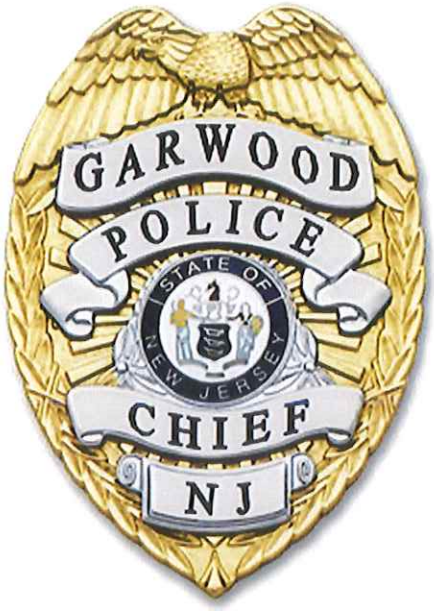
Garwood Police Department

Proudly Serving Garwood since 1906

End of Year Report
2017



Report Prepared By

Chief James H. Wright

Captain Douglas A Stoffer

Lt. Samuel R. Rocco Sgt. Dave D. Perrotta Sgt. John Wright

March 12, 2018

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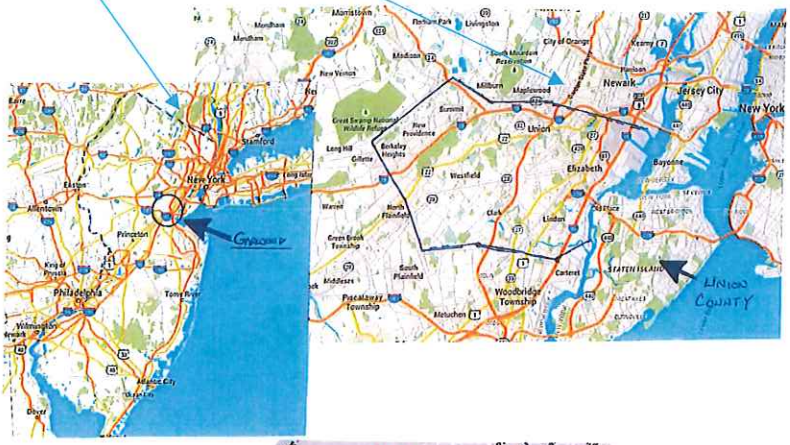
Garwood at a Glance

NJ – Union County - Garwood

Vital Statistics



Square miles	.75	Population	5,000 (2016)
Tax Rate	9.416 per $100	Ratio	28.02% (2017)
District	21st New Jersey	7th	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. 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	James H. Wright

Officers

Captain	Douglas A Stoffer
Lieutenant	Samuel R. Rocco
Lieutenant	Vacant
Sergeant	David D. Perrotta
Sergeant	John T. Wright
Sergeant	Philip J. Lewis

Patrolman

Todd J. Herz	Jeff S. Kleinsorgen
Scott F. Eriksen	Joseph W. Ostrander
George A. Suggs	Chris W. Czachorowski
Jonathan Pridy	Roberto Camporeale
Gregory Sanchez	Edward Mironski

Dispatchers

John Drone	Diane Petraccoro
Lisa Desimone	Clarence Prince III

School Guards

Rosemary Snow	Douglas Kneirim
Matilda Froat	Katie Knierim
Linda Temple	Jessica Knierim
Keven O'Brien	Camille Defranco-Vena
Eileen Byrne	Veronica Garcia-Kearney

Alternate School Guards

Fred Davey Donna Massa

Organization

Command Staff

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

Chief James H. Wright: 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 Samuel R. Rocco: Serves as the Senior 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 "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

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
- Domestic Violence Liaison Officer
- 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 "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 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
- Head of department training and FTO program
- 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.
- 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 Philip Lewis: Serves as the junior Sergeant in the chain of command and handles Field Support Services. He is responsible for the following functions:

- Second in Command of Internal Affairs
- Second in Command of department training and FTO program
- Firearms Training Officer
- Bodyworn Camera admistrator
- 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

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. The position of Detective is currently vacant in the department. 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

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 a 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 Czachorowski
Field Training Officers	Sgt. Wright & Sgt. Lewis Lewis, PO Herz & PO Suggs
Firearms Instructor	Capt. Stoffer, Lt. Rocco, Sgt Lewis & Officer 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.

911

GARWOOD

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:

	2013	2014	2015	2016	2017
Blotter *	16,727	20,612	21,388	21,388	16,628
Actual **	15,987	20,121	21,067	20,108	16,506

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

Motor Vehicle Accidents:

	2013	2014	2015	2016	2017
Total	261	258	276	273	243

2017 MVA Statistics	2017	2016	+/-
Reportable	175	198	-23
Minor	56	57	- 01
North	128	143	- 15
South	103	111	- 08
Day	183	206	- 23
Night	48	48	00
Injuries	38	38	00
Leaving the Scene	33	31	+02
Pedestrian	4	4	00
Bicycle	1	2	- 01
Record Only. (no report)	12	18	- 06

** Overall decrease MVA's and injuries as a result there of.
*** AAA Award received for 3rd 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.

2013	2014	2015	2016	2017
351	393	393	428	412

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.

Year	Calls	Yearly Total
2013	213	$ 1,917
2014	201	$ 1,809
2015	209	$ 1,881
2016	243	$ 2,274
2017	224	$ 2,097

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, and the anticipated development of Casalle and Garwood Paperborad properties.

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Uniform Crime Report (UCR):

Class 1 Crimes	2013	2014	2015	2016	2017
Homicide	0	0	0	0	0
Murder	0	0	0	0	0
Manslaughter	0	0	0	0	0
Rape	0	1	0	0	0
By Force	0	1	0	0	0
Attempts	0	0	0	0	0
Robbery	1	0	0	0	0
Weapon used	1	0	0	0	0
Strong Arm	0	0	0	0	0
Assault	7	16	11	12	7
Weapon	1	0	0	0	0
Aggravated	2	4	3	1	1
Simple	5	4	12	8	6
Burglary	8	4	7	15	12
Forced Entry	3	0	1	5	6
Unlawful Entry	11	5	3	5	6
Attempted	0	1	1	0	0
Arson	0	0	0	0	0
Larceny	44	63	77	52	43
Pick Pocket	2	0	3	3	0

Purse Snatch	1	1	1	1	2
Shoplifting	5	12	18	13	7
Auto	4	2	5	0	2
Auto Parts	0	1	0	0	2
Bicycles	2	1	1	1	1
Buildings	10	15	38	18	24
Coin Op Machine	0	0	0	1	0
Other	14	27	11	14	3
MV Theft	6	4	0	1	2
Clearance Rate (Average)	**68%**	**64%**	44%	**43%**	**43%**
Class I Offenses					

UCR Continued:

Class 2 Crimes	**2013**	**2014**	**2015**	**2016**	**2017**
Forgery & Counterfeiting	3	1	0	2	0
Fraud	15	36	28	26	36
Bad Checks	4	1	0	0	0
Embezzlement	0	0	0	0	0
Rec/Poss Stolen Property	5	7	16	0	3
Criminal Mischief	35	46	32	40	29
Weapons Offenses	1	1	0	2	0
Prostitution	0	0	0	0	0
Sex Offenses	1	5	1	1	2
Narcotics	4	7	15	10	10
Gambling	0	0	0	0	0
Off Against Family	21	21	21	14	10
DWI	17	14	9	10	6
Liquor Law Offenses	1	6	1	2	1
Drunkenness	2	9	4	7	8
Disorderly Conduct	69	81	96	60	85
Vagrancy	3	2	0	2	0
Other 2C Offenses	47	83	78	84	90
Curfew Loitering	24	21	14	12	16
Juveniles / Parents	0	5	2	0	1
Stolen Prop. Recovered / no arrest	2	1	0	0	0
Recovered Stolen MV	1	1	0	0	0
Domestic Violence Incidents	51	40	29	24	43
Other Misc. Complaints	847	977	733	790	752
Deaths / Suicides	5	6	6	6	5
Lost / Found Articles	93	107	115	111	101
Missing / Located Persons	7	15	9	18	13
Animal Complaints	86	144	144	119	109

Borough Ord Complaints	118	433	274	386	194
Hazardous Conditions	90	197	140	132	89
Environmental Complaints	5	13	16	16	8
Fire Services	119	145	145	121	133
Utility Calls	33	54	46	48	27
Traffic Enforcement	140	288	295	5	4
Motor Vehicle Complaints	2666	2989	3188	3981	3236
Misc. Service Services 10540	8181	13399	14790	13169	
Assisting other agencies	544	654	647	648	538
Warrant Arrests	60	69	75	78	58
Non Liers Info	34	23	21	28	54
Total # of Responses	**13,611**	**20,241**	**21,067**	**20,300**	**16,506**

Firearms Permit Applications: 2017

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.

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		2013	2014	2015	2016	2017
Payroll	*	1,399,400	1,430,000	1,477,200	1,477,200	1,575,000
Overtime S&W	*	55,000	50,000	45,000	50,000	55,000
Dispatchers	**	145,000	150,000	150,000	155,000	150,000
Part time S&W	***	111,300	111,300	111,000	105,000	103,000
Total S&W Budgeted		**1,710,700**	**1,741,300**	**1,781,000**	**1,840,000**	**1,883,000**
Total S&W Incurred		**1,603,613**	**1,718,510**	**1,799,027**	**1,812,292**	**1,817,984**
+/-		**- 107,087**	**- 21,790**	**18,027**	**-27,708**	**-65,016**

Contractual * Non Contractual ** School Guards *

2017 Overtime Valuation Report in Pay

Reason	Hours	Value
Arrest	16	$ 822
Court	16	$ 786
Event / Festival	76	$ 4,019
Investigation	18	$ 968
Shift coverage	1928	$ 68,704
Training	76	$ 3,486

2017 Overtime Valuation Report in Time

Reason	Hours	Value
Administrative	21	$ 1,325
Arrest	22	$ 1,146
Court	42	$ 1,650
Event / Festival	40	$ 1,460
Investigation	20	$ 1,114
Shift coverage	205	$ 7,082
Traffic Control	3	$ 127
PT Instruction	213	$ 11,210
Training	197	$ 8,619
SWAT /UCERT	11	$ 733
DARE / GREAT	130	$ 6,123

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 2018 Ford AWD Interceptor 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
- One 2005 4X6 Gator ATV

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

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 2017	373
Total man hours worked	1,943
Total man hours generating fees	1,943
Administrative Fee - $5 per hour worked	$ 9,715
Vehicle Rental Fee - $35 for the day	$ 10,220
Total	**$ 19,935**

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	$ 1,288
Carfax	$ 0
Total	**$ 1,288**

Reports	$ N/A

Permits

Firearms ID's and Purchase Permits	$ 151
Hawker, Peddler, Solicitor	$ 425
Dumpsters	$ 475
Clothing Bins	$ 125
Total	**$ 1,176**
Total Fees	**$ 22,390**

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	2017 Funding	Avail Balance
DDEF	$ 10,607.89	$ 1,987.25	$ 14,582.65
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.			
Total Grants 2017			**$ 21,082.84**

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 2017 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 2017 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.

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 & 1st 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.

Center Street Circa 1940's