

# Village of Cottage Grove POLICE DEPARTMENT

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## 2018 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 2018 Village of Cottage Grove Police Department 4th Annual Activities Report. The report is a testament to the work being done by all of our police officers and support staff, which 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 2018. 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. Cottage Grove has a lot to be proud of and the police department staff is very experienced and motivated. In May of 2018, we were accredited by the Wisconsin Law Enforcement Accreditation Group (WILEAG) after an onsite inspection from March of 2018. We are one of only 42 cities and counties accredited in the state by the WILEAG out of 529 total law enforcement agencies. We also added body worn cameras in 2018 for all officers to wear on duty. The cameras were purchased from Axon on a 5 year payment plan. These cameras are an integral part of our law enforcement mission and we are happy to have this technology available for our use. Our budget was \$1,475,205 for 2018 and we came in approximately \$18,000 under budget at the end of the fiscal year. We had a revenue line for 2018, in which the police department was expected to bring in \$25,000 in revenue through fines and forfeitures. We actually brought in \$59,525 in fines and forfeiture revenue as a result of increased enforcement actions.



***Daniel L. Layber, Chief of Police***

## **MISSION STATEMENT**

*The members of the Cottage Police Department are dedicated to establishing and developing strong community partnerships, as well as, providing professional service to all in our community. We are an organization that seeks to enhance the quality of life of our community by actively seeking opportunities to work with our community partners in fighting crime and solving identified problems. Furthermore, we seek to prevent crime, reduce the fear of crime and improve the quality of life in our neighborhoods through proactive programming.*

Our officers respond to an average of approximately 1165 documented calls for service a month, or an average of 39 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 2018 includes social media programs and community outreach that represent a commitment to 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 2019, 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 2019 as we continue to live the mission of “Keeping Cottage Grove Safe.”

## 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 thirteen full-time and two part-time police officers, as well as 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) and a Sergeant of Police created in late 2017. 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. Chief Layber worked as a Special Agent and Special Agent Supervisor for the Wisconsin Department of Justice, Division of Criminal Investigation for 28 years, and as Chief of the Milton, WI Police Department for 4 years before joining the CGPD in 2015.

**Lieutenant:** (Matthew Wagner): This position 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. This position is further responsible for overseeing the field training program, including supervision and policy development in our field training program.

**Sergeant:** (David Stortz): This position is responsible for the 3<sup>rd</sup> shift officers that patrol the Village from 10:00 p.m. to 6:00 a.m. daily. David is also an evidence tech, a hostage negotiator and a field training officer, and he has been with the department for 17 years.

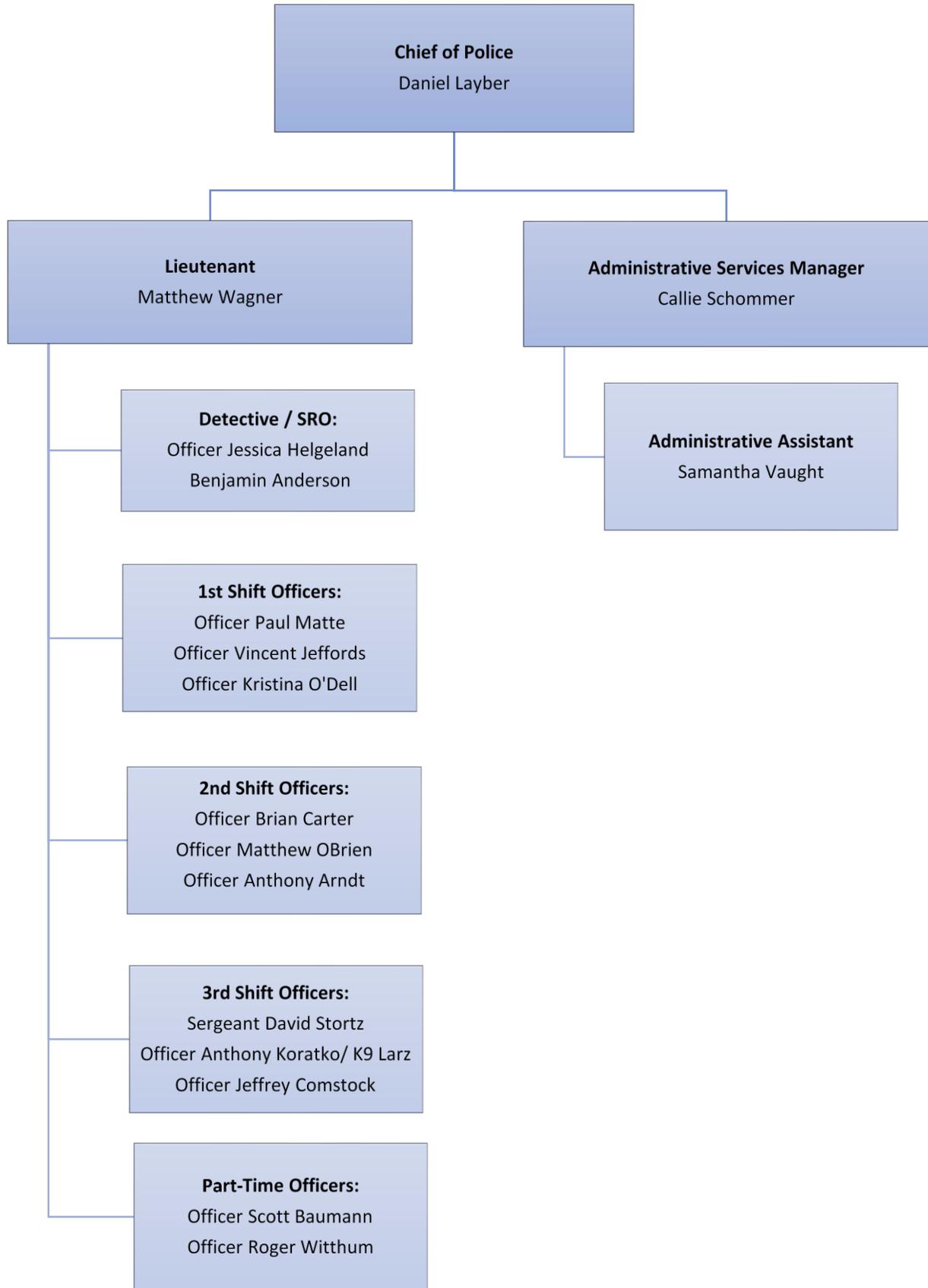


*Lieutenant Wagner*



*Sergeant Stortz*

**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 (6:00 a.m. – 2:00 p.m.), the afternoon team (2:00 p.m. – 10:00 p.m.) and the night team (10:00 p.m. – 6:00 a.m.). 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 (School Resource Officer, Detective and Three Full-Time Sworn Officers):***

**School Resource Officer:** (Jessica Helgeland): The full-time SRO position is responsible for providing a safe environment for the students, staff and visitors at the 3 Cottage Grove schools. Officer Helgeland has performed in this position for almost 2 years. She is an instructor for our department in DAAT, Taser, Tactical Response, Scenarios, and ALICE disciplines. She has been with the department for 14 years.

**Detective:** (Ben Anderson): The full-time detective position is responsible for follow-up on all criminal investigations reported to the patrol division from all 3 shifts. Detective Anderson is trained as an instructor in Emergency Vehicle Operations, Vehicle contacts, Child Forensic Interviewing, and he is a field training officer and an evidence technician. He has received training in Death Investigation, Internet Crimes Against Children, drug investigations and sexual assault investigation. Ben has been with the department for 16 years.



***SRO Helgeland***



***Detective Anderson***

**Patrol Officer / 1<sup>st</sup> Shift:** (Paul Matte): This position is a regular assignment in the patrol division. Officer Matte's trainings include death investigation, financial crimes, drug investigations, sexual assault, property room management, first line supervisor, evidence technician and field training officer schools and certifications. Officer Matte has served with the department for 19 years.

**Patrol Officer / 1<sup>st</sup> Shift:** (Vince Jeffords): This position is a regular patrol officer position. Officer Jeffords is also a field training officer and has served with the department for 19 years.

**Patrol Officer / 1<sup>st</sup> Shift:** (Kristina O'Dell): This position is a regular patrol officer position. Officer O'Dell is a firearms instructor, evidence tech, policy review and update expert, field training officer, fleet management expert, and has served with the department for 17 years.



***Officer Matte***



***Officer Jeffords***



***Officer O'Dell***

### ***Afternoon Shift Team (Lieutenant and Three Full-Time Sworn Officers)***

Patrol Officer / 2<sup>nd</sup> shift: (Brian Carter): This position is responsible for responding to calls for service on the afternoon team of officers. Officer Carter is a Standardized Field Sobriety Test and OWI instructor and has been with the department for 6.5 years.

Patrol Officer / 2<sup>nd</sup> shift: (Matthew OBrien): This position is responsible for responding to calls for service on the afternoon team of officers. Officer OBrien has been with the department for 1.5 years, completing his probationary period in 2018.

Patrol Officer / 2<sup>nd</sup> shift: (Anthony Arndt): This position is responsible for responding to calls for service on the afternoon team of officers. Officer Arndt has been with the department for 1.5 years.



***Officer Carter***



***Officer OBrien***



***Officer Arndt***

### ***Night Shift Team (Three 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. Officer Comstock is a drug recognition expert (DRE) and has served with the department for 7 years.

Patrol Sergeant: (David Stortz): This position is responsible for responding to calls for service on the night shift team of officers and supervision of the other officers on this shift. Sergeant Stortz is also an evidence tech, a hostage negotiator and a field training officer, and he has served with the department for 17 years.

Police K9 Patrol Officer: (Anthony Koratko): This position serves as the department K9 coordinator and handler for canine "Larz," a 6 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. K9 Larz and Officer Koratko attended Steinig Tal Kennels K9 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 K9 team attends two maintenance trainings per month, one with the Madison Police Department and the second with Steinig Tal Kennels. Officer Koratko is also a field training officer, a firearms instructor and has served with the department for 11.5 years.



*Officer Comstock*



*K9 Officer Koratko*



*K9 Larz*



*Larz performing a training exercise*

### ***Administrative Services Division (2 Full-Time Civilian Employees)***

Administrative Services Manager: (Callie Schommer): This position functions as a 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 coordinating the dictation and oversight of all records and records management. The police 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, as well as outside agency requests, which are processed through this position. This position creates monthly statistical reports on police expenditures and prepares confidential correspondence, as well as generating statistical information and monthly police department activity reports for the Village of Cottage Grove Law Enforcement Committee. Equipment purchases,

payroll, personnel issues, budget development and maintenance, answering non-emergency telephone calls during business hours and processing walk-in complaints/payments/inquiries are all among the many responsibilities of this position. This position also schedules and supervises support staff to ensure maximum coverage for clerical support and other duties as assigned by the Chief of Police.

Administrative Assistant: (Samantha Vaught): The Administrative Assistant position is full-time. Sam was hired in August of 2017 to fill this full-time position. She graduated with an associate degree in Criminal Justice. Prior to becoming the department's new Administrative Assistant, Sam worked as a dispatcher in Madison for the Capitol Police Department for two years. This position maintains, and updates department files, enters data into the records management software, to include arrests, incidents, referral, etc., and also transcribes recorded dictations. Sam also maintains police records in accordance with established procedures, such as filing, scanning and updating reports. This position also answers non-emergency telephone calls during regular business hours and processes walk-in complaints. When you stop down at the police department, Sam 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.



*Admin Mgr. Callie Schommer*



*Admin Asst. Samantha Vaught*

### TOTAL CALLS FOR SERVICE 2018

The Cottage Grove Police Department responded to a total of 13988 calls for service in 2018 compared to 9,828 documented calls for service in 2017. This is a 42% increase in calls for service. In 2016, we responded to 11,200 calls for service. In 2015, the Village/Town of Cottage Grove Police Department responded to 7,598 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 1165 calls for service a month, or approximately 39 documented calls for service a day.

### CRIME IN COTTAGE GROVE

The following charts detail the crimes that were committed in the Village of Cottage Grove in 2018 as reported by our agency to the Wisconsin Uniform Crime Reporting (UCR) data submission website run by the Wisconsin and U.S. Department of Justice. UCR reporting is done by law enforcement agencies across the United States so that there is a uniform method of reporting crime for all. Arrests are reported along with crime clearances for the reported crimes. The Village of Cottage Grove has a **low crime rate** and a very **high clearance rate** when comparing state and national averages. When combining violent and property crimes together for cities over 5000 population, in the state of Wisconsin, we are one of the **top 10 safest cities in the state** (15<sup>th</sup> in 2017). The police department is very proud of this ranking; however, we do not take complete credit for this accomplishment. Our community remains at such comparatively low rate year after year, but we would like to think that our crime prevention strategies, community

outreach, investigative efforts and patrol strategies have been instrumental in helping with these impressive reductions in rates of crime. Our citizens and businesses are great partners in the fight against crime and together we share credit for making the Village safe for all.

The violent crime rate for Wisconsin is 3.2 per 1000 residents. The property crime rate is 18.08 per 1000 residents. In Cottage Grove our violent crime rate is .24 per 1000 residents and the property crime rate is .45 per 1000 residents. The national solve rate for violent crimes is 46%, and 18% for property crimes. The CGPD solves violent crimes at 94 %, and property crimes at 83%. The crimes are grouped according to *Crimes Against Persons*, *Crimes Against Property* and *Crimes Against Society*. These categories were developed by the US Department of Justice. Crimes against society are the supposed 'victimless' crimes because nobody was assaulted or had their property stolen. At the end of the UCR data tables you will see a graph showing crime in Cottage Grove for the past 3 years. We are down 30 crimes from the previous year.

## Wisconsin Uniform Crime Reporting

Wisconsin Department of Justice - Bureau of Justice Information & Analysis

### Crime Counts - Cottage Grove PD, WI0131900

#### Group A Crime Counts by Incident/Arrest Date

1/2018 - 12/2018

Date Updated: 2/6/2019

Crime Category	Offenses	Victims	Clearances	Adult Arrests	Juvenile Arrests	Total Arrests
<b>Total Crime</b>	<b>114</b>	<b>115</b>	<b>104</b>	<b>53</b>	<b>30</b>	<b>83</b>
<b>Crimes Against Persons</b>	<b>16</b>	<b>16</b>	<b>15</b>	<b>8</b>	<b>6</b>	<b>14</b>
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Sex Offenses	2	2	2	0	2	2
Rape	2	2	2	0	2	2
Sodomy	0	0	0	0	0	0
Sexual Assault w/Object	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Sex Offenses - Nonforcible	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Assault Offenses	14	14	13	8	4	12
Aggravated Assault	4	4	4	3	0	3

Simple Assault	10	10	9	5	4	9
Intimidation	0	0	0	0	0	0
Kidnapping/Abduction	0	0	0	0	0	0
Human Trafficking	0	0	0	0	0	0
Human Trafficking, Commercial Sex Acts	0	0	0	0	0	0
Human Trafficking, Involuntary Servitude	0	0	0	0	0	0

<b>Crimes Against Property</b>	<b>30</b>	<b>31</b>	<b>25</b>	<b>9</b>	<b>11</b>	<b>20</b>
Robbery	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Theft/Larceny	21	21	16	8	7	15
Theft - Pocket-Picking	2	2	2	1	0	1
Theft - Purse Snatching	0	0	0	0	0	0
Theft - Shoplifting	7	7	6	4	3	7
Theft From Building	0	0	0	0	0	0
Theft From Coin-Op. Machine	0	0	0	0	0	0
Theft From Motor Vehicle	1	1	1	1	0	1
Theft of Motor Vehicle Parts	0	0	0	0	0	0
Theft - All Other Larceny	11	11	7	2	4	6
Motor Vehicle Theft	0	0	0	0	0	0
Stolen Property Offenses	1	1	1	0	1	1
Arson	0	0	0	0	0	0
Counterfeiting/Forgery	0	0	1	0	0	0
Fraud Offenses	3	3	2	0	1	1
Fraud - False Pretenses	2	2	1	0	1	1
Fraud - Credit Card/ATM	1	1	1	0	0	0
Fraud - Impersonation	0	0	0	0	0	0
Fraud - Welfare	0	0	0	0	0	0

Fraud - Wire	0	0	0	0	0	0
Fraud - Identity Theft	0	0	0	0	0	0
Fraud - Hacking/Computer Invasion	0	0	0	0	0	0
Embezzlement	0	0	0	0	0	0
Extortion/Blackmail	0	0	0	0	0	0
Bribery	0	0	0	0	0	0
Destruction/Vandalism	5	6	5	1	2	3

<b>Crimes Against Society</b>	<b>68</b>	<b>68</b>	<b>64</b>	<b>36</b>	<b>13</b>	<b>49</b>
Weapon Law Violations	2	2	2	1	0	1
Prostitution Offenses	0	0	0	0	0	0
Prostitution	0	0	0	0	0	0
Prostitution - Assisting	0	0	0	0	0	0
Prostitution - Purchasing	0	0	0	0	0	0
Drug/Narcotic Offenses	66	66	62	35	13	48
Drug/Narcotics Violations	37	37	35	21	8	29
Drug Equipment Violations	29	29	27	14	5	19
Gambling Offenses	0	0	0	0	0	0
Gambling - Betting	0	0	0	0	0	0
Gambling - Operating	0	0	0	0	0	0
Gambling - Equipment Violations	0	0	0	0	0	0
Gambling - Sports Tampering	0	0	0	0	0	0
Pornography	0	0	0	0	0	0
Animal Cruelty	0	0	0	0	0	0

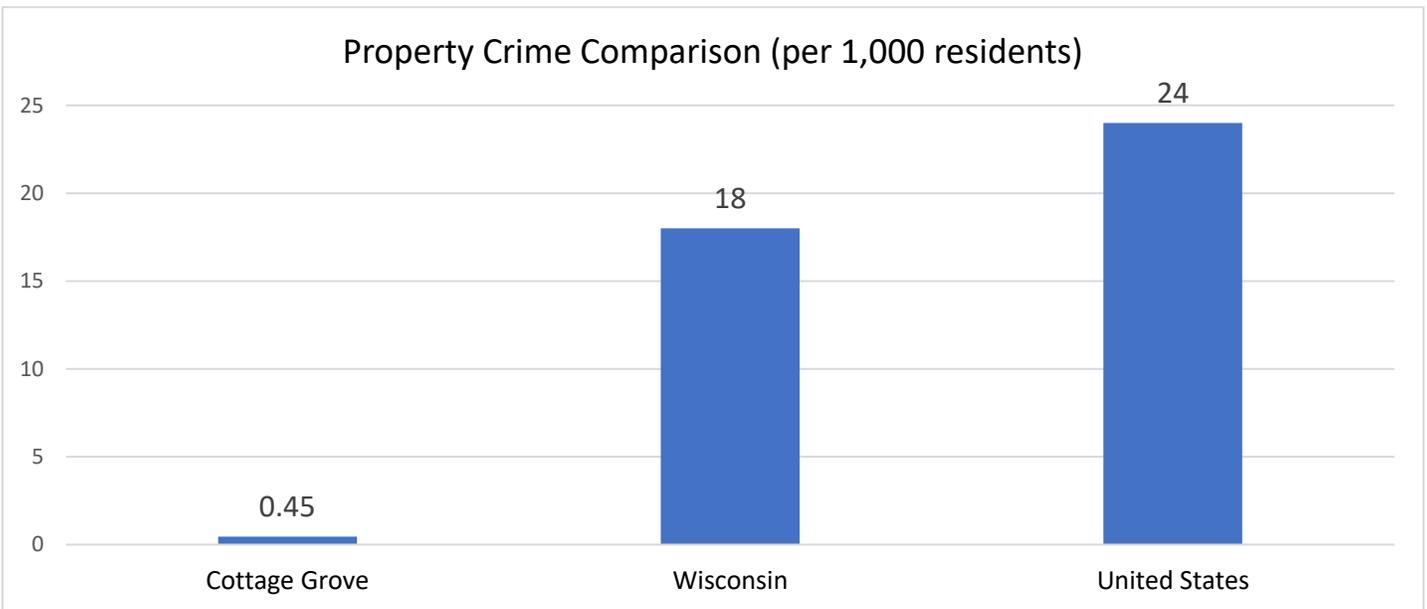
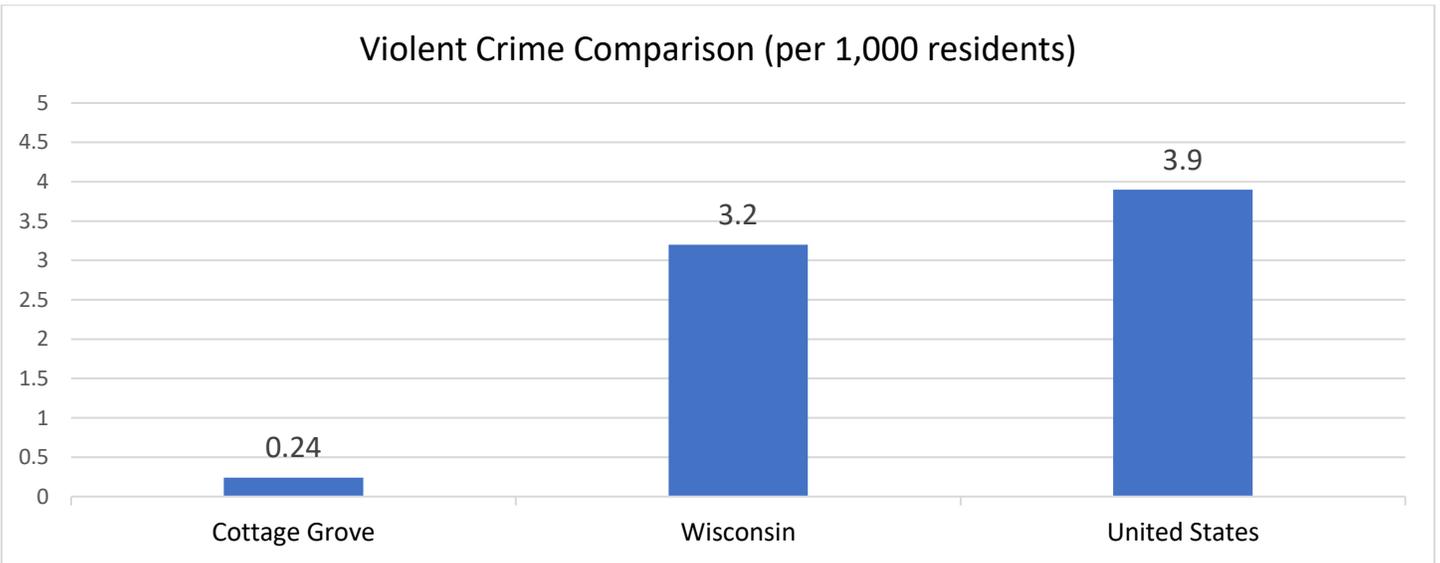
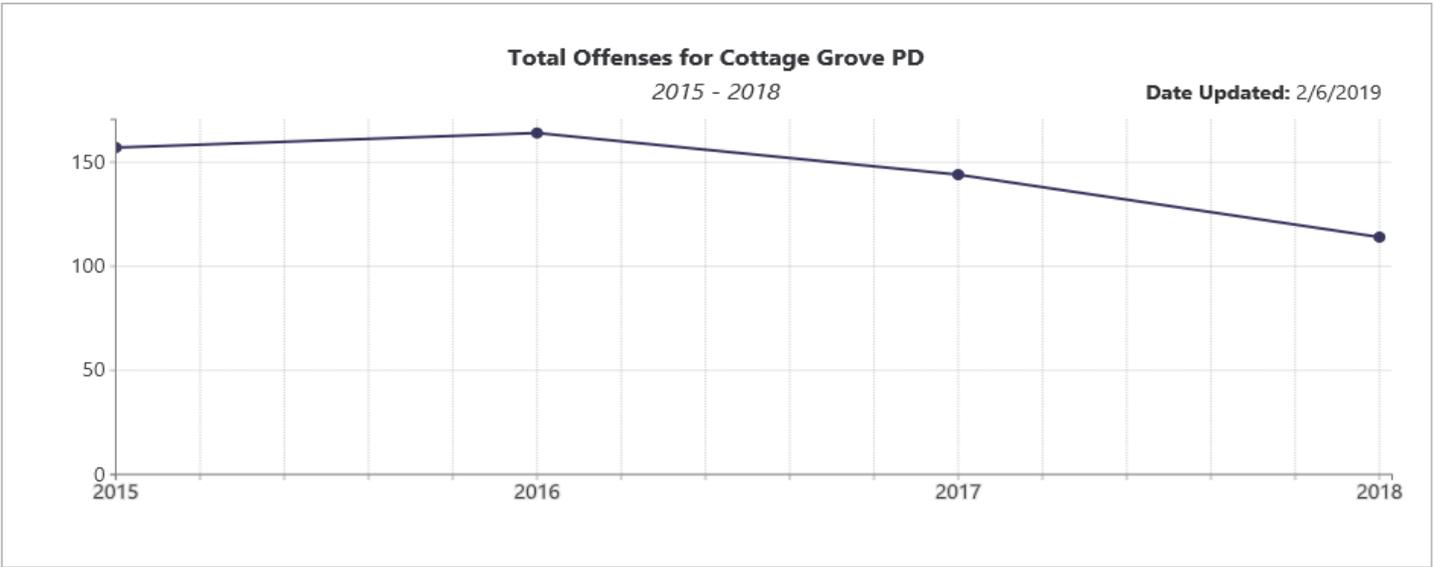
## Group B Arrests by Arrest Date

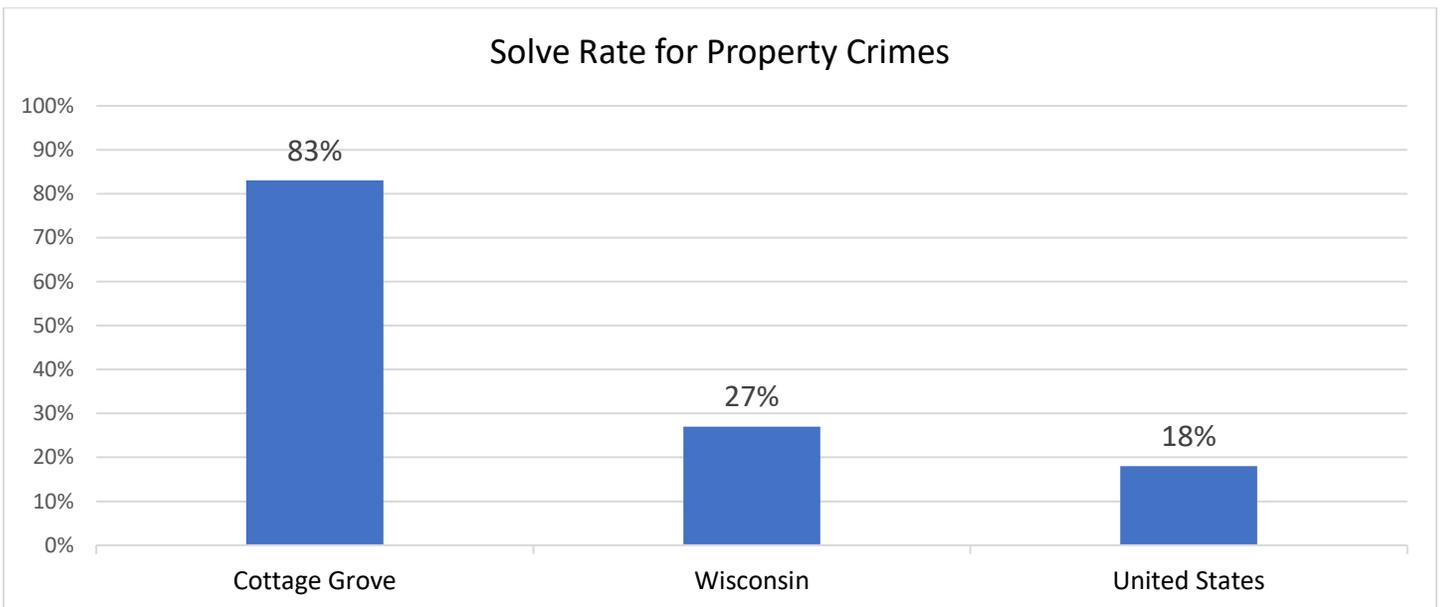
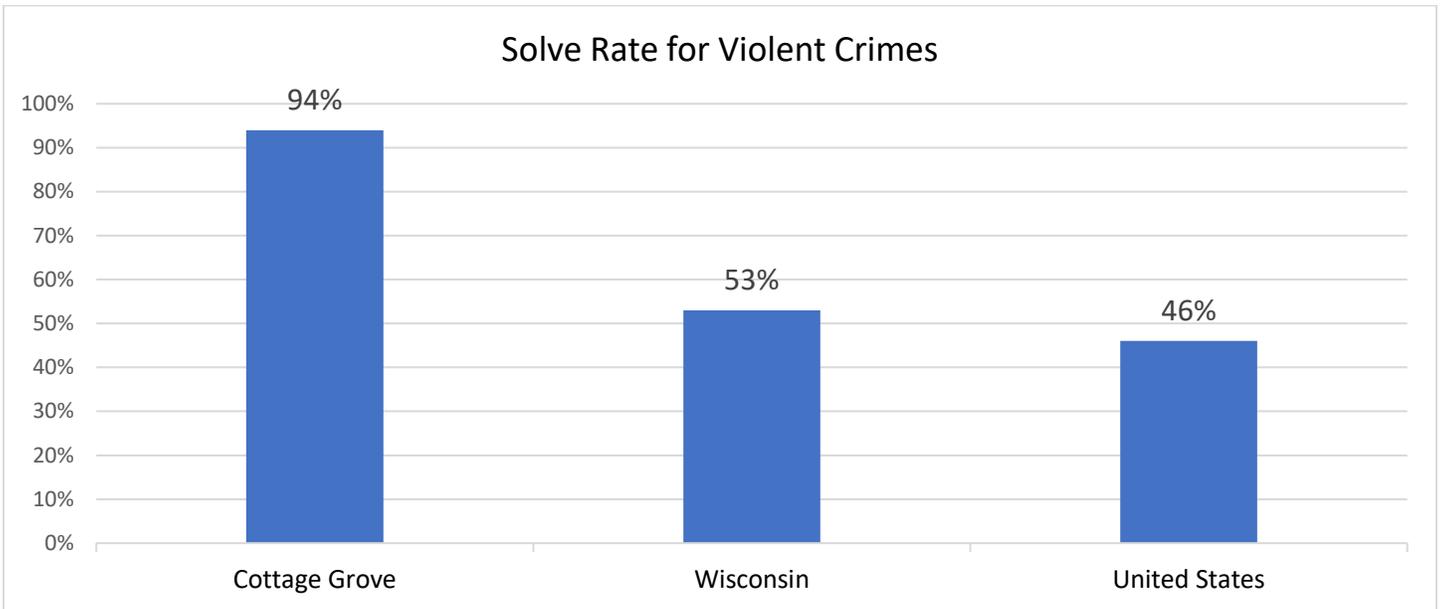
1/2018 - 12/2018

Date Updated: 2/6/2019

Crime Category	Adult Arrests	Juvenile Arrests	Total Arrests
<b>Total Group B Arrests</b>	<b>90</b>	<b>21</b>	<b>111</b>
Bad Checks	1	0	1
Curfew/Loitering/Vagrancy	0	0	0
Disorderly Conduct	19	11	30
Driving Under the Influence	21	0	21
Family Offenses, Nonviolent	0	0	0
Liquor Law Violation	2	4	6
Peeping Tom	0	0	0
Trespass of Real Property	1	3	4
All Other Offenses	46	3	49

Offense	2015	2016	2017	2018
<b>Total</b>	157	164	144	114
► <b>Crimes Against Persons</b>	13	16	26	16
► <b>Crimes Against Property</b>	104	109	66	30
► <b>Crimes Against Society</b>	40	39	52	68





### **ACCREDITATION**

Many have heard the term accreditation, but few fully understand its relationship to modern law enforcement. The basic principle of all accreditation processes, regardless of their field of governance, is for an independent body to establish a set of standards by which the operations of entities can be evaluated. The Wisconsin Law Enforcement Accreditation Group (WILEAG) has become this independent evaluating body for Law Enforcement agencies in the State of Wisconsin.

The WILEAG governing board established its first set of standards in 1995. In 2017, WILEAG published its Fifth Edition which consists of 242 standards that contain 602 separate dimensions. These standards are specifically tailored to address the needs and capabilities of Wisconsin Law Enforcement Agencies.

To become an accredited agency, or to maintain your accredited status, a Police Department must review and update each of its policies and operating procedures, making certain that they comply with WILEAG standards, every three years. Agencies must also collect “proofs” that document their compliance with every standard and dimension annually. Every third year a team of WILEAG evaluators conduct on site assessments of each agency seeking accreditation. During these

assessments, the evaluators examine both the agencies policies and proofs, making certain they comply with each of the established standards. These on-site evaluations generally take three full days and they include facility inspections and public input hearings.

In March of 2018 the Cottage Grove Police Department went through its first on site assessment. The team of three independent evaluators found the Cottage Grove Police Department to be in full compliance with all relevant WILEAG standards. On May 11, 2018, the Governing Board of the Wisconsin Law Enforcement Accreditation Group awarded the Cottage Grove Police Department with a Certificate of Accreditation. Chief Daniel Layber, Lt. Matthew Wagner, and Officer Jessica Helgeland were presented a plaque at the Wisconsin Chiefs of Police Conference in February 2019 to commemorate the agency's accreditation status.

Lt. Matthew Wagner oversees the accreditation process for the Cottage Grove Police Department as the department Accreditation Manger, but the accreditation process is an agency wide project and accomplishment.

In these challenging times for law enforcement agencies around the nation, the Cottage Grove Police Department will continue to utilize the WILEAG accreditation process to conduct ongoing self-evaluation to maintain the highest quality standards in our operations.



***WILEAG Accreditation Award Presentation 2019  
Wisconsin Chiefs of Police Conference***



## Wisconsin Law Enforcement Accreditation Group, Inc.

*Challenging Wisconsin's Law Enforcement Agencies to Achieve Excellence*

Be it hereby known that the

### **COTTAGE GROVE POLICE DEPARTMENT**

Has fully demonstrated its voluntary commitment to law enforcement excellence by its compliance to a body of standards deemed essential to the protection of the life, safety, and rights of the citizens it serves, and;

Has exemplified the best professional practices in the conduct of its responsibilities and therefore;

Is hereby, upon the recommendation of the members of the Governing Board of the Wisconsin Law Enforcement Accreditation Group; awarded this

### **Certificate of Accreditation**

Effective the 11<sup>th</sup> day of May, 2018

And is recognized as a Wisconsin accredited law enforcement agency  
For a period of three years

A handwritten signature in black ink that reads "Greg Peterson". The signature is written in a cursive, flowing style.

Greg Peterson  
President, WILEAG

## INVESTIGATIONS

Detective Ben Anderson is the full-time investigator for the Cottage Grove Police Department. The Cottage Grove Police Department investigated 35 felony cases in 2018. Some of these cases investigated included 10 Sexual Assault cases; 3 Burglary cold cases (where the suspect was charged with Burglary); 4 Death Investigations, in which 1 case remains open; 1 Reckless endangerment weapons case; 4 child abuse cases; 2 aggravated Battery cases; 6 Fraudulent cases; 4 drug cases; 1 missing adult case; 10 theft cases (included locating suspect in a theft of metal case, and several theft from vehicles cases located suspect-both suspects were charged); 3 Burglaries, and assisted the School Resource Officer with 2 cases. Detective Anderson assisted outside agencies that included Sheboygan County Sheriff Office with a child sexual assault, Madison Police Department with several cases including armed robbery, drug task force information, and an aggravated battery case, Portage Police Department with a white collar crime, and the Dane County Sheriff's Department with a burglary.

Detective Anderson attended several trainings and meetings throughout the year that included WICAN (Wisconsin Crime Alert Network) training, Child Forensic Interviewing, Death Investigation School, Search Warrant Training, Wisconsin Association of Homicide Investigators Conference, and Leadsonline training.

Some of Detective Anderson's investigations include:

- Detective Anderson investigated a cold case Burglary from 2016. Detective Anderson had partial fingerprints sent to the WI State Crime Lab. After receiving results from the Crime Lab, a suspect was identified. The suspect in this case was already in prison. The Dane County District Attorney Office charged the suspect with Burglary.
- Detective Anderson conducted follow up from a case in 2017 an Aggravated Battery case, where a victim was severely injured. After completion of follow up on this case, the suspect was convicted of Felony Battery.
- Detective Anderson investigated a Fraud/Theft case in 2018 that involved theft from vehicles and fraudulent use of credit card. Detective Anderson was able to identify a suspect in this case. The suspect was convicted of fraudulent use of credit card and theft of credit card.
- Detective Anderson assisted Patrol with a theft of metal case in 2018 in which the suspect was stealing several pieces of metal property at the Landmark Cooperative. Detective Anderson was able to identify a suspect in this case. Detective Anderson was able to locate the vehicle and took the suspect into custody. The suspect later pled guilty to the theft charges
- Detective Anderson helped investigate a reckless endangerment case in which the suspect displayed several guns and pointed a gun at two Cottage Grove Officers. Detective Anderson assisted with questioning, evidence collection, and follow up on this case. This incident occurred in April of 2018, the subject was arrested and charged with 5 felony charges which included 2 charges of 1<sup>st</sup> degree reckless endangerment, 2 charges of Intent to point firearm at law enforcement officer, and a charge of endangering safety. The subject was also charged with 2 misdemeanor charges.
- Detective Anderson is currently working a Drug Overdose Death Investigation from September of 2018, which has included numerous hours of investigation. This case is still considered open.

## DOMESTIC ABUSE

In 2018, we had 43 calls for domestic abuse, 38 calls for service in 2017, and 51 domestic abuse cases in 2016. 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 41 times in 2018. Pursuant to the State of Wisconsin mandatory arrest law, many of these incidents resulted in criminal arrests, which account for 1/3 of all criminal referrals to the Dane County District Attorney's Office. In an effort to prevent future domestic violence incidents from our

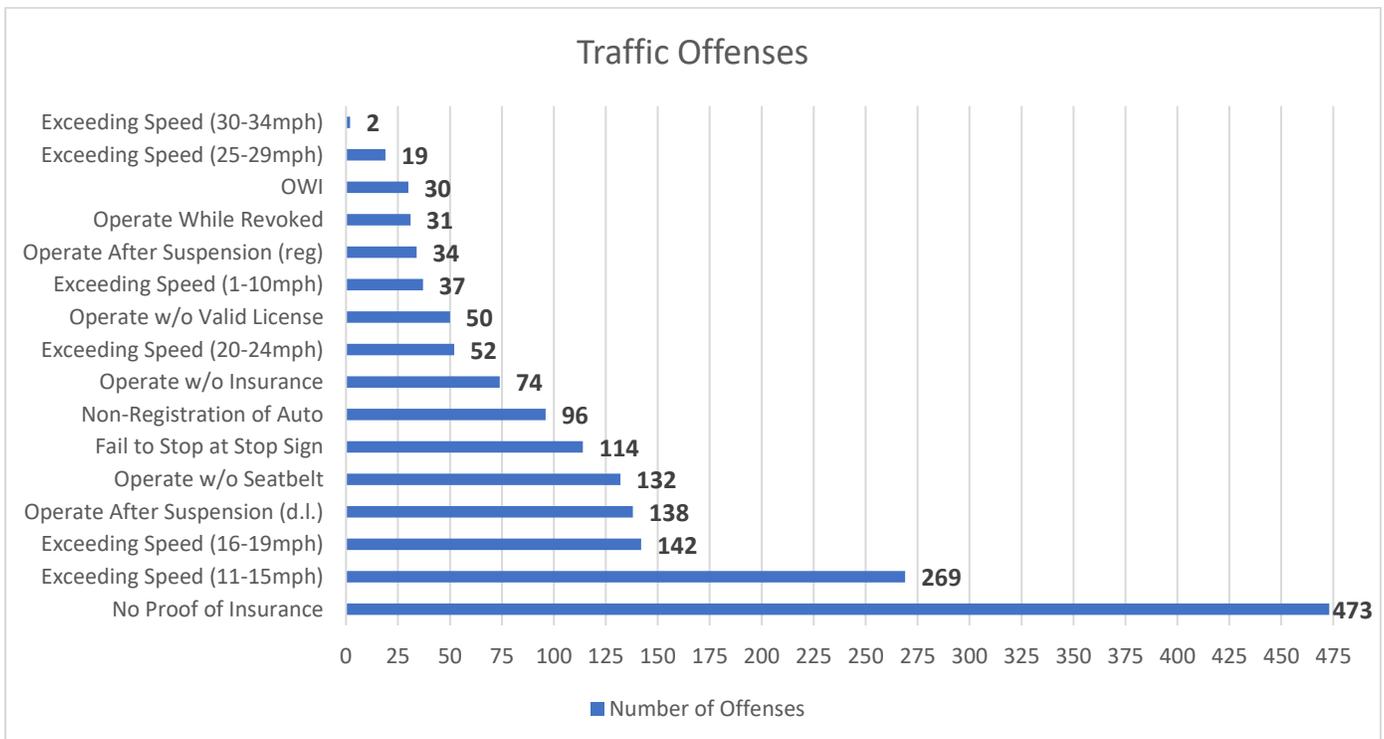
community, officers actively communicate regional resource availability, such as the private, non-profit, Domestic Abuse Intervention Services (DAIS), which provides crisis intervention and community education and prevention programs, the Dane County District Attorney’s Office Domestic Violence Unit, 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. Numerous members of the Cottage Grove Police Department have attended training offered by the Dane County District Attorney’s Office/Domestic Violence Unit and the Dane County Sheriff’s Office. This one day training taught officers about the root causes of domestic violence, trauma informed response, investigating the violence and how to recognize and investigate stalking and strangulation cases.

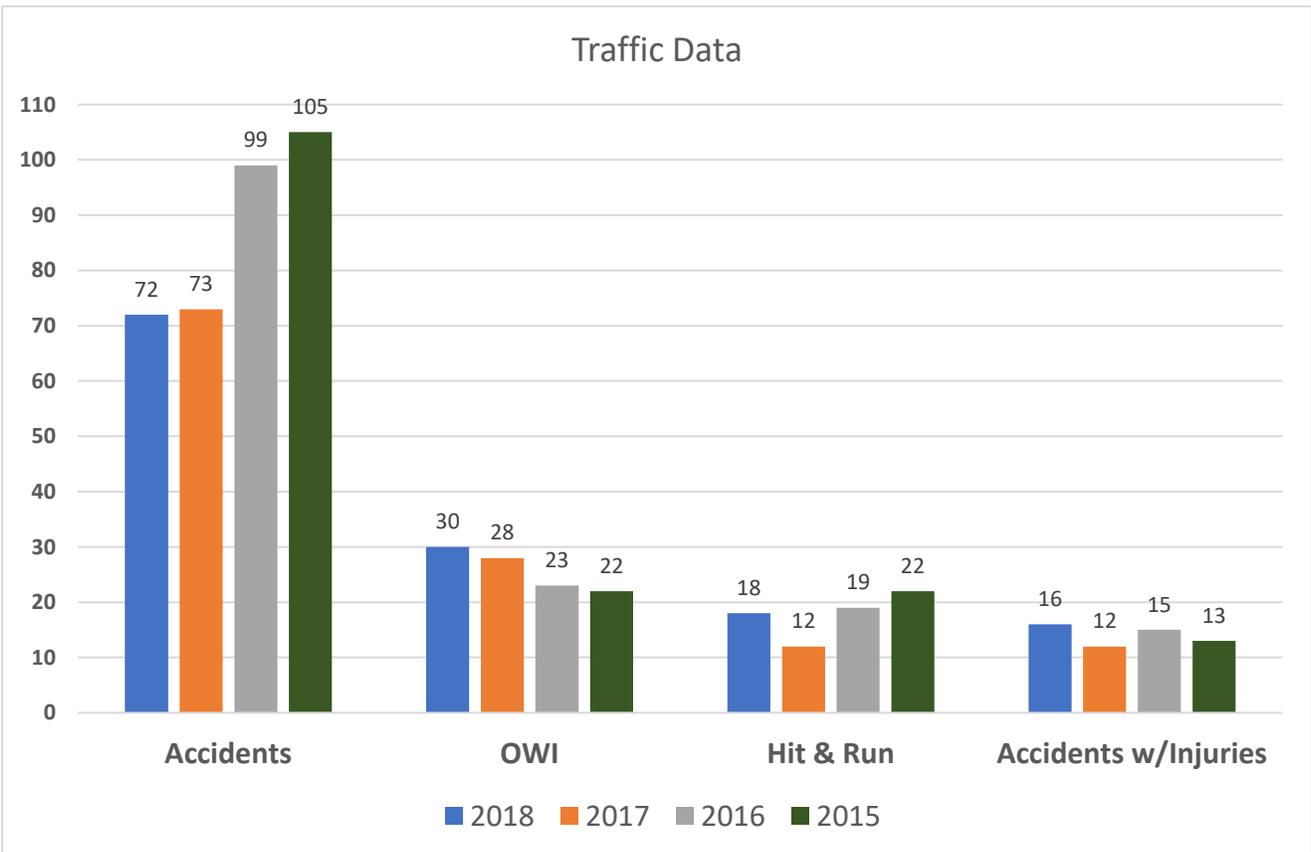
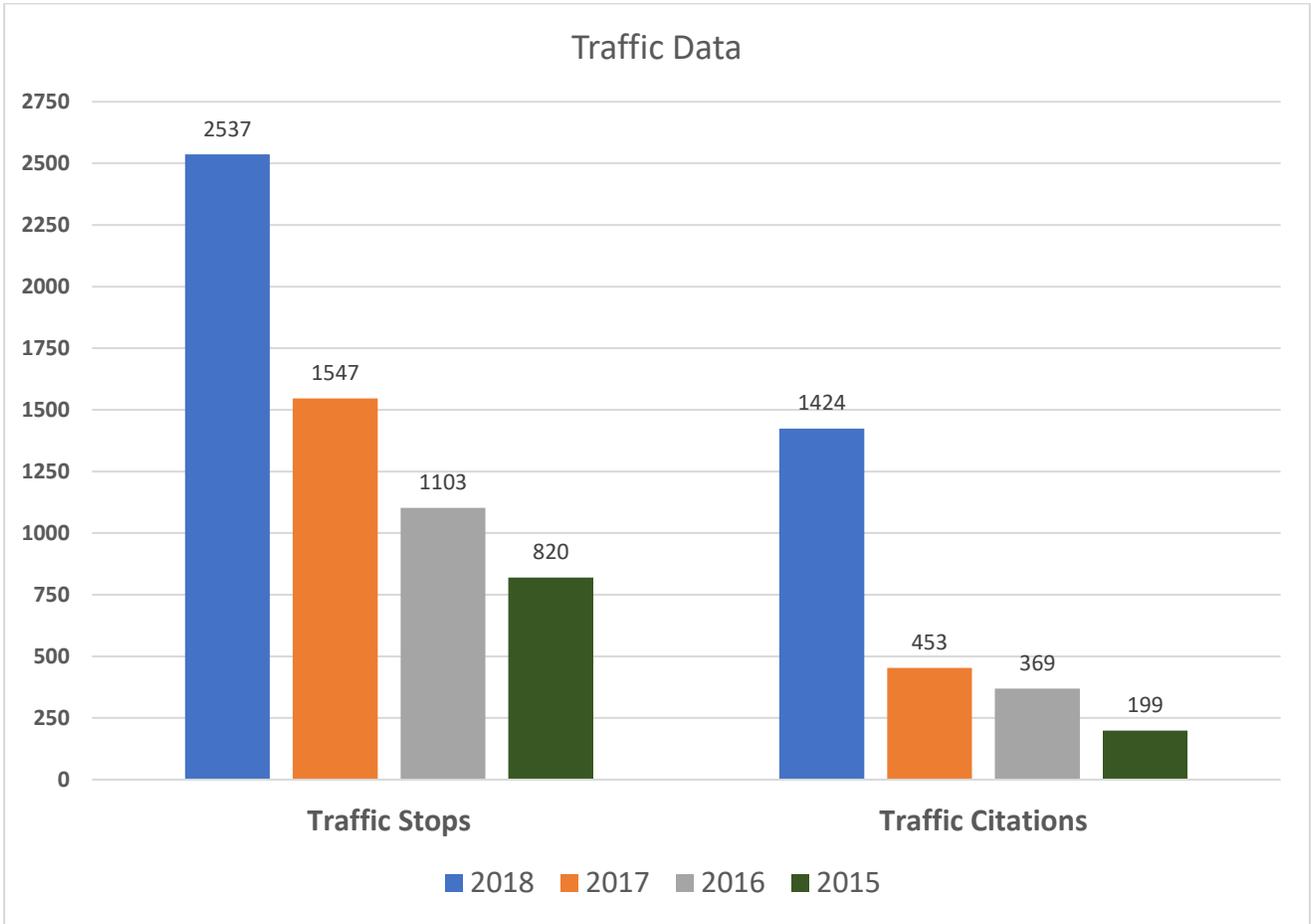
**MEDICAL ASSISTANCE**

Our officers responded to 457 calls to assist our citizens with medical issues in 2018 (394 in 2017). We assist Dear Grove EMS 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. We have equipped all officers with tourniquets for their own personal use and to stop the bleeding when a citizen may be in need. The Deer Grove EMS provides annual training to us in basic first aid and we try to stay up to date with the best practices for first responder first aid. All police squads have AEDs and Narcan for heart attacks and opiate overdoses. We upgrade our AEDs as often as possible to provide the best care for our citizens.

**TRAFFIC ENFORCEMENT**

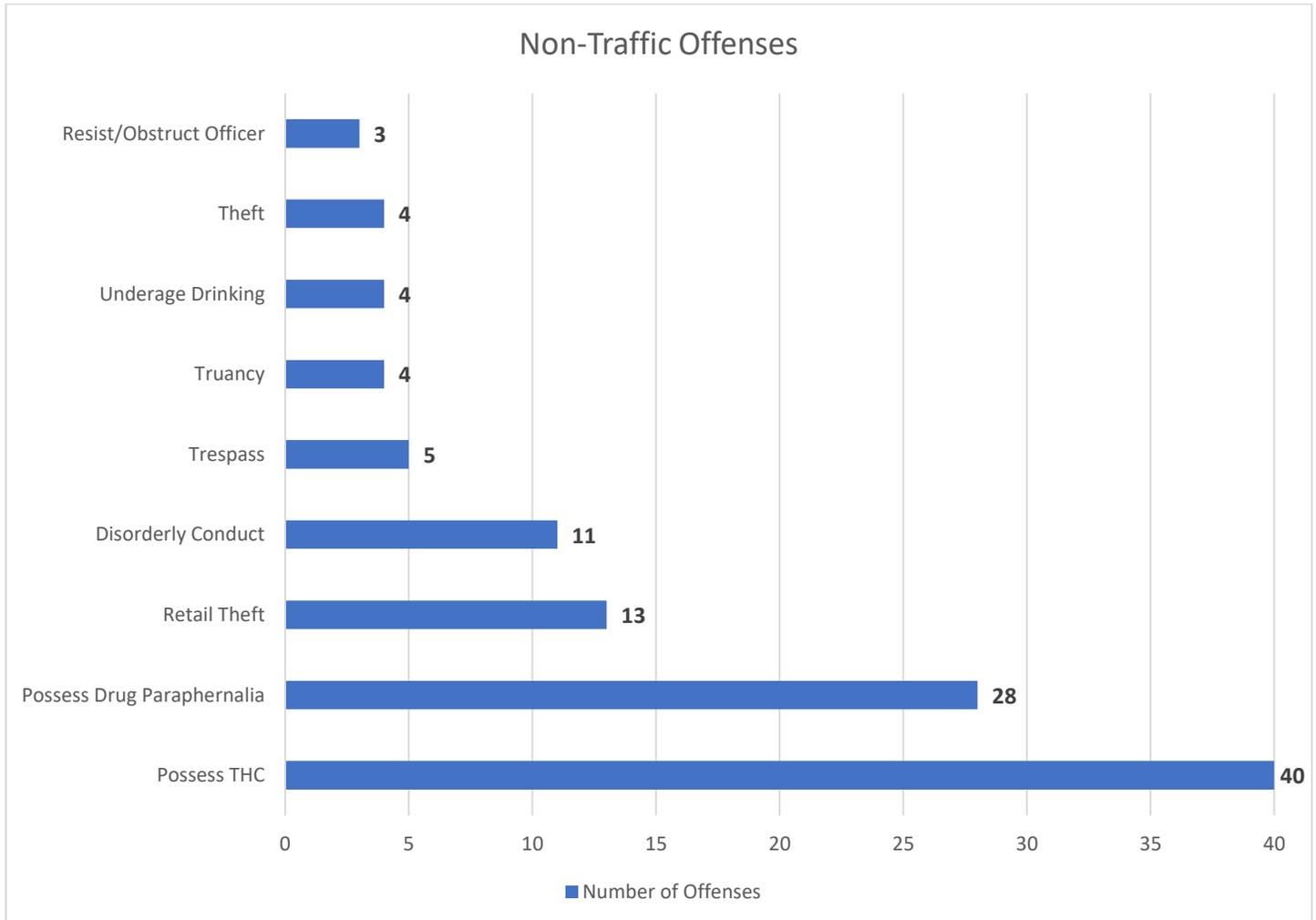
One of our primary objectives at the Cottage Grove Police Department is to keep our streets safe for pedestrian, bicycle and vehicular travel. This objective is accomplished through proactive patrol and traffic enforcement that is aimed at keeping our streets safe. We don’t always issue citations at every traffic stop. Some traffic stops result in warnings (43%) and some in citations (57%), or a combination of both. In 2018 we had 2537 traffic stops that resulted in 1424 citations, and the remainder (1113) were warnings. The chart below highlights the most frequent, and some of the most serious offenses we cited drivers for in 2018. The next chart compares traffic enforcement efforts and results with previous years. As you can see, the department has increased traffic enforcement efforts in the past 4 years with a corresponding reduction in accidents.





### **NON-TRAFFIC ORDINANCE VIOLATIONS**

The four most frequently issued types of non-traffic related ordinance citations in 2018 were for Possession of Marijuana; Possession of Drug Paraphernalia; Retail Theft; and Disorderly Conduct. These offenses are not considered crimes because we issue them through the Cottage Grove Municipal Court making them forfeitures only.

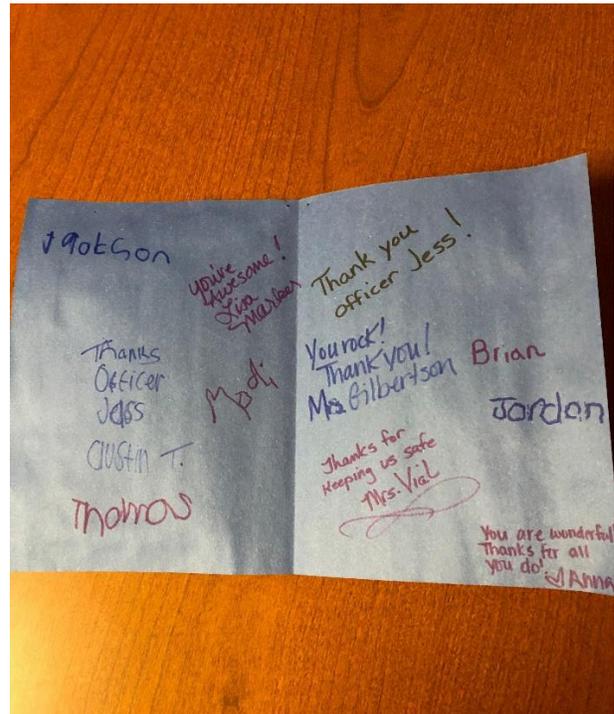


### **SCHOOL RESOURCE OFFICER**

Officer Helgeland is our SRO for the Cottage Grove schools. She was a volunteer for this position and she has performed admirably so far. She serves all three Cottage Grove schools, but, is primarily providing services at Glacial Drumlin Middle School. She stays extremely busy and has numerous interactions with students daily and is truly having an impact on these young people. The role of an SRO is providing safe learning environments in our schools, providing valuable resources to school staff members, fostering positive relationships with youth, developing strategies to resolve problems affecting youth and protecting all students, so that they can reach their fullest potential. An SRO is not only a police officer, they are educators and informal counselors/mentors. Officer Helgeland has taught personal safety and internet safety in the 6<sup>th</sup> grade health classes. She has taught the children how to be safe when they are home alone, when confronted by a stranger, or other dangers that threaten their safety. Internet safety presentations in regard to inappropriate content and sexting dangers has been a big emphasis for Officer Helgeland as this area has been a huge problem across the country and in our middle school.

Officer Helgeland has started the *See It. Save It. Report It.* campaign in the school by creating the posters (attached) and placing them throughout the school. This program encourages students to report someone they believe may be trending towards a violent act.

The first active threat safety drill was conducted at all three schools this year with students, teachers and staff all actively locking, barricading and hiding in their classrooms until the threat has been eliminated. Police department members assisted with this drill by observing the drill and making suggestions.



### 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 community.

### ALICE TRAINING, BUILDING SECURITY ASSESSMENTS

**ALICE** (Alert, Lockdown, Inform, Counter, Evacuate) **Training** instructor led classes provide preparation and a plan for individuals and organizations on how to more proactively handle the **threat** of an aggressive intruder or **active shooter** event. The Cottage Grove Police Department has a certified instructor in this discipline and has provided the training to all of the Cottage Grove Schools along with numerous businesses and groups. We have also provided security assessments to businesses so that they know where their strengths and weaknesses are at. They are provided with a personalized report to use as they see fit.

**Caught Wearing a Helmet:** We 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.

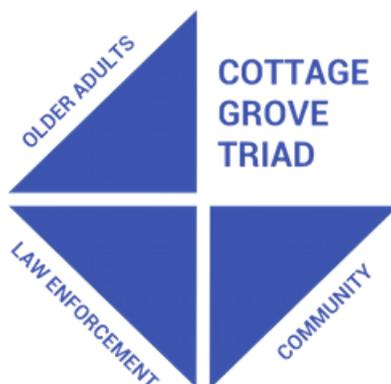
*“Yesterday one of your officers spotted my son and I out for a bike ride. Since he was wearing his helmet you rewarded him with a coupon for a Subway cookie. Thank you!!! Great incentives to keep kids safe.”*

**Cottage Grove Police Department Special Needs Awareness Program:** As part of our desire to provide the very best police services to our residents, the Cottage Grove Police Department is seeking to enhance its base of knowledge and awareness of the special needs children and adults in our community. As a police department, we regularly have contact with children and adults who have a variety of special needs. While in many instances, we are aware of the individual needs of a particular person with whom we are in contact and how to best help them during a stressful event, at other times we are not familiar with an individual and this can cause difficulty in determining how to best help them. The goal of this program is to coordinate with family members in gaining the valuable knowledge that will help prepare us to assist an individual in need. We encourage the parents and caretakers of special needs children and adults to participate in the program.

**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.

**The Cottage Grove Coalition Cares:** An organization made up of law enforcement (CGPD), community members, educators, parents, drug treatment and awareness groups, and other volunteers interested in teaching drug and alcohol abuse prevention to our community and especially our school aged children and young adults. We host drug take back days twice per year at Forward Pharmacy in Cottage Grove and also present seminars to educate the public about the abuse of drugs and alcohol.

**Cottage Grove TRIAD:** We are members of 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 helping to keep the seniors in our community up to date on many issues that may affect them. We have a Cottage Grove police officer on the state board of the TRIAD, which has greatly enhanced our contribution to the organization and provided us with more insight on issues facing our senior citizens.



***Block party on Melissa Lane – Handing out Swag***

## IMPROVED COMMUNICATION THROUGH TECHNOLOGY

**Facebook:** The police department Facebook site has greatly enhanced our communication with the community in this age of the internet being used by so many. The Cottage Grove Police Department currently has 2554 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 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 Cottage Grove Police Department 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.

**Nextdoor:** The police department is now a full member of Nextdoor and we are currently sharing and receiving information from the almost 1,601 households in 8 neighborhoods who belong to Nextdoor. Nextdoor allows communities to easily create private websites to facilitate communication among neighbors and build stronger neighborhoods. Residents can exchange information about crime and safety issues. We monitor the 8 neighborhood sites and exchange information with concerned neighbors. We sometimes become aware of issues that were not reported to us and residents get information from us they might otherwise not know about. The following are some of the benefits to having the Cottage Grove Police Department on Nextdoor:

1. Residents get to know local police officers or government representatives
2. Stay in the loop about Crime & Safety issues
3. Be invited to upcoming events, like town halls and "Coffee with a Cop"
4. Organize disaster plans as a community
5. Voice your concerns to government representatives
6. Provide feedback on government initiatives

The Cottage Grove Police Department can post messages, polls, or urgent alerts to the neighborhoods in their service area where the information would be relevant. Community members, can thank their posts, reply to them, or send a local official a private message. The private message feature has been an efficient method of talking with people about sensitive matters. Again, we encourage people to call us whenever they have a concern, that is what we are here for!

"There was a disturbance and altercation on Sunset a few minutes ago. We didn't call the police, but they were on the scene within a couple minutes of our becoming aware of it. It appeared to be handled efficiently and professionally. We have an excellent Police force in CG."

**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.

## 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 2018, the department provided 222 hours of training to its officers and supplemented it with over 320 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 90 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.

**Implicit Bias Training:** All members of the Cottage Grove Police Department received *Implicit Bias Course* training from the Madison Police Department in September of 2018. This training course provides awareness about how each of us can have perceptions, attitudes, and stereotypes that operate without conscious intention.



*Firearms training at the Madison Police Department indoor firearms range*



*Felony vehicle stop training in back of municipal building*



*Firearms/rifle training at the Dane County Sheriff's outdoor range in Waunakee*



*Field sobriety training in the back lot of municipal building*