



Charles County
Sheriff's Office

Sheriff Rex W. Coffey

2007 Annual Report

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Mission Statement

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



Our Values

- Life* We believe the protection of life is our highest priority.
- Respect* We believe in individual human dignity and the preservation of human rights under the rule and spirit of law, always treating others as we would like to be treated.
- Integrity* We believe in maintaining the public trust by holding ourselves accountable to the highest moral and ethical standards.
- Fairness* We believe in the delivery of service that provides fair and equal treatment to all citizens without regard to age, gender, race, creed, color, religion or national origin.
- Trust* We believe in order to provide effective service we must develop and maintain the confidence of the community.
- Partnerships* We believe in working in partnership with the community and each other to identify and resolve problems and issues which affect the safety of our citizens.
- Loyalty* We believe in an allegiance to the community, to the organization and to each other.
- Professionalism* We believe in delivering a level of service which will reflect the pride we have in our community and organization.

Sheriff's Message

Dear Friends,

I am proud to present to you the 2007 Annual Report for the Charles County Sheriff's Office.

This year, I celebrated my first full year in office, having been elected in November 2006 and sworn in the following month. This Agency has always been a significant part of my life; I enjoyed a 23-year career here first as a correctional officer and then as a police officer. I retired as a Lieutenant and was elected Sheriff a decade later.

A highly visible police presence is a key component to fighting crime and this year, we continued to strengthen our police force. Additionally, we began many new programs and enhanced existing ones, many of which we will share with you in this Annual Report. The effectiveness of these programs is evident in our reduction of crime by .4 percent in 2007, according to statistics compiled in the Maryland State Police Uniform Crime Report.

I am proud of our success and I recognize that our achievements must be attributed to the dedicated men and women of the Charles County Sheriff's Office and to our community, whose support has been vital to our ability to fight crime. Our personnel are committed to keeping our community safe and the community is committed to its own proactive role in public safety. These two components combine to present a formidable opponent in the face of crime.

For these reasons and the many presented in this Annual Report, I am proud to lead this Agency and to call Charles County my home.

Sincerely,



Sheriff Rex W. Coffey



ABOVE: Sheriff Coffey, center, congratulates the graduates of a police academy class. The new officers will aid in the Sheriff's efforts to ensure a heightened police presence in Charles County. RIGHT: Sheriff Coffey talks with Officer Robert Glover before a press conference.



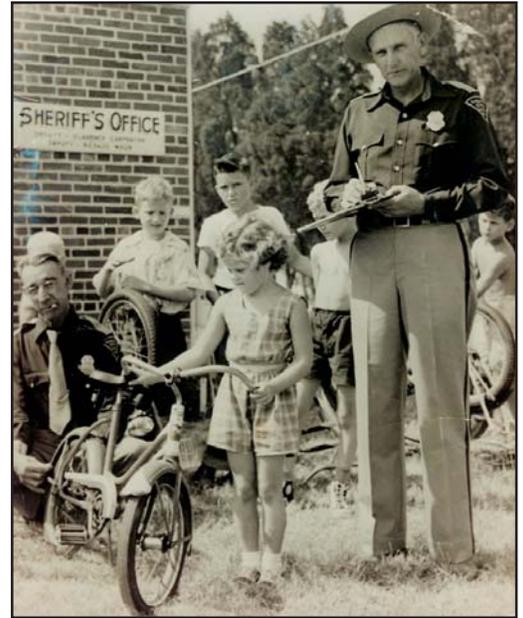
Our History

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 County's original courthouse, located in the former county seat of Port Tobacco. The next jail was built behind the current Courthouse in La Plata in 1897 and housed Traffic Operations personnel until 2005, when the unit moved to a building constructed on Audie Lane for the Sheriff's Community Services and Special Operations personnel. The third jail, also near the Courthouse, was built in 1926 and is still used by the Sheriff's Office for Court Holding. The detention center that was operational from 1981 to 1995 is located behind the La Plata District Station and housed Judicial Services employees and 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 Headquarters.

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.



Sheriff Avery Monroe and Deputy Clarence Carpenter participate in a community event in the 1950s.

The Year in Review

For the Charles County Sheriff's Office, 2007 was defined by many changes and achievements. A successful reaccreditation audit, new programs and equipment, community and youth outreach activities and a number of accolades were among the highlights of a momentous year.

CCSO Retains CALEA Accreditation Status

The Sheriff's Office proved its continued compliance with the hundreds of standards set by the Commission on Accreditation for Law Enforcement Agencies, Inc., (CALEA) and was reaccredited by the Commission at a ceremony in Colorado in November. The decision to reaccredit the Sheriff's Office came after a team of CALEA assessors spent three days in August conducting an on-site review of policies, procedures, management, operations and support services. Assessors visited Headquarters and other facilities, accompanied officers on patrol and conducted a public information session that invited public comment about the Agency. They also reviewed written materials, interviewed personnel and visited offices where they could witness standard compliance.

The Sheriff's Office first earned CALEA accreditation in 2001 and was reaccredited after an audit in 2004. The Commission reassesses each accredited agency every three years. Each agency must also demonstrate continued compliance with CALEA standards in reports submitted annually to the Commission.



Two citizens meet Officer Paul Anderson at the Sheriff's first open house.

Welcome to Headquarters

To celebrate National Police Week in May, the Sheriff's Office held its first open house at its Headquarters in La Plata. Guests met officers, McGruff and his nephew Scruff and viewed a display in the parking lot which featured an array of vehicles and other police equipment. They also took tours of Headquarters and the newly renovated annex of the Charles County Detention Center, which would open the following month. The open house was held to encourage citizens to learn more about the Sheriff's Office who works so diligently to protect them.

A Way to Find the Lost

For the families of children and adults with Alzheimer's, Downs Syndrome, Autism or similar disorders, the possibility of their loved one becoming lost is a frightening reality. To help ease that anxiety, the Sheriff's Office began participating in Project Lifesaver.

Participants wear a wristband that emits a tracking signal and when caregivers report the person missing, a team of specially trained officers quickly respond and search the area using special tracking equipment. The equipment significantly reduces the need to mobilize scores of searchers and cuts the most valuable cost: time. Searches that could otherwise last for hours or days may be successfully concluded in less than an hour. The project was funded by a generous \$12,000 donation from the Greater Waldorf Jaycees.

Captain Attends FBI Academy

Capt. Michael Klotz, commander of the Special Services Division, graduated from the FBI National Academy Program in Quantico, Va., in September. The 287 law enforcement officers who participated in the program were men and women from 48 states, the District of Columbia, 23 countries, four military organizations and four federal civilian organizations. Internationally known for its academic excellence, the FBI Academy provides 10 weeks of advanced investigative, management and fitness training to selected officers having proven records as professionals within their respective agencies.

National Night Out

In August, 156 neighborhoods and 48 businesses joined the Sheriff's Office for National Night Out. The annual crime-, drug- and violence-prevention event provides law enforcement and the community with an opportunity to celebrate the success of their cooperative and formidable stance against crime. Citizens participate by hosting block parties or simply leaving porch lights on to signify their support. Businesses offer monetary donations and giveaway items, and they display messages on their marquees. In celebration of its new La Plata location, Target – the event's national sponsor – offered neighborhood coordinators pinwheels, Frisbees and Target Dog stuffed animals to give away or use as prizes. The Chaney Foundation and the La Plata Wal-Mart each donated \$1,000.

For the 14th consecutive year, the National Association of Town Watch recognized Charles County's enthusiastic participation in National Night Out by awarding the Sheriff's Office with a Category II award for jurisdictions with populations between 100,000 and 299,000. Charles County ranked 12th out of 33 award recipients and hundreds of applicants.

Responding to Teen Driver Tragedies

No age group has a higher risk of being involved in an automobile crash than teens and in 2007, that risk became alarmingly evident in Charles County where crashes killed nine people between the ages of 16 and 21.

In response to these tragedies, the Sheriff's Office increased its enforcement of Maryland's teen driver



Rain-soaked high school students attend an evening vigil to mourn four classmates killed in a car crash.

laws by establishing checkpoints at high schools to ensure teen drivers with provisional licenses were not transporting anyone under the age of 18 who was not a direct family member. The Agency also continued a previously established policy of notifying the parents of young drivers who were issued warnings, citations or equipment repair orders and of notifying the driver's school if the infraction was committed while the driver was en route to or from a school-related activity. Students held vigils for those who died and met with Sheriff's Office officials to discuss ways to effectively convey safe driving messages to young drivers. Their ideas included support of the Agency's increased enforcement efforts.

The Year in Review

Detective Earns Deputy of the Year Award

Auto Theft Detective Charles Baker was recognized as a Maryland Sheriffs' Association Deputy of the Year. He was honored in the crime prevention category for his role in reducing auto theft in Charles County by 35 percent and for implementing a bait-car program, which significantly contributed to the reduction.

Award Recipients, Retirees Honored at Banquet

The Sheriff's Office honored 21 retirees and 32 award recipients at a banquet in October at the Waldorf Jaycees Community Center. Honored for their years of service were: Major Michael O'Toole, 35 years; Deputy Director Walter Poynor, 26 years; Capt. G. Gale Willett, 37 years; Capt. Dennis Burks, 26 years; Capt. R. David Williams, 25 years; Capt. John McConnell, 26 years; Capt. William Brown, 25 years; Capt. F. Michael Wyant, 25 years; Capt. Timothy Plumer, 24 years; Capt. Brian Eley, 21 years; Capt. Thomas Reece, 22 years; Capt. Albert Masri, 26 years; Cpl. Martin Thorp, 26 years; Cpl. Gerry Wilkinson, 25 years; Cpl. Jonathan Kalin, 20 years; PFC John Davey, eight years; Court Security Officer Joseph Kozlowski, 11 years; Retired Major Ross Pitrelli, 11 years as a civilian; Retired Capt. Charles Thompson, 13 years as a civilian; Marion Williams-Dundas, 11 years; and Betty Hayden, nine years. Officer Clint Walter received a gold medal of valor for taking quick and heroic action to save his life and the lives of two other officers when a gunman violently resisted arrest and fired upon the three officers. Silver and bronze medals of valor, meritorious awards and certificates of commendation were also awarded.

Grant Funds PIT Maneuver Training

Local Government Insurance Trust awarded a \$7,680 grant to the Sheriff's Office to fund a Precision Immobilization Technique (PIT) training program. The PIT maneuver is executed to quickly and safely end a police chase. It requires an officer to intentionally use his or her vehicle to physically force a fleeing vehicle from a course of travel in order to stop it. Pursuits generally lasting 25 minutes using traditional methods could be reduced to four minutes with little or no damage to the police cruiser or the fleeing vehicle. The grant allowed the Sheriff's Office to purchase safety equipment for four training vehicles.

Helping the Planet

The Sheriff's Office introduced the Chevrolet Impala and slick-tops — cruisers without exterior-mounted light bars — to its fleet in 2007. Although the traditionally equipped Ford Crown Victoria remains an important component to patrol operations, the Impalas and slick-tops provided greater fuel economy for officers who do not routinely respond to emergencies. The Impalas also offer a savings of \$3,000 compared to the Ford.

Among other environmentally friendly efforts, the Sheriff's Office reduced its paper usage by issuing more documents electronically, including our extensive Administrative and Operations Manual.



Ebony Sherrill, a high school sophomore and Miss Maryland Junior Teen, met with Sheriff Coffey and donated stuffed animals to the Sheriff's Office.

Pistol Team Competes Internationally

Members of the Sheriff's Office's Pistol Team joined 10,000 other athletes from 70 countries to compete in the World Police and Fire Games held in Adelaide, Australia, in March. Sgt. Jason Stoddard, Det. Chris Spaulding, Det. Ralph Peters and Cpl. Gary Owen were proud to represent not only the Agency but also the United States which, with just under 700 athletes competing, had the second largest showing of any country. The Sheriff's Office finished as the top American Team in the Police Action Pistol category and finished fifth in their class and fifth in their division in the police pistol combat competition. Sgt. Stoddard, Det. Peters, Det. Spaulding and Cpl. Owen participated individually in a police action pistol category, finishing 36th, 56th, 76th and 86th respectively. Their scores placed them in the top ten among U.S. law enforcement competitors in this category – Sgt. Stoddard placed first and Det. Peters, Det. Spaulding and Cpl. Owen finished fifth, eighth and 10th, respectively.

Special Donations

The Greater Waldorf Jaycees and the Waldorf Lions donated \$25,000 to equip Sheriff's officers with Tasers and expected to donate another \$25,000 to the Sheriff's Office for Tasers the following year to ensure the entire Patrol Division would be equipped with the devices, which allow officers to quickly gain control of dangerous situations.

A \$13,860 donation from the Jaycees equipped the Detention Center with six automated external defibrillators (AEDs), devices which can help ensure the survival of a person suffering from sudden cardiac arrest. The Jaycees and the Jaycees Foundation previously provided funding for all but one of the Sheriff's Office's 22 other AEDs, which are carried by on-duty officers or available at district stations and Headquarters.

The Department of Maryland's American Legion Post #293 Child Welfare Foundation donated \$1,000 to support DARE, a drug prevention program the Juvenile Resources Section teaches to more than 2,000 sixth- and ninth-grade students in public and private schools in Charles County each year.



The Charles County Sheriff's Office raised thousands of dollars in 2007 for Special Olympics, a sports program for children and adults with disabilities. In April, Agency volunteers raised \$8,050 by waiting tables at Red Lobster during the annual Cops and Lobsters fundraiser. In June, members of the Agency, their families and the community participated in the annual Law Enforcement Torch Run. The Charles County leg of the event is part of a 600-mile week-long relay that passes the Flame of Hope across Maryland. The relays converge at Towson University for the lighting of the cauldron to signify the start of the Opening Ceremony for Summer Olympic Games. The participants in the Torch Run, pictured above, raised \$12,325 for the athletes.

Office of the Sheriff

With an effective blend of proud traditions and innovative ideas, the Charles County Sheriff's Office serves as the primary law enforcement agency in our community. As a full-service agency, the Sheriff's Office provides all services associated with both police departments and sheriffs' offices and operates the Charles County Detention Center. The Sheriff's Office employs more than 600 sworn, corrections and civilian personnel, making our Agency one of the largest employers in our community. We have been recognized with accreditation by the Commission on Accreditation of Law Enforcement Agencies since 2001, a testament to our professionalism and integrity. Our service reflects our pride in our Agency and our dedication to the citizens of Charles County.

Sheriff Rex W. Coffey was sworn into office in December 2006 but his career with the Sheriff's Office began in 1973. He served as a correctional officer and later as a sworn officer and retired from his 23-year career in 1996 as a lieutenant. In addition to leading the Agency's public safety efforts, Sheriff Coffey works diligently to guide the young people of Charles County by serving as a mentor, offering job shadowing opportunities and participating in other youth-focused events.

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

Two Assistant Sheriffs aid Sheriff Coffey in the daily operation of the Agency and would fulfill his duties and responsibilities during periods of his absence. Major Joseph C. Montminy, Jr., serves as the Assistant Sheriff of Operations and manages the Patrol, Special Operations, Criminal Investigations and Corrections Divisions. He also oversees the Media Relations Office.

Through daily press releases and 24-hour on-call responsibilities, the **Media Relations Office** 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. Media Relations 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.

Major Joseph "Buddy" Gibson serves as the Assistant Sheriff of Administration and manages the Special Services, Information Services, Executive Services, Training and Administrative Services divisions.

The **Office of Professional Responsibility (OPR)**, 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.



Sheriff Coffey met with citizens at the 2007 Crime Watch Kick-Off, many of whom enjoyed the opportunity to discuss crime prevention efforts.

Internal Affairs investigates complaints of employee misconduct and ensures employees comply with all policies and procedures of the Sheriff's Office. The office also manages the Agency's random drug testing program, completing 174 examinations in 2007. Internal Affairs handled 54 cases in 2007. Of those, 14 were sustained, seven were not sustained, 23 were exonerated and seven were unfounded, Two were inquiries and one was awaiting the adjudication of the complaint. The cases investigated in 2007 involved 61 police officers, 15 correctional officers and three civilian employees.

Standards and Inspections is the Agency's "Inspector General." Its employees prevent and detect fraud by conducting routine financial audits and accounting of all Agency cash flow/charge accounts, as well as staff inspections of all Agency facilities. The section was instrumental in the Agency's reaccreditation in 2007 and was formally commended by the Office of Planning and Accreditation, which coordinates the Agency's accreditation efforts.

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

Sheriff Rex Coffey and his command staff participate in a number of community safety and outreach events in addition to fulfilling their executive responsibilities. Pictured at top right is Major Joe Montminy speaking with a citizen during National Night Out. The Sheriff, Major Montminy and other commanders also participated in sobriety checkpoints this year.

Major Joseph "Buddy" Gibson is pictured at right speaking with citizens during a bicycle safety event. The event was part of a series Major Gibson spear-headed after a young child riding his bike was struck and killed by a car. During the events, Community Policing officers gave a safety presentation to young riders and their families and distributed appropriately sized helmets to the riders to help protect them in case of a fall. Many of the young participants brought bicycles with them and rode with the Community Policing officers through a course that helped them learn to properly make turns and navigate other obstacles.



Patrol Division

The Patrol Division, under the command of Capt. Daniel L. Gimler with assistance from Lt. Ronald Farrell, 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 about 142,320 at the end of 2007. Four shifts of 127 patrol officers responded to 155,892 calls for service in 2007. 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. Randy Stine, Lt. Jeffrey Holter, Lt. Brian Herlihy and Lt. Bonnie Johnston served in 2007 as commanders of the La Plata, Indian Head, Waldorf East and Waldorf West districts, respectively. District commanders manage the officers and resources in their districts to ensure the highest level of professional service to the citizens of Charles County. Lt. Tim Crawford and Lt. Jeffrey Wood served as operational commanders in 2007 to ensure a commander was always available to respond to major incidents and make operational decisions.

In 2007, the Waldorf district was separated into the Waldorf East and Waldorf West districts to allow for more even distribution of manpower, supervision and resources. A new administrative sergeant position was created in an effort to reduce the workload of squad sergeants, ensuring better supervision of their personnel.



Patrol officers respond to more than 140,000 calls for service each year and make hundreds of arrests. Officer Jonathan Rager provides information to police communications officers while Officer Charles Figgins prepares to transport a prisoner.

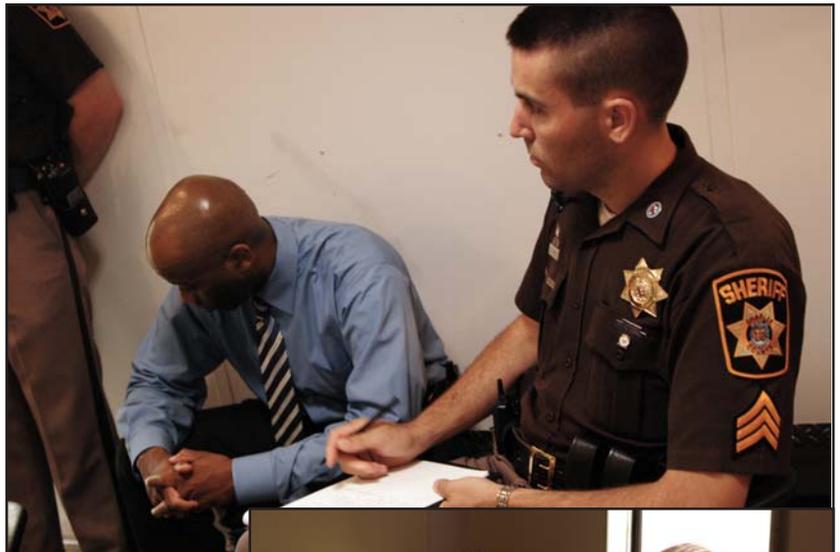
The entire Patrol Division was equipped in 2007 with Mobile Data Terminals (MDTs), laptop computers that allow officers to view and respond quicker to calls for service and to check driver's licenses, vehicle registration, photograph identification, criminal history and whether a person is wanted or property is stolen. The Sheriff's Office also began equipping all its patrol vehicles with new digital recording systems that provide a video and audio record of all traffic stops and emergency responses and provide first-hand evidence in court proceedings. The new system replaced an older system that recorded on video tape.

When patrol officers respond to emergencies, they not only must be quick; they must also navigate the roadways cautiously and listen closely to new information being dispatched. Ensuring a swift and safe response requires extensive training but this skill, combined with the high number of officers patrolling the community, often leads to the quick apprehension of criminals.

Such was the case in July, when the Sheriff's Office responded to the local shopping mall for the report of an armed robbery. Two employees transporting a bank deposit were approached by an armed man who stole the money and fled. A lookout was broadcast for the suspect's vehicle and shortly thereafter, officers saw it and attempted to stop it. The man refused and officers pursued the vehicle into neighboring Prince George's County. During the pursuit, the suspect vehicle rammed into several police cars and eventually became disabled after jumping a curb and crashing into a parked car. Officers quickly arrested the 20-year-old Rockville, Maryland, man who was driving and recovered from his car the gun and the stolen deposit. During their investigation, officers determined one of the alleged victims had conspired with the man to stage the robbery.

Because they are the first to arrive at crime scenes, officers provide crucial assistance to detectives responsible for investigating murders and other serious crimes. In October, officers responded to the report of a man who had been shot outside a residence. While en route, they stopped a vehicle exiting the neighborhood where the shooting occurred. This proved to be crucial for detectives, who two days later arrested the owner of the car for murder.

A swift response from officers contributed to another arrest in December when two men carjacked a woman at a gas station. Officers quickly located the armed suspects fleeing in the stolen vehicle and when the suspects refused to stop, officers pursued them. Eventually, the suspects stopped and ran from the stolen car. The passenger was apprehended after a search and the driver was identified and arrested several days later. The driver and passenger had arrived at the gas station in another stolen vehicle.



Above: Sgt. Dave Kelly, right, a patrol supervisor, takes notes along side Capt. Troy Berry during a hostage drill. At right, Lt. Jeff Holter, who supervises the Indian Head District, and Capt. Mike McGuigan, who coordinated the drill, discuss strategy.



Special Operations Division

The Special Operations Division performs tactical operations and provides community- and school-based services to encourage citizen and business participation in public safety activities. Under the command of Capt. Michael McGuigan, the division includes the Special Operations and Community Services sections.

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

The **Tactical Response Squad (TRS)**, comprised of highly motivated veteran officers with vast law enforcement experience and expertise, 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 are often needed for unrelated calls for service. TRS conducts surveillance and other covert operations, assists in warrant sweeps and addresses ongoing traffic problems. In 2007, the squad arrested 154 adults and 25 juveniles for various crimes.

The **K9 Unit** is comprised of seven officers, two sergeants and 14 dogs. Using a keen sense of smell superior to that of any human, K9s 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 2007, the unit conducted 152 building searches, four explosives searches and 124 tracks and made 201 apprehensions. They also conducted 503 drug searches, which led to the discovery of nearly a half-million dollars worth of drugs in 2007.

The **Traffic Operations Unit** investigates traffic fatalities, school bus crashes, school bus complaints and abandoned vehicles, conducts radar operations and commercial vehicle inspections and manages crossing guard assignments. In 2007, the unit conducted 17 sobriety checkpoints, making numerous arrests after checking more than 12,000 drivers. Traffic Operations also manages the Red Light Camera Program which, after processing 23,786 incidents in 2007, issued 17,846 citations. 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 2007, the Sheriff's Office earned its 10th consecutive Chiefs' Challenge award from the Maryland Chiefs' of Police Association, which hosts the challenge.



LEFT: Community Policing Officer Terrell Hemsley and a citizen talk about crime prevention at the annual Crime Watch Kick-Off. BELOW: Officer Richard Bagley and Sgt. Carl Rye speak with a teen driver during a safety checkpoint at the school. The checkpoints were established after a series of teen traffic fatalities to ensure young drivers wore seatbelts and obeyed occupancy restriction laws.



The unit 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 regular duties. Their training emphasizes tactics and teamwork and they must maintain a high level of physical fitness and expert marksmanship. In 2007, EST assisted in the execution of 71 high-risk search warrants.

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

The **Security Response Vessel** protects Charles County's 150 miles of tidal and inland waterways by conducting security patrols when the U.S. Department of Homeland Security heightens the terrorism threat level. These patrols focus on the security of bridge infrastructures and privately-owned and -operated shoreline properties. The boat is also deployed to secure scenes, when searches for lost or missing persons lead to waterways and, if requested, to assist other public safety agencies during calls for overdue vessels and vessels in distress. The 14 volunteer crew members are officers at the rank of lieutenant or below and civilians.

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



TOP: Officer Robert Taylor, Sgt. Hoover Thompson and Officer Shayne Stanley discuss strategy as they prepare to begin a sobriety checkpoint. ABOVE LEFT: Officer Clarence Black explains the bicycle safety course to a young rider. ABOVE RIGHT: Sgt. Steve Salvas, Lt. Jeff Holter and Cpl. Patricia Garino try to make peace with a hostage-taker during a drill.

Special Operations Division

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

COPS officers also participate in a number of community outreach efforts, including an annual Christmas bicycle giveaway. The unit raises money to purchase bicycles for 50 specially selected children and Bike Doctor, a local business, orders and assembles the bicycles at no cost. Many 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, an officer is stationed at each middle and high school to provide programs that encourage good decision making, build self esteem and teach students to be positive role models in the community. These Juvenile Resource Officers work closely with the administrative staff, teachers and students in their schools to provide prevention programs including Safe Schools, Truth and Consequences, Drug Abuse Resistance Education (DARE) and the Summer Youth Achievement Program. They also provide a presence in elementary schools. The officers host a three-on-three basketball tournament for students each summer and participate in Expanding Horizons, an after-school program that raises cultural awareness to help students become better citizens and neighbors. In 2007, the Juvenile Resources Section established a Student Crime Solvers Program in the schools to allow students to anonymously submit information about crimes in the schools, making them eligible for reward money.

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 informational segments on the local government cable channel. Each year since 1988, the unit has received the State of Maryland Governor's Crime Prevention Award.



Cpl. Sean Brown's K9 partner, Sara, receives her only pay — a special toy — after finding drugs. The dogs of the K9 Unit work enthusiastically for toys, treats and praise from their handlers.

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 seven years, the program has successfully diverted 1,020 juveniles from the formal criminal justice system. Teen Court juries have sentenced offenders to more than 19,611 hours of community service and youth and adult volunteers have performed more than 35,000 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 182 liquor-licensed establishments adhere to all federal, state and local regulations, the **Alcohol Enforcement Detail** conducts routine compliance inspections. The detail, comprised of two officers, leads the Cops in Shops program to ensure businesses are checking for identification and making efforts to recognize false identifications. In 2007, 157 adults and 96 juveniles were issued citations for underage alcohol use and/or possession of alcoholic beverages. Additionally, 49 liquor establishments were brought before the County Board of License Commissioners for sanctions after being cited for various violations, including 43 instances of selling alcohol to minors. The Alcohol Enforcement Detail also conducts tobacco enforcement which, in 2007, resulted in 96 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 16 events in 2007, including police and correctional officer graduations and an annual candlelight vigil hosted by the Center for Abused Persons.



TOP: As members of the Emergency Services Team, Cpl. Joe Piazza and Cpl. Jermaine Jones are transported in the armored rescue vehicle to the scene of a hostage drill. MIDDLE: Officer Renee Cuyler helps a young Open House visitor try on the protective sleeve K9 officers use during training. ABOVE: Officer Rochelle Williams directs traffic at a sobriety checkpoint.

Criminal Investigations Division

The Criminal Investigations Division, commanded by Capt. Scott Whitcraft, investigates complex cases which require significant time and effort. The members of this division rely on skill, advanced technology and teamwork to bring justice to victims, to hold offenders accountable for their crimes and to maintain an impressive case closure rate.

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

The **Major Crimes Unit** investigates homicides, deaths, shootings, stabbings, life-threatening assaults, citizen and commercial robberies and cold cases. In 2007, the Major Crimes Unit investigated three homicides, all of which were closed resulting in four arrests. Detectives also investigated 21 other deaths and 45 robberies, made 60 arrests and had three cases open pending warrant service on four additional individuals at the end of the year. In September, a new Cold Case function was established and two cold-case robberies were closed shortly thereafter, resulting in four arrests. Another 18 incidents were investigated in 2007 and detectives traveled as far as Georgia to interview a suspect in a cold-case homicide.



Det. John Elliott recovers evidence from a storm drain.

The **Special Victims Unit (SVU)** investigates rapes, sexual assaults, physical and sexual child abuse, the exploitation of the elderly and missing persons. In 2007, detectives investigated 32 physical child abuse cases, 39 sexual child abuse cases and 67 sexual assaults. The investigations can be particularly difficult and are emotionally draining for the detectives involved. The unit also investigated 90 juvenile and adult missing person cases.

SVU also maintains Charles County's portion of the Maryland Sex Offender Registry. At the end of 2007, there were 169 registered sex offenders in Charles County. Detectives conducted more than 530 unannounced home inspections of offenders who live in Charles County. These and other efforts are part of the Sheriff's Office's zero-tolerance policy for offenders who fail to report their current address.

The **Property Crimes Unit** investigates residential and commercial burglaries, major theft schemes, organized auto theft groups and chop shops. A detective is assigned to the Washington-Area Vehicle Enforcement (WAVE) initiative, the DC-Metro area's regional auto theft team. The detective works primarily in Prince George's County along the Washington, D.C., border with other law enforcement agencies in a concentrated effort to arrest offenders who steal vehicles in our communities. In 2007, there were 423 vehicles reported stolen in Charles County. Additionally, the Property Crimes Unit investigated more than 147 burglaries and made 162 arrests in 2007.

The **Financial Crimes Unit** responds to the ever-increasing trends in fraud-related crimes like identity theft. In 2007, detectives investigated 50 identity fraud cases, 21 embezzlement cases and 152 incidents of counterfeiting, forgery and credit card fraud. To prevent citizens from becoming victims of these crimes, the unit keeps the community informed of current fraud schemes. Financial crimes detectives made 118 arrests in 2007.

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 2007, FSU was assigned 1,119 cases and responded to 193 crime scenes. FSU conducted 389 drug analysis investigations and performed 522 hours of drug testing. The unit also printed 10,207 photographs for investigative purposes and court testimony, spending 410 hours in the photo lab and processing 1,626 rolls of film. Such extensive film processing would be reduced by August when the Sheriff's Office introduced its new digital imaging system. Officers transfer photographs to FSU at downloading terminals in the district stations and FSU archives the images and, when necessary, prints them or transfers them to a CD. The result is enhanced image quality and savings in time and money.

In an attempt to identify suspects and suspect vehicles, the unit spent 335 hours enhancing images captured on surveillance equipment. FSU also opened its serological lab in 2007 and examined more than a dozen samples of biological evidence. The new lab reduces the delay experienced when DNA evidence is sent to other laboratories.

FSU's two latent fingerprint examiners processed 1,481 latent fingerprints, which resulted in the identification of 350 people, 107 of whom were identified through the Maryland Automated Fingerprinting Identification System (MAFIS). MAFIS stores fingerprints obtained statewide during arrest booking



The Emergency Services Team prepares to enter a home for which detectives had obtained a search warrant.

Criminal Investigations Division

procedures. Unidentified fingerprints from crime scenes are scanned, analyzed and compared with the MAFIS prints.

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

In 2007, detectives initiated and developed four investigations in a two-month span that resulted in the seizure of marijuana worth \$133,200, "mushrooms" worth \$23,000, a cocaine-heroin mixture worth \$2,800, cocaine worth \$13,600, crack-cocaine worth \$7,600, Ecstasy worth \$2,380, 15 guns and three vehicles.

Detectives also assisted other law enforcement agencies including the Maryland Transportation Authority Police, the Prince George's County and Alexandria police departments, the Calvert and St. Mary's counties Sheriff's offices, the Drug Enforcement Administration (DEA), the FBI and the Maryland State Police.

The **Major Narcotics Unit** investigates and dismantles drug trafficking organizations operating in Charles County. The unit also handles other special investigations as assigned. Detectives work to identify the entire organization from the street-level distributors to the source of the supply, regardless of whether the source is local or international. The unit includes an investigator who is specially assigned to investigate the diversion of prescription drugs through fraud and the persons who sell the diverted drugs. This detective identifies and seizes the assets related to criminal activity and subject to seizure under state and federal law.



Det. Kenneth Klezia takes aim at a shooting range.

The Major Narcotics Unit also works with surrounding jurisdictions as part of a federally funded Charles County Open Air Drug Market initiative.

A criminal drug analyst joined the unit in 2007 to support the most complex drug cases, which require investigative expertise and in-depth analysis of seized documents, financial records, and telephone toll and pen registers.

In 2007, the Major Narcotics Unit investigated a large drug trafficking organization operating in the Washington, D.C., area. Their efforts led to a multi-kilogram cocaine seizure in Charles County, an operation accomplished with the assistance of the Patrol Division and DEA.

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

In 2007, the Narcotics Enforcement Section made 193 arrests for violations of Maryland's Controlled Dangerous Substance laws. Most of the offenders were sentenced to 20 years or more in prison.

The **Narcotics/Vice Enforcement Unit** investigates narcotics, vice and gambling violations and conducts other special investigations as assigned. In 2007, detectives investigated an illegal gambling enterprise operating in Waldorf. Their efforts led to four arrests and the seizure of \$27,350 in illicit proceeds,



Homeland Security and Intelligence Section investigators document Gang graffiti on a stop sign as part of their anti-gang efforts.

two handguns and a shotgun.

The **Homeland Security and Intelligence Section**, under the direction of Lt. Jeffrey Wood, investigates street gangs, outlaw motorcycle gangs, extremists, terrorism and organized crime. The section receives and disseminates all intelligence for the Sheriff's Office and publishes law enforcement bulletins internally and to law enforcement agencies nationwide. Detectives identify and interview gang members in Charles County and in the Charles County Detention Center. In 2007, detectives identified 119 gang members. They shared the information with other agencies using secure, multi-jurisdictional databases.

In 2007, the section investigated 25 gang-related crimes including robberies, assaults and drug violations. The

section also conducted several enforcement operations with other local, state and federal agencies targeting gangs in Charles County.

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

In October, the Charles, Calvert and St. Mary's County Sheriff's offices, Maryland State Police and Maryland Coordination and Analysis Center (MCAC) launched a joint initiative, the Southern Maryland Information Center (SMIC) task force. The task force is comprised of members of each agency, an analyst from the Maryland National Guard and an intelligence technician. Detectives investigate gangs and organized crime. The task force also analyzes reports from the participating agencies to identify cross-jurisdictional crime trends and offenders. Before the end of the year, the new task force had investigated 15 gang-related or multi-jurisdictional crimes and identified eight gang members.

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

Corrections Division

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

The Corrections Division is commanded by Director Pamela Dottellis, who was appointed by Sheriff Coffey in 2006 as the first-ever female commander and the first correctional officer to lead the division in more than a decade. She is assisted by Deputy Director Susan Rice. Under their leadership, the Corrections Division consistently makes efforts to operate more efficiently, decrease recidivism and increase community outreach.



Correctional Officer Eric Keys keeps secures a group of inmates.

The Detention Center is a secure facility which opened in 1995 for incarcerated adults and stretches 135,000 feet with 203 cells. In 2007, the average inmate population per day was 420. Corrections personnel processed 3,804 inmates into the facility. On June 15, the Detention Center reopened the facility that operated as the jail from 1981-1995. It now serves as an annex of the current facility. Under the command of Capt. DuWayne Gaddy and Lt. Gary Summers, the annex houses inmates assigned to alternative programs such as work release and Volunteers in Community Service (VICS). VICS personnel processed more than 500 inmates in the work release program in 2007. They processed 4,520 through the VICS program, which has 196 participating agencies, and provided volunteers for 107 special projects in the community. Court-mandated drug screenings – 1,115 of which were completed in 2007 – are also performed at the annex.

Safety is paramount at the Detention Center and personnel in the **Custody and Security Section**, commanded by Capt. Morris Gant, ensure the security of the facility. The correctional officers assigned to this section maintain inmate housing. An Emergency Response Team (ERT) comprised of 29 specially trained correctional officers responds to inmate fights and other dangerous situations in the facility. In 2007, ERT responded to 586 incidents including fights, assaults, forced movements, cell extractions and shakedowns.

The **Standards Section**, commanded by Lt. Amy Stine, conducts audits and inspections to ensure the Detention Center operates according to the hundreds of standards set by the Maryland Commission on Correctional Standards (MCCS). The standards mandate safety for correctional officers and inmates. As part of this process, employees must keep accurate and detailed records of all inmates including how they are classified, whether they require special diets, their hygiene items, all mail they receive, their financial accounts, their visitors, the religious and educational services they use, disciplinary hearings they attend and when, where and why they are transported. Corrections personnel 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 score 100 percent on an MCCS

audit. Corrections personnel continued this success by achieving 100 percent scores during audit inspections in 2004 and 2006.

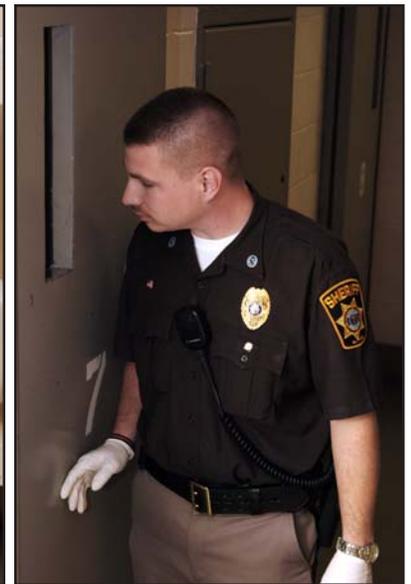
The **Support Services Section**, commanded by Capt. Deborah Dofflemyer, is responsible for central processing, inmate programs and services, the commissary and security maintenance. This section also oversees the inmate library, the law library, inventory and supplies.

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

Under the direction of Lt. Gerald Duffield, the **Inmate Programs and Services Unit** interviews and classifies inmates who enter the Detention Center. In 2007, this unit established an English as a Second Language program for Spanish-speaking inmates and a landscaping program for in-house inmate workers. The landscaping program is in addition to a previously established safety and sanitation program for those inmates.

In 2007, Sgt. Eric Kerth established an Honor Guard to present the colors at Agency and community events. Nine correctional officers volunteered to join this prestigious organization in addition to their regular duties.

Throughout the year, the Corrections Division recognizes correctional officers who go above and beyond the call of duty and demonstrate commitment and dedication to the Agency. In 2007, Correctional Officers First Class Robert Padgett, David Diamond and Michael Albrittain and Sgt. Sharon Carter were named correctional officers of the quarter. Sgt. Carter was named Correctional Office of the Year.



TOP: Julie Jacko teaches the English as a Second Language Course at the Detention Center. ABOVE LEFT: Correctional Officer Kathleen Rackey searches an inmate's cell. ABOVE RIGHT: Officer James Thorp checks in on an inmate.

Information Services Division

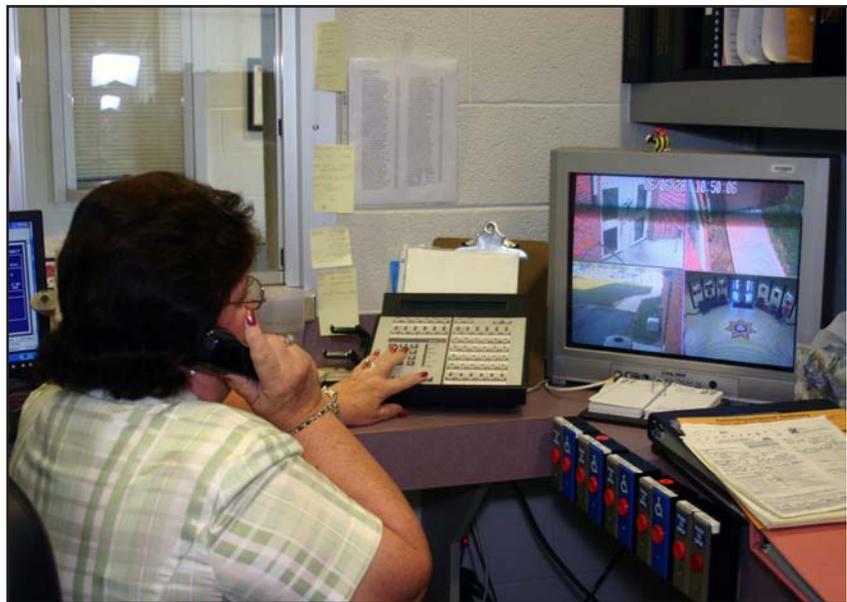
The employees of the Information Services Division, commanded by Capt. David Saunders, are the critical link between citizens and the police and between officers and the information they need to do their jobs safely and efficiently. The division also ensures the safekeeping of police reports and manage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

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

Each district station is staffed by station clerks whose duties include helping citizens who visit the stations and answering a variety of phone calls ranging from life-threatening emergencies to non-police matters. The primary mission of a station clerk is to obtain clear and concise information and relay the information to police communications officers (PCOs). The PCOs determine whether the report is eligible for telephone reporting or dispatch it to officers working the streets.

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

The **Management Information Systems Section (MIS)**, commanded by Lt. Jon Norris and managed by Deputy Director Eric Halvorsen, is vital in ensuring the Agency is functioning efficiently in the digital world of computers. The section is comprised of three units: **Applications Support**, **PC Operations** and **Systems Operations Support**. The units support the Sheriff's Office's PCs, servers, police cruiser-mounted laptops and audio-video recorders,



Barbara Hammett, a receptionist at Headquarters, answers the telephone and watches the security monitor.

ers, police and 9-1-1 dispatch operations, voice over internet protocol phone networks, connections to Miles/NCIC, printers, e-mail, police records management systems and various other hardware and software applications utilized by the Agency. MIS ensures the Sheriff's Office remains at the forefront of law enforcement technology.

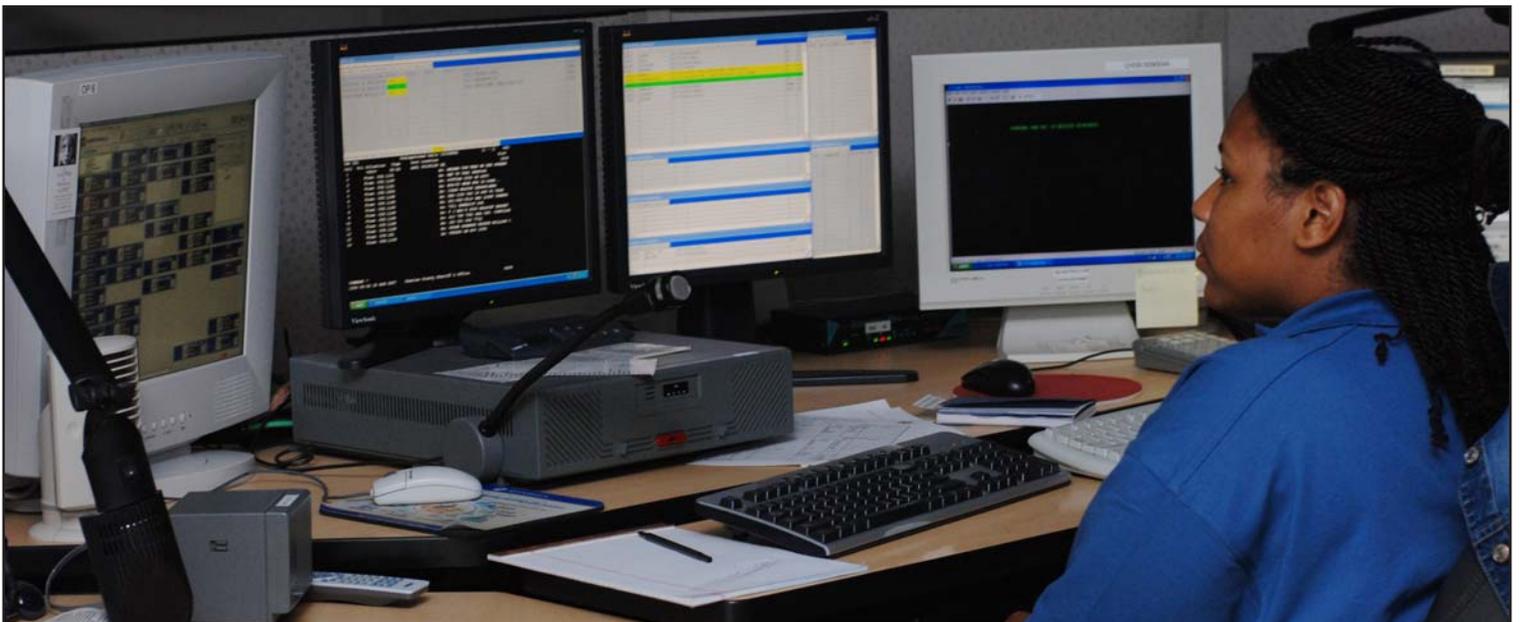
The **Records Management Section**, commanded by Lt. Stan Gregan, preserves and maintains the thousands of reports filed through the Sheriff's Office each year. In 2007, this section processed and catalogued 19,799 reports and supplemental reports. They also processed 44,132 citations, warnings and safety equipment repair orders and 3,814 Maryland Freedom of Information Act requests and completed 547 expungements. Records personnel handle all initial questions from visitors to the Sheriff's Headquar-

ters. They fielded and addressed more than 10,300 telephone calls and processed approximately 48,000 pieces of mail. The section also maintains custody and security of the videotapes from the cameras mounted in police cruisers.

In 2007, the Information Services Division spearheaded the Sheriff's Office's participation in a new and unprecedented exchange of information between law enforcement agencies in the National Capital Region (NCR). The new program, NCR LinX, enables the participating agencies to seamlessly share their information in real time, changing the way officers investigate cases in the same way DNA and automated fingerprinting systems revolutionized investigations. Officers have instant access to arrest records, mug shots, field interviews, incident reports and traffic stops from agencies throughout the metropolitan area. Information that once took weeks to obtain is available with a few keystrokes of a computer.



RIGHT: Joe Crehan, Dwight Miller and Dave Hanna diagnose a computer problem. BELOW: Police Communications Officer Christina Bell must simultaneously monitor multiple computer screens, listen for requests from officers, dispatch incoming calls for service and research important information for officers.



Special Services Division

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

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

The **Warrant/Fugitive Unit** serves arrest warrants, attachments, criminal summonses and indictments, issues detainers for wanted individuals being held at detention facilities outside Charles County and arranges for the extradition of individuals apprehended outside Maryland. In 2007, the unit served 2,037 warrants and 1,395 criminal summonses, processed 180 fugitives and arranged for 117 extraditions. As a result of the Maryland Motor Vehicle Driver's License Suspension Program, which suspends the licenses of drivers with arrest warrants, 89 fugitives 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 Maryland Human Resources Child Support Enforcement Administration Cooperative Reimbursement Agreement. As part of its efforts, the unit published the names and photographs of wanted persons in a local newspaper. The unit served 398 warrants and 936 summonses in 2007.

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 1,503 protective orders, 1,068 peace orders, 340 warrants and 743 summonses in 2007.

The **Civil Unit** is responsible for serving civil process including subpoenas, summonses, evictions and juvenile court papers. The unit also handles landlord complaints, postings, writs of execution, writs of possession, Sheriff's sales and other civil process matters. In 2007, the unit handled 1,458 evictions, 6,161 landlord complaints, 624 postings and 100 writs of execution and processed 16,905 summonses. The unit served 17,266 civil documents, netting the Agency \$137,484 in service reimbursement.

The **Court Security Unit** ensures the safety at the Court-

Firearms Specialist Steve Folkee shows CALEA assessors his detailed record-keeping of firearms seized or found by the Sheriff's Office.



house by monitoring its entrance, providing security within courtrooms and transporting prisoners between the courtrooms and the adjacent Court Holding facility. Each of the 175,382 visitors to the Courthouse in 2007 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 231 individuals with outstanding arrest warrants into custody.

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

The **Quartermaster** provides personnel with uniforms, office supplies and other items. They also monitor the bullet-proof vests assigned to officers and replace expired vests. Quartermaster personnel maintain the stock of citation books and other forms necessary for the Agency's daily operation.

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. The program is supervised by Cpl. Dave Fromme. Its manager, Bruce MacLean, serves on the Ford Motor Company Police Advisory Board; he participates in product development and assesses proposals made by Ford and the law enforcement community.

The **Property Held Unit** regulates the receipt, storage, security and disposal of property, contraband and narcotics recovered by the Agency. In 2007, the unit received and stored 7,318 pieces of property and handled 2,166 drug submissions.

The **Firearms Tracking** program logs and maintains custody and safekeeping of firearms, conducts seized firearms investigations, schedules and conducts firearms hearings, serves as a liaison to the courts, coordinates the release and destruction of seized firearms and provides citizens with information about firearm laws. In 2007, the Sheriff's Office seized 253 firearms, 38 of which were recovered from persons restricted from carrying firearms because of domestic violence issues or protective orders. Seven persons were denied firearms because of disqualifying convictions, 62 firearms hearings were held, 145 firearms were destroyed, 12 previously undetected stolen firearms were identified and 115 firearms were returned to their legal owners.



Court Security Officers Larry Luttrell, left, and William Baeschlin monitor the Courthouse entrance.

Executive Services Division

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, the 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 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. In 2007, 55 new policies were created and two chapters were rewritten to reflect changes made in the Agency's organization and in important safety procedures.

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



Criminal Justice Program student JC Babin places a notice on the windshield of a car to advise its owner that, because valuable items were in plain view, the owner was at a higher risk for becoming a victim of theft. The notices are part of Detect and Deter, a holiday public safety and education campaign that also helps train students to be observant and proactive police officers.

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 officer 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.** An officer 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.



TOP: Crossing Guard Bill Brooks, Cadet Matt VanHorn and others greet CALEA assessors during CALEA's on-site assessment. The employees demonstrated the various uniforms worn by Agency personnel, an effort -- like the rest of the intensive assessment -- coordinated by Planning and Accreditation. ABOVE: Cadet Aaron Thompson helps officers during a sobriety checkpoint.

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.

The **Financial Services Section**, managed by Deputy Director Gloria Bowers, ensures the integrity and accuracy of all financial operations of the Sheriff's Office. A well-trained team of finance professionals 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.



Sgt. Marvin Butler and Correctional Officer John Greer discuss recruitment opportunities with a citizen at a job fair coordinated by the Administrative Services Division at the St. Charles Towne Center.

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 ensure timely payment for goods and services.

The **Payroll** component prepares payroll and salary reports.

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.

In 2007, the Administrative Services Division began overseeing the Agency's **Grants Management** component, which researches grant opportunities for Agency programs and capital items which are not funded by the normal Agency budget process. In 2007, the Sheriff's Office received 13 grants totaling \$396,814. Grants have been used to support the Agency's cold case squad, Domestic Violence Unit, patrol operations, anti-gang efforts and sex-offender compliance and enforcement efforts.

The **Budget** component assists in the development and preparation of the Agency's financial operating and capital budgets, reviews all requisitions and assigns appropriate account numbers, prepares and updates Agency pay scales, prepares monthly management reports and assists in annual audits.

The **Purchasing** component, which was also transferred to this division in 2007, prepares formal Invitations to Bid and Requests for Proposals and analyzes proposals received from vendors. In 2007, the purchasing agent saved the Agency nearly \$60 on each pre-employment physical and random drug test

conducted by the Agency.

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

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 and help coordinate fundraisers for many of these programs.

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 2007, the Human Resources Section processed many 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.

Each year, the Human Resources 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 2007, this section conducted 229 background investigations and arranged for 238 polygraphs, 191 psychological examinations, 65 physical examinations and 228 drug screenings.



Human Resources Assistant Katrina Burrows gives away goodies to two visitors to the recruitment display -- future Sheriff's Office employees, perhaps?

Training Division

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

The **Southern Maryland Criminal Justice Academy** is a cooperative effort between the Sheriff's offices in Charles, Calvert and St. Mary's counties and its mission is to provide training for police and correctional officers in Southern Maryland. Under the direction of Lt. Ray Aportadera, the Academy successfully fulfills its mission through skill scenarios, academic tests, physical training and firearms training for recruits and veteran officers. In 2007, the Academy provided in-service training to police officers and provided entry-level training to new police and correctional officers, including women and men assigned to the Charles County Sheriff's Office. The Academy maintains 100 percent compliance with the Maryland Police and Correctional Training Commissions' strict standards.

The **Firearms Instruction Detail** ensures officers are skilled marksmen by providing firearms training and practice sessions throughout each officer's career. Among their training requirements, officers participate in tactical scenarios such as shooting on the move, identifying the appropriate target and engaging multiple targets. Such training is designed to better prepare officers for the emergency situations they could experience.



At graduations in June, top left, and October, below left, Southern Maryland's newest corrections officers participate in their final inspection and pledge allegiance before the start of their graduation ceremony. Corrections officer academies last six weeks and the police academy stretches six months.

Looking Ahead



At the end of 2007, the Charles County Sheriff's Office was already looking forward to the opportunities 2008 would bring. Our Agency would also eagerly anticipate the celebration of the 350th anniversary of the establishment of both Charles County and the Sheriff's Office.

Moreover, the Sheriff's Office had already begun planning special initiatives targeting traffic safety and teen drivers, youth and community outreach and other public safety issues.

Pictured above right is Officer Robert Glover. At left, from top to bottom are McGruff the Crime Dog and his nephew Scruff at the open house, Sgt. Jim Ondrish at a sobriety checkpoint and a police cruiser parked at La Plata High School, where officers conducted a seatbelt and occupant restriction checkpoint to help reduce teen crashes. Proudly serving the community, keeping its citizens safe and finding ways to interact with them in a positive atmosphere would remain the top priorities of Sheriff Rex Coffey and the women and men of the Charles County Sheriff's Office.

In Memoriam

Patrolman Lawrence H. McParlin

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



Patrolman First Class Dennis L. Riley, #49

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



Sergeant Francis Leo Yates, #40

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



Sergeant Joseph E. Stine, Jr., #62

On May 12, 1990, Sgt. Stine arrested a disorderly subject and transported the resisting prisoner to the Charles County Detention Center. Sgt. Stine then collapsed, 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 on Route 257 in Newburg as he was responding to a call near Cobb Island. Sgt. Minor left a wife and two children.



Station Clerk Willard C. Keesee, #1123

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

All gave some...some gave all



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