISION

Ensuring the safety of deputies by providing critical information, providing citizens with a constant connection to law enforcement services, ensuring the safekeeping of police reports and managing computers and software are the responsibilities of the Charles County Sheriff's Office's Information Services Division, commanded by Capt. David Saunders.



Left: Stacy Bowling files citations in the Records Management Section.



Right: Supervisor Judy Torney and Belinda Stine are part of a team who organizes the thousands of reports written each year.

THE COMMUNICATIONS SECTION, commanded by Lt. Richard Williams, provides police radio communications to deputies and clerical coverage of the three district stations in La Plata, Indian Head and Waldorf. Their efforts ensure someone is always available to provide critical information and emergency assistance to deputies and the community.

Each district station is staffed by station clerks who receive citizens as they enter the stations and answer calls on the non-emergency telephone lines. They receive training that prepares them to handle a variety of phone calls, from life-threatening emergencies to non-police matters, such as the caller looking for a good brownie recipe. The primary mission of a station clerk is to obtain clear and concise information from callers and relay the information through a computer system to police communications officers, who provide it to deputies working the streets. However, they are always willing to lend a helping hand to a deputy who needs assistance at the station.

Police Communications Officers work in a state-of-the-art communications facility at the Charles County Emergency Operations Center. In addition to dispatching calls for service, they serve as a deputy's link to potentially life-saving information including important intelligence about suspects and other information from nationwide databases containing stolen property and wanted persons.

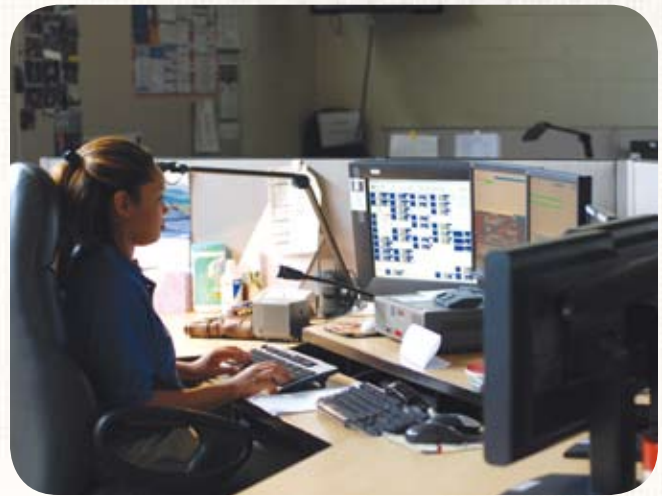
THE MANAGEMENT INFORMATION SYSTEMS SECTION (MIS) commanded by Lt. Jon Norris and managed by Deputy Director Eric Halvorsen plays a vital role in ensuring the Agency is functioning efficiently in the digital world of computers. The highly knowledgeable staff of the **APPLICATIONS SUPPORT UNIT, PC OPERATIONS UNIT** and the **SYSTEMS OPERATIONS SUPPORT UNIT** maintains hundreds of PCs and printers, networks, complex servers and software applications. Every function of the Sheriff's Office relies on the daily use of computers.

In 2006, patrol deputies were equipped with in-car computers which use a wireless connection to link the officer to mountains of information never before available. The computers also provide a means of interaction with the communications officers and computerized reporting. Deputies receive instant feedback when making inquiries on vehicles and persons and when checking local and national databases for other important information.

THE RECORDS MANAGEMENT SECTION, commanded by Lt. Stan Gregan, preserves and maintains the thousands of reports filed each year. In 2006, this section processed and catalogued 17,527 reports and supplemental reports. They also processed 47,410 citations, warnings and safety equipment repair orders and 3,200 Maryland Freedom of Information Act requests and completed 795 expungements. Records personnel handle all initial questions from visitors to the Sheriff's Headquarters. The section fielded and addressed more than 17,800

telephone calls and processed approximately 52,000 pieces of mail. The section also maintains custody and security of the videotapes from the cameras in cruisers.

Records requires 24-hour staffing to assist Agency personnel, confirm NCIC hits from other law enforcement agencies and maintain security of Headquarters when it is closed to the public. They also assist the Judicial Services Section after normal business hours by processing court-ordered interim peace and protective orders when Judicial Services personnel are not available. Records processed 319 of the orders in 2005.



Police communications officers stay in constant contact with deputies on patrol.



SPECIAL SERVICES DIVISION



Uniforms, and many other supplies, are inventoried at the Quartermaster.



A couple of cruisers get a checkup at the Property Management building.

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

THE JUDICIAL SERVICES SECTION, commanded by Lt. Karl Hense, is responsible for maintaining a safe court environment, serving arrest warrants, civil process and other legal papers, and resolving child support and domestic violence issues.

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 2006, the unit served 1,951 warrants and 1,027 criminal summonses, processed 225 fugitives and arranged for 96 extraditions. As a result of the Maryland Motor Vehicle Drivers License Suspension Program, which suspends the licenses of drivers with arrest warrants, 209 wanted individuals were arrested.

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 State of Maryland Human Resources Child Support Enforcement Administration Cooperative Reimbursement Agreement. As part of its efforts, the unit published the names and pictures of wanted individuals in a local newspaper. The unit served 416 warrants and 748 summonses in 2006.

THE DOMESTIC VIOLENCE UNIT serves protective orders, peace orders, arrest warrants, criminal summonses and other criminal and civil process related to domestic violence. This unit investigates instances in which a person who is prohibited from owning a firearm because of domestic violence-related restrictions attempted to or successfully purchased a firearm. The unit coordinates efforts with community groups and service providers to offer guidance to victims of domestic violence. The Domestic Violence Unit served 999 protective orders, 837 peace orders, 470 warrants and 917 summonses in 2006.

THE COURT SECURITY UNIT ensures the safety at the Courthouse by monitoring its entrance, providing security within courtrooms and transporting prisoners between courtrooms and the adjacent Court Holding facility. Each of the 162,473 visitors to the Courthouse in 2006 passed through a metal detector and their briefcases, purses and bags were all scanned in an x-ray machine. This year, the Courthouse seized knives and mace from visitors, made a criminal arrest and took 181 individuals with outstanding arrest warrants into custody.

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



Warrant officers find fugitives attempting to avoid arrest.

other civil process matters. In 2006, the unit handled 1,321 evictions, 5,635 landlord complaints, 435 postings and 76 writs of execution and processed 16,863 summonses. The unit served 14,705 civil documents, netting the Agency \$117,060 in service reimbursement.

THE PROPERTY MANAGEMENT SECTION, commanded by Lt. James Stine, handles the Agency's uniform supply and vehicle needs and manages the Agency's Quartermaster, Fleet Management Program and Property Held Unit.

THE QUARTERMASTER supplies personnel with uniforms, office supplies and other items. They also monitor the bullet-proof vests assigned to officers and replace expired vests. Quartermaster employees maintain the stock of citation books and other critical forms necessary to the Agency's daily operations.

THE FLEET MANAGEMENT PROGRAM maintains the Agency's ever-growing fleet, which stood at more than 300 vehicles in 2006. Fleet Management creates vehicle-related policies that ensure vehicle safety, purchases new vehicles and disposes of old vehicles. Fleet Manager Bruce MacLean serves on the Ford

Motor Company Police Advisory Board. He was appointed to one of the highly coveted board member positions in 2005 and participates in new product development and the assessment of proposals made 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 2006, the unit received and stored 6,801 pieces of property and handled 1,071 drug submissions.

THE FIREARMS TRACKING SPECIALIST 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 2006, the Sheriff's Office seized 251 firearms, 28 of which were recovered from individuals who were restricted from carrying firearms because of domestic violence issues or protective orders. Eight individuals were denied firearms because of disqualifying convictions, 60 firearms hearings were held, 251 firearms were destroyed and four previously undetected stolen firearms were identified.

EXECUTIVE SERVICES DIVISION



Cadet Christina Walden lights a flare. Later in the year, she left the cadet program for the police academy.



A criminal justice student salutes her instructor, Cpl. Kris Syvertsen.

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, Chaplain Services, Cadet Program and the Criminal Justice Program.

The mission of **PLANNING AND ACCREDITATION**, directed by Louis Schmidt, Jr., is to maintain the Agency's Commission on the Accreditation of Law Enforcement Agencies (CALEA) certification and to provide written direction for activities of the Agency. Planning and Accreditation creates and maintains the policy contained in the Agency's Administrative and Operational Manual with approval from the Sheriff or Assistant Sheriffs and creates and maintains the Agency's standard operating procedures manuals. Planning and Accreditation also facilitates the Agency's strategic management planning process which includes establishing long term and short term goals.

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, Monsignor Karl Chimiak, Dr. Wilson Morales, Dr. Lovell King II and Capt. Richard Black.

College students who want to pursue a career as a Charles County Sheriff's deputy gain invaluable on-the-job experience through employment with the Agency in the **CADET PROGRAM**. Cadets assist Agency personnel by performing a variety of duties including transporting and setting up the speed trailer, tagging abandoned vehicles, fingerprinting and assisting in truck and school bus inspections. Their duties prepare them for entry into the Southern Maryland Criminal Justice Academy.

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 through the **CRIMINAL JUSTICE PROGRAM**. A deputy instructs the class daily. The program teaches youth about all aspects of the criminal justice system, from police and corrections to courts. Students fingerprint for the Sheriff's Office and shadow criminal justice personnel in the community. They also participate in Detect and Deter, a holiday safety assignment conducted in store parking lots to prevent thefts of gifts and other valuables from vehicles. The program is made possible by an agreement between the Sheriff's Office and Charles County Public Schools.



Above: Det. Erica Budd and Capt. Troy Berry help CALEA film a promotional video by posing as assessors meeting Officer Gary Owen on his ATV.



Left: Chaplain Dr. Lovell King II blessed the new firearms range and the deputies who would use it.



ADMINISTRATIVE SERVICES DIVISION

By handling all aspects of employment and recruitment and by managing the finances of the Charles County Sheriff's Office, the Administrative Services Division, led by Director Jack Hurd, ensures our Agency employs highly qualified personnel and utilizes our financial resources efficiently.



Katrina Burrows prepares an employee identification card.

THE HUMAN RESOURCES SECTION, managed by Deputy Director Betsy Leonhard, handles pre-employment and administrative tasks for potential and current employees of the Sheriff's Office. This section maintains the Agency's position classification system, processes all employment applications and maintains personnel records for current and former employees. As the Agency grows, the Human Resources Section must stay ahead of staffing needs so the Agency can serve the community efficiently.

In 2006, the Human Resources Section processed more than 1,100 employment applications, a process that includes administering written examinations and physical agility tests to deputy sheriff and correctional officer candidates. The testing process for deputy sheriffs is nationally accredited, which ensures the process is administered in a fair and equitable manner. Of the applications processed by Human Resources, the Agency hired 110 new employees including 27 deputies, 42 correctional officers and 39 civilians.



Barbara Roberts helps manage the Agency's multi-million dollar budget.

Each year, the Human Resource Section also coordinates the Agency-wide collection of back-to-school supplies and Christmas gifts for the young men who live at the Maryland Sheriffs' Youth Ranch, a facility sponsored by the Maryland Sheriffs' Association to help disadvantaged and at-risk young men become productive citizens.

Once the Human Resources Section determines an applicant meets position requirements, the **PRE-EMPLOYMENT INVESTIGATIONS AND RECRUITMENT UNIT** performs an extensive background investigation of the applicant. The section's mission is to ensure only the applicants with the highest levels of integrity are awarded positions within the Agency. In 2006, this section conducted 267 background investigations. This section also recruits potential employees at job fairs throughout the region.

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 financial professionals promote sound financial management practices, account for Agency-owned property, effectively allocate resources, oversee the budget preparation process and assist in meeting the operating needs of the Sheriff's Office.

THE ACCOUNTING component handles accounts payable, accounts receivable, purchase orders, outside billing invoices and collections. Employees also prepare monthly and quarterly financial reports for federal, state and local grants, maintain the Agency's master grant file and



Potential employees are fingerprinted during their background investigations.

ensure timely payment for goods and services. In 2006, this component handled 1,186 purchase orders.

THE PAYROLL component prepares payroll and salary reports. In 2006, employees handled 19,226 payroll-related tasks and distributed 17,288 paychecks and payroll-related handouts.

THE INMATE ACCOUNTING component reviews financial records related to inmates at the Charles County Detention Center. This component reviews all accounting records, canteen billing and invoices paid by inmate funds and prepares the bank reconciliations. More than 4,400 inmate records were reviewed in 2006.

THE GRANTS component seeks funding for Agency programs and capital items which are not funded by the normal Agency budget process. This component works in conjunction with state and federal officers and their personnel who are responsible for administering grant funds for law enforcement and correctional programs. The Sheriff's Office received 19 grants in 2006 totaling \$1.2 million.

THE BUDGET component assists in the development and preparation of the Agency's financial operating and capital budgets, reviews all requisitions and assigns appropriate account numbers, prepares and updates Agency pay scales, prepares monthly management reports and assists in annual audits. The Agency's budget was \$49.7 million in 2006.

FINANCIAL SERVICES SECTION employees participate in community outreach activities including Christmas in April, March of Dimes, Relay for Life and the United Way's Day of Caring.

TRAINING DIVISION



Darrin Behm, James Thompson and Brad Saunders prepare to graduate from the Academy.

The Training Division, commanded by Capt. Michael Rackey, provides entry-level and in-service training for deputies and correctional officers and firearms instruction. Their efforts help protect the citizens of Charles County by ensuring deputies and correctional officers are highly skilled and trained.

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 highly-trained and qualified police and correctional officers to 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 provides entry-level, in-service and specialized training for employees from each of the Southern Maryland Sheriff's offices. In 2006, the Academy provided in-service training to 691 police officers and provided entry-level training to 116 new police and correctional officers, including 62 men and women assigned to the Charles County Sheriff's Office.



Jeff Henderson gives a firearms lesson to Sandy Washington, director of Lifestyles, Inc., at the dedication of the new firearms range.



A recruit tests his strength with pull-ups.

The Academy maintained 100 percent compliance with Maryland Police and Correctional Training Commissions standards during its last three audits.

The Firearms Instruction Detail ensures deputies are skilled marksmen by providing firearms training and practice sessions throughout each deputy's career. In 2006, deputies were required to attend additional firearms training designed to focus on tactics. The training puts officers in scenarios such as shooting on the move, identifying the appropriate target and engaging multiple targets. This type of training is designed to better prepare for the emergency situations they could experience.

In 2006, the Sheriff's Office obtained 56 rifles through a military surplus program, bringing to 72 the number of

deputies issued and trained to use rifles should the need arise. In October, the Sheriff's Office officially opened its renovated firearms range at the Southern Maryland Pre-Release Unit. The renovations included lengthening the range to enable the use of patrol rifles, widening the range to allow additional firing positions and resurfacing the range to facilitate drainage. Classroom instruction is now held at a trailer on-site.

Additionally, the Firearms Instruction Detail also provides citizens with the opportunity to receive the firearm safety certification required by the State of Maryland to obtain a firearm. They hold certification classes for citizens twice a month.

"In October, the Sheriff's Office officially opened its renovated firearms range at the Southern Maryland Pre-Release Unit."



Recruits participate in an intense physical workout at the Academy.



IN MEMORIAM

All gave some...some gave all

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, due to 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 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.



CHARLES COUNTY SHERIFF'S OFFICE

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