



Gaithersburg Police Chief Mary Ann Viverette was elected 6th Vice President of the International Association of Chiefs (IACP) of Police in November 1999 following a year-long campaign.

Founded in 1893, the IACP is the world's oldest and largest nonprofit membership organization of police executives, with more than 16,000 members in more than 95 different countries. The leadership of the IACP consists of the operating chief executives of international, federal, state, and local agencies of all sizes.

Viverette is the first-ever female police chief to hold an IACP Vice Presidency.

Letter from the Chief

On behalf of the men and women of the Gaithersburg Police Department, I am pleased to submit the Annual Report for 1999. Our Annual Report is intended to be a resource, not only for elected and appointed officials, students, and law enforcement professionals, libraries and journalists, but also for the people who live and work in the City of Gaithersburg.

The Gaithersburg Police Department is a nationally-accredited law enforcement agency staffed by dedicated men and women who are committed to maintaining the highest degree of professional standards. As part of this standard of excellence, we are resolute in our quest to assure the finest possible service to the community.

Embracing the tenets of Community Oriented Policing, members of the department strive to maintain and create innovative programs that are responsive to the needs of the community. Department members at every level actively work toward the goal of improving the quality of life of everyone in the City. We do this through ongoing problem solving and continuous information gathering, by providing timely assistance and counseling to those in need, by conducting educational programs targeted to address community concerns, and by routine patrol.

This report contains a description of activities with the three department bureaus, highlighting specific achievements and community outreach initiatives.

I am proud of the accomplishments and successes we achieved together in 1999. I want to express my personal appreciation to our citizens, the City's elected and appointed officials, and the members of the Gaithersburg Police Department for their continuing dedication to making Gaithersburg a great place to live, work, learn and play.

Mary Ann Viverette
Chief of Police



I. Mission, Values and Vision

The Gaithersburg Police Department is a nationally-accredited law enforcement agency that shares responsibility for services with the Montgomery County Police, providing coverage 24 hours a day, 365 days a year. The Department responds to calls as necessary and utilizes community action teams, when appropriate, to solve problems and deal with issues affecting the safety of all City neighborhoods.

Located at 7 East Cedar Avenue in Olde Towne Gaithersburg, the Police Facility is open to walk-in traffic from 8 a.m. to 9 p.m., seven days a week.

Mission

We are committed to protecting life and property, improving the quality of life for all people, and protecting City interests.

We will accomplish this by:

- Working with our community, City departments, and other government agencies;
- Developing and implementing proactive strategies;
- Growing to keep pace with our community;
- and Maintaining a workplace which promotes equal employment opportunities, respects employees as individuals, and fosters teamwork.

Values

We are committed to professionalism through:

Service -- Providing quality service and protection to all people in an efficient and competent manner, tempered with courtesy, compassion and understanding.

Integrity -- Upholding the public trust through honest, consistent and forthright interaction with all people fostering an atmosphere of mutual trust and cooperation.

Respect -- Treating all persons with dignity and respect by promoting equality and fairness in upholding the Constitutional Rights of all people.

Vision

We will seek to function as a team with City departments, other government agencies and our community, to provide innovative, effective and efficient service to improve the quality of life for all people.



II. History of the Department

On April 1, 1963, a resolution creating the Gaithersburg Police Department was signed by Mayor Merton F. Duvall. This resolution specified a traffic unit to be created within the Department; however, such a unit was not formed until approximately 1983.

Chief David Marstiller was the first Chief of Police, although there are references to a "Town Marshall" in the minutes of Town Council Meetings prior to 1963.

The town budget for FY 64 included "police protection" salaries for the solitary officer amounting to \$4,000, and equipment purchases of \$500.

Over the years there would be several chiefs of police: James Tassie, formerly of the Rockville City Police Department; Marson Johnson, who had been an officer in Michigan; John F. DeVries and George Fusco, both of whom had retired from the Montgomery County Police Department as Lieutenants; and the current Chief, Mary Ann Viverette. Chief Viverette came to the department from the Montgomery County Sheriffs Office where she was a deputy sheriff. She was promoted through the ranks and attained her promotion to Chief in 1986.

The Department grew from an authorized strength of three sworn officers and one civilian clerk in the early 70's when the City's population was 7,000, to its current complement of 34 sworn officers and four civilians. The majority of that growth occurred from 1986 to 1998 under the direction of Chief Viverette.

It was under the administration of Chief DeVries that the City Police began to operate under its current system of dispatch through Montgomery County Police. As a retired Montgomery County Police Lieutenant, DeVries was in a position to work with the County Police in a way which previously had not been possible.

While the department sent an untrained officer to a police academy in 1971, that was not to occur again until 1990. During the interim 19 years, only



experienced officers from other agencies were considered for employment with the department.

Currently the majority of the Gaithersburg Police Officers have come from other agencies. The experience of these officers comes from agencies such as: Montgomery County; Washington, D.C.; United States Secret Service; Montgomery County Sheriffs Office; Maryland National Capital Police; and Baltimore City, to name a few. This diverse group of officer experiences has resulted in an agency made up of highly-trained officers with a wide variety of special abilities.

In 1995, the Department of Citizen Services, which had been under the direction of the Deputy City Manager, was transferred to the office of the Chief. The Department of Citizen Services is responsible for the Wells/Robertson House and its programs and various citywide programs such as drug education and CHARACTER COUNTS!

In 1997, the Police Department added a full-time Victim Advocate, whose duties include assisting victims of domestic violence and the presentation of crime prevention information to various citizen groups.

In 1999, Lieutenant Peter W. Jones became the first officer ever to retire from the Department following 27 years of dedicated service.



III. Accreditation

In 1990, the Department sought law enforcement accreditation status. Applying for accreditation is a voluntary process that requires interested agencies to meet or exceed an internationally embraced body of standards covering everything from agency management to personnel issues to the delivery of law enforcement.

Coordinated by the Commission on Accreditation for Law Enforcement Agencies (CALEA), more than 400 standards were developed by law enforcement leadership groups such as the International Association of Chiefs of Police, the National Organization of Black Law Enforcement Executives, the National Sheriffs Association, and the Police Executive Research Forum.

Following a thorough application process, the Gaithersburg Police Department became the 258th nationally accredited law enforcement agency on July 31, 1993. The Department, remaining committed to complying with national standards, was reaccredited in July of 1998.

The Department will be reassessed in 2001 when it seeks to renew its accreditation. There are only about 500 law enforcement agencies internationally that are accredited.

IV. The Department Today

The Gaithersburg Police Department today consists of three bureaus: The Administrative Bureau comprised of the accreditation manager and the civilian office staff; the Community Services Bureau which includes bicycle unit, traffic officers, and the municipal drug task force officer; and, finally, the Operations Bureau which is comprised of the three shifts of officers that provide around-the-clock response to calls for service which may originate from the Montgomery County Communications Center or the City Police station. The Operations Bureau is the largest component of the department with 20 officers of various ranks assigned therein.

Gaithersburg Police are active in the community and dedicated to providing quality services in a timely and efficient manor. It is the Department's goal to maintain a proactive role in the community by participating in a number of educational initiatives including CHARACTER COUNTS! training,



Drug Abuse Resistance Education (D.A.R.E.), the Citizens Police Academy and others.

The Department also provides philanthropic support to the community through charity fundraisers, participating in community meetings, providing lectures and other services such as child safety seat installation, security surveys and more.



V. Staffing

By Position

POSITION	AUTHORIZED	ACTUAL
Chief of Police	1	1
Lieutenants	3	3
Sergeants	5	5
Master Police Officers	18	18
Senior Police Officers	3	3
Police Officers	6	6
Victim Advocate	1	1
Senior Police Services Aide	1	1
Police Services Aide	1	1
Part-Time Personnel	3	3
TOTAL	42	42

By Assignment

POSITION	Office of the Chief	Operations Bureau	Community Services Bureau	Administrative Bureau
Chief of Police	1			
Lieutenant		1	1	1
Sergeant	1	3	1	
Master Police Officer		11	7	
Senior Police Officer		3		
Police Officer		6		
Victim Advocate	1			
Senior Police Services Aide				1
Police Services Aide				1
Part-Time Personnel				3
TOTAL	3	24	9	6



A. First Officer Ever to Retire from GPD

After more than 27 years of service, Lieutenant Peter W. Jones retired from the Gaithersburg Police Department.

Lieutenant Jones began his career with the Gaithersburg Police Department on October 17, 1972. During his career, he rose through the ranks and was appointed Commander of the Operations Bureau--the largest bureau in the Department.

A strong advocate for safety, Lieutenant Jones served on many committees inside and outside of the Department and was known to several members of other law enforcement agencies.

During his tenure, Lieutenant Jones held many positions in the Department. He served as a Firearms Instructor, a Traffic Radar Instructor, Quartermaster and oversaw Internal Affairs investigations.

Among his many accomplishments, Lieutenant Jones was a graduate of the Federal Bureau of Investigations National Academy in Quantico, Virginia.

He retired December 28, 1999.



VI. Administrative Bureau

The Administrative Bureau of the Gaithersburg Police Department is responsible for the day-to-day operations of the Department's office. Providing support to the Office of the Chief of Police and Operations and Community Services Bureaus, personnel assigned to the Administrative Bureau assist citizens who call or visit the police facility.

Personnel assigned to the Administrative Bureau

are responsible for a variety of tasks that include:

- Record Management
- Report Review and Quality Assurance
- Accreditation
- Crime Analysis and Statistics
- Data Entry
- Policy Research and Development
- Court Liaison
- Cash Management

Located at 7 East Cedar Avenue in Olde Towne Gaithersburg, the police facility's lobby services are available from 8 a.m. to 10 p.m., seven days a week throughout the year.

Among the lobby services available, some of which for a nominal fee, include:

- Fingerprinting for jobs, security clearances, etc.
- Obtaining a copy of a traffic collision report
- Payment of a parking violation notice
- Obtaining a variety of free pamphlets, brochures, literature, and other information





A. Y2K Preparations

Contingency planning for the transition from the year 1999 to 2000 began in the City in 1998 with representatives from the City's Information Technology Division and the Police Department working together to ensure that all City systems or services that may be impacted by date dependent software would not succumb to failure or malfunction at the stroke of midnight January 1, 2000.

Maryland law required each jurisdiction to have a Compliance Plan in place so that citizens were assured an appropriate response by government in the event of emergency. Written by Information Technology Director Barry Smith, the City's Compliance Plan examined computer systems operated or maintained by the City government that were pertinent to operations and customer service.

As part of the plan, software used in various City departments and offices was carefully tested and evaluated to ensure its Y2K compliancy. Numerous vendors and contractors upon whom the City relied for service were contacted to ascertain the status of their Y2K compliance efforts.



Lieutenant Donald Pike wrote the City's Contingency Plan, which ensured that City services continued even if unusual occurrences or difficulties were experienced. By meeting with department heads and members of their respective staffs, City department offices were analyzed for vulnerability. Based on the analysis, appropriate contingencies were developed by individual offices within the City. Lieutenant Pike also participated in a number of Y2K emergency exercises with other local, state and federal government agencies in Washington, D.C.

B. Community Outreach Programs supported by Administrative Bureau

1. Victim Advocacy

Another program offered by the Administrative Bureau is Victim Advocacy. The Department's Victim Advocate Marcie Deitch continues to work closely with victims and witnesses. Upon receiving a copy of an officer's incident report (generally within 24 hours) the Advocate familiarizes herself with the case and contacts the victim to offer further assistance, determine any special needs the victim might have and act as a resource. The Advocate accompanies victims to court proceedings, if necessary, and helps the victim complete forms and other court-related papers while guiding them through the criminal justice system.

Fluent in Spanish, the Victim Advocate adds another dimension to the Department's community outreach efforts by providing support and assistance to the City's growing Hispanic population.

2. Youth Programs

The Administrative Bureau also provides support to the community by participating in partnerships

with local schools, businesses and the Chamber of Commerce. The Department participated in the **Greater Gaithersburg Chamber of Commerce's Shadow Program** where students are matched with adults in professions that they might be interested in pursuing.

Additionally, the Department participated in **Read Aloud Day** at Gaithersburg Elementary and the Student Mentor Program at Gaithersburg Middle School. Officers take part in the Read Aloud Program where they read books to elementary students. This program, which has been in place for several years, demonstrates to students the importance of reading and how being able to read well lends to success in any given profession.

The **Student Mentor Program** teams professionals from various segments of the community with certain students that might need guidance from adults other than their parents, teachers, etc. Officers often participate in this program to help steer youth in the right direction.



3. Citizen Police Academy

Once again in 1999, the Police Department sponsored a Citizen Police Academy where citizens learned about law enforcement techniques and practices, traffic collision investigation, patrol operations, drug enforcement, crime prevention, community policing, and other topics. Citizens also participated in a number of hands-on activities outside the classroom.

This program is open to all area residents age 16 or older. Admission is free, but there is a limited number of spaces available. Interested persons must complete an application form available at the Police Department.

The program, in its sixth year, continues to provide citizens with a comprehensive understanding of the law and law enforcement techniques from an insider's point of view.

4. CHARACTER COUNTS!

The City of Gaithersburg continues to serve as a model community for the CHARACTER COUNTS! initiative. The program has been implemented in nearly all of the Gaithersburg cluster schools.

The Police Department, along with the City's Human Services Division (formerly Citizen Services), continues to integrate the Six Pillars of Ethics (as taught by the Michael Josephson Institute) into its daily activities. Sergeant Scott Scarff supports Human Service personnel in training community leaders and City schools through workshops, seminars and other reinforcement activities.

5. Ride Along Program

The Ride Along Program offers citizens an opportunity to accompany a uniformed officer on patrol to experience law enforcement practices first-hand from



the officer's perspective. The program is open to citizens 16 years of age or older.

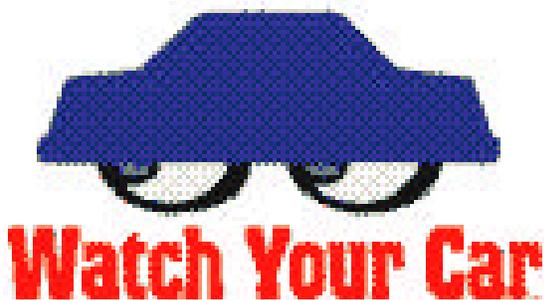
6. Chief's Advisory Council

The Chief's Advisory Council was established by the Mayor and City Council in late 1998. The Chief's Advisory Council is comprised of 15-members from the community and was formed to facilitate the flow of information between the community and the Police Department. Members of the Chief's Advisory Council keep the citizens informed of changes in the Department's policies and procedures that affect the community.

7. Watch Your Car Program

The Department is a participating law enforcement agency in Maryland's Watch Your Car Program. During 1999, more than 100 vehicles were registered in this free vehicle theft prevention program. The program involves a vehicle's owner authorizing any police officer to stop the owner's vehicle should they observe it being driven between the hours of 1 a.m. and 5 a.m.

By registering their vehicles in the program, owners certify that, except in an emergency, the vehicle is not normally driven in the early morning hours mentioned above. Officers determine program participants by looking for reflective stickers on both the front and rear windows of the vehicle.





VII. Operations Bureau

The Operations Bureau of the Police Department is on patrol 24 hours a day throughout the year. The primary function of this bureau is protection of life and property through aggressive motorized, bicycle and foot patrols.

The Operations Bureau consists of three patrol shifts, each assigned to a permanent set of hours. The day shift works from 6 a.m. to 4 p.m., the evening shift works from 4 p.m. to 2 a.m. and the midnight shift works from 8 p.m. to 6 a.m. Operations Bureau personnel work in conjunction with the Community Services Bureau in many ways to include special events and designated "hot spots."

The officers of the Gaithersburg Police Department are dispatched through the Montgomery County Police communications center in the same manner as Montgomery County Police officers. Through agreement with the Montgomery County communications center, Gaithersburg Police Officers are dispatched to all calls within the City when



they are available to respond.

If a City Officer is not available, then a Montgomery County Officer is dispatched. In many instances when response by two officers is appropriate, City and County Officers are dispatched to respond for the same call for service.

A. Community Outreach Programs supported by Operations Bureau

1. Vacant Dwelling Check Program

City residents who leave town have one less thing to worry about due to the Vacant Dwelling Check Program. The program continued in 1999 as citizens requested City Officers to check their homes while vacant. The program is available to all neighborhoods to deter both burglary and potential criminal activity while providing homeowners with peace of mind while away on business or vacation.

2. Home Security Surveys

Several home and business security surveys were conducted by specially-trained Officers in 1999. Officers, trained by the Maryland Crime Prevention Institute, assist homeowners, apartment residents, and businesses to identify potentially vulnerable areas of their home or business. Practical solutions then are discussed to make the residence or business less susceptible to crime.





VIII. Community Services Bureau

Officers assigned to the Community Services Bureau are deployed specifically to areas identified for extra patrol or selective enforcement.

Officers patrol in marked or unmarked vehicles, by bicycle or on foot in residential and business communities to identify potential problems and to develop strategies with which to solve them.

Included in this Bureau is the Department's Traffic Division. Officers assigned to this division patrol primarily by motorcycle and concentrate their efforts on neighborhood streets by providing a high level of visibility and enforcement of the traffic laws in neighborhoods – specifically hazardous traffic violations such as speeding and failing to obey traffic signs and other devices. Traffic Division Officers also participated in and coordinated the Department's overall efforts in the Washington area's Smooth Operator Pro-

A. Traffic Enforcement and Education

Enforcing the traffic laws and educating motorists about traffic safety was a priority for the Department in 1999. During the year, officers issued 5,017 traffic citations, a vast majority of which were issued in conjunction with the Department's *Selective Traffic Offense Program (S.T.O.P.)*. Selected traffic enforcement activities consisted of issuing citations and warnings at select locations in the City. More than 2,200 written warning notices were issued.

Taking into account suggestions, comments, and complaints from community/neighborhood members, Mayor and Council Action Items, and officer input, more than 20 locations in the City were specifically targeted for S.T.O.P.'s selective enforcement. To complement selective enforcement efforts, the mobile speed board was placed in several locations. While it was active in a given area, officers were able to work other areas.

In 1999, there were more than 1,400 traffic collisions/accidents in the City of which 1,100 resulted in property damage, 311 resulted in injuries, and none resulted in fatalities. Consistent with previous years, the two most prominent violations that caused or contributed to accidents were speed-related and

gram, an enforcement program which specifically targeted aggressive drivers.

During 1999, members of the Community Services Bureau, with assistance from the Operations Bureau personnel, were instrumental in bringing the Maryland's 1999 Chief's Challenge Award to the City, recognizing the Gaithersburg Police Department for its traffic safety programs and its enforcement and educational initiatives.

Members of this Bureau also coordinate the Gaithersburg Apartment Liaison Officer Program (G.A.L.O.P.), the purpose for which is to maintain a regular contact with apartment complex management for information-sharing and to ascertain conditions or circumstances that may have a potential impact on law enforcement.



right-of-way-related. Selective enforcement activities resulted in decreases in drunk driving arrests and traffic collisions. There were 133 arrests for drunk driving. This is one less than 1998.

Of the traffic citations and warnings issued in the City, a vast majority were issued in selected locations for certain violations.



B. Community Outreach Programs supported by Community Services Bureau

1. Child Safety Seat Inspections/Installations

The Department has several officers trained to inspect or install child safety seats. During 1999, they installed or inspected several hundred seats as part of organized safety seat installation checkpoints, and one-on-one appointments at the Gaithersburg Police station.

Officers installed child safety seats at Fitzgerald's car dealerships, Ourisman Ford Montgomery Mall, the Public Service Training Academy (Fire/Rescue), Kentlands Community Safety Day, and Kinder Care.



2. Youth Programs

A number of youth programs are supported by the Community Services Bureau including D.A.R.E., C.O.P., and Afterschool Recreation Programs.

Five uniformed officers (including Lieutenant Don Pike, Sergeant Mary Whalen, and Officers Robert Wilkes, Everett Cammack and Lester Rice) taught the **Drug Abuse Resistance Education (D.A.R.E.)** program to all fifth graders (approximately 700) in the City. Officer Randy Rude was trained as a D.A.R.E. Officer during the summer of 1999.

In April, all D.A.R.E. Officers attended a State-mandated, three-day, in-service training in Ocean City, designed especially for D.A.R.E. This training covered classroom management, stress, lesson by the Maryland Police and Correctional Training Commission.

Feedback and comments about the D.A.R.E. Pro-

gram from teachers, administrators, students, and parents continues to be positive.

Lieutenant Pike and Sergeant Whalen continued the **Community Outreach Program (C.O.P.)** at Gaithersburg Middle School for all seventh graders. The five-lesson curriculum teaches youngsters about the physiological effects of drugs and the risks of drug use and abuse.

The Department continued to support the City's **Afterschool Recreation Programs**. Every week day during the school year a different neighborhood and elementary school in the City hosts an afternoon of activities for children in grades 1 through 5, including games, field trips, arts and crafts, dances movies and more! The programs, sponsored jointly by the City's Police and Parks and Recreation Departments, are free of charge to and require that children uphold the Six Pillars of CHARACTER COUNTS!

Officers interacted with program participants on a daily basis. This interaction fostered an atmosphere of mutual trust and respect, while showing participants that police officers are also human.

Although not the program's original intention, it played an integral role in the City's Strategic Directions relating to community policing and involvement.

The program also received the *Spotlight on Prevention Award* by the Maryland Attorney General's Office.





3. School Resource Officer

The Gaithersburg Police Department took a proactive stance against crime and delinquency in schools when they installed a police officer at Gaithersburg High School. Initially conceived in 1998, this position was created to provide a law enforcement resource in an educational environment. As envisioned, the position provides an on-campus presence by a uniformed officer to accomplish a very diversified mission as follows:

- Assist school officials as necessary;
- Act as a resource for school officials with respect to delinquency prevention and the deterrence and detection of delinquent acts committed on school property;
- In a classroom, main office, or elsewhere in or

4. Bicycle Patrol

Officers primarily from the Community Services Bureau patrol on bicycles, by conventional and non-conventional police vehicles, and on foot in areas of special concern or demonstrated need for extra attention. The primary purpose of Bicycle Patrol is to improve the quality of life in the communities in which they are assigned by interacting directly with community members and leaders. Bicycles permit officers to patrol in areas and go into places unsuitable for conventional vehicles.

During 1999, the role of Community Services Bureau officers involved more problem-solving. As a result, they were able to enhance police-community interaction and relations. This concept was in-line with the City's Strategic Directions for the Police (Community Outreach).

outside the school, provide guidance to students on ethical issues;

- Individually counsel or mentor students; and
- Teach students about law enforcement and its role in society.

Officers Robert Wilkes and Everett Cammack were trained in June of 1998 at the Institute of Police Technology and Management (IPTM) to become School Resource Officers. Officer Wilkes was assigned to Gaithersburg High School as the Department's full-time School Resource Officer. In addition to the duties listed above, Wilkes also assisted students in obtaining the necessary number of community service hours required for graduation.





5. Municipal Drug Task Force

During 1999, the Department's investigator on Montgomery County's Municipal Drug Task Force investigated narcotic-related offenses and incidents, and acted as a valuable resource for patrol officers. For the second straight year, the City saw no significant increase in the number of drug related offenses. The work of the investigator (at times in conjunction with patrol officers) led to the execution of search warrants and arrests.

6. Neighborhood Watch

The Department encourages residents to participate in the Neighborhood Watch Program. Sergeant Scott Scarff coordinates the program and meets frequently with citizens groups to share concerns and information about neighborhood activities. He also provides statistics and other information pertaining to neighborhoods to community leaders and to community newsletters.

By working in partnership with members of the community and educating them in the concepts of Neighborhood Watch, criminal activity can be reduced. Neighborhood Watch is a multi-dimensional program because it targets a wide variety of crimes that affect the quality of life in a certain neighborhood.



7. Crime Prevention Through Environmental Design (C.P.T.E.D.)

This program is based on the concept of building in crime prevention features during initial construction, as opposed to trying to build them on after construction. By meeting with builders or architects, plans and blueprints are reviewed, and appropriate suggestions are made with crime prevention in mind. Consideration is given to such things as the placement of shrubbery and lights for optimum safety.

Sergeants Scoff Scarff and Tom Stanton and Officer John Breck have been trained in C.P.T.E.D., and they conduct surveys as appropriate. They also are members of the City's Design Review Team.

8. Gaithersburg Apartment Liaison Officer Program (G.A.L.O.P.)

The Gaithersburg Apartment Liaison Program (G.A.L.O.P.) was implemented in 1997 to ensure more open communication between police officers and apartment complex resident managers. Officers work closely with the City's Neighborhood Services Division, resident managers, and community members to solve problems, reduce crime, and reduce the number of calls for service in complexes. Officers in the Department are assigned apartment complexes with which to maintain a liaison.





9. National Night Out Against Crime

Once again, the Department participated in the City's National Night Out Against Crime Observance, held on August 3 at Diamond Farms Park.

The event is designed to heighten crime and drug prevention awareness, and strengthen neighborhood spirit and police-community relations. The evening includes activities that help make Gaithersburg a safer place to live, work, learn and play and involves City staff and community groups working together to "give crime and drugs a going away party."

Officers fingerprinted children, staffed information booths and tables, and answered questions regarding the Police Department and City services. One of the more popular programs, the City attempts to move the program to different neighborhood parks each year to ensure maximum citizen participation.



IX. Awards

A. Employee of the Month Awards

Sworn and non-sworn employees are nominated by their supervisors or co-workers for performance above and beyond what is expected of them. Nominations are reviewed and a selection is made by the Department's Command Staff. The names of recipients are prominently displayed on a plaque in the police facility and the names of recipients are published during roll-calls.

B. Chief's Challenge

On September 28, the Department was awarded First Place in its division for enforcement and education activities during the statewide *Chief's Challenge Campaign*. During this campaign, more than 100 traffic citations were issued, numerous child safety seats were inspected and installed, and the Department mounted a very aggressive public information campaign to stress the importance of seatbelt and safety seat use. S.T.O.P.'s success was highlighted by the Chief's Challenge Award and for participation and recognition in the Council of Governments (COG) regional anti-aggressive driver campaign known as Smooth Operator.

1999 Employees of the Month

January - Officers Randy Rude & Dan Friz

February - Officer Chad Eastman

March - Officer William Best

April - Officer Dennis Whalen

May - Officer Everett Cammack

June - Police Services Specialist Charles Burkey

July - Officer Dan Friz

August - Officers Beth Quinlan & Chad Eastman

September - Officer Dennis Whalen

October - Officer John Jordan

November - Officer Everett Cammack

December - Officer Chris Vance



X. Training

Providing state-of-the-art training for members of the Department is a priority. All Department members participate in training geared to enhance their skills, knowledge, and abilities.

Under the leadership of Sergeants Thomas Campbell and Scott Scarff, training on weapons, defense tactics, and law enforcement topics for classroom instruction were taught.

An experienced firearms instructor who is very knowledgeable in officer safety and survival techniques and firearms, Sergeant Campbell ensures that all Maryland Police Training Commission requirements relating to firearms training were met. He provided practical instruction to officers in the safe handling of firearms, shoot-don't-shoot, and effective strategies to use when confronting an armed individual.

Sergeant Scarff ensured that all Maryland Police Training Commission requirements were met relating to classroom instruction.

Each officer averages more than 100 hours each year in training.





XI. Statistics

Calls For Service	21,000
Traffic Citations	5,017
Warnings	2,248
Safety Equipment Repair Orders	393
Adult Arrests	494
Juveniles Taken Into Custody	147

Part I Offenses

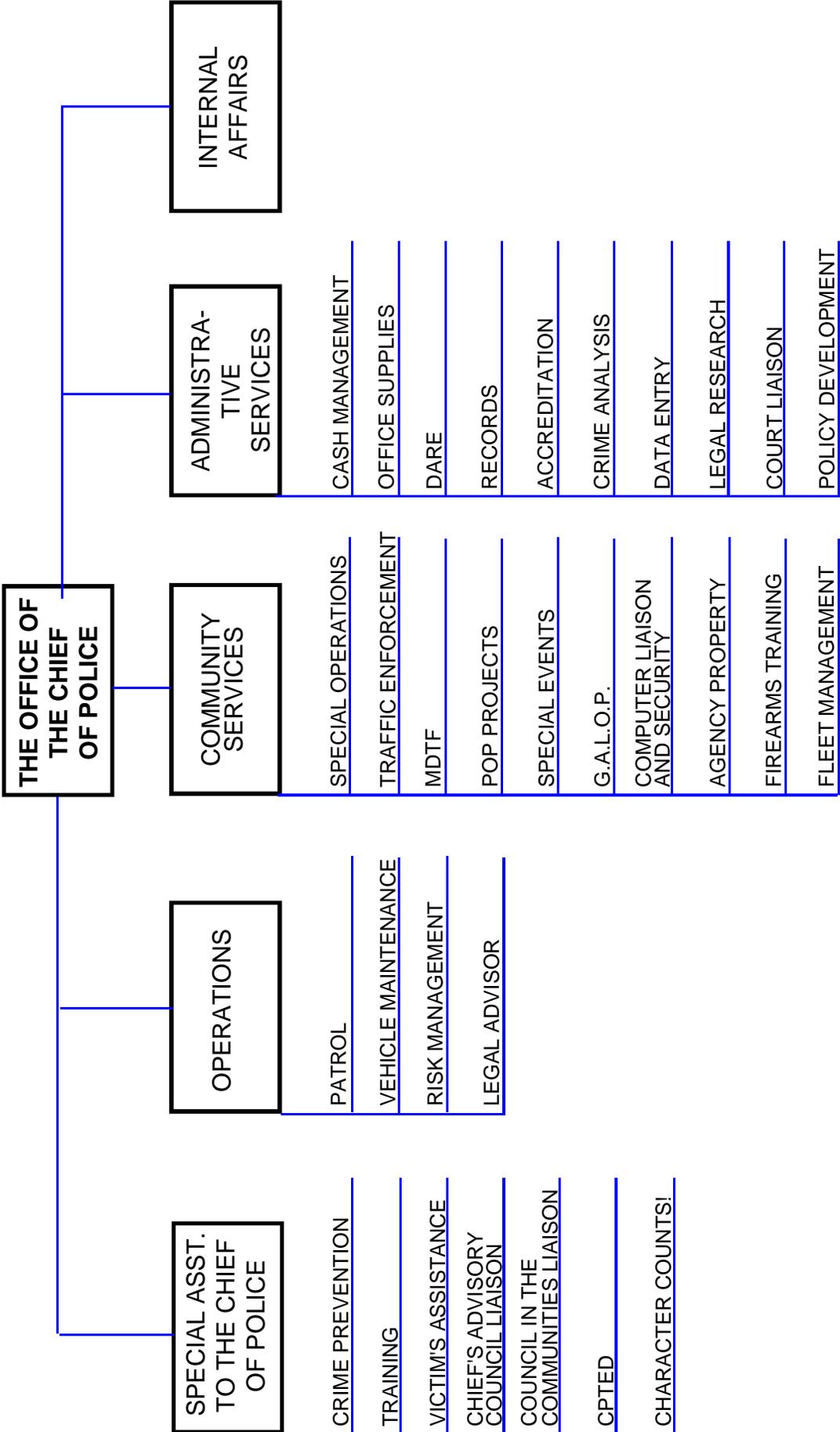
Crime	1999	1998
Murder	1	1
Rape	9	4
Robbery	45	34
Aggravated Assault	79	76
Burglary	199	172
Theft	1,464	1,135
Vehicle Theft	150	120
Arson	0	1
Total	1,947	1,543

Internal Affairs

	ALLEGATION	DISPOSITION
Sworn Member	Rule Violation	Sustained
Sworn Member	Rule Violation	Sustained
Sworn Member	Rule Violation	Sustained
Sworn Member	Civil Rights Violation	Unfounded

GAITHERSBURG POLICE DEPARTMENT

COMPONENT & FUNCTION ORGANIZATIONAL CHART



THE OFFICE OF THE CHIEF OF POLICE

SPECIAL ASST. TO THE CHIEF OF POLICE

- CRIME PREVENTION
- TRAINING
- VICTIM'S ASSISTANCE
- CHIEF'S ADVISORY COUNCIL LIAISON
- COUNCIL IN THE COMMUNITIES LIAISON
- CPTED
- CHARACTER COUNTS!

OPERATIONS

- PATROL
- VEHICLE MAINTENANCE
- RISK MANAGEMENT
- LEGAL ADVISOR

COMMUNITY SERVICES

- SPECIAL OPERATIONS
- TRAFFIC ENFORCEMENT
- MDTF
- POP PROJECTS
- SPECIAL EVENTS
- G.A.L.O.P.
- COMPUTER LIAISON AND SECURITY
- AGENCY PROPERTY
- FIREARMS TRAINING
- FLEET MANAGEMENT

ADMINISTRATIVE SERVICES

- CASH MANAGEMENT
- OFFICE SUPPLIES
- DARE
- RECORDS
- ACCREDITATION
- CRIME ANALYSIS
- DATA ENTRY
- LEGAL RESEARCH
- COURT LIAISON
- POLICY DEVELOPMENT

INTERNAL AFFAIRS