

MIDDLESEX BOROUGH POLICE DEPARTMENT



2013 ANNUAL REPORT

MIDDLESEX BOROUGH POLICE DEPARTMENT

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I.

INTRODUCTION

It is with great pride and pleasure that I present the Annual Report for the Middlesex Borough Police Department for 2013. This is the third year that the annual report is being presented. I hope that you will find it very informative and easy to read and understand.

The success of our agency is the result of the outstanding dedication and commitment to law enforcement by the men and women of our department. Also contributing to that success is the ongoing support of our Governing Body and the citizens of our community.

As Chief of Police, I am grateful for the support of the Mayor and Council, the other Borough Department Heads and their staff, the sworn and civilian members of our department, the various local organizations and businesses, and the citizens of Middlesex Borough.

Craig S. Young
Chief of Police

February 2014

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II.

MIDDLESEX BOROUGH POLICE DEPARTMENT

Mission Statement

The mission of the Middlesex Police Department is to safeguard life and property, to preserve the peace, to enforce the law fairly and impartially, and to serve the public with honesty, integrity and professionalism.

To accomplish our mission we are committed to working in partnership with community members to reduce crime, to maintain order and to identify and solve problems to improve the quality of life in our community.

We will accomplish our mission with compassion and sensitivity, and with respect for individual rights, human dignity and community values.

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III.

Executive Summary

The Middlesex Borough Police Department had a challenging year in 2013. Staffing levels remained low, at 26 sworn officers for the first six months of the year and dropped to 24 sworn officers by the end of the year. As a result of attrition four officers left the department in 2013. We hired one officer in July and one officer in August.

In 2013 the staffing levels within the police department continued to impact our operations that resulted in a decrease in pro-active/preventive activity and an increase in reactive activity. Calls for service in 2013 were down by just over 300 (about 2.4%) with the vast majority of these being proactive officer initiated activities. Adult arrests decreased by 12.5%, juvenile arrests decreased by 55.6% and DWI arrests decreased by 3.7%. On a positive note motor vehicle summonses were up by 5.6% including radar summonses which were up by 13%. Warrant arrests increased by 25.5%. There was a 4.7% reduction in motor vehicle accidents during 2013. We saw an increase in the total number of violent and non-violent crimes during 2013. Violent crimes were up about 50% and non-violent crimes were up about 6.9%. However we did see decreases in burglaries (6.9%), motor vehicle theft (33.3% and simple assaults (5.3%). The department maintained a UCR clearance rate of about 36% despite the staffing shortages. Although pro-active/preventive officer initiated activity has decreased, Middlesex Borough, in relation to other communities, is a safe place to live. We must remain vigilant with regards to these trends and not allow it to continue to a point that would affect the quality of life of our residents.

The staffing levels once again had a major impact on our community policing programs. We were forced to cancel the Youth Mini-Academy I and II which are held during the summer months. In addition we were also forced to cancel the DARE program for the 2013-2014 school year. These programs have been extremely important to our community policing mission, specifically by providing an opportunity for our officers to have direct contact with our youth and the school community in a positive educational atmosphere. The DARE Program afforded us an opportunity to have a uniformed police officer in the schools at various times throughout the day thereby increasing school security measures. On a positive note we expanded our fourth annual "National Night Out" campaign that was held in Mountain View Park. This was well received by the residents in attendance. We once again participated in the annual "Walk Our Children to School" Program. We participated in the DEA Operation Take Back Program to collect unused, unwanted and outdated medication. The program was conducted in April and October; we collected a total of 173 pounds of medication.

While 2013 was quite challenging the Middlesex Borough Police Department did experience several bright spots during the year. We completed the purchase

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and installation of new radios in all of the police cars and issued each officer new portable radios. We purchased and deployed 10 patrol rifles. Tactical entry tool kits and tactical first aid kits were purchased and are available to the officers. A mug-shot and live scan interface was purchased and installed to expedite prisoner processing. Two solar powered radar signs were purchased and will be deployed to monitor speeding on Borough streets. A new Chevy Tahoe was purchased to replace an existing SUV. New servers were purchased and will be installed in early 2014. We purchased new equipment for our school crossing guards. We conducted promotional testing in early 2013. Congratulations to the following officers on being promoted; Frank Bottiglieri and Matthew Geist were promoted to Lieutenant, Jeffery Bevan, Craig Comiskey and Daniel O'Connor were promoted to Sergeant. Lieutenant Matthew Geist attended the 253rd Session of the FBI National Academy Program in Quantico, Virginia from April through June. The FBI National Academy is a professional course of study for law enforcement leaders. Its mission is "to support, promote, and enhance the personal and professional development of law enforcement leaders by preparing them for complex, dynamic, and contemporary challenges through innovative techniques, facilitating excellence in education and research, and forging partnerships throughout the world."

In our continued effort to take advantage of grant funding the police department received just over \$3,350.00 from the State Bullet Proof Vest Grant Program and just over \$2,500.00 in reimbursement funding from the Federal Bullet Proof Vest Grant Program to offset the cost of bullet proof vests. We received just over \$3,575.00 in grant funding from the Drunk Driving Enforcement Fund to conduct specialized DWI patrols. The police department also received two Automated License Plate Recognition (ALPR) units from Middlesex County through a grant from the Office of Homeland Security and Preparedness. The deployment of these units generated 323 summonses, 4 arrests as well as assisted with some ongoing investigations during 2013.

Our goals for 2014 will continue to focus on addressing the quality of life issues that affect our citizens including traffic safety issues and concerns. We will continue to work on hiring additional officers during the year to fill several of the vacancies. We will be researching the purchase and installation of new a CAD/RMS system and E9-1-1 system. The final stage of the communications system upgrade should be completed with the installation of a new radio console. We anticipate purchasing new handguns and shotguns to replace our older weapons. We hope to complete the purchase and installation of audio/video equipment for the training room in police headquarters. To alleviate the time consuming tasks of managing the alarm ordinance our goal is to outsource this function to a company that will manage the alarm registration and monitoring program at no cost to the department.

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IV. STAFF

Current Sworn Personnel

The below list reflects the current roster of sworn personnel as of January 1, 2014.

Chief of Police

Craig S. Young

Lieutenant

Michael J. Colacci
Frank Bottiglieri
Matthew P. Geist

Sergeant

Francis W. DeNick
Michael J. Mastrogiovanni
Stephen S. Johnson
Jeffery Bevan
Craig T. Comiskey
Daniel A. O'Connor

Police Officer

Keith C. Orts
James E. Bacon
Chad D. Corner
Mark Melchiorre
Thomas Carroll
Thomas G. Falk
Ryan Skow
Matthew Tripp
Marc Arancio
Joleen Duca
James Dolinski
Daniel McCue
Sean Flanagan
George Pilesky

Civilian Personnel

Cynthia Chomen, Admin. Assistant - PT
Sharon Smigel, Records Secretary

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V.

CALLS FOR SERVICE & OFFICER INITIATED ACTIVITY

The police department experienced a decline in calls for service and other officer initiated activity from 2012 to 2013. The decline is directly attributable to less officers on the road conducting proactive, officer initiated, preventative patrol duties. The below listing will illustrate the changes between 2012 and 2013 with regards to some of the items currently listed on the monthly report.

	<u>2012</u>	<u>2013</u>	<u>Change</u>
Calls for service	13,310	12,985	- 325
Adult Arrests	288	252	- 36
Juvenile Arrests	36	16	- 20
Warrant Arrests	149	187	+ 38

The following list will illustrate the changes between 2012 and 2013 for the other types of calls for service both criminal and non-criminal in nature handled by the members of the police department. This list is not all inclusive.

	<u>2012</u>	<u>2013</u>	<u>Change</u>
E9-1-1 Calls			
Abandoned Calls	725	626	- 99
Misdial Calls	247	252	+ 5
Transferred	467	414	- 53
Burglar Alarm-Residential	172	138	- 34
Burglar Alarm-Business	462	394	- 68
Juvenile Problems	148	149	+ 1
L.O. Violations	86	113	+ 27
Assist Citizen	164	125	- 39
Suspicious Activity	112	116	+ 4
Criminal Mischief	100	60	- 40
Community Policing	2	6	+ 4
Medical Calls	796	840	+ 44
Fire Calls	169	155	- 14
Animal Complaints	161	277	+ 116

Crime

A law enforcement agency provides a variety of services to the community, but none more important than the prevention and detection of crime. More than anything else, the presence or absence of crime and the law enforcement response to criminal activity defines the success of a law enforcement agency.

Throughout the United States the standard for measuring crime is the Uniform Crime Reporting (UCR) Program. Agencies provide summarized reports on eight

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Part I offenses known to law enforcement and reports on persons arrested. They also provide information about law enforcement officers killed and assaulted and on hate crime. Agencies submit these reports monthly to a centralized crime records facility within their state. In New Jersey these reports are submitted to the New Jersey State Police (NJSP). The NJSP forwards the data, using standardized forms and definitions, to the FBI's national program.

The eight Part I offenses include (in this particular order):

1. Criminal Homicide
2. Forcible Rape
3. Robbery
4. Aggravated Assault
5. Burglary
6. Larceny-Theft (except motor vehicle theft)
7. Motor Vehicle Theft
8. Arson

Within the Part I crimes are seven (7) UCR Index crimes. Murder, Rape, Robbery and Aggravated Assault comprise the violent crimes, while Burglary, Larceny-Theft and Motor Vehicle Theft comprise the non-violent crimes. Together, these seven crimes are used to measure the UCR Crime Index, which is the number of crimes per 1,000 people in the community.

Below is a list highlighting the crime classifications and the respective number of offenses for the Middlesex Borough Police Department for the past 2 years.

<u>Offense 2012</u>		<u>Offense 2013</u>		<u>Change</u>
Murder	0	Murder	0	-
Rape	0	Rape	0	-
Robbery	3	Robbery	4	+ 1
Agg. Assault	1	Agg. Assault	2	+ 1
Simple Assault	38	Simple Assault	21	- 17
Burglary	29	Burglary	27	- 2
Larceny/Theft	99	Larceny/Theft	111	+ 12
M.V. Theft	3	M.V. Theft	2	- 1
Arson	0	Arson	0	-

Note: The 2013 stats are based on monthly reports; the official report will be released by the New Jersey State Police later in the year.

Domestic Violence

Domestic Violence is a serious crime against society and both law enforcement and the courts must aggressively address it. New Jersey has vigorous laws and protective measures for victims of Domestic Violence.

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Middlesex Borough is not immune from the problems and concerns of Domestic Violence. During the year 2012 Middlesex Borough Police responded to **212** Domestic Violence incidents. In 2013 Middlesex Borough Police responded to **181** Domestic Violence incidents. The below list explains the types of Domestic Violence incidents that were handled. Officers spend about 4 hours on average handling each DV case investigation.

	<u>2012</u>	<u>2013</u>	<u>Change</u>
Domestic Violence			
Verbal	90	72	- 18
DV Case	122	109	- 13

Property Stolen & Recovered

Property offenses include Burglary, Theft, Criminal Mischief, and Shoplifting. The exact amount of value in the theft related offenses are hard to determine as officers and victims usually estimate the value of property stolen and recovered. Below reflects the estimated value of property stolen and recovered in 2013 as compared to 2012.

	<u>2012</u>	<u>2013</u>	<u>Change</u>
Stolen	\$394,701.00	\$257,844.00	- \$136,857.00
Recovered	\$103,879.00	\$5,092.00	- \$98,787.00

During 2013 we experienced a decrease in the value of property stolen by just over \$136,000.00; we experienced a decrease in the value of recovered stolen property of just over \$98,000.00 as compared to 2012.

Use of Force:

As required by law each officer who must use force, above the normal, in arresting or handling an individual must complete a state Use of Force reporting form. Use of Force statistical reports are submitted to the Middlesex County Prosecutor's Office on a quarterly and annual basis.

Use of Force Incidents	<u>2012</u>	<u>2013</u>	<u>Change</u>
	23	26	+ 3

Of the **26** use of force incidents in 2013; **6** subjects were arrested, **9** subjects were uninjured and **3** were taken to the hospital for treatment.

Officers Injured	<u>2012</u>	<u>2013</u>	<u>Change</u>
	0	0	-

0 Middlesex Borough Police Officers were injured during these encounters. **0** Internal Affairs complaints/investigations were generated from these incidents.

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VI.

Traffic

Traffic enforcement and traffic control presents a significant challenge to law enforcement. Next to crime, it is the issue that most affects the quality of life for citizens. In many communities like Middlesex where crime is low, traffic is a more important concern of the residents because it is an issue they have to deal with every day.

Effective traffic control and enforcement impacts the safety of every member of the community. Whether it is a drunk driver, a speeder, a vehicle parked in an unsafe manner or a vehicle in poor operating condition; all contribute to accidents that can result in injury or death to an innocent person.

The Middlesex Police Department has a long history of aggressive traffic enforcement. The purpose of traffic enforcement is to gain compliance and it is only through the willing compliance of motorists that injuries can be reduced and lives saved.

Motor Vehicle Crashes:

	<u>2012</u>	<u>2013</u>	<u>Change</u>
MVA-No Injury	312	256	- 56
MVA- Injury	50	46	- 4
MVA-Pedestrian	7	3	- 4
MVA-Bicyclist	3	3	-
MVA-Fatal	0	1	+ 1
MVA-Hit & Run	44	69	+ 25

Overall we experienced a decline in motor vehicle accidents during 2013. Research suggests a correlation between the high visibility of law enforcement conducting proactive traffic enforcement and a reduction in motor vehicle accidents.

Motor Vehicle Summonses:

	<u>2012</u>	<u>2013</u>	<u>Change</u>
MV Summonses	3,493	3,688	+ 195
DWI Summonses	27	26	- 1
Radar Summonses	431	487	+ 56

Drunk Driving Enforcement Grant (DDEF)

The Middlesex Borough Police Department received **\$3,575.92** from the Drunk Driving Enforcement Fund during 2013. The department expended **\$2589.09** from the DDEF fund on drunk driving enforcement patrols and equipment.

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Police Pursuits:

Middlesex Borough Police Officers were involved in 0 motor vehicle pursuit incidents during 2013.

Police Pursuits	<u>2012</u>	<u>2013</u>	<u>Change</u>
	0	0	-

VI.

ADMINISTRATION

The Administration Division consists of a Lieutenant, part time Administrative Assistant and the Chief of Police. The personnel are; Chief Craig S. Young, Lieutenant Frank Bottiglieri and Cynthia Chomen, Administrative Assistant. The Chief of Police is responsible for the day to day operations of the department, administering and enforcing rules and regulations and special emergency directives, discipline of the force and its personnel, prescribing duties and assignments, delegating authority for efficient operation of the force, issuing policies/directives, meeting with community, civic and religious groups, preparing grants, preparing and managing the Police Department's Budget and reporting at least monthly to the Appropriate Authority.

The Administration Division Commander is responsible for assuring that the department's operations function efficiently and within the parameters set forth by Federal, State and Local government as well as by the needs of the community. General areas of responsibility include Human Resources, Training, Property & Evidence, Fleet & Facilities Management, Information Technology Services, Communications, Records and also serves as the Domestic Violence Liaison Officer overseeing the Domestic Violence Response Team. Additional responsibilities include assisting the Chief of Police in various administrative, planning or coordinating functions, policy development and review, media relations and Internal Affairs.

The Administrative Assistant is now a part time position as a result of previous budget cuts. The Administrative Assistant's duties and responsibilities include but are not limited to: scan and enter reports into the Records Management System (RMS), prepare case files for filing in records, gather and collate crime stats and prepare monthly UCR reports, prepare monthly department reports, enter and manage department purchases with the electronic finance system and prepare the necessary forms and reports for annual records retention schedule.

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VIII.

PATROL

The Patrol Division is the largest division and is the backbone of the Middlesex Police Department; it is commanded by Lieutenant Michael Colacci. The Patrol Division is responsible for the delivery of police services to the citizens of Middlesex, 24 hours a day, 7 days a week, 365 days a year. This division accounts for approximately 70% of the department's measurable workload and handles approximately 1200 calls for service each month. The primary responsibility of the Patrol Division is to enforce state and local laws, to provide for the public safety and to address quality of life issues within the borough through a proactive community oriented policing philosophy.

The borough is divided into three geographic patrol sectors. Each officer is responsible for answering calls, conducting preventive patrol within the neighborhoods and business districts, enforcing traffic laws and addressing both safety and quality of life issues in their assigned sector. Aside from responding to calls for service, which can range from very minor assistance calls to critical incidents, many officers are assigned to one or more specialized units or programs. These include Traffic Safety Unit, Firearms Training Unit, Bicycle Patrol Unit, Motorcycle Unit, Fatal/Serious Accident Investigation Unit, Field Training Officer Program and Community Policing Unit. Many also serve as in-service training instructors within the department.

Other responsibilities that are performed by the members of this division include conducting tours of police headquarters and assisting the borough and its various civic groups and organizations with planning and executing their events such as; carnivals, parades, picnics, dances, high school athletic events and graduations, to ensure that all who participate in or attend these events have a safe and enjoyable experience. The men and women of the Patrol Division are dedicated, highly trained, multi-talented individuals who are capable of handling any emergency or call for service in a prompt, efficient and professional manner.

Officers assigned to the Patrol Division are divided into four patrol squads. Each squad consists of a Sergeant and three officers. The squads work either 7a-7p or 7p-7a. In addition there is a power shift that consists of one officer each who works an overlapping shift, 3p-3a. As a result of staffing levels during 2013 the shifts were reduced to minimum coverage on a regular basis.

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IX.

DETECTIVE BUREAU

The Detective Bureau is responsible for investigating crimes, including processing crime scenes and collecting evidence, providing technical and operational support and coordinating investigations with personnel from various Federal, State and County law enforcement agencies. Typical investigations include robberies, sexual assaults, arsons, burglaries, motor vehicle and other thefts, missing persons and all juvenile related criminal activity. They perform additional responsibilities such as liaisons with local law enforcement agencies, permit and license inspections and gathering and disseminating intelligence. Additionally the Detective Bureau conducts any and all police recruit, police employment and police volunteer background investigations. The bureau also assists the Borough of Middlesex in conducting any and all needed internal Borough wide investigations.

Detectives combat crime by conducting prompt and diligent investigations. Detectives maximize the use of all available technological resources and traditional investigation methods to solve crimes, track down and apprehend suspects, accomplices and fugitives, as well as to locate missing persons and stolen property. Today's detectives combine traditional investigative savvy, legwork, meticulous collection of physical evidence and interrogation skills with the ability to use the latest in communications and computer technology to work a case. As a result of staffing levels the Detective Bureau is staffed by Lieutenant Matthew Geist and Detective Sergeant Daniel O'Connor.

Detective Bureau Cases:

	<u>2012</u>	<u>2013</u>	<u>Change</u>
Assaults / Related Offences	91	58	- 33
Sex Crimes	7	1	- 6
Weapons Offenses	6	1	- 5
Drug Offenses	26	23	- 3
Theft & Related Offenses	163	154	- 9
Misc. Offenses/Activity	543	632	+ 89

In addition to the above tasks and responsibilities Detective Bureau personnel are also responsible for the tasks and responsibilities of the Domestic Security Unit, the Youth Services Unit, the Identification Unit and the Firearms Unit.

The Domestic Security Unit is responsible for maintaining daily contact with the Federal, State and County agencies involved in providing domestic security and with disseminating relevant information to specific personnel within the Department.

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The Youth Services Unit is responsible for working closely with the State and County youth services agencies, local schools and parent groups, and other organizations to prevent juvenile crime and to identify those juveniles who are in need of help. They also monitor and handle the Stationhouse Adjustment Program.

Stationhouse Adjustments:

A stationhouse adjustment is an alternative method that law enforcement agencies may use to handle first-time juvenile offenders who have committed minor juvenile delinquency offenses within their jurisdiction. The intent of the stationhouse adjustment program is to provide for immediate consequences, such as community service or restitution and a prompt and convenient resolution for the victim, while at the same time benefitting the juvenile by avoiding the stigma of a formal juvenile delinquency record. In many instances, this early intervention will deter the youth from continuing their negative behavior and divert the youth from progressing further into the juvenile justice system.

Stationhouse Adjustments	<u>2012</u>	<u>2013</u>	<u>Change</u>
	13	2	- 11

The Identification Unit is responsible for processing and maintaining all fingerprint and mug shot records, as well as maintaining regular liaison with the State Identification Unit.

The Firearms Unit is responsible for processing all requests for Firearms ID Cards and Pistol Purchase Permits and for maintaining records of all firearm purchases.

	<u>2012</u>	<u>2013</u>	<u>Change</u>
Firearms Processing			
ID Cards	74	106	+ 32
Purchase Permits	132	214	+ 82

Megan's Law Unit:

Although not "officially" a unit, the task of handling Megan's Law registrants within the borough rests with the Detective Bureau. Lt. Geist oversees the registrants with the assistance of the other detective. Registrants are required to re-register anytime they move to a new address within the borough, even as minimal as a change to a different apartment. Registrants must also register upon moving into Middlesex Borough from another area as well as notify our agency when they are moving to another jurisdiction. The number listed for 2013 reflects the total number of registrants during the year this number can fluctuate greatly throughout the year.

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	<u>2012</u>	<u>2013</u>	<u>Change</u>
Megan's Law Registrants	10	6	- 4

X.

COMMUNITY POLICING

The Middlesex Borough Police Department has a proud tradition of working within the community and creating positive and proactive programs to make Middlesex Borough a great place to live, work and raise a family. Unfortunately, many of our proactive programs have been put on hold due to staff shortages.

D.A.R.E. Program:

The D.A.R.E. (Drug Abuse Resistance Education) program is a collaborative effort by certified law enforcement officers, educators, students, parents, and community to offer an educational program in the classroom to prevent or reduce drug abuse and violence among children and youth. The emphasis of the program, which is targeted at students in 5th and 6th grade, is to help students recognize and resist the many direct and subtle pressures that influence them to experiment with alcohol, tobacco, marijuana, inhalants and other drugs, or to engage in violence.

The D.A.R.E. program was instituted in the Middlesex Borough School district in 1990. This program was originally taught by one police officer teaching the core curriculum program in 5th and 6th grade. The officer also presented shorter D.A.R.E. lessons to the Kindergarten through 4th grade students, called visitations. In 1995 the D.A.R.E. Program expanded to include an 8th grade curriculum. To date several thousand Middlesex Borough students have gone through the D.A.R.E. Program from both public and private schools.

During the 2010-2011 school year approximately 300 students were taught the 5th and 8th grade D.A.R.E. Program by our D.A.R.E. Officer, P.O. Falk.

Unfortunately due to staff shortages the D.A.R.E. Program for the 2013-2014 school year was once again cancelled.

National Night Out:

The National Night Out Campaign is a unique crime/drug prevention event sponsored by the National Association of Town Watch. National Night Out is designed to: heighten crime and drug prevention awareness; generate support for, and participation in, local anti-crime programs; strengthen neighborhood spirit and police-community partnerships and send a message to criminals letting them know that neighborhoods are organized and fighting back.

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In 2010 the Middlesex Borough Police Department participated in its first National Night Out Campaign and in 2011 the Campaign was expanded to an event that was held in Mountain View Park. On August 6, 2013 the police department hosted its fourth annual event. The event consisted of numerous game stations, a station for kids to custom decorate tote bags and a face painting station staffed by local cosmetology students. Officers were on-hand to provide free informational flyers; they also gave away coloring books, temporary tattoos, stickers, pens, pencils and various other items to all who attended. Several local businesses donated refreshment items as well as other items that were available free of charge to all attendees. A local DJ volunteered his time to provide music for the event. The Fire Department, Rescue Squad and OEM provided static displays of their equipment and the DPW ensured the area was cleaned for the event and set up barricades for everyone's safety. P.O. Duca coordinated the event for the third year; the following officers volunteered their time to make our National Night Out Campaign a success:

Chief Young
Lt. Bottiglieri
Lt. Geist
Sgt. Comiskey
P.O. Corner
P.O. Duca

XI.

RECORDS and SERVICE BUREAU

The Records and Service Bureau of the Police Department supports the operational efforts of the Patrol and Detective functions as well as performing a variety of other services, including but not limited to:

Data Entry

Report Maintenance (Filing/Retrieval)

Discovery / OPRA Requests – copying reports for civilians, attorneys, law enforcement agencies and insurance companies.

Expungement Orders

Conduct Local Records Checks – military, federal, state and municipal entities

Type Firearms ID Cards and Permits

Process and File Fingerprint Cards

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Handle Cash for Fees Collected

Property and Evidence Processing and Storage

Fleet and Facilities Management

Cell Block Inspections and Maintenance

Management of Alarm Ordinance

The Records and Service Bureau staff consists of one sworn officer and one full-time secretary, Sharon Smigel. The work they do is invaluable and a great asset to the efficient operation of the police department.

XII.

INTERNAL AFFAIRS

The Middlesex Borough Police Department is committed to providing law enforcement services that are fair, effective, and impartially applied. To that end, officers are held to the highest standards of official conduct and are expected to respect the rights of all citizens. Officer adherence to these standards, motivated by a moral and professional obligation to perform their job to the best of their ability, is the ultimate objective of this agency. The effectiveness of a law enforcement agency is dependent upon approval and acceptance of police authority. The department must be responsive to the community by providing formal procedures for the processing of complaints from the public regarding individual officer performance.

Citizen complaints may be made in person, by telephone, fax, internet, or through the mail. These include anonymous complaints, complaints from third party witnesses, juveniles and complaints from parties not directly involved in the incident from which the allegation arises. Notwithstanding the occurrence of a citizen making a request to withdraw a previously made complaint, the investigation is continued with or without the assistance of a citizen making the complaint to its logical conclusion.

The purpose of the Internal Affairs Policy is to improve the quality of law enforcement services. Citizen confidence in the integrity of the police department increases through the establishment of meaningful and effective complaint procedures. The confidence engenders community support for the police department and improves the relationship between police and the citizens they serve by facilitating cooperation vital to the department's ability to achieve its goals. An effective disciplinary framework also permits police officials to monitor officer's compliance with department policies and procedures. Adherence to established policies and procedures assist officers in meeting

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department objectives while a monitoring system permits managers to identify problem areas requiring increased training, direction or policy changes. Finally, the Internal Affairs Policy ensures fairness and due process protection to citizens and officers alike.

In 2013 10 Internal Affairs investigations were received compared to 25 that were received in 2012; 3 investigations from 2012 were pending in 2013. 4 investigations from 2013 will be pending in 2014. Of the total investigations conducted by Internal Affairs the dispositions are as follows:

	<u>2013 Disposition</u>
Exonerated	4
Sustained w/Internal Disciplinary Action	5
Not Sustained	0
Administratively Closed	1
Unfounded	1

Allegations resulting in a fine or suspension in excess of nine days to a member of this department:

- In May of 2013 an officer was assessed a penalty of a fifteen day suspension for failure to comply with an order and failure to supervise a subordinate.
- In October of 2013 an officer was terminated for repeated rule violations.

The Internal Affairs Unit is commanded by Lt. Bottiglieri.

XIII.

TRAINING and EDUCATION

One of the most important responsibilities of a law enforcement agency is the training and education of all its personnel. The Middlesex Borough Police Department has in place a comprehensive policy that addresses the organization and administration of the entire training process, including recruit training, in service training, roll call training and specialized training.

The tasks and responsibilities of the training unit include but are not limited to: developing, coordinating, scheduling and administering the department's training programs, with the support and assistance of the other divisions; maintaining and updating records regarding any training program attended by a department member; identifying problems/trends and developing a training strategy to address them; keeping track of all certification expirations and ensuring re-certifications occur within the required time periods and ensuring all mandatory agency training is completed in accordance with applicable State, Federal and

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County guidelines. The Training Unit is commanded by the Administration Division Commander.

In addition to the mandatory agency training that each officer must complete, the men and women of the Middlesex Borough Police Department attend additional and specialized training throughout the year to either enhance their expertise in a particular field or as career development. The below list will illustrate the mandatory agency training along with some of the specialized training that our officers participate in.

Field Training Officer Program:

All police officers hired by the Middlesex Borough Police Department must attend or must have successfully completed a New Jersey State Certified Police Academy. Upon graduation or being hired via alternate route all officers return to the department and are required to successfully complete a Field Training Program. The FTO program is an additional 13-15 weeks of intensive training and evaluation where the probationary officer is paired up with an experienced officer. The FTO officer has been carefully selected and trained as a Field Training Officer. It is the goal of the FTO program to prepare and develop probationary officers to act efficiently, effectively and safely in a solo patrol capacity.

The following officers currently serve as Field Training Officers:

P.O. Bacon
P.O. Corner
P.O. Carroll
P.O. Falk

Mandatory Agency Training:

- Quarterly
 - Rifle Qualification
- Semi Annual
 - Firearms Qualification (Handgun & Shotgun)
 - Use of Force
 - Vehicle Pursuit
- Annual
 - Domestic Violence
 - Oleoresin Capsicum (OC) (Pepper Spray) - Refresher
 - Monadnock Expandable Baton (MEB) – Refresher
 - Active Shooter Policy Review
 - Criminal Justice Information System (CJIS) – Refresher
 - Blood Borne Pathogens
 - Missing Person / Child Abduction Response Team Procedures

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- Biennial
 - CPR/AED Refresher – Basic and Instructor Certifications
 - Active Shooter Drill
 - Right to Know – Chemical Safety (HAZCOM)
- Triennial
 - Radar Operator
 - Alcotest Refresher
 - First Responder – designated personnel

Specialized Training:

- FBI National Academy – Lt. Geist
- XRMS Live Scan Procedures
- IACP Alzheimer’s Initiative
- Automated License Plate Recognition (ALPR) System
- Autism Awareness Training
- NJSP Security Awareness Training
- DNA Arrestee Buccal Swab Training
- Case Cracker Interview Management System
- DWI/SFST Training
- Internal Affairs Roll Call Training

In addition to mandatory and specialized training all officers have received training in the various levels of the Incident Command System, Procedures for Schools (i.e. active shooter response, bomb threat response, lockdown and non-fire evacuation), edged weapons, concealed weapons, basic first aid and cell block management along with numerous other training courses.

Police Officers – Instructors:

In addition to their normal work duties several Middlesex Borough Police Officers have attained the position of being an instructor in a specific field or multiple fields. These officers conduct intradepartmental in-service training to department personnel.

Lt. Bottiglieri	F.A.T.S. Instructor / Driver Simulator Instructor
Lt. Geist	Supervising Firearms Instructor / F.A.T.S. Instructor
Sgt. Mastrogiovanni	CPR/AED Instructor / Use of Force / Vehicle Pursuit / Domestic Violence / MEB Instructor / Defensive Tactics / Active Shooter / Firearms Instructor / F.A.T.S. Instructor / OC Instructor
Sgt. Johnson	OC Instructor / Firearms Instructor

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Sgt. Bevan	CJIS/NCIC 2000 Instructor / CAD/RMS System ALPR System
Sgt. Comiskey	Radar Instructor / Defensive Tactics / Driver Simulator / MEB Instructor / CAD/RMS System ALPR System
P.O Orts	CPR/AED Instructor
P.O. Bacon	Domestic Violence / F.A.T.S. Instructor / FTO / Firearms Instructor & Armor / Vehicle Pursuit / Use of Force
P.O Corner	FTO / Driver Simulator / Vehicle Pursuit
P.O. Carroll	MEB Instructor / FTO
P.O. Falk	CPR/AED Instructor / Domestic Violence / FTO
P.O. Duca	CPR/AED Instructor

XIV.

FATAL / SERIOUS ACCIDENT INVESTIGATION UNIT

Members of the Middlesex Borough Police Department Fatal/Serious Accident Investigation Unit have specialized training to investigate serious motor vehicle crashes. The specialized training consists of Crash I, Crash II, Vehicle Dynamics and Traffic Crash Reconstruction. The training courses allow the Investigator to complete the following at a crash scene.

Damage evaluation	Mathematical analysis
Scene measurements	Vehicle behavior during crashes
High & low speed collision	Seatbelt, headlamp & tire evaluation
Documentation of road type & tire friction	

Case presentation – report writing and testimony.

Photographing the crash scene and the method to create sketches and after crash diagrams.

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Techniques for recognizing and properly recording roadway and vehicle crash evidence.

The Serious / Fatal Accident Investigation Unit is staffed by Sgt. Comiskey and P.O. Carroll.

XV.

DRUG RECOGNITION EXPERT (DRE)

The Drug Evaluation and Classification (DEC) Program is a national effort to deter impaired driving by increasing the likelihood that people who drive under the influence of drugs will be detected, caught, convicted and punished. The DEC Program is sponsored by the U.S. Department of Transportation's National Highway Traffic Safety Administration (NHTSA) and is administered and coordinated by the International Association of Chiefs of Police (IACP). The DEC Program focuses on a 12 step examination which makes up the DRE drug influence examination. The training consists of three phases: a two day Pre-School, a seven day DRE School and Certification Training which consists of 6 field evaluations and witnessing 6 other field evaluations. Upon completion of all three phases certification is achieved.

An evaluation consists of 12 steps. The initial is the breath test completed by the arresting officer. If the Blood Alcohol Concentration reading is less than 0.08% and the officer believes the subject appears more impaired than what the reading suggests a DRE is requested. The responding DRE performs more in depth testing of the subject to determine if the subject is under the influence of one or more of seven drug categories.

P.O. Falk is currently the only Drug Recognition Expert in the department. P.O. Falk completed the DRE training in June 2011. During 2013 he conducted 9 evaluations.

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XVI.

AWARDS COMMITTEE

The Awards Committee consists of five officers who volunteer their time to review submissions for awards. They are tasked with reviewing and investigating each submission and forwarding their recommendations to the Chief of Police. The committee also works with members of PBA Local 181 to coordinate our annual Police Department / PBA Awards Banquet. Our 21st annual awards banquet was held on November 23, 2013. The following officers were recognized for their outstanding service.

Meritorious Service Award

P.O. Carroll

Exceptional Service Award

P.O. Joleen Duca

Life Saving- Resuscitation Award

Lt. Geist P.O. McCue
P.O. Bacon P.O. Pilesky
P.O. Arancio

Perfect Attendance (Consecutive Years)

Chief Young – 21 years
Lt. Bottiglieri – 5 years
Sgt. DeNick – 1 year
Sgt. Bevan – 1 year
Sgt. O'Connor – 4 years
Sgt. Comiskey – 18 years
P.O. Orts – 8 years
P.O. Corner – 1 year