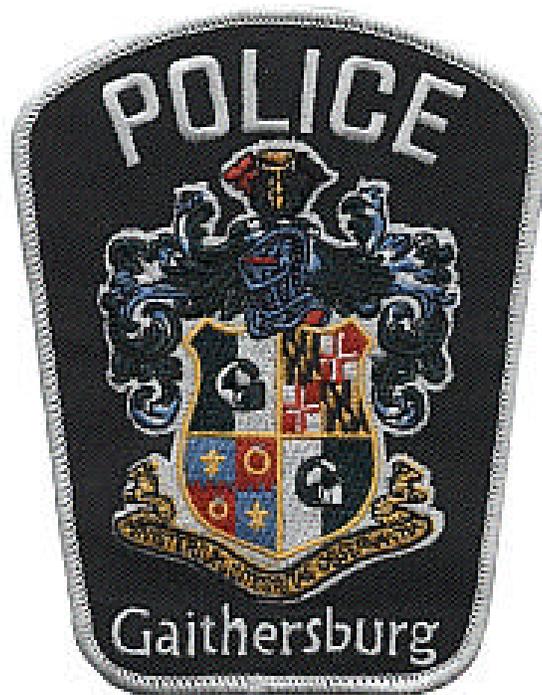


Gaithersburg Police Department



Annual Report

2003

SERVICE ★ INTEGRITY ★ RESPECT



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 2003. 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.

All 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.

This report contains a description of activities highlighting specific achievements and community outreach initiatives.

I am proud of the accomplishments and successes we achieved together in 2003.

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 an internationally-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 14 Fulks Corner Avenue in Olde Towne Gaithersburg, the Police Facility is open to walk-in customers from 8 a.m. to 9 p.m., seven days a week.

Our 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
- Maintaining a workplace which promotes equal employment opportunities, respects employees as individuals and fosters teamwork.

Our 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.

Our 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 complement of 35 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.

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 variety of special abilities.



III. Accreditation

The Gaithersburg Police Department has been an accredited law enforcement agency since 1993 after an independent assessment team reviewed our compliance with several hundred standards that relate to operations and administrative functions. A voluntary program, the Department became the 258th law enforcement agency in the United States to become nationally accredited. Coordinated by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA), the standards were developed by four major law enforcement leadership groups: the International Association of Chief's of Police (IACP), the National Sheriffs Association (NSA), the National Organization of Black Law Enforcement Executives (NOBLE), and the Police Executive Research Forum (PERF).



Striving for professionalism and continuous improvement, all members of the Department operate by the accreditation standards on a daily basis because the standards represent "best practice," and because it is the way we do business.

The Department was reaccredited in 1998 and 2001 demonstrating to independent assessors that compliance with the standards has been maintained. The Department had it's mock assessment in October of this year and accreditation efforts are scheduled for its next on-site assessment in April 2004.

IV. The Department in 2003

Hurricane Isabel

What started out as a dangerous Category 4/5 hurricane, Isabel lost some of her strength as she made landfall near Cape Hatteras. On September 18, 2003, Isabel blew into Maryland as more of a tropical storm than a hurricane causing trees and utility poles to fall and leaving thousands of residents without power.

The Police Department began monitoring the track of the storm long before it struck the area and even with general plans in place dealing with severe weather, specific plans had to be developed by a team of commanders and supervisors to deal with more specific issues in advance of the impending storm. The Department's Emergency Mobilization Plan and Incident Command System were activated.

All officers were called back to work and were assigned neighborhoods to assist citizens as needed. These officers worked diligently and around the clock surveying damage and assisting citizens when necessary.





V. Staffing

By Position

POSITION	AUTHORIZED	ACTUAL
Chief of Police	1	1
Lieutenants	2	2
Sergeants	7	7
Administrative Director	1	1
Master Police Officers	19	19
Senior Police Officers	4	4
Police Officers	7 (incl. reserves)	5
Office Manager	1	1
Police Services Aide	1	1
Part-Time Personnel	1	1
TOTAL	46	44

By Assignment

POSITION	Office of the Chief	Operations Bureau	Administrative Bureau
Chief of Police	1		
Lieutenant		2	
Sergeant	1	6	
Administrative Director			1
Investigator		1	
Police Officers		27	
Office Manager			1
Police Services Aide			1
Part-Time Personnel		1	2
TOTAL	2	37	5



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 Bureau, 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:

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

Located at 14 Fulks Corner Avenue in Olde Towne Gaithersburg, the police facility's lobby services are available from 8 a.m. to 9 p.m., seven days a week throughout the year.

The following lobby services are available, some of which require a nominal fee.

- 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.

The Department's victim advocate position was left vacant in 2003. Although the position was not filled, resources are still available via the Police Department web page and the lobby to assist citizens who may need the services. The Gaithersburg Police still work very closely with the victim advocates in the Montgomery County Police Department.

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 six patrol shifts, each assigned to a permanent set of hours. The day shifts work from 6 a.m. to 4 p.m., the evening shifts work from 4 p.m. to 2 a.m. and the midnight shifts work from 8 p.m. to 6 a.m. Operations Bureau personnel work in partnership with the community in many ways at special events and in solving problems in "hot spots."

Gaithersburg Police Officers 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, 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 "Street Crimes Unit" was formed in the fall of 2003 to deal with specific types of crimes in certain areas. The unit includes City and County officers.



VIII. Community Outreach Programs

♦ **Chief's Advisory Council**

Established in 1998 by the Mayor and City Council, the Chief's Advisory Council is comprised of 19 members from the community. It facilitates 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.

♦ **Narcotics K-9**

The department's K-9 employee, Buddie, began his regular patrol in the beginning of 2003. Buddie continued to work with his partner Sergeant Robert Wilkes and is trained to alert officers to the presence of narcotics in vehicles, houses, buildings and open areas in Gaithersburg. Buddie and his partner receive regular training with Montgomery County Police. Buddie and Sergeant Wilkes conducted 46 searches in the City of Gaithersburg, 21 in Montgomery County and assisted Navy Medical with 10 and Rockville City with one.



♦ **Child Safety Seat Installations**

The Department has several officers trained to inspect or install child safety seats. During 2003, officers installed or inspected approximately 380 seats as part of organized safety seat installation checkpoints and one-on-one appointments at the Gaithersburg Police station.

♦ **Bicycle Patrol**

Officers patrolled on bicycles 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 citizens. Bicycles allow officers to patrol in areas and go into places unsuitable for conventional vehicles.

♦ **Police Reaching Out to Students (P.R.O.S.)**

The Department created and implemented this five-lesson delinquency prevention program and began presenting it in January of 2003.

Specially trained uniformed officers taught the **PROS** program to fifth grade students at several elementary schools in the City. The five lessons deal with topics such as the role of police in society; character, integrity, and ethics; laws and rules; delinquency prevention; and harmful substances.

♦ **National Night Out Against Crime**

The Department participated in the City's National Night Out Against Crime Observance, held August 6 in four area parks.

The event is designed to heighten crime and drug prevention awareness and strengthen neighborhood spirit and police-community relations.

Department members fingerprint children, staff information booths and tables, and answer questions regarding the Police Department and City services.





♦ **Investigations**

The Department maintained the investigator position to follow up on cases. The work of the investigator in conjunction with patrol officers continued to enhance the quality of service the Department delivered throughout 2003. The Detective was assigned 94 cases with a closure rate of 72 percent.

♦ **Watch Your Car Program**

The Department is a participating agency in Maryland's Watch Your Car Program. During 2003, several 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.

♦ **Citizen Police Academy**

The Police Department sponsors a Citizen Police Academy where citizens learn about law enforcement techniques and practices, traffic collision investigation, patrol operations, drug enforcement, crime prevention, community policing and other topics. The program is open to all area residents age 16 or older. Admission is free, but there is a limited number of spaces available. The program, in its eighth year, continues to provide citizens with a comprehensive understanding of the law and law enforcement techniques.

♦ **Youth Programs**

The Department provides support to the community by participating in partnerships with local schools, businesses and the Chamber of Commerce.

Officers participate in the **Read Aloud Program** by reading books to elementary students. This program 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 and teachers. Officers often participate in this program to help steer youth in the right direction.

♦ **Ride Along Program**

The Ride Along Program offers citizens an opportunity to accompany a uniformed officer on patrol to experience law enforcement practices firsthand from the officer's perspective. The program is open to citizens 16 years of age or older.





IX. Community Services Officer

In October 2003 Sergeant Scott Scarff resumed duties as Community Services Officer. This position serves as the key communication point between the citizens and the police department. The CSO performs a variety of crime prevention duties including, but not limited to security surveys, neighborhood watch organization, CPTED, and victim assistance.

◆ Security Surveys

Home and business security surveys were conducted by specially-trained Officers in 2003. 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 are then discussed to make the residence or business less susceptible to crime.



◆ Neighborhood Watch

The Department encourages residents to participate in the Neighborhood Watch Program. Officers meet frequently with citizens groups to share concerns and information about neighborhood activities. Statistics and other information is provided to neighborhood community leaders.

By working in partnership with members of the community and educating them in the concepts of Neighborhood Watch, criminal activity can be reduced.

◆ 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. Officers meet with builders or architects, plans 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.

Officers 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.

◆ Reserve Officers

The Department received two contract reserve officer positions in the FY04 budget. Officers Craig Dietz and Charlie Miller began employment with the Gaithersburg Police Department in July 2003. Both were assigned to the traffic division of Montgomery County Police.



◆ Vacant Dwelling Check Program

City residents who leave town for three or more days have one less thing to worry about. The Department's vacant house check continued in 2003 as citizens requested City officers check their homes while vacant. The program is designed to deter burglary and potential criminal activity while providing homeowners with peace of mind while away on business or vacation.



X. Technology

In 2003, the Department's continued to utilize in-car video cameras and mobile data computers to deliver the highest quality customer service. Additional equipment was added to assist officers on a daily basis during their patrols.

In-car video cameras capture events as they unfold, record evidence and assist officers in their court testimony. All traffic stops made by officers operating video camera-equipped vehicles are audio and video recorded.

The mobile data computers (MDC) bring computer files and records to the officer's fingertips as they patrol the City. What were once available only to the dispatcher or station personnel viewing a desktop computer monitor, officers on patrol have access to the computer files they need right from their vehicles. And, being able to access these files and records, coupled with the capability to communicate car-to-car, reduces radio "air-time" by officers and promotes officer safety.

XI. Training

During 2003 all Department employees received training to enhance their skills, knowledge and abilities. All personnel received training in the issues and legal aspects of bias-based policing.

By Maryland Police and Correctional Training Commission regulations, all sworn officers are required to attend and successfully complete at least 18 hours of on-going classroom or "in-service" training each calendar year and to demonstrate their proficiency with each and every weapon they are authorized to carry.

Gaithersburg Police Department officers are required by department procedures to complete firearms training on a quarterly basis. Typically, Gaithersburg officers far exceed the 18-hour requirement and 2003 was no different. Through attendance at mandated trainings in defensive tactics, weapons qualifications, classroom in-service, roll-call, and elective seminars, workshops and conferences, each officer averaged nearly 100 hours of training.

XII. Traffic Enforcement and Education

Enforcing the traffic laws and educating motorists about traffic safety was a priority for the Department in 2003. During the year, officers issued more than 5,700 traffic citations. More than 300 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 30 locations in the City were specifically targeted for the department's Selective Traffic Offensive Program's (S.T.O.P) enforcement efforts. To complement these 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 2003, there were more than 1,200 traffic collisions/accidents in the City 346 resulted in injuries, with one (1) fatality. Consistent with previous years, the two most prominent violations that caused or contributed to accidents were speed-related and right-of-way-related. Enforcement activities resulted in an increase in drunk driving arrests. There were 112 arrests for drunk driving.



XIV. Awards

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.

2003 Employees of the Month

January - Officer Chad Eastman for his efforts in rendering emergency care to a person who has attempted suicide by hanging in Germantown.

February - Officer John Breck for his investigation of what started out as an alcohol violation, eventually uncovering a stolen auto/chop shop ring with ties to several jurisdictions.

March - Officer Dennis Whalen for his investigation and compassion in handling a missing persons case.

April - Sergeant Robert Wilkes for overall aggressive police work and quality arrests during the month.

May - Sergeant Scott Scarff for his actions in confronting a knife-wielding suspect who had just stabbed another person in Olde Towne.

June - Officers Alex Yokley and Trey Best for locating and subduing a suspect wanted for a robbery that had occurred in Montgomery Village.

July - Officer Dwight Lumsden for his attempts to resuscitate a homicide victim at the Montgomery Village Office Price Center.

August - K-9 Buddie for his search of a vehicle in the Kentlands which resulted in a significant seizure of CDS and money.

September - Officer Ray Campbell for his actions in dealing with a suicidal subject on the roof of the Cedar Court Apartments.

October - Officer Ray Campbell for his patient and compassionate handling of a chronic child abuse case on Harmony Hall Road.

November - Officer Jon Mason for his actions resulting from a traffic stop in Olde Towne. As a result of the stop he recovered a stolen vehicle and cleared two commercial burglaries that had not yet been reported.

December - Officer Chad Eastman was recognized for his overall excellent performance in self initiated activity and drug arrests.

Recognition Awards

In promoting an atmosphere that strives for continuous improvement, the Department strongly believes in rewarding its members when they provide a service or perform an act that is well above what is expected or required. The following members of the Department were recognized for acts of bravery and courage, and for otherwise outstanding work involving incidents in 2003:

- The 2003 Chiefs' Challenge Award was presented to the Gaithersburg Police Department in recognition of outstanding contributions to injury prevention and lifesaving efforts to increase safety belt use in Maryland.
- On December 17, 2003, four Gaithersburg Police officers were recognized by the Gaithersburg-Germantown Chamber of Commerce at a ceremony in Asbury Village. Officer Dwight Lumsden, Sergeants Tom Campbell and Scott Scarff, and Detective Pat Word were chosen for performance above and beyond what was expected of them.
- The Police Department's Sniper Incident Response Team received the 2003 Team of the Year award at the City's annual employee picnic in July 2003.



XV. Statistics

Calls for Service	24,431
Traffic Citations	5,733
Adult Arrests	551
Juveniles Taken Into Custody	67

Part I Offenses

Crime	2003	2002
Murder	2	2
Rape	14	17
Robbery	84	82
Aggravated Assault	116	102
Burglary	336	334
Theft	1,961	2,232
Vehicle Theft	216	281
Total	2,729	3,050

Internal Affairs

The Department investigates all complaints made against the Department or its members. During 2003, there were 14 occasions when a member's conduct was questioned, seven of which resulted in an internal affairs investigation, as follows. The remaining seven instances, after an initial inquiry was conducted, did not merit a formal internal affairs investigation.

Member Status	Offense	Investigation Result
Police Officer	Rule Violation	Unfounded
Police Officer	Biased Based Policing	Unfounded
Police Officer	Biased Based Policing	Unfounded
Police Officer	Rule Violation	Unfounded
Police Officer	Rule Violation	Unfounded
Police Officer	Rule Violation	Sustained
Police Officer	Discourtesy	Sustained

GAITHERSBURG POLICE DEPARTMENT

