

Village of Cottage Grove POLICE DEPARTMENT

2015 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 2015 Village of Cottage Grove Police Department first 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 2015. 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.

New 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 newly converted building that was professionally remodeled and built for the long term needs of the community. We now can store our vehicles and the sensitive equipment in a climate controlled environment that will enhance 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. The officers that served with the joint Village and Town of Cottage Grove Police Department were all retained by the village police department bringing their extensive experience with them. This has been a very positive experience for me and I have felt very welcomed to the community by the citizens, village staff and elected and appointed officials. 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 2015 we did not have any homicides, one rape occurred, and we had no armed robberies. We solved all aggravated assaults, simple assaults, and 63% of thefts which are well above statewide averages. “Credit Donkey” rated Cottage Grove as one of the top 50 safest cities in Wisconsin, ranking Cottage Grove 30th among the safest cities. They utilized statistics from the FBI’s Uniform Crime Report from 2013-2014 to arrive at this ranking. <http://www.creditdonkey.com/safest-wisconsin.html>

Our Officers respond to an average of approximately 820 documented calls for service a month, or an average of 28 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 2015 that include the Neighborhood Watch and social media programs represent a commitment to that active citizen involvement that keeps Cottage Grove safe.

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 two overdoses (they survived after being administered Narcan) and we will be holding a town meeting in 2016 regarding heroin with other stakeholders, including Monona Grove Cares Coalition, to bring this epidemic to the public’s attention and try to come up with solutions. The police department has also received permission to administer Narcan to hopefully rescue those that have overdosed on heroin. We fully realize that we cannot arrest our way out of this epidemic, however, we do enforce the laws and protect the victims of this nationwide problem.

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. If you see something suspicious please call us – we will respond!

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”.

Daniel Layber,
Chief of Police



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 as yet to be determined number of part-time police officers, one full time administrative services manager, and two part time support staff. 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 (beginning in 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.

The Lieutenant is responsible for coordinating the day to day operations, schedule, in addition to training and staff development of all employees of the police department. 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 entire 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:



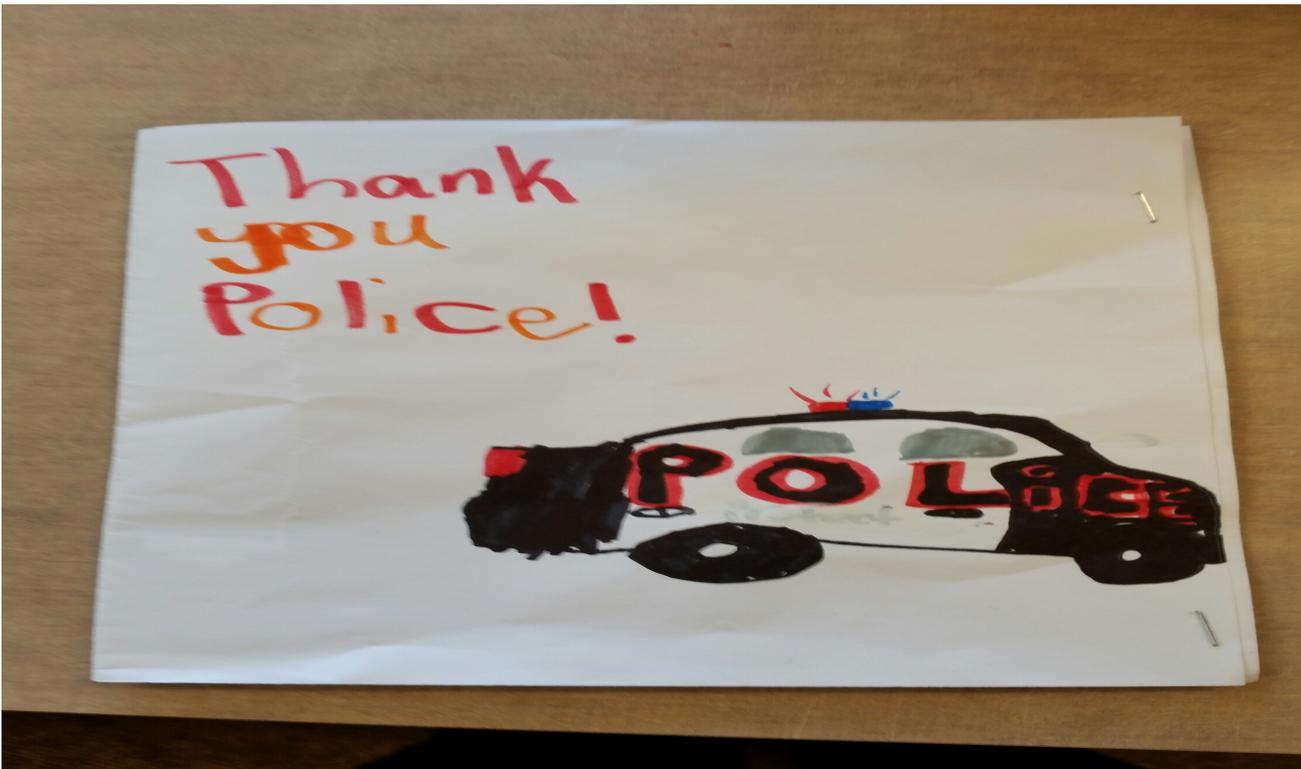
Day Shift Team (3 Full-Time Sworn Officers) (Detective and Chief)

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. Officer Jeffords is an acting sergeant with responsibility for scheduling officers and supervision of officers on day and afternoon shifts. He is also a field training officer and has served with the department for 17 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 14 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, evidence technician, and fleet maintenance manager. Ben has been with the department for 14 years.



Afternoon Shift Team (3 Full-Time Sworn Officers)

Patrol Officer/2nd shift evidence technician (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 16 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 11 years.

The third full-time officer on 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 4 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 4 years.

Police K9 Program (Anthony Koratko)-This position serves as the department K9 coordinator and handler for canine "Larz" a 4 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. Officer Koratko also functions as an acting sergeant supervising officers on the afternoon and night shift teams and as a patrol officer for the department. Tony is also a firearms instructor and has 10 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 a month, one with the Madison Police Department and the second with Steinig Tal Kennels. Tony is also a field training officer.

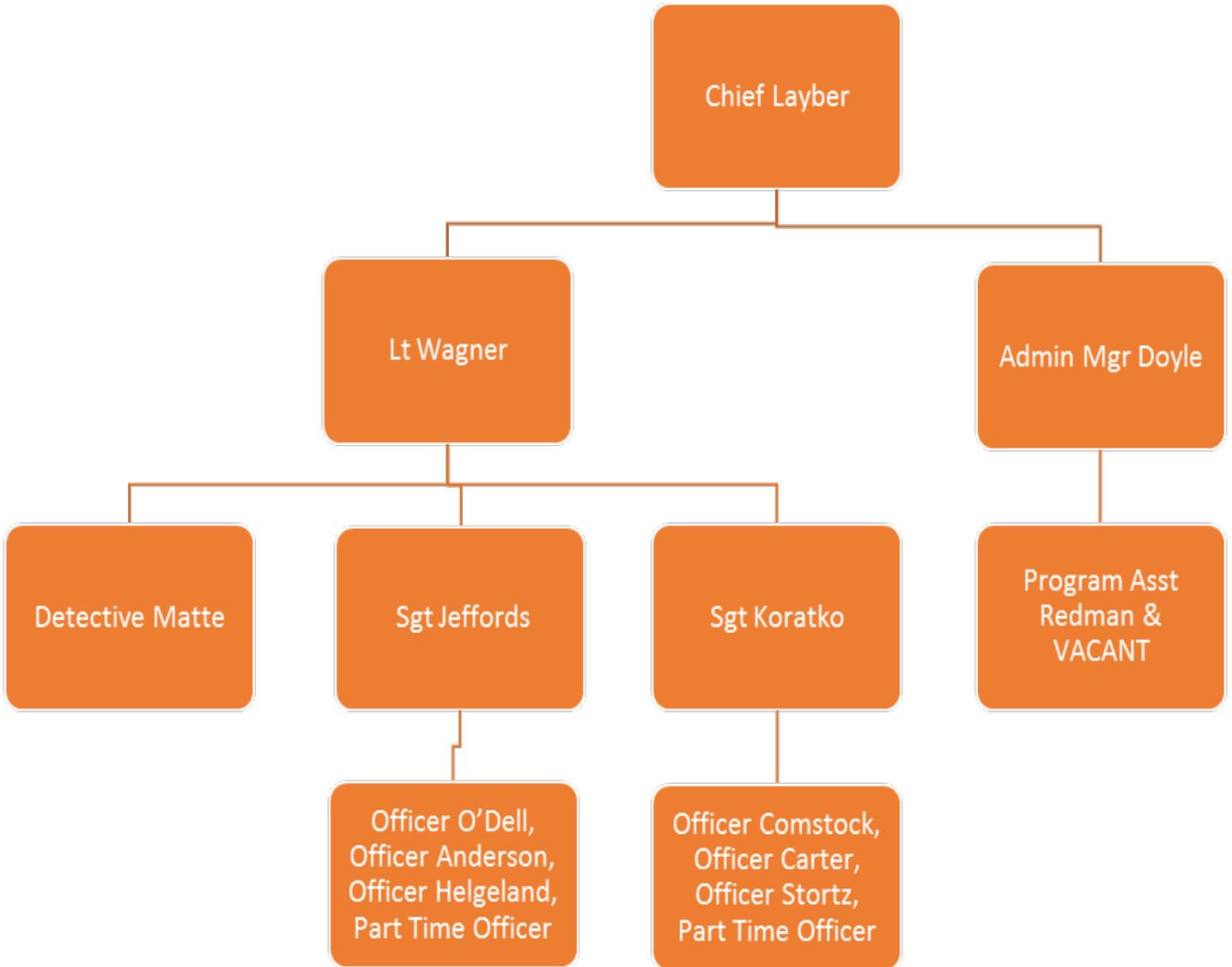


Administrative Services Division (1 Full-Time and 2 part time Civilian Employees)

Administrative Services Manager (Jamie Doyle): 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. Jamie 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. She also 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 13 years.



Village of Cottage Grove Police Department



TOTAL CALLS FOR SERVICE 2015

The Cottage Grove Police Department responded to a total of 9847 documented calls for service in 2015. In 2014, the Village/Town of Cottage Grove Police Department responded to 7598 calls for service. This is 30% increase in incidents responded to by the village only department in 2015. 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 820 calls for service a month, or approximately 28 documented calls for service a day. The department responded to 323 EMS assists in 2015 compared to 313 in 2014 joint department. This averages out to approximately 1 EMS assist per day.

MAJOR CASE INVESTIGATIONS

Detective Paul Matte is the full time investigator for the Cottage Grove Police Department. Detective Matte investigated 63 felony cases in 2015 compared to 43 in 2014. Some of the crimes investigated include 6

burglaries, 14 sexual assaults, 4 forgeries, 5 identity thefts, 2 physical abuse to child, 3 thefts of firearms, numerous drug investigations and 6 death investigations. Detective Matte also processed over 850 items of property/evidence as the department's evidence room custodian, completed over 45 court officer trips to the Dane County District Attorney's Office, and conducted over 170 pre-employment, alcohol license, and volunteer background checks for other village departments.



DOMESTIC ABUSE

In 2015, 43 calls for service were documented as domestic abuse arrests. In 2014 there were 55 domestic abuse arrests when there was a joint department. 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 23 times in 2015. Pursuant to the State of Wisconsin mandatory arrest law, many of these incidents have 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.

UNDERAGE DRINKING A NOTED CONCERN

The seriousness of underage consumption of alcohol presented itself on several occasions in 2015 with reports of potential sexual assaults associated with the incidents. The police department is obviously concerned about this and as a result has begun discussions with the School District of Monona Grove whereby we are planning proactive programming in 2016 to address this issue and alert our youth to the many dangers associated with underage alcohol consumption. In 2015, officers responded to 8 cases of juvenile alcohol/underage consumption resulting in the issuance of 24 citations. In 2014, officers responded to 7 cases of juvenile alcohol/underage consumption resulting in 13 citations for this offense. The 24 underage alcohol citations issued in 2015 represents a large increase from 2014. There were a few large parties investigated by the police department that led to a large number of tickets being issued which accounts for the large increase. 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 allowing underage drinking. 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 2015:

Motor Vehicle Accidents (reportable)	105
Hit and Run Accidents	22
Accidents with Injuries	13
Traffic Complaints	53
Traffic Stops	820
Traffic Citations	199
Operating a Motor Vehicle While Intoxicated	22

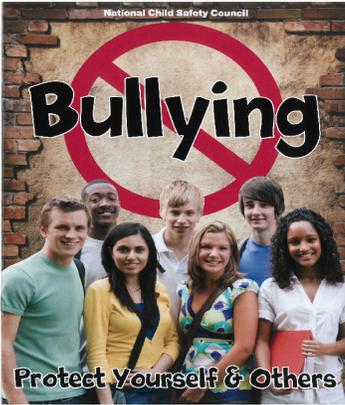
The most 3 most frequently issued traffic citations in 2015 were for operating after suspension, speeding, and operating after revocation of driver’s license.

The most 4 most frequently issued types of non-traffic related ordinance citations in 2015 were for disorderly conduct, underage person in possession of alcohol, possession of marijuana, and possession of drug paraphernalia.



PROACTIVE PROGRAMMING

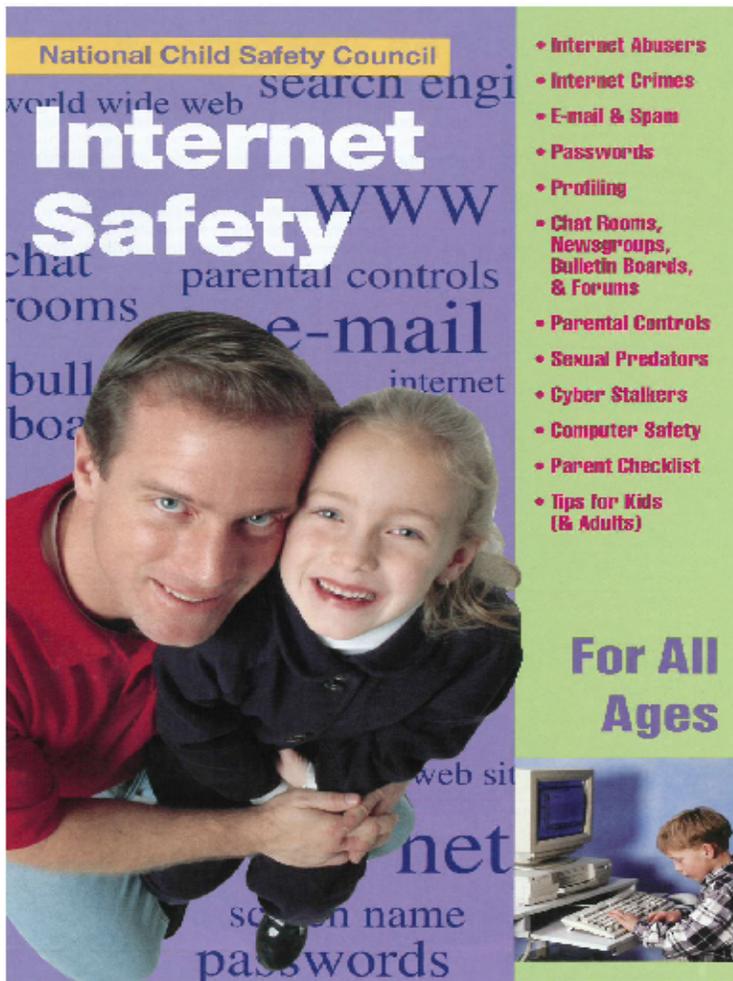
Neighborhood Watch: A village wide effort is being made to engage more citizens in neighborhood watch efforts. When crimes occur in areas of the village with neighborhood watches we communicate directly with the block watch captain to inform them of the crimes and ask for their assistance in spreading the word and asking for their help in identifying possible suspects. The Police Department is actively seeking more volunteers for this program. We are also in the process of implementing “Nextdoor”, a private social network for neighborhoods where neighbors stay in the know about what’s going on in their neighborhood, such as finding a last minute babysitter, learning about an upcoming block party, or hearing about a rash of car break-ins.



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 1230 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.



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 2015 the department provided 162 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.

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