

Village of Cottage Grove POLICE DEPARTMENT

2016 ANNUAL ACTIVITIES REPORT



*Prepared by:
Daniel Layber
Chief of Police*

A NOTE FROM CHIEF LAYBER

It is with a great deal of pride that I present to you the 2016 Village of Cottage Grove Police Department Second Annual Activities Report. The report is a testament to the work being done by all of our Police Officers and support staff, and represents a compilation of statistical data and crime prevention programs that were a part of our on-going organizational mission of “Keeping Cottage Grove Safe” throughout 2016. Those efforts would not be possible without the dedicated support we are fortunate enough to enjoy from elected and appointed government officials, as well as the citizens we are proud to serve.



Daniel L. Layber, Chief of Police

Police Department - The village only police department was created on January 1, 2015 and I am proud to be the first police chief for this department. We are in a professionally remodeled building that will serve the long term needs of the community. We store our vehicles and the sensitive equipment in a climate controlled environment that enhances the longevity and usefulness of the vehicles and equipment. We are able to operate more efficiently and safely for our staff and the public we serve. Cottage Grove has a lot to be proud of and I have found that the police department staff is very experienced and motivated to move forward as a village only department.

Crime - The Village of Cottage Grove remains a very safe place to live, work and play. In 2016 we did not have any homicides, zero rapes occurred, and we had no armed robberies. We solved all aggravated assaults, 75% of simple assaults, and 60% of thefts which are well above statewide averages.

The National Council for Home Safety and Security ranked the Village of Cottage Grove as the **15th safest city in Wisconsin for 2016** based upon the FBI Uniform Crime Report statistics reported by law enforcement agencies in 2016. Cities under 5000 population were not included. Cities were ranked based upon the number of reported violent crimes (aggravated assault, murder, rape, and robbery) and property crimes (burglary, arson, larceny-theft, and motor vehicle theft) per 100,000 people. The variables were then weighted with violent crimes accounting for 70% of the total (due to their severity) and property crimes accounting for 30%.



Our Officers respond to an average of approximately 933 documented calls for service a month, or an average of 31 calls for service a day. Fewer than 2% of those calls for service result in a criminal arrest and fewer than 10% result in a citation being issued. These statistics reflect our organizational philosophy that emphasizes solving problems creatively, through citizen cooperation with a focus of improving the quality of life in Cottage Grove through voluntary compliance, rather than mere enforcement of the law. Our safety and success as a police department is largely contingent upon the cooperation we get from our citizens. Their support via established programs in 2016 includes social media programs and community outreach represent a commitment to that active citizen involvement that keeps Cottage Grove safe. It is through our partnership with those we serve that we will be able to continue to keep Cottage Grove safe. As we enter 2016, as Police Chief, I thank all of you for your support of our agency and its Mission, and ask you to remain an active partner with us in 2016 as we continue to live the mission of “Keeping Cottage Grove Safe”.

Persistent Crime Issues

Heroin epidemic – The Village has experienced the statewide heroin abuse epidemic just the same as any other jurisdiction in the state. We had at least five overdoses in 2016 and our officers have been trained and equipped with Narcan to administer to the overdose victims. We are trying to educate the public on the dangers of opiate abuse, however we are well aware that this epidemic is a national problem. We try to get the word out through press releases and through social media, and our involvement with regional and national law enforcement organizations that have attempted to educate the public to this danger.

Thefts from Vehicles – We have a large problem in the village with thefts from vehicles as do other communities statewide. Almost all vehicle thefts involve unsecured vehicles that are left in the driveway, on the street or in an unlocked garage. These ‘crimes of opportunity’ could almost always be prevented if people would simply lock their vehicles and/or remove all valuables from the vehicles.

DEPARTMENT DESCRIPTION:

The Cottage Grove Police Department is responsible for providing 24 hour police services and protection in the Village of Cottage Grove. The Department employs eleven full-time and two part-time police officers and two full time administrative service personnel. The police department emphasizes the well-known concept of community policing which is reflected in our organizational structure and enforcement philosophy. We believe in the critical importance of partnering with our community to identify and solve community problems so that we can maintain and enhance the quality of life in Cottage Grove. The Department consists of three different programming areas, each with specialized positions which are subsequently then divided into three different shift teams. The programming areas include police administration, the patrol division and the support services division.

Police Administration: Police Administration consists of the Chief of Police (Daniel L. Layber) and one Lieutenant (implemented March 2016). The Chief of Police is responsible for the organization, control and direction of personnel and resources of the department, budget development and maintenance, and under the provisions of Wisconsin State law is given authority in matters of operations, discipline, the development and implementation of Department rules and regulations, policy and procedures. The Police Chief is also the overall supervisor for all three shifts of officers.

Lieutenant: (Matthew Wagner) is responsible for coordinating the day to day operations schedule, training and staff development of all employees of the police department. The position also serves as the court-liaison officer to municipal court. The position is further responsible for assisting in budget maintenance, equipment and fleet maintenance, and oversees all community outreach programs. The lieutenant also manages the department’s state accreditation program through the Wisconsin Law Enforcement Accreditation Group and has oversight of all policy and procedure development for the organization. The

position is further responsible for overseeing the field training program including supervision and policy development in our field training program.

Patrol Division: The patrol division is made up of three (3) teams of officer deployment. Officers are deployed in permanent shifts which make up the day team (6am – 2pm), the afternoon team (2pm-10pm) and the night team (10pm-6am). All three shifts have 3 officers assigned on a rotating 6 days on, 3 days off schedule. Each shift has Officers with specialized training designed to enhance the service of the police department to our residents. A breakdown of each shift team and specialized training is provided below:



Day Shift Team (Detective and Three Full-Time Sworn Officers):

Detective: (Paul Matte)-Full time detective position who is responsible for follow-up on all criminal investigations reported to the patrol division from all 3 shifts. Detective Matte's training includes Death Investigation, Financial Crimes, Drug Investigations, Sexual Assault, Property Room Management, First Line Supervisor, Evidence Technician and Field Training Officer Schools and certifications. Detective Matte has 17 years of experience with our department.

Patrol Officer/Dayshift: (Vince Jeffords)-This position is a regular patrol officer position. He is also a field training officer and has served with the department for 18 years.

Patrol Officer/Day Shift: (Kristina O'Dell): This position is a regular patrol officer on the day shift and Officer O'Dell is a firearms instructor, evidence tech, policy review and update expert, field training officer and has been with the department for 15 years.

Patrol Officer /Day Shift: (Ben Anderson): This position is a regular assignment in the patrol division, Ben is an instructor in Emergency Vehicle Operations, vehicle contacts, and he is a field training officer and an evidence technician, and fleet maintenance manager. Ben has been with the department for 15 years.

Afternoon Shift Team (Lieutenant and three Two Full-Time Sworn Officers)

Patrol Officer/2nd shift: (Dave Stortz): This position is responsible for responding to calls for service on the afternoon team of officers. Dave is also an evidence tech, a hostage negotiator and a field training officer, and he has been with the department for 17 years.

Patrol Officer/2nd shift: (Jessica Helgeland): This position is responsible for responding to calls for service on the afternoon shift of officers. Jessica is also a field training officer, a defensive tactics instructor, a TASER instructor, the department training coordinator, and she has been with the department for 12 years.

The third full-time officer and direct supervisor for the afternoon shift team is the new lieutenant.

Night Shift Team (3 Full-Time Sworn Officers)

Patrol Officer: (Jeff Comstock): This position is responsible for responding to calls for service on the night shift team of officers. Jeff is a drug recognition expert (DRE) and has been with the department for 5 years.

Patrol Officer: (Brian Carter): This position is responsible for responding to calls for service on the night shift team of officers. Officer Carter is a standard field sobriety test and OWI instructor and has been with the department for 5 years.

Police K9 Patrol Officer: (Anthony Koratko)-This position serves as the department K9 coordinator and handler for canine "Larz" a 5 year old German Shepherd trained in tracking, drug detection, apprehensions and patrol techniques. The K9 team averages 100 deployments per year for the Village of Cottage Grove and mutual aid requests in the Dane County area. Tony is also a firearms instructor and has 11 years with the department. K-9 LARZ and Officer Koratko attended Steinig Tal Kennels K-9 Academy in Campbellsport, WI in August of 2013 for four weeks, successfully completing the 160-hour handler course. They are certified in drug detection, building and area search, apprehension and article/evidence search. The K-9 team attends two maintenance trainings per month, one with the Madison Police Department and the second with Steinig Tal Kennels. Tony is also a field training officer.



Larz



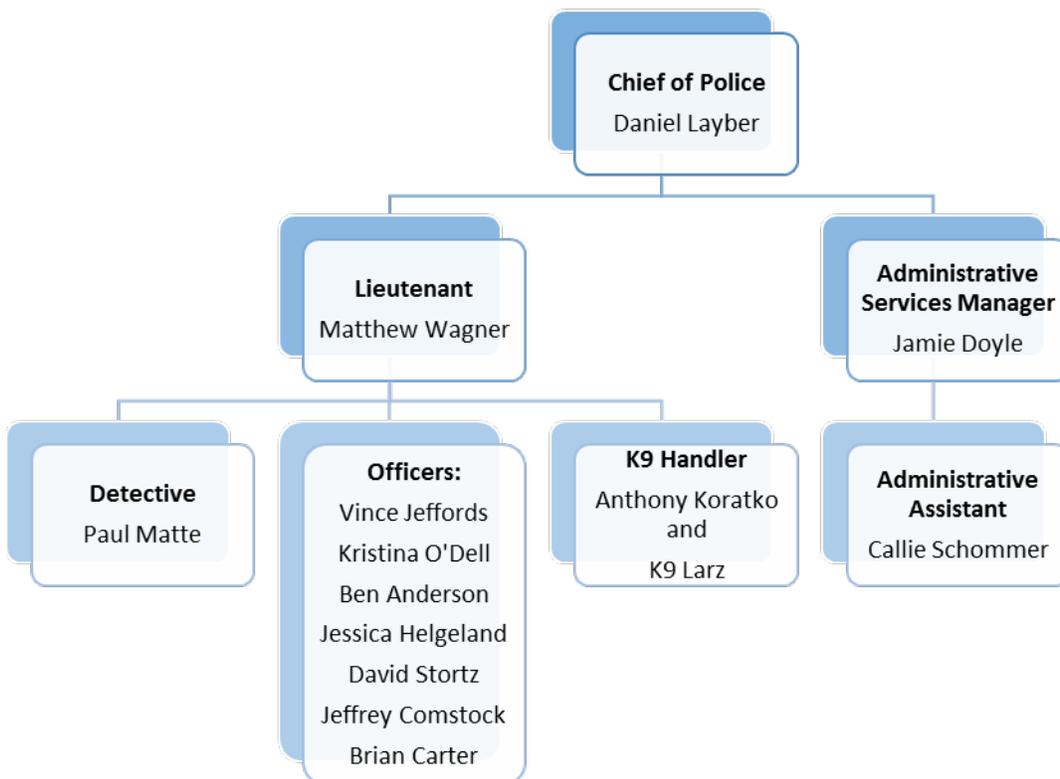
Larz performing a training exercise.

Administrative Services Division (2 Full-Time Civilian Employees)

Administrative Services Department: (Jamie Doyle, Manager): This position functions as principal support staff person to the Chief of Police and provides comprehensive administrative and clerical support services to all police department staff. This position is responsible for the coordinating the dictation and oversight of all records and records management at the Police Department. The department processes over 10,000 records annually, ranging from full incident criminal arrests to written warnings. Proper processing is coordinated with Dane County's shared records management system and the routing of all those records to various agencies requiring them such as the DA's office, health and human service departments and outside agency requests are processed through this position. Creates monthly statistical reports on police expenditures and prepares confidential correspondence. Equipment purchases, payroll, personnel issues, budget development and maintenance, answering non-emergency telephone during business hours and processing walk in complaints/payments/inquiries are all among the many responsibilities of this position. Schedules and supervises support staff to ensure maximum coverage for clerical support and other duties as assigned by the chief of police. Jamie has been with the department for 14 years.

(Callie Schommer, Admin. Asst.): This year (budget year of 2017) we were able to combine two part-time clerical positions which became vacant and create one full-time administrative assistant position. Callie Schommer was hired to fill this full-time position. Callie grew up in Cottage Grove and worked an intern with the police department while in college, then was hired as an LTE for the transitions of town/village to village only department, and then in 2016 she was hired as a permanent part-time employee. For the budget year of 2017, she was hired as the full-time administrative assistant. When you stop down at the police department, Callie is the first face you will see. She will greet you from the front office and assist you in any way she can, either by getting information for you or getting you in touch with the correct officer for your situation.

Village of Cottage Grove Police Department



TOTAL CALLS FOR SERVICE 2016

The Cottage Grove Police Department responded to a total of 11200 documented calls for service in 2016. In 2015 we responded to 9847 calls for service. In 2015, the Village/Town of Cottage Grove Police Department responded to 7598 calls for service. These incidents include not only calls for service, but officer self-initiated activity as well. Self-initiated calls can be traffic stops, property checks, foot patrols, or other calls that are proactive in nature instead of reactive responses. The call volume for the police department represents approximately 933 calls for service a month, or approximately 31 documented calls for service a day. The department responded to 328 EMS assists in 2016 compared to 323 in 2015.

MAJOR CASE INVESTIGATIONS

Burglaries Solved – The Cottage Grove Police Department arrested Teqwaune V. Adams, of Cottage Grove, Wisconsin on June 18th, 2016, for 5 counts of burglary, misdemeanor theft, fraudulent use of a credit card, possession of burglarious tools and possession of drug paraphernalia. The Village of Cottage Grove Police Department executed a search warrant at his Cottage Grove residence on June 18 and recovered numerous items stolen in burglaries and thefts in the recent past from occupied Cottage Grove residences and unoccupied cars. Items recovered include, laptop computers, computer tablets, cell phones, credit cards, wallets, garage door openers, a gaming console, a facsimile firearm and drug paraphernalia. Adams was arrested shortly after the execution of the search warrant at his residence. Probable cause for the search warrant was gained through the use of a K9 track from a burglary earlier in the day on June 18th when a resident chased Adams from his house on Northlawn Drive during the commission of a burglary. Officer Koratko and K9 “Larz” of the Village of Cottage Grove Police Department conducted the track to the area of 200 W. Parkview. Other investigative tools were used to identify where the stolen electronic items were located, along with a subject description provided by a victim. The other burglaries and thefts started in the village on June 12th, with the normal method of entry into the residence through an unlocked door.

Attempted Murder – On May 9, 2016 the Village of Cottage Grove Police Department was dispatched to 234 Chateau Drive, Village of Cottage Grove for a report of an assault in progress. Upon arrival officers made contact with a 31 year old female victim outside of the residence who had head injuries. The female stated her husband had assaulted her with a hammer and he was still in the residence on Chateau Drive. The victim also stated the husband had a knife and was threatening to kill himself; and may already be dead. Officers entered the residence to take the husband into custody and to prevent him from harming himself. Officers found the subject in the basement bathroom area armed with a knife. He was ordered to drop the knife and to exit the bathroom. He complied with orders and was taken into custody. The subject had self-inflicted neck wounds and was bleeding profusely. The Dane County Sheriff’s Department arrived shortly thereafter to provide assistance and the scene was secured. Deer Grove EMS and law enforcement personnel provided first aid to the female victim and the male subject. Due to the extent of the injuries the subject was transported to UW Hospital via Med Flight. The female victim was transported to the hospital via ground ambulance after being treated for head trauma. The subject was charged with attempted murder, and the officers that entered the residence to take the subject into custody were awarded for risking their lives to rescue the subject.



Officers Koratko and Anderson Receive Bravery and Life Saving Awards

MAJOR CASE INVESTIGATIONS

Detective Paul Matte is the full time investigator for the Cottage Grove Police Department. Detective Matte investigated 65 felony cases in 2016 compared to 63 in 2015. Some of the crimes investigated include 1 attempted homicide, 11 sexual assaults, 4 death investigations, 7 burglaries, 5 child abuses, and drug and domestic abuse investigations. The Detective also completed 100 pre-employment background checks for the village and police department.



DOMESTIC ABUSE

In 2016, 51 calls for service were documented as domestic abuse arrests, compared to 43 domestic abuse arrests in 2015. The police department is proactive in this area by responding to residences when a possible conflict may occur (exchange of property) and standing by to preserve the peace which happened 26 times in 2016. Pursuant to the State of Wisconsin mandatory arrest law, many of these incidents resulted in criminal arrests, which account for the majority of our criminal incident referrals to Dane County Circuit Court. In an effort to prevent future domestic violence incidents from our community, Officers actively communicate regional resource availability, such as the private, non-profit, Domestic Abuse Intervention Services (DAIS) which provides crisis intervention and community education and prevention programs, the Dane County District Attorney's Office Domestic Violence Unit, and the YWCA of Dane County to all victims of domestic violence incidents. We also educate victims on the availability of obtaining temporary restraining orders and their victim rights.

Medical Assistance

Our officers responded to 328 calls to assist our citizens with medical issues in 2016. We assist the emergency medical services with their patients, sometimes arriving before the EMS personnel do. It is extremely important to have officers on scene so fast to administer basic first aid, comfort the patient, assist the EMS personnel, administer Narcan and provide basic life saving techniques. As you can see below, our citizens appreciate the efforts*A huge thank you to our Cottage Grove Police! This morning my husband had to call 911 after I had left for work. He has severe asthma and couldn't breathe. The police stayed with him until Madison EMS could get there and then stayed with my kids until their grandmother got there. Once again proving they will go above and beyond. We are so lucky to live in this community! What a great opportunity to teach our children all about how great our police force are and how they are their friends! Thank you!!!!*

UNDERAGE DRINKING A NOTED CONCERN

The seriousness of underage consumption of alcohol is always a concern to the Cottage Grove Police Department. In 2016 the police department teamed with the Cottage Monona Grove Cares Coalition to check all alcohol serving establishments for compliance with state law concerning sales of alcohol. A teenage volunteer monitored by the police department and coalition members entered every establishment and attempted to purchase alcohol. Only one establishment served alcohol to this minor out of 13 tested. In 2016, officers issued 8 underage alcohol drinking/possession tickets to subjects under the age of 21. This number was 24 citations in 2015, which is certainly encouraging for our community. In 2014, officers reports 7 cases of juvenile alcohol/underage consumption resulting in 13 citations for this offense. We will continue to actively enforce the underage drinking laws and encourage parents to watch their children more closely and counsel families when we can about the dangers of this practice. The Cottage Grove Peer Court in association with Briarpatch Youth Services has been an effective alternative to having all high school age juveniles receive underage drinking citation convictions that show up on their record. Through Briarpatch, and the Peer Court, the juveniles are given an alternative sentence and upon completion of this sentence they have the record of the violation expunged from their record.

TRAFFIC ENFORCEMENT DATA

One of our primary objectives at the Cottage Grove Police Department is to keep our streets safe for pedestrian, bicycle and vehicular travel. This objective is accomplished through proactive patrol and traffic enforcement that is aimed at keeping our streets safe. Here is a numeric breakdown of some of the work Officers addressed as part of their traffic enforcement responsibilities in 2016 with the previous year in parentheses:

Motor Vehicle Accidents (reportable).....	99	(105)
Hit and Run Accidents.....	19	(22)
Accidents with Injuries.....	15	(13)
Traffic Complaints.....	34	(53)
Traffic Stops.....	1103	(820)
Traffic Citations.....	369	(199)
Operating a Motor Vehicle While Intoxicated.....	23	(22)



The most 3 most frequently issued traffic citations in 2016 were for operating after suspension, speeding, and operating after revocation of driver’s license.

The most 4 most frequently issued types of non-traffic related ordinance citations in 2016 were for disorderly conduct, underage person in possession of alcohol, possession of marijuana, and possession of drug paraphernalia.

PROACTIVE PROGRAMMING

Neighborhood Watch: A village wide effort is being made to engage more citizens in neighborhood watch efforts. When crimes occur in the village we communicate directly with residents by canvassing the neighborhood and making contact with as many victims as possible, and to warn others in the neighborhood about the crimes being committed in their area, and what to look for to help the police catch these violators. We also post the crime issue to the department Facebook page, the village website, the local newspaper and the Cottage Grove Crime Watch website. We receive many tips about these crimes and the feedback we receive from citizens has been very positive when we take the time to educate them about what is occurring in their neighborhood..... *My husband just told me that there were footprints around our Subaru when he left for work this morning. Thank you to the nice officer who stopped to inform me about what was going on. We never would have mentioned anything about the tracks if she hadn't!*

Caught Wearing a Helmet: We also reward children for wearing their helmets when riding their bikes by giving them coupons from various businesses in the community when our officers participate in 'Caught Wearing a Helmet'. This program allows officers on patrol to make contact with children they see on the street wearing their helmets by immediately giving them a coupon for a sport drink, a donut, a bottle of water, an ice cream cone and other items of interest to the children. This greatly encourages the children to wear their helmets and gives our community a chance to get to know our officers in a non-threatening environment. Many children now look for our officers in the warmer months to patrol through their neighborhood in anticipation of receiving one of these coupons. We also hand out water bottles, pencils, key chains, chip clips and other novelty items to children and adults at community outreach events with safety tips thereon..... *This Is Wonderful. Thanks to all the local Sponsors and the participating agencies.*

Vehicle Lockouts: We are one of a few remaining police departments that will open a vehicle that has been locked with the keys inside. We provide this as a service to our community members for free and we have received much praise for providing this service. We respond quickly and only ask that the citizen sign a waiver that holds us harmless for any damage caused by attempting to unlock their vehicle..... *Thank you to the CGPD officer who responded to my call for assistance, when I locked my keys in my running vehicle. Not all departments will open your car for you, but you did. It was also a very cold night and luckily my house keys weren't locked in there.*

School Outreach Efforts: We currently are involved in teaching various topics at Glacial Drumlin Middle School, Cottage Grove Elementary, and Taylor Prairie Elementary schools in Cottage Grove. Topics include internet safety, drug, tobacco and alcohol prevention, and home and neighborhood safety topics. We also educate the children about the duties of a police officer and encourage them to interact positively with officers. The department has also provided active shooter training to the Cottage Grove schools so that the school personnel know how to respond in the case of a shooter. These trainings will hopefully make the staff more proficient in making their schools safer in one of these incidents and better aware of what to expect. We also give tours of the department to various scouting troops. (See below)



Daisy Troup Tour of Police Station with Officer Stortz



Community Outreach

Improved Communication through Technology: The Cottage Grove PD has continued outreach efforts through the use of Facebook. The Facebook site has greatly enhanced our communication with the community in this age of the internet being used by so many. The CGPD currently has 1735 friends that follow our Facebook page. Many of our press releases are posted on the Village website so that a larger audience can be reached. A link to the Chief of Police's e-mail account is available via the Village of Cottage Grove's website so that citizens may contact the department via e-mail to receive updates on cases or reports. Citizens can also submit a crime tip for cash to the Madison Area Crime Stoppers (of which Cottage Grove is a part of) on our Website. The CGPD is also fortunate to have a strong relationship with our community's newspaper the Herald Independent, in that periodic police related news releases and Facebook posts communicate areas of public safety concern in our community.

Crime Prevention: The mission of the Cottage Grove Police Department includes crime prevention among its areas of greatest concern. The department is committed to the development and fostering of community based crime prevention efforts. We have a crime prevention coordinator for the department and have developed an associated policy. Specific crime prevention efforts include; Preserve the Peace in which the police department stands by when a situation may need a police presence to keep the situation from getting out of hand and becoming a crime. Vacation checks for our citizens that are out of town. Operation I.D., Crime Stoppers, Safe Night Out, and Safety Education presentations such as bicycle helmet awareness, anti-bullying, underage drinking, updates on laws concerning driving, texting, cell phones, and safe use of computers. We are also members of the Cottage Grove TRIAD which is a partnership between law enforcement and seniors in the Cottage Grove area. Police personnel attend regular meetings and participate in winter driving inspections of vehicles, presentations on issues importance to seniors such as scams and frauds, and help keep the seniors in our community up to date on many issues that may affect them.



Girls on the Run

EMPLOYEE TRAINING: Professional Growth and Development

The Cottage Grove Police Department is committed to providing training to its employees so that they maintain their proficiency and learn advanced skills that will advance their knowledge base, and improve our police services to the community. Officers are required to receive a bare minimum of 24 hours of training annually to maintain their state law enforcement certifications. In 2016 the department provided 182 hours of training to its officers and supplemented it with over 300 hours of advanced training. That training included mandatory firearms qualification, pursuit training/emergency vehicle operations, and TASER deployment. Officers also received training from the department, and outside experts, in less lethal training, vehicle contacts, defense and arrest tactics, room clearing, legal updates, policy and procedure updates, computer and technology updates, dementia recognition and interaction, major case investigation and force transition training. Other specialized training included topics such as interview and interrogation, crisis intervention training, active shooter training, homicide investigation, white collar crime investigation, instructor development, first aid and CPR, diversity training, and de-escalation of dangerous situations. The K9 team participated in 143 hours of training to build up their skills and to maintain proficiency. This does not include the many hours the team must train to maintain their skills on a daily basis.



Officer Koratko (background) and Officer Helgeland Taser Training



Officer Anderson and Officer Jeffords during Child Abduction Response Team Training