

**GAITHERSBURG** \_\_\_\_\_  
**POLICE** \_\_\_\_\_  
**DEPARTMENT** \_\_\_\_\_



**ANNUAL REPORT**  
**2004**

A Nationally Accredited



Law Enforcement Agency



Service

Integrity

Respect

## I. 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 2004. Our Annual Report is intended to be a resource, not only for elected and appointed officials, students, 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 have achieved together in 2004.

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



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## II. Mission, Values and Vision

### *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 honesty, 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.



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## III. 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 Marsteller 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 FY64 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 Sheriff's 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 1970's, when the City's population was 7,000, to its current complement of 45 sworn officers and three 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 the 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, DC, United States Secret Service, Montgomery County Sheriff's Office, Maryland National Capital Police, and Baltimore City, to name a few. This diversity in officer experience has resulted in an agency made up of highly-trained individuals with a variety of special abilities.



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## IV. Accreditation



The Gaithersburg Police Department was re-accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA) at the re-accreditation hearing in Buffalo, New York on July 31, 2004. Initially accredited in 1993, the Gaithersburg Police Department became the 258th accredited law enforcement agency in the country. Since 1993, the Department has maintained compliance with almost 400 national standards pertaining to law enforcement agencies, thus maintaining its accreditation status.

During a four-day period in April, a team of assessors reviewed policies, procedures, equipment and facilities, rode with officers, observed and interacted with personnel, and spoke to numerous community members about the Department. To further verify compliance with the standards, the assessors held a public information session to hear from interested citizens. During the CALEA re-accreditation hearing in Buffalo, commissioners praised the efforts of the Gaithersburg Police Department. The Gaithersburg Police Department will be re-assessed in 2007 when it seeks to renew its accreditation.

## V. Retirement

In July 2004, Administration Director Don Pike retired after 24 years of service to the Department and the City of Gaithersburg. Don Pike served as the Administration Director and Accreditation Manager, ensuring the Department's accreditation files were up-to-date and accurate.

Don began his career with the Department as a police officer and worked his way through the ranks to the position of Lieutenant in the Administrative Bureau. Don served in this position for many years before undergoing back surgery, at which time he became a civilian employee with the title of Administration Director.



Director Pike's dedication to the Department and the accreditation process was apparent through the many long and tedious hours that he gave. Don was a driving force behind the Department's initial accreditation in 1993 and the re-accreditation processes that followed.



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## VI. Training

The Gaithersburg Police Department is committed to continually improving and enhancing the skills, knowledge and abilities of all Department personnel. The Maryland Police and Correctional Training Commission requires that all sworn officers attend and successfully complete at least 18 hours of on-going classroom or “in-service” training each calendar year. Officers with the Gaithersburg Police Department far exceed the required 18 hours by attending specialized training classes, quarterly firearms and defensive tactics training, and the Department’s own “in-service” training, which covers legal issues as well as the review of Department policies and procedures.



## VII. Honor Guard

The Gaithersburg Police Department’s Honor Guard, led by Master Police Officer Woodard, was formed in 1996 and is made up of members of all ranks. Current members are Master Police Officers Rice and Woodard; Corporals Leache, Lumsden, and Wagner; and Sergeants Pettaway, Quinlan, Wilkes, and White. Several of the members serving today are original members of the Honor Guard and have participated for the last eight years in funerals, parades and ceremonies.



This past year the Honor Guard took part in two of the City’s annual events. The Honor Guard posted the colors at the State of the City Dinner in February and led the Annual Labor Day Parade in September.

In 2004, as in years past, the Honor Guard was very active in their participation in National Law Enforcement Day. On this very important day, members of the Gaithersburg Police Honor Guard escorted family members of officers killed in the line of duty. Family members come from all parts of the United States to attend memorial services held in the Nation’s Capital in honor of the fallen officers that gave the ultimate sacrifice.



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### VIII. Traffic Enforcement and Education



During 2004, officers issued more than 4,600 traffic citations and 650 warnings. Taking into account suggestions, comments and complaints from the community, the City specifically targets locations for the Department’s Selective Traffic Offense Program’s (STOP) enforcement efforts. In 2004 there were more than 1,800 traffic collisions in the City with 400 resulting in injury and three fatalities. Consistent with previous years, the two most prominent violations that caused or contributed to collisions were speed and right-of-way related. Enforcement activities resulted in 146 arrests for drunk driving.

### IX. Community Outreach

The Gaithersburg Police Department has several programs in place to assist and educate the citizens of Gaithersburg.

#### Chief’s Advisory Council

The Chief’s Advisory Council was established by the Mayor and City Council to facilitate the flow of information between the community and the Department. Members of the Chief’s Advisory Council attend a monthly meeting to make suggestions, voice concerns and give important feedback to the Department members.



#### National Night Out



Held annually, the City’s National Night Out Against Crime observance was held August 3 in various parks throughout the City. The event is designed to heighten crime and drug prevention awareness and strengthen neighborhood spirit and police-community relations.

#### Police Reaching Out to Students (PROS)

Created and implemented by the Gaithersburg Police Department, this five-lesson delinquency prevention program began in January 2003. Uniformed officers teach the program to fifth grade students at several schools in the City. The PROS program deals with topics such as the role of police in society, character, integrity, and ethics, laws and rules, delinquency prevention, and harmful substances.

Other programs that are open to citizens include the Watch Your Car Program, the Citizens Police Academy, and the Ride-Along Program.



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## X. Awards

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.

During the Department's annual "All Hands" meeting, the following members/teams were recognized for acts of bravery and courage and for otherwise outstanding work during the year:



- **Officer Dwight Lumsden** was recognized for providing life saving CPR to a victim on a check-the-welfare call.
- **Officer John Leache** was recognized for his work on the Department's in-car camera program.
- **Officers John Duke and Willie Delgado** were recognized for their continued dedication in enforcing the drunk driving laws. With 32 and 21 DWI arrests respectively, Officers Duke and Delgado were the Department's top producers in 2004.

The following personnel received awards from the Gaithersburg-Germantown Chamber of Commerce in 2004:

- **Lieutenant Richard Elliott** received a Medal of Valor and **Officer Ray Campbell** received a Distinguished Service Award for their efforts in handling a suicidal subject threatening to jump off the roof of a six story apartment building.
- The Street Crimes Unit consisting of **Sergeant Tom Campbell, Officers Chad Eastman, and Trey Best** of the Gaithersburg Police Department, and **Corporal Fred Scaccia and Officer Jason Huggins** of the Montgomery County Police Department received a Meritorious Service Citation for the team's ongoing efforts since its inception in December 2003. At the time of the award the team had 160 arrests of all types, had seized four handguns, significant amounts of CDS, and \$13,356 in illicit funds.

Montgomery County Chamber of Commerce and the Montgomery County Government recognized the following Gaithersburg Police Officers:

- The Montgomery County Chamber of Commerce recognized **Officer Jacob Howard** for his part in a response to an incident in which a suspected drunk driver opened fire on Montgomery County Police Officers on Woodfield Road. One officer was struck in the vest before the suspect took his own life.
- **Sergeants Scarff and Whalen, and Corporals Wagner, Rude, and Leache** received the Montgomery's Best Honors Award for their participation in the Cops in Shops Program with other law enforcement and civilian agencies. Participants in the Cops in Shops Program worked with business owners to provide education on the detection of false identification by underage individuals and Maryland law. This program was well-received and addressed alcohol-related crimes in and around the Gaithersburg area.



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## **XI. Staffing**

The Gaithersburg Police Department is made up of two primary bureaus: Administrative and Operations.

Through newly created positions and attrition, the Department undertook the largest hiring process in its history. Ten new officers were hired, some from other agencies and others who received training through the Montgomery County and Howard County Police Academies.



### **Administrative Bureau**

The Administrative Bureau is responsible for the day-to-day operations of the administrative offices. Members of this team provide support to the Chief of Police, the Operations Bureau and the citizens of Gaithersburg. Personnel within the Administrative Bureau handle responsibilities such as records management, accreditation, policy research and development, cash management, report review and quality assurance, crime analysis and statistics, and data entry.

Located at 14 Fulks Corner Avenue near Olde Towne Gaithersburg, the administrative facilities are accessible from 8 a.m. to 9 p.m. seven days a week. Lobby services include fingerprinting, payment of parking citations, distributing literature, and providing copies of traffic collision reports.

### Community Services Officer



In 2004, the Community Services Officer (CSO), Sergeant Scott Scarff, worked under the Administrative Bureau. Sergeant Scarff served as the key communication point between the citizens and the Police Department. The CSO performs a variety of crime prevention duties including security surveys, neighborhood watch organization, Crime Prevention Through Environmental Design (CPTED), and vacant dwelling and community complaint checks.

Sergeant Scarff worked closely with The Century Council and the Montgomery County Department of Liquor Control on the Cops in Shops Program to address alcohol related crimes in and around the Gaithersburg area.



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## **XI. Staffing (continued)**

### **Operations Bureau**

The Operations Bureau is on patrol 24 hours a day, 365 days a year. The primary function of this bureau is the protection of life and property through aggressive motorized, bicycle and foot patrols. This Bureau consists of six patrol shifts, the Street Crimes Unit, the K-9, and the Investigative Section.

#### Patrol

The patrol shifts are each assigned a permanent set of hours. Day shifts work from 6 a.m. to 4 p.m., evening shifts work from 3 p.m. to 1 a.m., and midnight shifts work from 8 p.m. to 6 a.m. Gaithersburg Police Officers are dispatched through the Montgomery County Police Communications Center in the same manner as Montgomery County Police Officers. Gaithersburg 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 cases both a City and County officer may respond to the same call.

#### Street Crimes Unit

The Street Crimes Unit, formed in December 2003 with City and County Officers, was created to deal with specific types of crimes in designated areas. This unit made more than 250 arrests in 2004, with the majority relating to Controlled Dangerous Substance Violations. The mission of this unit is to focus on areas that have higher-than-average crime issues (burglarlies, auto theft, drug sales). The Street Crimes Unit works closely with the Montgomery County Police Narcotics and Special Assignment Teams.

#### K-9 Buddie

In 2004, Buddie, along with his handler Sergeant Wilkes, conducted 56 searches in and for the City of Gaithersburg and Montgomery County Police. The efforts of the Department's K-9 resulted in nine adult arrests and one juvenile arrest with a total currency seizure of \$4,836. Buddie and Sergeant Wilkes attended the United States Police Canine Association National Conference in 2004. Buddie receives ongoing training from Montgomery County Police and their K-9 employees.



#### Investigative Section

The Investigative Section handled 73 criminal cases in 2004 with a closure rate of 75 percent, about 20 percent above the national average. Twenty six felony arrests were made in a variety of serious criminal cases.

The Investigative Section maintains a close working relationship with allied agencies in the area. Detective Word also assisted State and Federal agencies from around the country in training, intelligence sharing, and joint investigations.



Service

Integrity

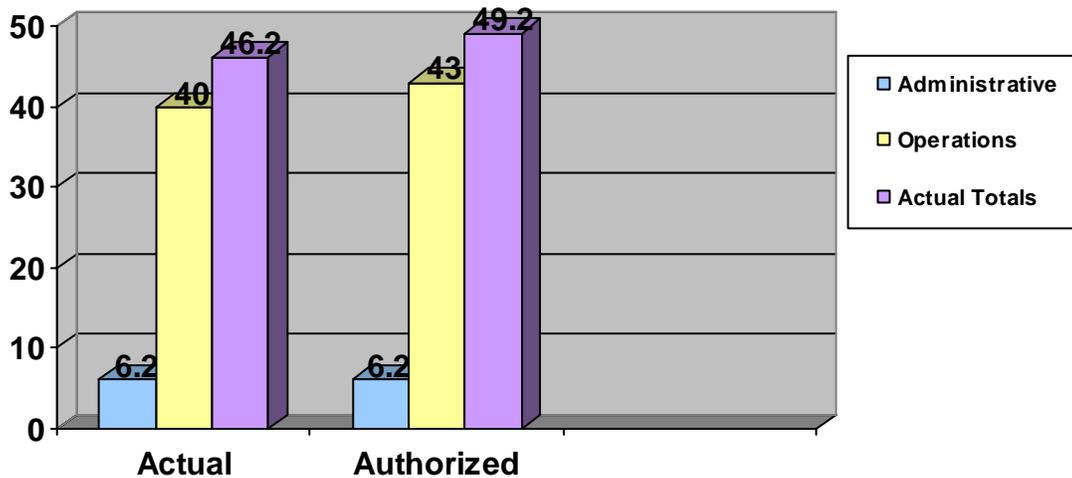
Respect

**XI. Staffing (continued)**

By Position

Position	Authorized	Actual
Police Chief	1	1
Lieutenant	2	2
Sergeant	7	7
Administrative Director	1	0
Master Police Officer	22	20
Senior Police Officer	1	3
Police Officer	9	8
Office Manager	1	1
Police Services Aide	1	1
Employment Agreement	2.2	2.2
Part-Time Personnel	2	2
<b>TOTAL</b>	<b>49.2</b>	<b>47.2</b>

By Assignment





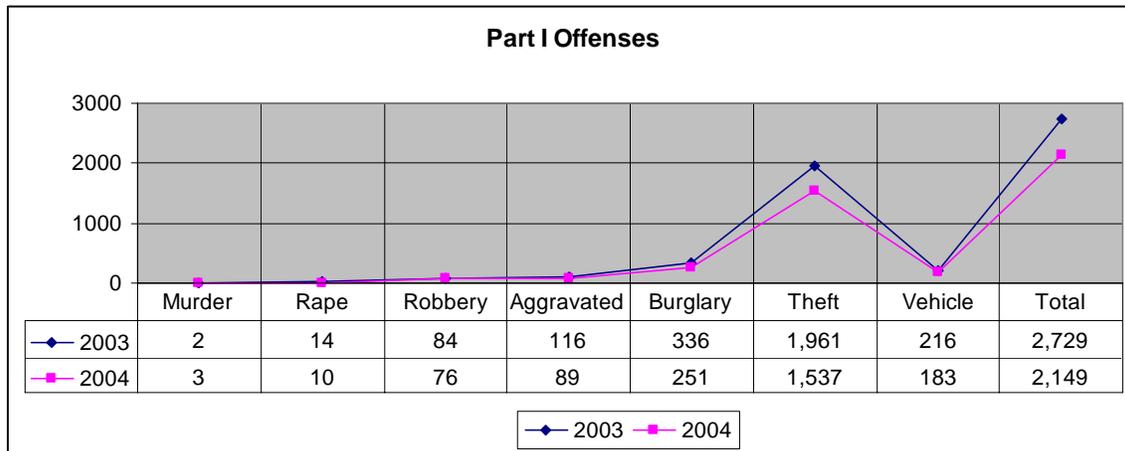
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**XII. Statistics**

Calls for Service	28,643
Traffic Citations	4,699
Adult Arrests	614
Juveniles Taken Into Custody	74



Internal Affairs

The Department investigates all complaints made against the Department or its members. During 2004, there was one occasion when a member’s conduct required a formal internal affairs investigation be opened. The charges related to that investigation were sustained and appropriate action was taken.