

Garwood Police Department

Proudly Serving Garwood since 1906



End of Year Report 2016



Report Prepared By

Chief Bruce D. Underhill

Captain Douglas A Stoffer

Lt. James Wright

Lt. Samuel R. Rocco

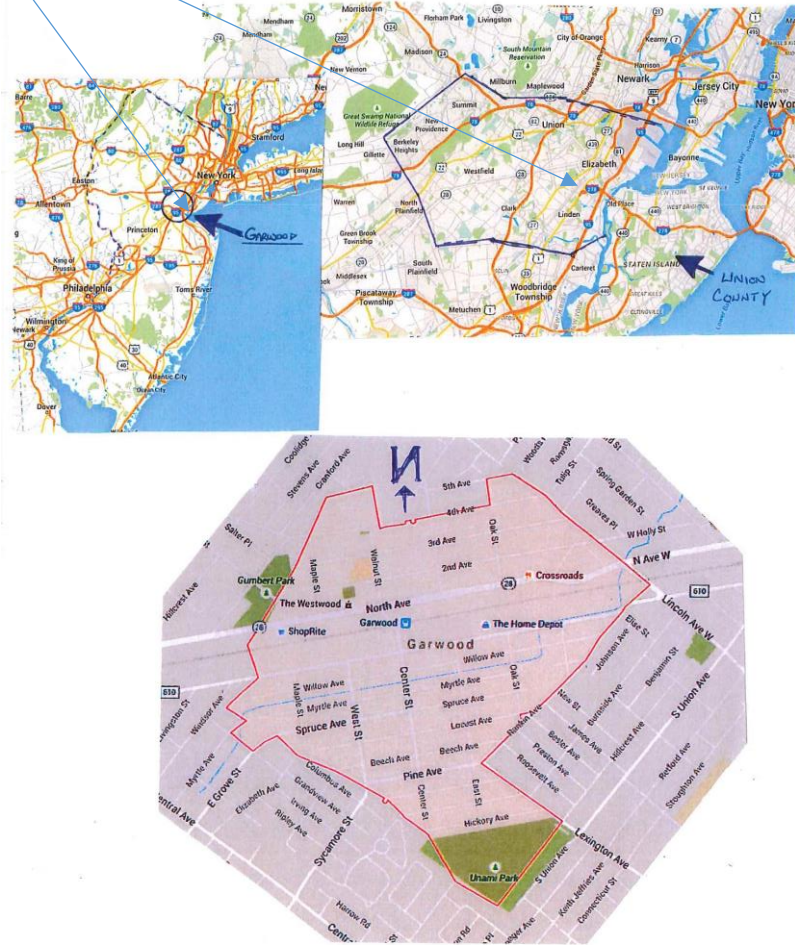
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Garwood at a Glance

NJ – Union County - Garwood



Vital Statistics

Square miles	.75	Population	5,000 (2016)
Tax Rate	9.416 per \$100	Ratio	28.02% (2017)
District	21 st New Jersey	7 th	Assembly / Senate
North Avenue	State Hwy #28	South Avenue	County Hwy 609

The Garwood Police Department History & Geography

The Garwood Police Department was established in 1906 and is currently under the supervision of its ninth Chief of Police. As the Borough's needs grew, so did the Police Department, soon evolving from foot patrol to motorized patrol including a motorcycle patrol unit. That vintage Harley Davidson morphed into what are now state of the art SUV's & Cross Overs that can respond to a call in any conditions with vital lifesaving equipment. Foot patrol and a bicycle unit still round out our needs and keep that small town feel. While remaining a small department, the GPD has managed to keep pace with the demands of increased development and technological changes. Today the Garwood Police Department provides first rate professional service, tailored to the unique needs of the community. We are extremely proud of what our department has become, and look forward to a future serving the community and our country.

Located in almost the center of Union County, Garwood is situated along NJ Transit's Raritan Valley train and bus lines to Elizabeth, Newark and New York City. Garwood is approximately half way between the cities of Elizabeth and Plainfield. Although just under one square mile and with a growing population currently just under 5,000, the Borough is a busy and active community with three supermarkets and three large shopping plazas. Having once been known as the "Industrial Center of Union County", Garwood has seen a transition to a more white collar community with many residents traveling to New York for business. Aggressive retail and housing development has changed the profile and cosmetics of the town dramatically and combined with an overall explosion in population growth within Union County, the Garwood Police Department has seen an increase in both calls for service and the need for proactive patrol.

Garwood is broken down into two districts for patrol. These districts are The North and South districts and are bisected almost equally, by the NJ Transit Train Tracks. A patrol car is assigned to each district with a Supervisor floating both districts. The Garwood Police currently patrol in white marked units with a community friendly décor. On occasion, there might be an extra unit assigned to a specific detail or investigation supplementing the units on the road. The Police Department also has a Bicycle Unit that floats the districts and conducts community policing details, stressing quality of life issues.

Key public locations in the Northside district consist of the Garwood First Aid Squad building, Lincoln School, and the Library. The north side district currently has a multi-unit senior housing facility under construction which is scheduled to open in 2015. The South district consists of Borough Hall which houses the Municipal Offices and the Police Department, the Firehouse, the Post Office, the Athletic Complex and the YMCA. Spread through these districts are also a host of churches, banks, restaurants, catering facilities, gyms, apartment complexes and retail stores including a Home Depot. Additionally, both districts still contain and support the industrial businesses remaining in the community.

Garwood is part of the Greater Westfield Area Chamber of Commerce and its social clubs and organizations include the Knights of Columbus, a VFW post, the Lions Club, The Garwood Senior Citizens, The Boy and Girl Scouts, Historical and Celebrations Committees, The Garwood Little League, and an active recreation program.

Mission Statement

The Mission of the Garwood Police Department is to protect and serve the residents and visitors of the community. To accomplish this, we rely on our core values of integrity, honesty, courage, compassion, fairness and respect. The Garwood Police Department will work in partnership with the community to provide service and in accordance with the framework of the Constitution, enforce the law, preserve the peace, protect lives and property and enhance the quality of life within the community. The Garwood Police Department will maintain open communication with residents, youth and businesses alike. The Garwood Police Department will strive to recruit and retain the highest quality employees and provide them with the proper training and guidance. All members of the Garwood Police Department are aware that law enforcement is dynamic by its nature. Our mission to protect and serve is one we are sworn to and paramount to earning the trust of the community. We will fulfill our oath with the professionalism expected to keep the faith and trust of those we serve.



Personnel

The Garwood Police Department consists of 16 sworn officers including the Chief of Police, 4 civilian Dispatchers, 3 Matrons, 10 School Guards and 3 Alternate School Guards.

Chief of Police

Bruce D. Underhill

Officers

Captain

Douglas A Stoffer

Lieutenant

James H. Wright

Lieutenant

Samuel R. Rocco

Sergeant

David D. Perrotta

Sergeant

John T. Wright

Patrolman

Todd J. Herz

Jeff S. Kleinsorgen

Scott F. Eriksen

Joseph W. Ostrander

Philip J. Lewis

George A. Suggs

Chris W. Czachorowski

Dylan J. Cosgrove

Valerio Zuena

Jonathan Pridy

Dispatchers

John Drone

Diane Petraccoro

Cassandra Crooks

Susana dos Santos

Matrons

Diane Petraccoro

Cassandra Crooks

Jean McComb

School Guards

Rosemary Snow

Douglas Kneirim

Matilda Froat

Katie Knierim

Linda Temple

Jessica Knierim

Keven O'Brien

Laura Rigano

Lauren Montagne

Fred Meier

Alternate School Guards

Wayne Maggs Fred Davey Veronica Kearney Karen Wykoff Diane Petraccoro

Organization

Command Staff

Consists of six (6) officers including the Chief. The Officers are Chief Bruce Underhill, Captain Douglas Stoffer, Lieutenants James Wright and Samuel Rocco, Sergeants Mario Morelli and David Perrotta. Responsibilities for each officer include but are not limited to the below:

Chief Bruce D. Underhill: The Chief of Police, in accordance with 40A:14-118 and municipal ordinance, is responsible for the following:

- Provide for the public's safety
- The efficiency of the day to day operations of the police department.
- Administrate and enforce department rules and regulations, special emergency directives for the disposition and discipline of the force and its officers and personnel.
- Have, exercise and discharge the functions, powers and duties of the department's personnel. Prescribe duties and assignments of all subordinates and other personnel.
- Review and approve all Firearms ID and Permit applications.
- Delegate such of his authority as he may deem necessary for the efficient operation of the force to be exercised under his direction and supervision.
- Assist in the Management of Emergency Management operations
- Report at least monthly to the appropriate authority in such form as shall be prescribed by such authority on the operation of the force during the preceding month, and make such other reports as may be requested by such authority.
- Prepare and manage the Police Department's budget
- Manage all accounts payable to the Police Department
- Manage and update the SOPs/Rules & Regulations for the Department.
- Liaison between the State Attorney General, the local Prosecutor and the Department.
- Interact as necessary with the community, civic and religious groups.

Captain Douglas A. Stoffer: Serves as the Executive Officer and is responsible for overseeing the following functions unique to this agency and its structure:

- On Call Administrator – 2nd in command
- Commander of Patrol Division
- Commander of the Detective Division - OPRA, records, discovery and court
- Internal Affairs
- CI / Confidential Files
- Oversee maintenance of ALCOTEST unit
- Senior SWAT Liaison
- Deputy Emergency Management Coordinator
- Public Information Officer
- Participate in and review all departmental employee evaluations
- Oversee all interdepartmental task managers or details that may be assigned.
- In conjunction with the Chief of Police, oversee all aspects of department activities
- All reports that pertain to the position

Lieutenant James H Wright: Serves as the senior Lieutenant in the chain of command and handles Administrative Support Services. He is responsible for the following functions:

- Front line Supervisor of the department's Dispatch / Communications Center.
- Oversee and assist TAC Communications Officers and prepare for NJSP audits.
- Head of departmental training and FTO program
- Lead Grant writer including LESO requests.
- POSS coordinator - lead schedule and payroll officer for the department.
- Records administrative statistics
- Coordinate Court Security and other security posts as needed.
- Commander of Division "I" of the two departmental divisions.
- Commander of Squad "A" of the four departmental squads.
- Assignment of special details or tasks to address identified trouble spots or agenda.
- Participate in and review all departmental employee evaluations below his rank
- Staff inspections
- Maintain discipline of the ranks
- Promote stated goals of the department as outlined in the "Mission Statement".
- All reports that pertain to the position

Lieutenant Samuel R. Rocco: Serves as the junior Lieutenant in the chain of command and handles Administrative Support Services. He is responsible for the following functions:

- Head of the departments Firearms Program and lead instructor.
- Oversees all Firearms Instructors, maintain records, submit ammunition needs annually and maintain the armory stocks, supplies and equipment.
- Firearms Investigations and backgrounds for issuance of permits.
- Senior Radio / and related equipment manager
- Senior Fleet manager
- OSHA and Right to Know reports
- Records management & destruction
- Senior Juvenile Officer - liaison to the schools, SRO, DARE & GREAT training officer.
- Coordinate Court Security and other security posts as needed.
- Commander of Division "II" of the two departmental divisions.
- Commander of Squad "B" of the four departmental squads.
- Assignment of special details or tasks to address identified trouble spots or agenda.
- Participate in and review all departmental employee evaluations below his rank
- Staff inspections
- Maintain discipline of the ranks
- Promote stated goals of the department as outlined in the "Mission Statement".
- All reports that pertain to the position

Sergeant David Perrotta: Serves as the senior Sergeant in the chain of command and handles Field Support Services. He is responsible for the following functions:

- Schedule Officer
- Payroll Officer
- Off duty assignments – Schedule & records
- Radios and related equipment
- Oversee all CJIS use inquiries and entries
- Initial IA contact for Squad
- In Service Training and records management
- Coordinate Court Security and other security posts as needed.
- Commander of Squad “D” of the four departmental squads.
- Assignment of special details or tasks to address identified trouble spots or agenda.
- Participate in and review all departmental employee evaluations below his rank
- Staff inspections
- Maintain discipline of the ranks
- Promote stated goals of the department as outlined in the “Mission Statement”.
- All reports that pertain to the position

Sergeant John Wright: Serves as the junior Sergeant in the chain of command and handles Field Support Services. He is responsible for the following functions:

- UCR - Compile and transcribe for report all data monthly to Chief and NJSP
- Senior Accident Investigator
- Oversee all submitted MVA reports.
- Submit MVA Reports to Lexis Nexis for availability to public.
- Oversee all CJIS use inquiries and entries
- Coordinate Court Security and other security posts as needed.
- Commander of Squad “C” of the four departmental squads.
- Initial IA contact for Squad
- Assignment of special details or tasks to address identified trouble spots or agenda.
- Participate in and review all departmental employee evaluations below his rank
- Staff inspections
- Maintain discipline of the ranks
- Promote stated goals of the department as outlined in the “Mission Statement”.
- All reports that pertain to the position

Detective Division:

The Garwood Police Department maintains a fully functional 12/7 Detective Division which is responsible for more complex investigations and coordinating all aspects of a case for prosecution. The Detective Division is under the command of the Captain of the Department who oversees any officer assigned to the division and those officers assigned specific responsibilities. Some tasks performed by the Detective Division include but are not limited to:

- All follow up investigations and communications
- Narcotics activity
- Special victims investigations (juvenile, domestic violence, crimes against seniors etc)
- Gambling
- Liquor sales and licensing
- Firearms ID's, permits and applications to carry
- Internal investigations
- Megan's Law registrations
- Deaths (homicide, suicide, DOA, accidental, motor vehicle etc.)
- Court case preparation
- Discovery requests
- Records
- OPRA
- Evidence control logging and submission
- Background checks - recruit / new employee
- Background checks for all local ordinance related purposes
- School Resource Officers

Calls for service increased in 2016 which generated more cases for investigation. The detective division solved and cleared more cases in 2016 than in previous years as a result of hard work and determination of the commander and those assigned to the detective division.

Traffic Division:

The Garwood Police Department has a responsibility to address traffic concerns within the Borough of Garwood on a regular and consistent basis. In order to properly accomplish this goal, manpower and assets must be designated solely to the task of traffic related duties. The Traffic Division is currently maned by one Traffic Officer 5 days a week Monday thru Friday. Some tasks performed by the Traffic Division include but are not limited to:

- Response to all Motor Vehicle Accidents taking place while a member of the Traffic Division is on duty. Oversee reporting officer and note safety issues to be addressed.
- Review of all MVC reports file by the Garwood Police Department.
- Submission of all MVC reports with the State of New Jersey.
- Submission of all MVC reports to LexisNexis or other company authorized to disseminate reports for the department.
- Respond by request to investigate serious MVC's where severe injury has occurred.
- Respond by request to coordinate with UC investigators for all MVC's resulting in death.

- Conduct traffic surveys or investigations as requested.
- Traffic Speed Trailer: Maintenance & training. Update speed data and traffic Count's every other year or as needed.
- Radar
 - a. Equipment: Oversee use and maintenance of department radar units.
 - b. Certifications of tuning forks, and radar units (3-5yrs)
 - c. Training: Oversee and conduct training in the use of radar
 - d. Files: Maintain all related files and logs.
 - e. Details: Conduct targeted radar post consistent with traffic data / goals.
- Oversee maintenance of Police Department's vehicle fleet.
- Oversee School Crossing Guards – training and equipment
- Oversee off duty requests & assignments as needed.
- Oversee enforcement of all parking regulations

Patrol Division:

The largest of all the divisions within the agency. The Patrol Division is responsible for responding to all calls for service within the community. Lieutenants and Sergeants, in addition to being part of the departments Command Staff are also part of the Patrol Division. The Patrol Division is split into two Divisions – “I” & “II”. Each Division consisting of two Squads, “A” thru “D”. Each Squad is made up of four individuals - a Supervisor, two officers and a dispatcher. These squads are responsible for 24-hour street coverage, seven days a week.

All officers follow through on every aspect of a case generated, starting with its inception and investigation, the arrest, and on to the prosecution in court. All officers enforce the laws of NJ and codes of the Borough. The Patrol Division operate white marked units as their primary vehicle on a daily basis. Patrol also utilize stealth cars, unmarked cars, bicycles and plain clothes patrols to complete specific initiatives or to address specific concerns of the community.

Additional tasks specifically handled by Various Patrol Officers within the ranks of the Patrol Division include:

- Firearms Instructors – department twice annual qualifications
- Armorers – for departmental equipment
- Firearms Instructor at Police Academy – Staff - line officers for recruit classes
- PT Instructor at Police Academy – Staff – Assist daily with recruit classes
- Generator Maintenance – monthly tests and records management
- Fleet maintenance – all vehicle records and maintenance
- LESO vehicles (Military vehicles on loan from Federal Government)
- Jail inspections – state mandated inspections, maintenance and records
- Junior Traffic Officer - manage accident reports filed
- Junior Juvenile Investigator
- DARE & GREAT Instructor – local
- Assistant Tach. Officer for State CJIS System
- Bike Patrol Officers

- Community Police Officers
- Department ALCOTEST maintenance
- BOCA Code Enforcement Officer – 1 per Squad
- Property Maintenance issues outside of the BOCA Code
- Liaisons to DB under Captains Supervision – assist and follow through on investigations
- Specifically assigned details for target enforcement

Special Assignments

SRO DARE & GREAT Instruction	Lt. Rocco & Officer Eriksen
Field Training Officers	Sgt. Wright & Officers Lewis & Herz
Firearms Instructor	Capt. Stoffer, Lt. Rocco, Officers Lewis & Suggs
PT Instructor	Officer Suggs
Bicycle Patrol	Officers Eriksen, Ostrander & Czachorowski
Radar Instructor	Officer Kleinsorgen

Dispatch / Communications:

The Garwood Police Department's Communications Center is staffed 24 hours a day, seven days a week by full time Public Safety Telecommunication Operators. They are the initial point of contact for a majority of the public requiring police services. They are an extremely vital component in delivering effective police services to the community and their dedication and importance should not be overlooked. Often they are required to maintain a reassuring and calming demeanor in the face of extraordinary circumstances in order to assist the caller and the police officer responding to an emergency. All of the Public Safety Telecommunication Operators are required to receive and maintain certification by the Officer of Emergency Telecommunication Services in the Department of Law and Public Safety.

Additionally, for the Garwood Police Department, our Dispatchers are the "fourth member" of each squad in the Patrol Division. As such they are critical to the 4x4 schedule that the Patrol Division currently works under regarding both manpower and overtime expenditures. Dispatch also allows for an additional vehicle to be on the road and patrolling the Borough. This extra vehicle is usually a ranking supervisor or the Officer In Charge (OIC). Having active supervision in the field allows for both experience and oversight during critical incidents as well as routing assignments. Some examples of work performed include:

- Emergency 911 system
- Radio / Telephone communications for Police, Fire, Rescue, Emergency Management and Animal Control.
- CJIS (Criminal Justice Information System) inquiries and entries
- NCIC / SCIC (National and State Criminal Information Center) look ups

- ATS / ACS system (automated traffic, criminal data bases)
- CAD Entries and data entry
- Log Maintenance and data entry
- Training
- Receive and respond to telephone requests for emergency services.
- Transfer EMD calls.
- Relay all vital information to responding officers.
- Refer non-emergency situations and information to the appropriate public or private agencies.

The Garwood Police Department currently employ four (4) full time civilian Telecommunication Operators. All personnel are trained as Public Safety Telecommunication Operators and receive regular updates in training. Dispatch and their training is overseen by Dispatcher John Drone.



In 2015, the Communications Center went through a major up lift which included the replacement of the original dispatch desk which dated back to 1982. Two new radio dispatch terminals were installed where there had only been one enabling redundancy and the ability for two dispatchers to operate at one time. The Dispatch Desk underwent a complete make over making Dispatch a state of the art Communications Center.



Main Dispatch - one of two dispatch stations

Departmental Statistics

Calls for Service:

	2012	2013	2014	2015	2016
Blotter *	16,661	16,727	20,612	21,388	20,300
Actual **	15,930	15,987	20,121	21,067	20,108

- Blotter entries are those requiring documentation by / for patrol
- Actual entries are those requiring any action by patrol (+/- approximate)

Motor Vehicle Accidents:

	2012	2013	2014	2015	2016
Total	207	261	258	276	273

2016 MVA Statistics	2016	2015	+/-
Reportable	198	192	+06
Minor	57	75	- 18
North	143	144	- 01
South	111	123	- 12
Day	206	213	- 07
Night	48	53	- 05
Injuries	38	32	+06
Leaving the Scene	31	33	- 02
Pedestrian	4	8	+04
Bicycle	2	3	- 01
Record Only. (no report)	18	9	+09

** Overall decrease MVA's and injuries as a result thereof.

*** AAA Award received for 2nd year in a row with no fatalities as a result of any motor vehicle accident.

Medical Call Responses:

The Garwood Police are the front line when it comes to medical calls. They are trained first responders and as such are the first to arrive and provide care to victims. Every officer undergoes yearly training which includes CPR and the use of the Defibrillators.

2012	2013	2014	2015	2016
329	351	393	393	428

Medical Calls Requiring Paramedic Response and / or Pre Arrival Instructions:

Emergency Medical Dispatch (EMD) was outsourced many years ago to reduce training costs and possible liability issues that could arise. This also allows Garwood Dispatch to dispatch any additional emergency units or services to an incident without any delay. Emergency medical calls are forwarded to a private vender who provides pre arrival instructions (EMD) and determine if a paramedic unit is warranted for the call.

For many years this was a service contract provided by a local vender for \$5,400 per year. In 2012 that vender went out of business. Chief Underhill sought out other venders and negotiated with a vender to supply this service on a per call basis, for a fixed per call rate. This has resulted in a savings of more than half the prior contracts cost in each year since.

Year	Calls	Yearly Total	
2012	97	\$ 873	* 7 months
2013	213	\$ 1,917	
2014	201	\$ 1,809	
2015	209	\$ 1,881	
2016	243	\$ 2,274	

The Garwood Police Department anticipated a dramatic increase in medical calls and an increase in EMD calls in future years. Both increases due to the completion of the Westfield Senior Housing project on the 300 block of Second Avenue scheduled in late 2015.





Uniform Crime Report (UCR):

Class 1 Crimes	2012	2013	2014	2015	2016
Homicide	0	0	0	0	0
Murder	0	0	0	0	0
Manslaughter	0	0	0	0	0
Rape	0	0	1	0	0
By Force	0	0	1	0	0
Attempts	0	0	0	0	0
Robbery	1	1	0	0	0
Weapon used	0	1	0	0	0
Strong Arm	1	0	0	0	0
Assault	5	7	16	11	12
Weapon	0	1	0	0	0
Aggravated	0	2	4	3	1
Simple	5	4	12	8	11
Burglary	14	8	4	7	15
Forced Entry	2	3	0	1	5
Unlawful Entry	11	5	3	5	10
Attempted	1	0	1	1	0
Arson	0	0	0	0	0
Larceny	63	44	63	77	52
Pick Pocket	1	2	0	3	3
Purse Snatch	1	1	1	1	1
Shoplifting	12	5	12	18	13
Auto	11	4	2	5	0
Auto Parts	0	0	1	0	0
Bicycles	4	2	1	1	1
Buildings	12	10	15	38	18
Coin Op Machine	0	0	0	0	1
Other	22	14	27	11	14
MV Theft	3	6	4	0	1
Clearance Rate (Average)	35%	68%	64%	44%	43%
Class I Offenses					

UCR Continued:

Class 2 Crimes	2012	2013	2014	2015	2016
Forgery & Counterfeiting	1	3	1	0	2
Fraud	23	15	36	28	26
Bad Checks	3	4	1	0	0
Embezzlement	0	0	0	0	0
Rec/Poss Stolen Property	3	5	7	16	0
Criminal Mischief	48	35	46	32	40
Weapons Offenses	2	1	1	0	2
Prostitution	0	0	0	0	0
Sex Offenses	1	1	5	1	1
Narcotics	18	4	7	15	10
Gambling	0	0	0	0	0
Off Against Family	9	21	21	21	14
DWI	18	17	14	9	10
Liquor Law Offenses	5	1	6	1	2
Drunkenness	16	2	9	4	7
Disorderly Conduct	101	69	81	96	60
Vagrancy	0	3	2	0	2
Other 2C Offenses	92	47	83	78	84
Curfew Loitering	35	24	21	14	12
Juveniles / Parents	7	0	5	2	0
Stolen Prop. Recovered / no arrest	1	2	1	0	0
Recovered Stolen MV	2	1	1	0	0
Domestic Violence Incidents	26	51	40	29	24
Other Misc. Complaints	1100	847	977	733	790
Deaths / Suicides	4	5	6	6	2
Lost / Found Articles	96	93	107	115	111
Missing / Located Persons	11	7	15	9	18
Animal Complaints	121	86	144	144	119
Borough Ord Complaints	207	118	433	274	386
Hazardous Conditions	169	90	197	140	132
Environmental Complaints	9	5	13	16	16
Fire Services	162	119	145	145	121
Utility Calls	46	33	54	46	48
Traffic Enforcement	487	140	288	295	5
Motor Vehicle Complaints	3049	2666	2989	3188	3981
Misc. Service Services	9544	8181	13,399	14790	13169
Assisting other agencies	774	544	654	647	648
Warrant Arrests	58	60	69	75	78
Non Liers Info	35	34	23	21	28
Total # of Responses	16,580	13,611	20,241	21,067	20,300

Firearms Permit Applications:

Number of Firearms investigations	54
Number of ID cards issued	23
Number of permits to purchase issued	42
Permit to carry issued or renewal	0
Application denials	0

Salaries and Overtime:

Brief Explanation of Overtime Expenditures & Compensation

In accordance with the current prevailing contract under Article XI, Section C (Overtime) and in accordance with Section 207K of the Fair Labor Standards Act, officers working more hours than prescribed for the designated work period, will be compensated at time and one half. The Garwood Police Department allows employees the option of taking the overtime compensation as Pay or in Compensatory Time.

While overtime can arise from a variety of sources or approved details, compensation for attending schools, seminars and other training opportunities is by far the most prevalent. The Mission Statement of the Garwood Police Department, clearly points out that one of this agencies fundamental goals is to provide thorough and current training to all personnel. Whether the training is in a formal school or other organized detail, the use of Compensatory Time in lieu of pay is a highly effective method of accomplishing this goal. In order to assist administration in its obligation to manage personnel effectively and in an economically prudent fashion, this agency must establish guidelines for the accumulation and use of compensatory time accrued.

(Guidelines are set forth in SOP 2014-2 - Enacted 2014)

Overtime compensated in time incurs no outlay of monies paid out. Time can only be used when manpower allows as per the prevailing contract and departmental policy.

Budgeted		2012	2013	2014	2015	2016
Payroll	*	1,312,885	1,399,400	1,430,000	1,477,200	1,530,000
Overtime S&W	*	55,000	55,000	50,000	45,000	50,000
Dispatchers	**	158,115	145,000	150,000	150,000	155,000
Part time S&W	***	111,300	111,300	111,300	111,000	105,000
Total S&W Budgeted		1,637,300	1,710,700	1,741,300	1,783,200	1,840,000
Total S&W Incurred		1,566,921	1,603,613	1,713,620	1,779,926	1,812,292
+/-		-70,379	- 107,387	- 27,680	-3,274	-27,708

Contractual

Non Contractual

School Guards

2015 Overtime Valuation Report in Pay

<u>Reason</u>	<u>Hours</u>	<u>Value</u>	<u>Comments</u>
DWI Court	10	\$ 660	Paid by Drunk Driving Enforcement Fund Approved for special details
Administrative	3	\$ 219	
Arrest	15	\$ 843	
Court	6	\$ 428	
Emergency	3	\$ 174	
Event / Festival	15	\$ 964	
Investigation	30	\$ 1,191	
Shift coverage	810.5	\$ 30,654	
Training	129	\$ 6,952	

2014 Overtime Valuation Report in Time

<u>Reason</u>	<u>Hours</u>	<u>Value</u>	<u>Comments</u>
Administrative	37	\$ 1,799	Approved for special details
Arrest	62	\$ 2,431	
Court	43	\$ 1,598	
Emergency	6	\$ 397	
Event / Festival	7	\$ 424	
Investigation	20	\$ 1,114	
Shift coverage	103	\$ 5,123	
Traffic Control	104	\$ 5,765	
PT Instruction	212	\$ 10,914	
Training	595	\$ 30,684	
SWAT /UCERT	10	\$ 635	
DARE / GREAT	130	\$ 8,123	

OSHA:

The NJ Department of Labor, Division of Occupational Safety and Health Administration (OSHA), established a report to document and track injuries that happen while at the workplace / work related and insure the safety of all employees. The following information was taken from 2014's Form 300A. Employee confidentiality restricts publication of the personnel involved.

Injuries:	5
Injuries requiring time off:	4
Total time off (days):	79





Equipment:

Vehicles

The Patrol Division currently utilizes 7 marked units (obtained via 2 year lease program) and one bicycle for various aspects of patrolling the community and enforcing traffic laws and public safety. The 2 district units are rotated in / out of service every 4 days to cut down on mileage, maintenance and prolong their life span. These units include:

- Two 2014 Ford AWD Interceptor Pursuit Utility
- Two 2012 Chevy Tahoe 2WD Police Pursuit Vehicle
- One 2013 Chevy Tahoe 4WD Sport Utility (assigned to shift supervisor)
- One 2008 Ford Crown Victoria stealth patrol vehicle (no overhead lights – assigned to traffic for radar details and traffic safety jobs)
- One 2001 Dodge Ram Van assigned to traffic for traffic safety details and emergency services

The Administrative personnel must be able to respond to any emergency 24-7-365 and currently utilize 2 unmarked police vehicles equipped with emergency lights, siren and radio equipment. These include:

- One 2014 Ford Interceptor Pursuit Utility
- One 2005 Ford Crown Victoria

Additional vehicles and equipment utilized for various details and services including traffic, severe weather conditions, special events and parades.

- One mobile speed radar trailer with scrolling marquee
- One Cannondale 26" dual purpose Bicycle
- Two 1986 American General M998 H1 Military Humvees
- One 1990 2.5 ton Military Mobile Command Post / cargo truck

Firearms - Duty Weapons

The Garwood Police use Glock semi-automatic handguns as a personal weapons platform

Patrol utilize the Glock Model 21 .45 cal. semi-automatic handgun
Administration utilize the Glock Model 30 .45 cal. semi-automatic handgun
Both with Speer 200 Gr JHP .45 cal. ammunition

The Patrol Division use the following as back-up, additional and tactical weapons platforms:

Collapsible Baton
Monadnock PR-24
Oleoresin Capsicum Spray (OC Pepper Spray)
Remington 870 Shotgun w/ 00 Buck and Slug Rds.
H&K UMP .45 cal semi-automatic riffle w/ Speer .45 cal. JHP ammunition **
Smith & Wesson MP15T semi-automatic rifle, w/ Winchester 5.56, 55 Gr. FMJ Rds. ***
Colt M16A2 full / semi-automatic riffle, w/ Winchester 5.56 (.223) 55 Gr SP Rds. ****

The Remington 870 Shotgun upgraded 2014

The S&W MP15T is the Police version of the AR15 and is used by our County SWAT Team.
This Platform was obtained through the LESO Program at no cost to the Borough. ****

The Garwood Police Department have adapted our duty weapons over the years to stay current and insure officer safety. More recently, to establish a proven and stable weapons platform to be prepared for situations that unfortunately have become more common in recent years, such as active shooter situations and a more brazen, better armed criminal. The Garwood Police qualify twice annually and train with even more frequency.

Tech

The Garwood Police fully automated:

Dell PC and Lap-tops throughout the Department
Digital recording of radio & telephone communications
Mobile Data Terminals (MDT's) - Panasonic CM 31 tough-books in patrol vehicles
Info-Cop programing for MDT's
Crossmatch online finger printing & submission
Lexisnexis online recovery of accident records
ALPR (Automated Plate Reader) - OHS Grant Funded
Night vision capability
CCTV capability for protection of Borough property (on and off site)

Emergency Communications

The Garwood Police currently use several methods to communicate emergency data to residents and the community. These methods include:

- The Union County First Alert System (UCfirstalert.com)
- The Nixle Emergency Alert System (Nixle.com)
- Twitter
- Reverse 911
- Garwood Police Department Website – (Garwoodpd.org)
- Garwood Borough website – (Garwood.com)
- Garwood Gazette news-letter (quarterly) emergency contact info therein



**Chief Underhill would like to thank
the management and staff of
Auto Craft Collision
74 North Avenue Garwood
for donating their time and material toward
the transformation of our military vehicles**

Great Job!

Fees Generated:

Traffic / Public Safety (off duty jobs). The GPD generates money for the Borough via every hour worked by a Garwood Officer while working sanctioned off duty work. When requested, marked units are used and garner a per day fee. Not all jobs require marked units.

Jobs worked in 2015	373
Total man hours worked	3,252
Total man hours generating fees	3,252
Administrative Fee - \$5 per hour worked x 3,252	\$ 16,260
Vehicle Rental Fee - \$35 for the day x 300 jobs w/cars	<u>\$ 10,500</u>
Total	\$ 26,760

Accident Reports

Prior to 2013 the Borough received .50 per copy for MVA Reports. In 2013 the Police Department began using Carfax to distribute our accident reports online netting \$5.00 per copy for the Borough. In 2014 we switched to Lexis Nexis, at the same rate but obtained free accident software to assist in the documentation and reporting of our accidents.

Lexis Nexis	\$ 1,190
Carfax	<u>\$ 0</u>
Total	\$ 1,190

Reports	\$ N/A
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Permits

Firearms ID's and Purchase Permits	\$ 199
Hawker, Peddler, Solicitor	\$ 375
Dumpsters	\$ 475
Clothing Bins	<u>\$ 125</u>

Total	\$ 1,174
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Total Fees	\$ 29,124
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Grants:

The Garwood Police Department relies on grant funding to help off-set and supplement patrol operations. The following is a partial list of grants applied for and received by the Garwood Police Department in the year 2015.

Program	Prior Balance	2016 Funding	Avail Balance
DDEF	\$ 10,607.89	\$ 1,987.25	\$ 12,595.40
Body Armor NJ	N/A	\$ 2,565	\$ -0-
BVP Fed. Fund	N/A	\$ 2,565	\$ -0-
Statewide Insurance fund			\$ 2,500.19
NJ Division of Highway Traffic Safety Click it or Ticket			\$ 4,000
Law Enforcement Surplus Equipment (LESO 1033 Program) 2015 Procurements.			
• Two 2 4x6 John Deere Gators			<u>\$ 14,756</u>
Total Grants 2016			\$ 28,373.44

Explanation of the grant programs

- Drunk Driving enforcement Fund (DDEF) funds may be used for enforcement purposes and to pay for court appearances. Funds may also be used for equipment and equipment maintenance directly related to DWI enforcement.
- The Body Armor Grant is provided by New Jersey while the Bulletproof Vest Partnership (BVP) Grant is awarded by the Federal Government / Department of Justice. The BVP grant is a 50% match award and is used to supplement the State Body Armor Grant awards. Body armor is replaced on a rotating schedule so that all officers have up to date and fully functional equipment. Body armor for a new hire is also paid for from these funds. A single vest costs approximately \$855 per unit and must meet strict standards. In 2016 there were six (6) replacement vests that needed to be purchased totaling \$5,130 Which was paid for by and accounted for all the grant money received from this source.
- The NJ Division of Highway Traffic Safety provide funding for various campaigns including Click it or Ticket, Distracted Driving (texting & phone use), as well as providing funding for equipment to maintain safe streets and routes to school.
- The Law Enforcement Surplus Program (LESO) Grant is provided through the Federal Government. The Department of Defense offers new and used equipment, which is in excess to their needs, to law enforcement agencies through the LESO 1033 Program. Garwood was one of the first agencies in Union County to register and be approved for making requests through this program. Agencies scan a list of items for equipment that might be useful, make a request and if it is available, get approval. Items include anything from small arms, to vehicles, construction and utility equipment, electronics and even stationary items. All items come at little or no cost at all, which can be used to keep taxes down.



Citizen Complaints - Internal Affairs

The Garwood Police Department is committed to providing law enforcement services that are fair, effective and impartially applied. Officers are held to the highest standards of official conduct and are expected to respect the rights of all citizens. We rely on our core values as outlined in the Departments Mission Statement to adhere to these standards.

The effectiveness of a Law Enforcement Agency is dependent upon approval and acceptance of police authority. The department must be responsive to the community by providing formal procedures for the processing of complaints from the public regarding individual officer performance. The Garwood Police Department has adopted as policy and adheres to the New Jersey Attorney Generals Guidelines on Internal Affairs as the procedure for processing any complaints received by the public.

The purpose of this policy is to improve the quality of law enforcement services. Citizen confidence in the integrity of the police department increases through the establishment of meaningful and effective complaint procedures and in turn engenders community support for the police department. This improves the department's ability to achieve its goals. An effective disciplinary framework also permits police officials to monitor officer's compliance with departmental policies and procedures. The Internal Affairs Policy ensures fairness and due process protection to citizens and officials alike.

The internal affairs process is also a valuable tool to identify and correct unclear or inappropriate agency procedures. In addition, it will highlight organizational conditions that may contribute to any misconduct, such as poor recruitment and selection procedures or inadequate training and supervision of officers.

In addition to the Attorney General's Guidelines on Internal Affairs, the Borough of Garwood and the Garwood Police Department have in place a comprehensive set of rules and regulations, and policies which govern behavior among the ranks. This, in addition to a plethora of directives and memoranda from the Union County Prosecutors Office and Office of the Garwood Chief of Police, guide our officers through their careers.

Summary

In 2016 the Garwood Police Department investigated a total of two (2) citizen complaint and zero (0) agency complaints regarding on and off duty actions / or conduct involving Garwood Police Officers and Dispatch. As a result of the two (2) investigations handled in 2016, both were determined to be unfounded.



Use of Force



Education & Training

One of the most important responsibilities of a law enforcement agency is the training and education of all its personnel. The Garwood Police Department begin by recruiting officers who have at a minimum, a 2 year degree and or military service. Most of Garwood's officers have a 4 year degree while some have attained or gone on to attain Masters Degrees. The Police Training Commission has established a set of rigorous performance objectives that each officer must meet prior to obtaining their certification to be eligible for the position of Police Officer in the State of New Jersey. Once hired, the training process continues through a wide variety of in service training, roll call training and specialized training. This training includes but is not limited to:

Vehicle Pursuit	Use of Force	Ground Fighting
Domestic Violence	Hazmat	SWAT / UCERT
Arrest Search & Seizure	OPRA	DARE & GREAT
Property & Evidence	Cell Phone Inv.	Digital Camera Inv.
Interview & Interrogation	Legal Updates	Juvenile Justice
Crime Scene Processing	IA Training	Incident Command System
Firearms Qualifications	Firearms Instruction	Assault Rifle Qualification
Glock Armorer School	Remington Armorer	OC Spray Training
Active Shooter Response	School Safety	School Security
Radar Operator	Radar Instruction	Accident Inv. I & II
Alcotest Operator	HGN – SFST	DWI – Detection
Ground Fighting	Cell Block Mgt.	FTO Instruction
CODIS	CJIS – NCIC/SCIC	BEAST Evidence Management
CPR & 1 st Responder	AED Training	Mentally & Emotionally Ill Persons
Blood Born Pathogens	Physical Fitness	NARCAN
Anti Terrorist Training	NJ Learn	Event Planning 4 Public Safety
Police Risk Management	Budgeting / LE	Management Leadership Training
Methods of Instruction	We Check 21	ABC Law & Enforcement
Body Worn Cameras	Bail Reform	ECDR Training



Community Oriented Programs

- Participate in the annual Torch Run for Special Olympics
- Participate in the annual Polar Bear Plunge for Special Olympics
- Conduct the Annual Fishing Derby in Hartman Park for children & families.
- Project Medicine Drop – collection of old / unused medications for disposal
- Provided several seminars for our Senior Citizens at their meetings during the year.
- Officers provide crime prevention assessments & instruction to the public & businesses.
- Officers maintained a Dunk-Tank & Booth at the Garwood Rocks Street Fair – profits were donated to Garwood Recreation.
- Promote Law Enforcement awareness with exhibits at the Garwood Rocks Street Fair
- Officers maintained a Pop-Corn booth at the Movies Under the Stars events
- Officers maintain a scholarship program for local students.
- Participated in the annual Union County's National Night Out event
- Participate in Garwood Baseball League's Opening Day Parade and events
- Participate in the annual Halloween Parade
- Participate in the annual Christmas Tree Lighting
- Officers conducted Bike Rodeos for Scouts, Recreation and students.
- Officers conducted guided tours of the Police Department for various organizations
- Department supported and manned the "Run for Collin" 5K run / event in Garwood.



Meeting the Challenges

2015 Accomplishments

- **The Crossmatch Livescan Fingerprint Machine**

2017 will be a year of modernization for the NJ Court System. In the last election voters chose to enact sweeping Bail Reform measures in New Jersey. Part of this reform requires the linking of the Livescan Fingerprint machines that each agency uses when processing those under arrest. The Idea is to link the data entered into the Livescan system with the NJ Courts, ECDR Complaint System. The ECDR Complaint System is the system used to fill out and file an actual complaint, whether it be a summons or a warrant. The linking enables better tracking, auto-population and a number of other upgrades necessary for judicial review of a complaint and determining bail.

The Department uses the Crossmatch version of the Livescan Machine. Although working fine, the unit and its OS were dated and out of warranty. To accommodate the new requirements needed to comply with the mandatory Bail Reform, the latest version of the Crossmatch and Livescan OS's were needed. Due to the age of our equipment, it was cost effective to update some of the components of our system as well as the OS. This project was undertaken in 2016 to comply with the fall of 2016 roll out and the January 1 2017 deadline for compliance.

- **Training of Line and Administrative Officers**

The Garwood Police Department were able to increase training in both the patrol level and administrative levels. Personnel have been sent for training through the Penn State Justice and Safety Institute, The Rutgers Center for Continuing Education, Bernetti and Associates, Marin Consultants, Northern Red, Glock professional Inc. and to courses offered at the John H. Stamler Police Academy as well as training with the FBI, New Jersey State Police, the Department of Homeland Security and the Department of Public Safety. Only to name a few.

- **Interior Upgrades to the departments infrastructure**

2015 was an extraordinary year for infrastructure upgrades to the Police Department. Much of the equipment and physical interior of the Police Department has needed to be updated for many years. We had reached our limits and our needs grew beyond our walls. Doing more with less and working within the constraints of ever tightening budgets, the Department took on the task of undergoing a major uplift behind our doors and to the equipment there in. 2016 found us putting the finishing touches on many of the tasks undertaken in 2015. To review, the following is a list of improvements instituted.

- **Armory**

The armory was enlarged to accommodate all weapons platforms and ammunition and training material. Storage racks were acquired from the LESO 1033 Program

- **Interview Room**

Changes in the requirements necessary to prosecute cases have dictated that statements be recorded and video taped. In law enforcement it is critical to have a “sterile” room dedicated to this process. The Garwood Police Department were able to re-purpose a room for this task. The appropriate equipment including a Pro Vision Camera and DVR system was purchased and room was painted.

- **Processing Center**

The Processing Center is the area where a person is fingerprinted and photographed when be processed during an arrest. To provide a safe area for both the officers and our guests, the processing area was moved into a decommissioned jail cell. This meant moving all the equipment needed to process an individual into the refurbished cell, now designated as the Processing Center. The Crossmatch Livescan fingerprint machine and the accompanying photo equipment were relocated. The Alcotest Machine was also placed in this area for processing individuals suspected of DUI. Improvements were made in this area to include lighting, ventilation and new paint to assist officers.

- **Main Patrol Dayroom**

This is the area where Patrol Officers work on reports and follow up on investigations. This area was organized, painted and updated to allow for more storage of equipment and files. A 55 inch flat screen monitor obtained from the LESO 1033 military program was obtained and is used for posting “Roll Call” information such as schedules, daily assignments and details, tasks and events. It can also be used for in service training details or presentations.

- **The Dispatch Center**

The most important achievement and improvement undertaken in 2015 was the complete uplift of the Dispatch Center. Some uplifting carried over to 2016. All equipment at some point reaches a terminal use point. That is to say that equipment gets old and it no longer is cost effective to repair it. Most of the dispatch radio and console equipment was brought over from the old building to this building in 1982. Over the years repairs were made and when parts were no longer available it became apparent that something more than a band-aid approach needed to be done. Ironically, several points of dispatch needed to be uplifted at the same time and the Borough Council agreed that the upgrade needed to be done.

Two new Zetron radio consoles were purchased enabling multiple dispatch stations and redundancy. The Dictaphone voice logger & recorder used to record all phone and radio transmissions had also reached the end of its lifespan and was replaced. Key members of the department undertook the ambitious venture of working with the vendors to relocate all vital communications hardware to a separate radio room where they were placed in secure mobile cabinets. Computer hardware was also placed in these cabinets. This left only the peripherals in the dispatch area allowing more space and organization. Multiple

monitors and keyboards were consolidated. On and offsite surveillance monitors were organized and set up for optimal display. New furniture was installed and the dispatch room was carpeted & painted. All construction was accomplished by department personal at no cost. Essentially a \$100K+ project completed for about \$60K

These efforts and improvements have resulted in a state of the art, fully capable and functional Communications Center. This Communications Center is manned 24-7-365, by trained Communications Specialists allowing the community to experience the professionalism expected during any emergency or situation. Chief Underhill would like to acknowledge the special efforts of Captain Douglas Stoffer and Dispatcher John Drone in accomplishing this uplift as well as Mayor and Council for funding it.

- **Motor Vehicle Accidents**

The number of overall accidents fell in 2016 from 2015. This was a result of targeted traffic enforcement on our roadways. For the second year in a row, the Garwood Police Department has received an award from AAA for having no fatalities as a result of motor vehicle accidents in the Borough.

- **Department of Corrections**

The Department of Corrections (DOC) inspects the department's detention facilities annually. Due to a lack of structural record documentation and changing criteria the Police Department's facilities fall short of recommended standards in some areas. The Garwood Police no longer house detainees, opting instead to transport detainees to the Union County Jail. It is our aim to repurpose our detention facilities so that the DOC criteria for "Detention Facilities" do not apply. This is a continuing process and great strides have been made in compliance.

- **Office of Emergency Management (OEM)**

Since enduring the wrath of Hurricanes Irene and Sandy, many upgrades have been made to Garwood's ability to deal with such catastrophic events. The federal government realized the need to assist local government with their OEM efforts and other law enforcement initiatives and initiated the LESO 1033 program which makes surplus military equipment and goods available to Law Enforcement agencies for such purposes. These items can be as basic as cases of copy paper, to computers, to vehicles. Through this program the Garwood Police Department was able to obtain items that can be put to use during inclement weather or emergency situations and assist in many other areas with our infrastructure needs. In 2016, the Garwood Police continued procurements through this program obtaining approximately \$14,756 worth of equipment and items. To date, the Department has obtained approximately \$275,000 worth of goods and equipment.

- **Addressing Crime within the Borough**

Unfortunately, Garwood is not insulated from the plague of illegal drug usage in New Jersey. In past years we have seen hard narcotics making a resurgence in the Borough. The Police Department has addressed this problem proactively, investigating reported

activity vigorously. We continue to make quality arrests which have taken many of those individuals who choose to pollute our community with their products, off the streets and placed them behind bars. These arrests are the direct result of hard work and show that Garwood will not tolerate the sale and use of illegal drugs in our community.

Additionally, the Garwood Police Department has seen a slight decrease in the number of overall crime. Investigations that have led to arrest remain about the same which has maintained the number of cases being cleared. Again, the result of hard work, and determination.

- **Community Policing – Quality of Life Issues**

Community Policing efforts continued to be a priority in 2016. The Garwood Police have had many retirements in the last few years necessitating the hiring of new officers. We believe that close interaction is the best way to establish a working relationship with the community. Connecting with our juvenile population is also a big priority. Additionally, quality of life issues, property maintenance and our IPMC enforcement has long been at the forefront of our daily patrol practices. To better assist in these efforts, we have trained new officers and reestablished our Bicycle Patrol Unit. When manpower allows, the bike unit is out in the community getting to all those hard to reach places and seeing some things that might otherwise be missed. The Bike patrol is a great asset at our annual Garwood Rocks Street Fair event. Walking beats have also been encouraged so that officers can establish those close relationships with the businesses. These details help to obtain the facial recognition that we have always enjoyed in the community. It has been a top priority to make the Garwood Police Department and it's personnel open and accessible to the community. We strive to be "user friendly".



Center Street Circa 1940's

Goals for 2017

- **Community Policing Efforts**

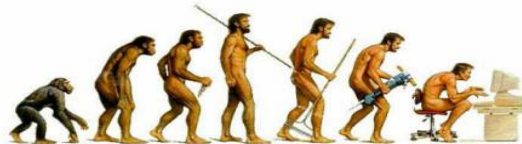
Continue to make the department accessible to the public and promote good community relations via public exposure at events and face to face interaction with the community. We have recently initiated the “Coffee with a Cop” program where the public can sit with an officer at a participating restaurant / café and discuss whatever is on their minds over a cup of hot coffee or iced tea. Manpower constraints slowed this process in 2016.

- **Evidence Storage Room & Locker**

The evidence room of any law enforcement agency is critical to proper case management. Again, we had reached our limits and needed to expand and reorganize. This area was uplifted for the purpose.

- **Department Staffing:**

- Secretary: The hiring of a Secretary to perform secretarial tasks for the Chief of Police and Captain as well as Records management, requests and filing for the department. This position could be cross trained for Dispatch as a Public Safety Telecommunications Operator to fill open dispatch shifts. Unlike most agencies, the Garwood Police Department does not currently have a dedicated Records Department or provide secretarial services for administrative staff.
- Records Division: With increasing OPRA and Discovery requests, accurate filing, storage and production of records has become essential. Audio and Video records must be maintained and produced upon request in addition to the accompanying files. Requests for Traffic officers must be scheduled, monitored and the ensuing fees collected in a timely fashion. Record retention and destruction must be monitored and state laws must be expressly adhered to.



PROGRESS