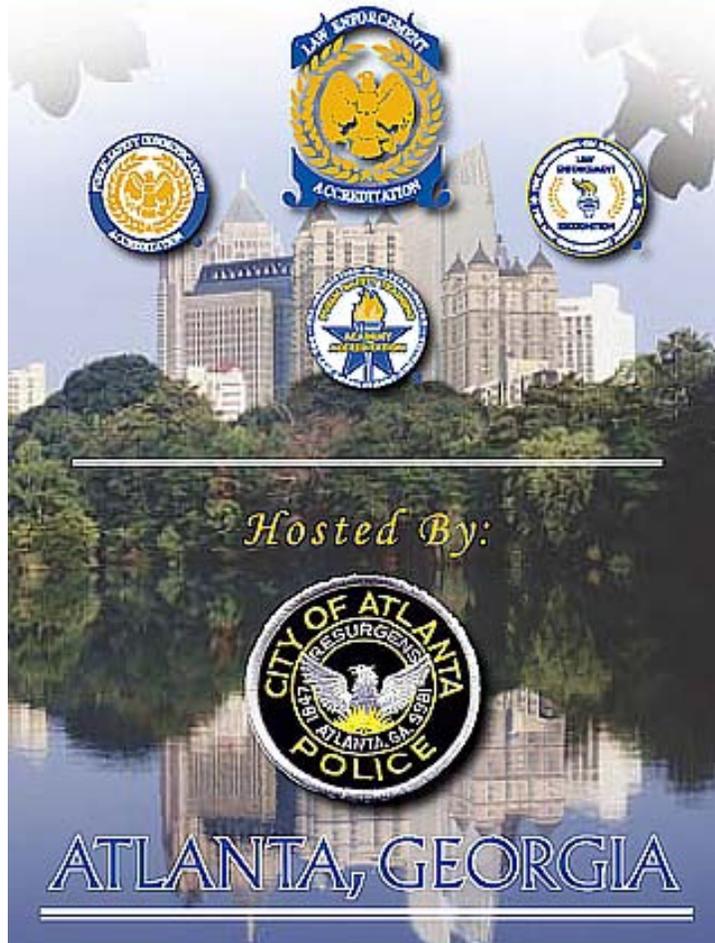


CHATHAM BOROUGH POLICE DEPARTMENT

CALEA SPRING CONFERENCE
March 12-15, 2008



ANNUAL REPORT 2008

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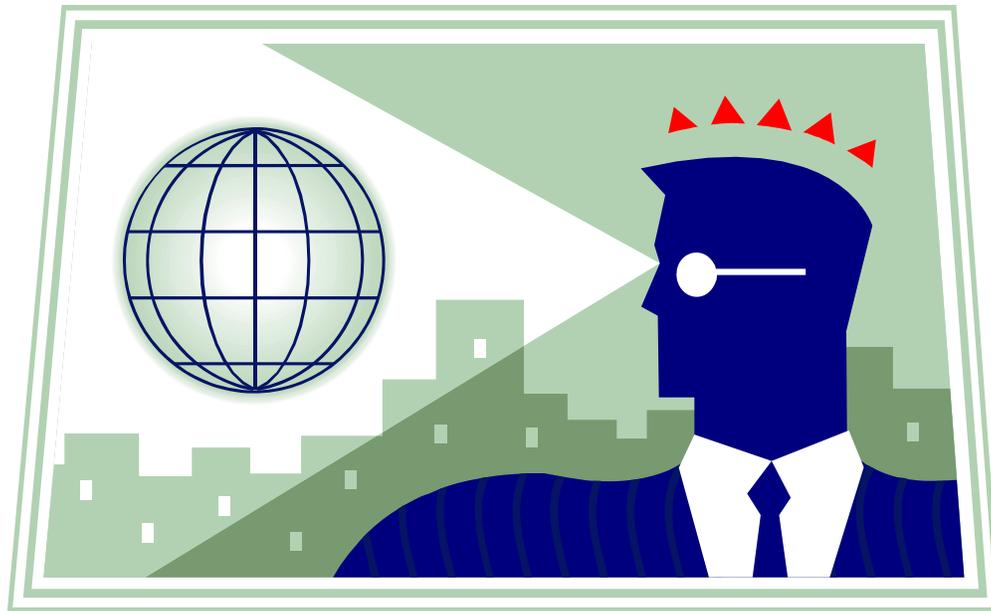
1. Vision and Mission Statements
2. Organizational Chart and Department Employees
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4. 2008 Goals and Achievements
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SECTION ONE

VISION STATEMENT

AND

MISSION STATEMENT



CHATHAM BOROUGH POLICE DEPARTMENT

VISION STATEMENT

THE CHATHAM BOROUGH POLICE DEPARTMENT:

- **Will provide quality and professional law enforcement services to the community. Commitment to the professional development of the employees of the Chatham Borough Police Department.**
- **Recognize that the quality of life issues are important to the community and the members of the Chatham Borough Police Department.**
- **The Chatham Borough Police Department shall respond to the changing needs of the community and its members. This shall be accomplished through the principles of community policing, leadership, teamwork, and dedication by all members of the department.**

CHATHAM BOROUGH POLICE DEPARTMENT MISSION STATEMENT

THE CHATHAM BOROUGH POLICE DEPARTMENT:

Will commit its resources in partnership with the community to:

- **Promote a safe and secure environment, free from crime and fear of crime,**
- **Maintain order and provide for a safe and expeditious flow of traffic,**
- **Practice our core values of integrity, respect, service, and fairness.**

INTEGRITY

Integrity is the hallmark of the Chatham Borough Police Department and we are committed to the highest performance standards, ethical conduct, and truthfulness in all relationships. We hold ourselves accountable for our actions and take pride in a professional level of service and fairness to all.

RESPECT

We treat all persons in a dignified and courteous manner, and exhibit understanding of ethnic and cultural diversity, both in our professional and personal endeavors. We guarantee to uphold the principles and values embodied in the constitutions of the United States and the State of New Jersey.

SERVICE

We provide service in a courteous, efficient, and accessible manner. We foster community and employee involvement through problem-solving partnerships.

FAIRNESS

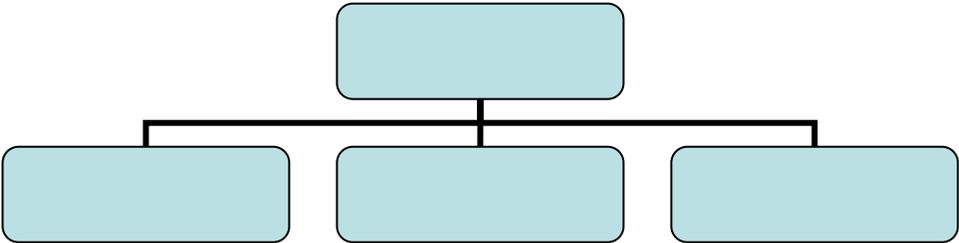
We treat all people impartially, with consideration and compassion. We are equally responsive to our employees and the community we serve.

SECTION TWO

ORGANIZATIONAL CHART

AND

DEPARTMENT EMPLOYEES

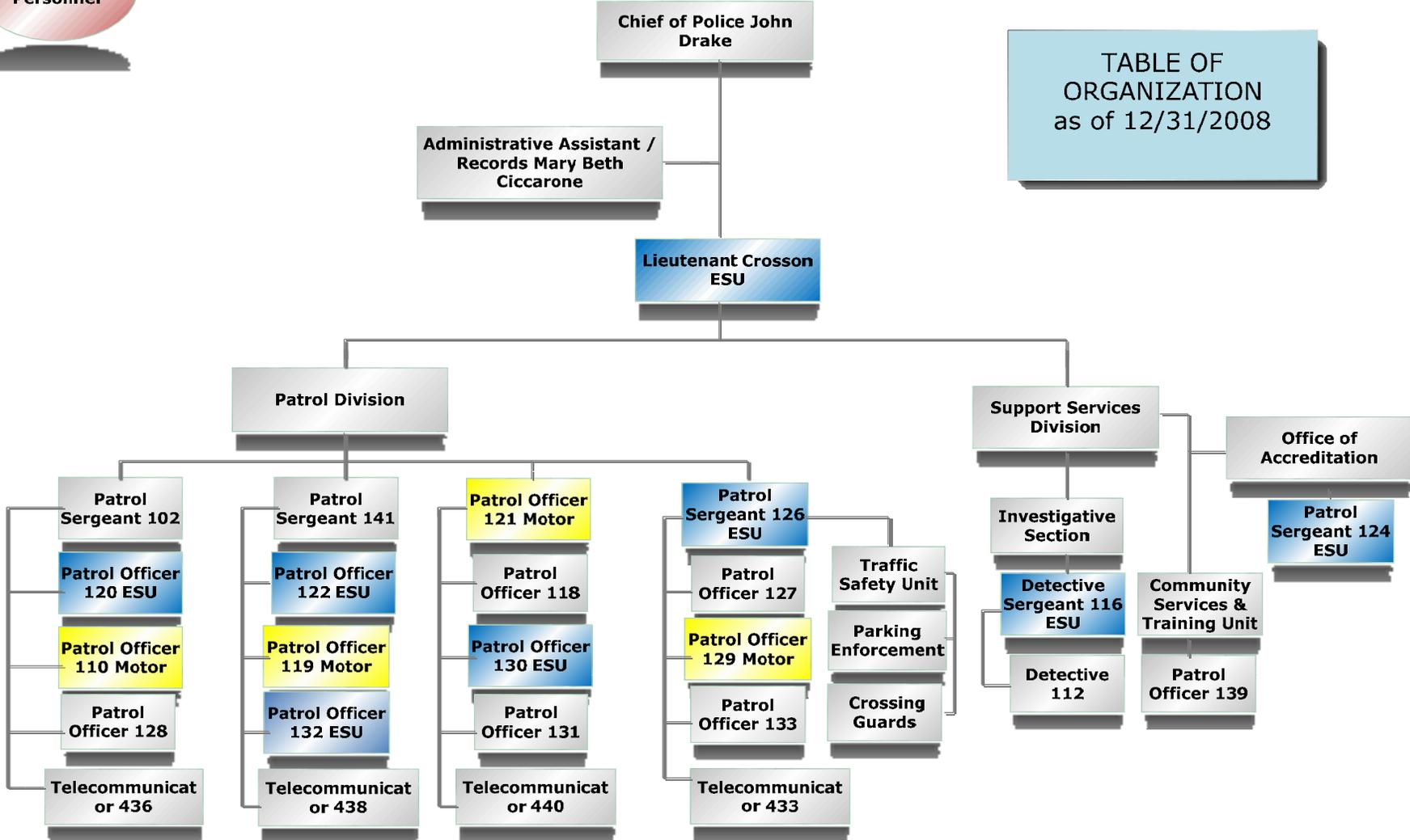


Chatham Police Department Table of Organization

22 Sworn Personnel

TABLE OF ORGANIZATION
as of 12/31/2008

- Authorized / Not Filled
- Captain
- Lieutenant
- Sergeant
- Patrol Officer
- Patrol Officer



CHATHAM BOROUGH POLICE DEPARTMENT

PERSONNEL 2008

POLICE OFFICERS:

**Chief John Drake III
Lieutenant Philip Crosson
Det / Sgt. Michael Bochniak
Sergeant Roy George
Sergeant Brian Gibbons
Sergeant Scott O'Connor
Sergeant Christopher Tomaino
Detective Michael Mahoney
Officer Edward Uranyi
Officer Robert Sweetin
Officer Jayson Cittrich**

**Officer Jeffrey Battiloro
Officer Lawrence Dillon
Officer Daryle Kelly
Officer Scott Davis
Officer Richard Jaremba
Officer Ralph Colatrella
Officer Brian Maher
Officer Michael Permison
Officer Joseph Crecca
Officer Brian Colatrella
Officer Daniel Walsh**

TELECOMMUNICATORS:

**John Lucas
Eugene Herchick**

**Michael Clarke
Melon Grimm**

SECRETARIAL/RECORDS STAFF:

Mary Beth Ciccarone

PARKING ENFORCEMENT/ POLICE MATRON:

Nicolina Balsamo

SCHOOL GUARDS:

C. Coleman	C. Fronzoni
K. Bodie	M. Grimm
T. Boland	L. Kelly
D. Cali Charles	A. Kling
J. Caporaso	T. Ochs
A. Cirillo	J. Tu
H. Ochs	L. Pimentel
A. Lombardi	N. Renzulli
K. Donnelly	L. Salinardi
S. Piana	S. Serbanica
J. Eggerman	J. Sweetin
P. Casteliano	

RETIREMENTS:

Lieutenant Stephen Ambrose **April 1, 2008**

RESIGNATIONS/TERMINATIONS:

Captain Karen Sullivan **July 14, 2008**

PROMOTIONS:

None

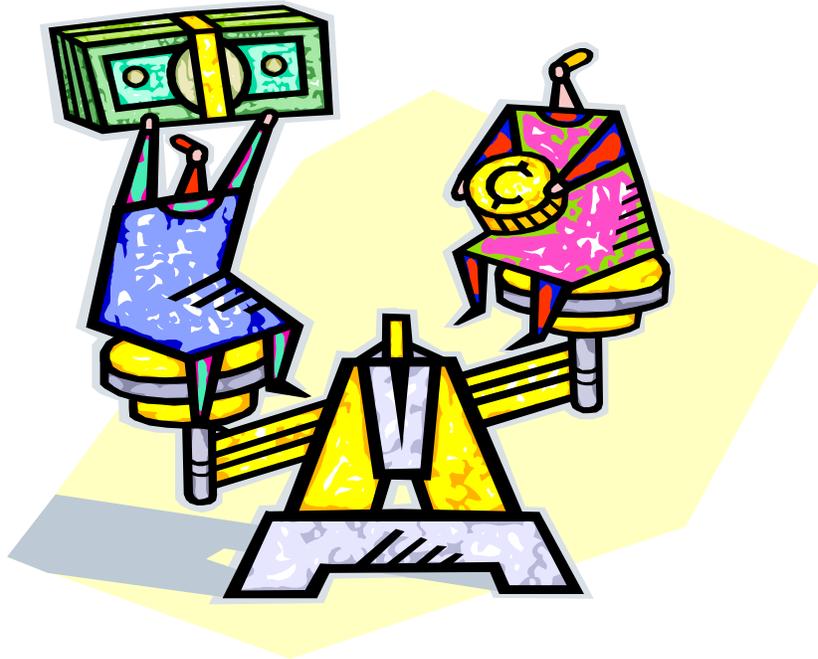
NEW HIRES:

None

SECTION THREE

2008 BUDGET

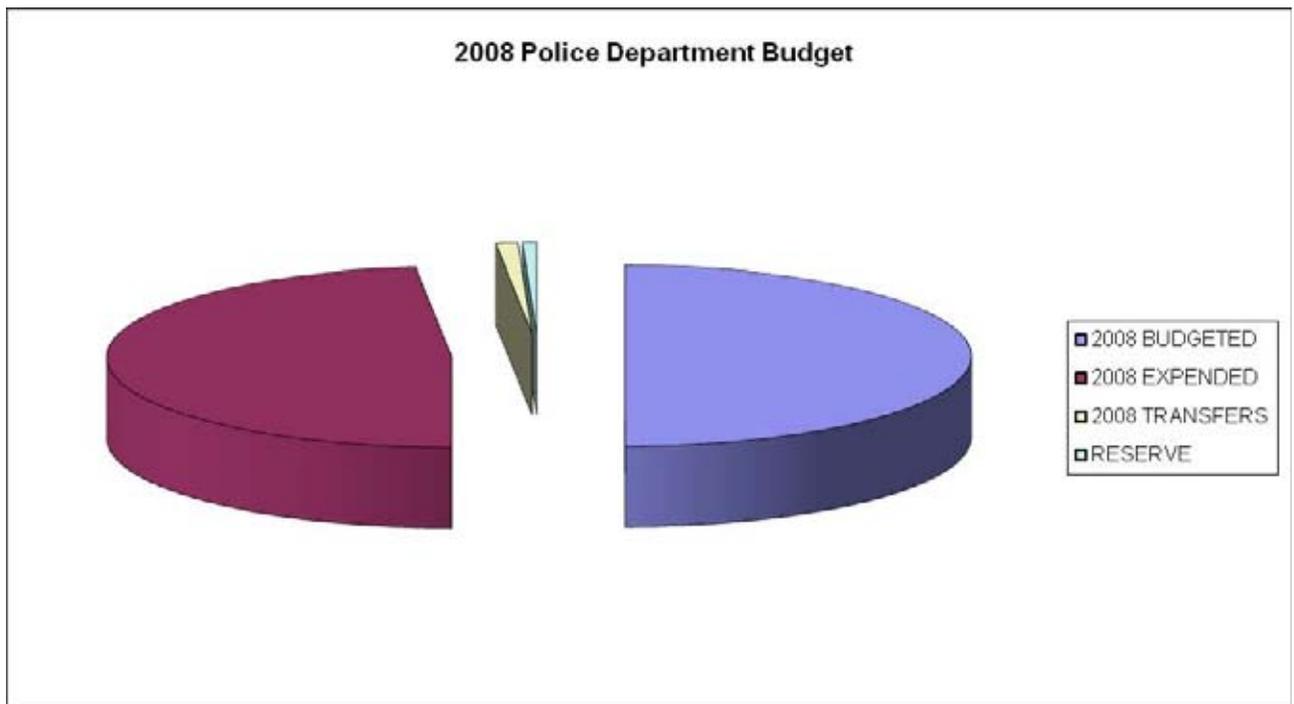
INFORMATION



**CHATHAM BOROUGH POLICE DEPARTMENT
2008 SUMMARY BUDGET**

DESCRIPTION	2008 BUDGETED	2008 EXPENDED	2008 TRANSFERS	RESERVE
Police Salary & Wages	\$2,773,917.00	\$2,678,390.40	\$75,000.00	\$20,526.60
Police Operating Expenses	\$199,744.00	\$195,585.76	\$14,000.00	\$18,158.24
Totals	\$2,973,661.00	\$2,873,976.16	\$61,000.00	\$38,684.84

As of December 31, 2008, the budget was \$ 38,684.84 under budget.



SECTION FOUR
2008 GOALS
AND
ACHIEVEMENTS



Goal: Convert to CALEA 5th edition and adjust written directives to comply with all 459 applicable standards.

Objectives:

- A. Order new file cabinet and files in preparation of transferring to 5th edition (November 2007).
- B. Review and implement 5th edition crosswalk, identifying adjustments, and new policies needed by end of February 2008.
- C. Adjust written directives to comply with new and current standards by March 2008.

Achievement:

This process is on-going and in progress. With the reassignment of Sergeant Gibbons (Accreditation Manager) to a patrol squad and the limited command staff the transition has been slowed.

Goal: Complete all required CALEA reporting, including proof of compliance for 2008.

Objectives:

- A. Reset CACE program to reaccreditation status (November 2007).
- B. Enter all time sensitive standards in outlook for 5th edition (January 2008).
- C. Enter all periodic reporting in outlook and CACE program for reporting and reminder by end of January 2008.
- D. Gather/organize proof of compliance in all accreditation files by year's end.
- E. Prepare annual written report to CALEA attesting to current status of program by year's end.

Achievement:

All CALEA reporting requirements are being met and time sensitive standard reminders are distributed through Outlook.

Goal: Enhance training for written directives.

Objectives:

- A. Utilize Power DMS to prepare testing questions for mandatory/non-mandatory written directive testing by June 2008.
- B. Issue written directive testing for mandatory training requirements by July 2008.
- C. Issue written directive testing for non-mandatory written directive training by December 2008.

Achievement:

This is an area that still needs some attention and updating. Due to the reduction of command staff personnel in 2008, moving forward on this goal was slowed substantially. However, we were able to test all personnel on Power DMS on policies regarding firearms and holding facilities.

Goal: Establish chemical agent deployment capabilities for Emergency Services Unit.

Objectives:

- A. Research and evaluate equipment needs, costs, and training requirements by May 2008.
- B. Purchase necessary equipment for the team members by July 2008.
- C. Update appropriate policies by August 2008.
- D. Train team members by September 2008.

Achievement:

Chemical agent deployment capabilities completed.

Goal: Complete conversion process for ESU vehicle and place it into service.

Objectives:

- A. Work with Morris County Vo-Tech toward successful completion of ESU vehicle in January 2008.
- B. Secure all necessary equipment in the vehicle by February 2008.
- C. Familiarize all team members with the capabilities and operations of the vehicle by March 2008.
- D. Update ESU policy and vehicle policy to reflect ESU vehicle use by March 2008.
- E. Train team members on policy and vehicle use by March 2008.

Achievement:

ESU vehicle is fully functional and in service

Goal: Secure inclement weather gear. (ESU)

Objectives:

- A. Research and evaluate equipment needs and costs by April 2008.
- B. Purchase inclement weather gear by May 2008.
- C. Update uniform policy with appropriate changes by June 2008.

Achievement:

Goal and objectives completed.

Goal: Train all members of the agency in Active Shooter Response.

Objectives:

- A. Work with the officers currently trained as active shooter instructors to develop a lesson plan for Active Shooter Response in Chatham Borough.
- B. Obtain lesson plan approval from the Captain no later than March 1, 2008 and coordinate with the School Superintendent around April/May 2008 for use of the school during the summer recess.
- C. Schedule Active Shooter Training with the Captain for July/August 2008 in order to utilize the school with limited interruption.
- D. Train all members in the Unusual Incidents/All Hazards policy and then conduct practical exercise training.

Achievement:

All sworn members of the department received and participated in Active Shooter Response training as required by New Jersey Attorney General Directive.

Goal: Establish an annual awards/commendation program to recognize police department employees.

Objectives:

- A. A written policy including awards criteria is established in compliance with CALEA standards.
- B. The Awards and Recognition policy was issued in 2006. The P.B.A. took the lead in having had two awards ceremonies in 2006.
- C. Meet with representatives from the P.B.A. in February 2008 to negotiate working in concert on a joint awards program.
- D. If the P.B.A. votes to approve a joint awards program, establish a budget designed to share the overall expenses equally, submit the budget for approval, and secure the funds approximately April 2008 in accordance with the borough budget approval process. Once funding is secured, work jointly

with the P.B.A. to make the necessary arrangements for award submissions, approvals, and ceremony planning.

- E. If the P.B.A. votes not to move forward with a joint awards program a committee should be selected by the Chief from within the agency to establish an agency awards and recognition program in a format to be decided by the committee in accordance with the awards and recognition policy.

Achievement:

In light of the reduction in command staff in 2008, this program was shelved for another time.

Goal: Incorporate patrol officers into the investigative function in an effort to enhance career development and provide cross training within agency components.

Objectives:

- A. Work with the Captain and Services Division Lieutenant to schedule patrol officers to work in the investigative function either through voluntary temporary duty or detailing an officer each day to the investigative function when the squad is at full complement.
- B. While assigned to the investigative function the patrol officers will be provided training and experience in all facets of the investigative function to include report review for follow up, UCR reporting, monthly reporting, evidence collection, property management and general and specialized investigative techniques. Once officers have received a knowledge base in the basic responsibilities of the day to day operation of the investigative function they may be used to compliment the detectives on active cases to further their skill set.
- C. At the discretion of the Chief of Police if staffing permits this career development opportunity can begin approximately February/March 2008 once patrol squad assignments for 2008 are completed.

Achievement:

Members of the Detective Bureau were tasked in 2008 with a substantial increase in functions and tasks that had been the responsibility of the Captain and the Investigative Division Lieutenant. There was little time left to facilitate this career development program. Perhaps the department will address this program when staffing levels allow.

Goal: Raise an awareness of pedestrian safety throughout the Borough of Chatham.

Objectives:

- A. Continue proactive enforcement of the New Jersey Motor Vehicle Code Title 39 in regards to pedestrian safety violations.
- B. Research new signage and electronic countermeasures to raise an awareness of pedestrian safety.
- C. Continue to educate the public through the media (Borough television station, Borough website, and local print media) in regards to pedestrian safety issues.

Achievement:

These efforts are in effect and on-going. Media releases have been distributed to the local outlets to educate the public and the police department has participated in national campaigns in an effort to combat these issues. The Borough Administrator and the Borough Engineer along with the police department were successful in obtaining and installing a pedestrian flasher warning device at the Main Street and Coleman Avenue intersection. This location has long been identified as a dangerous crossing for pedestrians particularly during the winter months.

Goal: Increase efforts to reduce speeding and moving violations throughout the Borough of Chatham.

Objectives:

- A. Continue proactive enforcement of the New Jersey Motor Vehicle Code Title 39 in regards to excessive speeding and other moving violations having an impact on quality of life issues.
- B. Research and continue to use new electronic speed calming devices (Radar Trailer and SPEED Sentry display) to raise an awareness of speeding violations on residential thoroughfares within the Borough of Chatham.
- C. Continue to educate the public through the media (Borough television station, Borough website, and print media) in relation to the hazards of excessive speed and other moving violations.

Achievement:

Officers increased the issuance of summonses for “moving” violations by 50.9% over 2007. The department continued to work in concert with the Traffic Safety Committee to identify problem areas that were calmed by the use of the electronic speed monitors. This goal was a work in progress throughout the year and continues into 2009.

Goal: Develop and maintain a well organized Neighborhood Watch program within the community.

Objectives:

- A. Continue to educate the public through the media (Borough television station, Borough website, and Local Newspapers)
- B. Patrol Officer involvement and attendance at community group meetings.
- C. Meet with block Captains and group members and provide up to date crime prevention information

Achievement:

This is an area that has been widely publicized through media outlets but has not been well responded to by residents. The Community Services Officer has made several attempts to get this program up and running, however the public response has been slow at best.

Goal: Provide various safety programs to the community.

Objectives:

- A. Provide a series of internet safety programs to the community, by working with the Morris County Prosecutors Office to schedule program lectures for the community. Advertise through Borough television station, Borough website, and Local Newspapers.
- B. Implement a Bicycle Safety Program at the Milton Ave. School by working with School officials to provide training sessions at the school.

Achievement:

Detective Mahoney has worked with the Morris County Prosecutor's Office to bring internet safety programs to the community and this was well received. Community safety messages and announcements have been displayed through the media as well as through the Borough's television channel to keep the community informed. The Community Services Officer continues to provide safety training to the youngsters during tours taken of the police department.

Goal: Implement a computer based training records management system for the tracking of all Police personnel training.

Objectives:

- A. Enter all employees training expiration and training dates into POSS Training Software program by July 2008.
- B. Schedule all training and maintain Police Academy logistic and contact information in the POSS System by September 2008.

Achievement:

Goal and objectives completed and fully operational.

Goal: Cross train more officers for various assignments throughout the Police Department.

Objectives:

- A. Select and train one new Officer as an instructor in the Firearms Training program by June 2008.
- B. Train an additional officer in Community Policing by September 2008.
- C. Develop a more comprehensive in house training program to have several officers instruct at formalized training sessions at roll call by October 2008.
- D. Have additional officers attend advanced traffic training by end of year.

Achievement:

Again, this is an on-going program which was impacted by the loss of command staff personnel. The training function was a responsibility of the Captain by policy.

As a result of the Captain's resignation, I believe that the department will need to evaluate the role of the training officer in the training program and allow for more direct involvement and accountability for the training function. We have selected new officers to participate in the firearms program as instructors as well as in-house trainers for various training opportunities, but more needs to be done.

Goal: Replacement of 2 Detective Bureau vehicles

Objectives:

- A. Request funding for replacement of vehicles in 2008 budget proposal in first quarter of 2008.
- B. Utilizing state contract or county cooperative pricing, order two "non pursuit" administrative vehicles by end of April 2008.
- C. Take delivery of vehicles and transfer all equipment from retiring vehicles into new vehicles by June 2008.

Achievement:

As planned, the two failing vehicles have been replaced and removed from the fleet. Due to safety issues both vehicles were retired.

Goal: Digitize the mug shot system currently in place

Objectives:

- A. Research and purchase a digital camera and software to attach mug photos directly to arrest reports in the Enforsys CAD/RMS by May 2008.
- B. Schedule training for all personnel and begin to import digital photos into the records management system by June 2008.

Achievement:

Digital photographs of arrested individuals are now being imported onto the arrest report.

Goal: Update the Table of Organization

Objectives:

- A. Review and analyze the current Table of Organization with particular attention paid to the current position of Investigative Division Lieutenant in January 2008.
- B. Rewrite job descriptions to comply with proposed changes in the Table of Organization by March 2008.
- C. Reassignment of personnel to compliment the changes made by April 2008.

Achievement:

Table of Organization has been created to reflect the current manpower levels as of December 31, 2008 and is included in this report.

Goal: Replace protective helmets for two members of the Motor Unit

- A. As a result of an industry recommendation to replace police motor helmets following three years of service, notify the two effected Officers for the need for replacement in January 2008.
- B. Schedule Officers to make arrangements for a fitting in March 2008 to coincide with the 2008 budget process.
- C. Have helmets replaced no later than April 2008 to coincide with the beginning of the riding season.

Achievement:

Goal and objective completed as scheduled.

Goal: Replace radio system on department motorcycle

- A. Research cost, availability and installation of a new radio system that is compatible with the department's communication system in February 2008.
- B. Purchase and install system in March 2008 to coincide with the budget process and riding season.

Achievement:

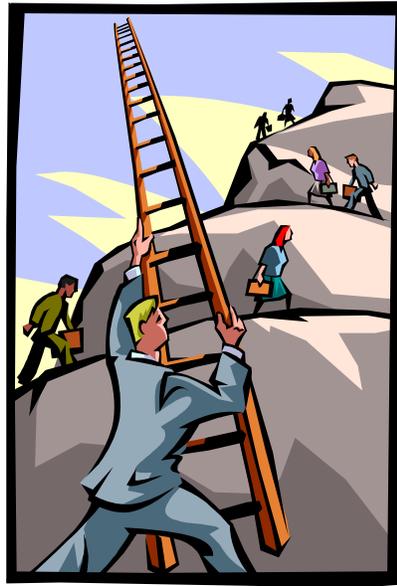
This purchase was not made due to funding issues.

SECTION FIVE

2009 GOALS

AND

OBJECTIVES



Goal: To provide the Emergency Services Unit with the highest level of training so as to insure the highest caliber of preparedness response.

Objectives:

- A. Request and review the training and service specifications as provided by Awareness Protective Consultants LLC. This review to take place in January 2009. Cost of the training to be shared by the Long Hill and Chatham Police Departments.
- B. Schedule a meeting with the leaders of the Long Hill/Chatham Emergency Services Unit to finalize the specific training courses and dates for 2009. Those courses to include Chemical Agent and Distraction Device Deployment, Close Quarter Battle Training, Inter-Agency High Risk Warrant Execution, Tactical Breaching, Window Porting and Entry Training, Advanced Tactical Drills and Advanced Weapons Handling, and Barricade/Hostage Rescue Evolution Training. This meeting to take place in February 2009.
- C. Begin to schedule personnel for the year long training program and to hold the first training days March 2009.

Goal: Establish a managed I.T. services plan for the department. A managed I.T. services plan is an agreement between a qualified law enforcement driven service provider and the police department, whereby a team of trained I.T. engineers and technicians will help the department build, manage and support our network infrastructure and perform periodical health-checks on the network and computers and ensure that the network is secure and virus-free and that the mission-critical servers and computers are always backed-up and fully operational.

Objectives:

- A. Begin to research qualified service providers who specialize in law enforcement systems. Gather costs related to this specialized service in late 2008.
- B. Review all relevant data and select a service provider by March 2009.
- C. Schedule the services provider selected to complete an on-site assessment of the department's network and servers and make recommendations for improvement by April 2009.

Goal: Enhance the NCIC computer system by upgrading to a "Green Initiative" software program. NCIC Green eliminates the need for continuous NCIC printing and instead creates a readable file on the NCIC terminal that department personnel read and discard unless printing is actually needed. I project that this program will save substantial amounts of money in costs

related to paper, toners and ink cartridges, wear and tear on the printers and the shredders.

Objectives:

- A. Receive information from other law enforcement agencies that currently utilize this program for its strengths and weaknesses. This completed in December 2008.
- B. Purchase and have the program installed by January 2009.
- C. Provide training to all personnel with program being fully operational no later than February 2009.

Goal: Law enforcement has seen vast improvements in equipment, tactics, training, records management, and computer aided dispatch. But, the way in which performance related information is collected and stored has remained virtually unchanged. My goal is to install an uncomplicated employee performance documentation software system to support complex processes in law enforcement. Automated collection of data can be used for performance evaluations, employee awards, identify training needs, early intervention, discipline, and promotions. Employee performance documentation has time and again proven to be the foundation for nearly every management process.

Objectives:

- A. Researched and reviewed this software program system in March 2008 while attending the CALEA Conference in Atlanta, Georgia. This program is compliant with several CALEA standards related to performance evaluation.
- B. Request funding for this project in the 2009 police department budget. In addition, research other funding options and payment options in September 2008.
- C. Based on funding, purchase or lease program before April 2009.
- D. Installed with all training completed and fully operational by June 2009.

Goal: In compliance with OSHA Standard 1910.134 requiring a respiratory fit test and medical evaluation of personnel assigned gas masks, the department will establish policy and put processes in place to comply with OSHA standards.

Objectives:

- A. Create or amend an existing written directive that ensures compliance with OSHA standards. To be completed by the end of the first quarter of 2009.
- B. Research resources to complete these tests. On-site medical evaluation vs. office visits and related costs to be completed by May 2009.

- C. Have all personnel assigned gas masks to have fit test and medical evaluation complete by year's end.

Goal: Revitalization of the Bicycle Patrol Program

Objectives:

- A. Research training needs, costs associated with equipment and uniform requirements during March 2009.
- B. Recruit Officers for participation in the program and schedule training by May 2009.
- C. Have the program operational by July 2009.

Goal: Traffic Control Device Preventative Maintenance Program

Objectives:

- A. Initiate a program to inspect all traffic control devices that are maintained by the Borough during the spring months. These inspections to be done by licensed electrical contractor with expertise in this area
- B. Review and analyze the inspection reports to plan for the replacement and/or preventative maintenance schedule of these devices to better control unexpected repair costs.
- C. Identify those devices in need of replacement and fund those during the 2010 budget process in September 2009.

Goal: Plan and implement a record retention/destruction plan for police department records.

Objectives:

- A. Begin inventory of the department's records in May 2009.
- B. Utilizing the New Jersey Division of Archives and Records retention schedule, identify what records to retain and what records to destroy.
- C. Submit "Authorization for Records Disposal" forms to the NJDARM no later than July 2009.
- D. Arrange for the destruction of records following receipt of authorization from the NJDARM.

Goal: Establish an annual awards/commendation program to recognize police department employees.

Objectives:

- A. Amend the current policy and awards criteria that have been established previously.
- B. Work with representatives of the P.B.A. to join together to create an awards committee to review Officers actions and determine the appropriate award to be presented.
- C. In concert with the P.B.A., work to plan and schedule an appropriate forum for an awards ceremony in 2009

Goal: Continue to assess compliance with CALEA 5th edition standards in 2009.

Objectives:

- A. Direct the accreditation manager to begin assessment of the department's compliance with all 459 standards in January 2009.
- B. Implement weekly CALEA meetings with the manager and assistant manager to insure timely attention to all matters related to accreditation to begin in January.
- C. Continued compliance to all standards is of the utmost importance to the department. Every effort will be utilized throughout the year to accomplish this goal.

Goal: Incorporate patrol officers into the investigative function in an effort to enhance career development and provide cross training within agency components.

Objectives:

- A. Work with the Lieutenant and Detective Sergeant to schedule patrol officers to work in the investigative function either through voluntary temporary duty or detailing an officer each day to the investigative function when the squad is at full complement.
- B. While assigned to the investigative function the patrol officers will be provided training and experience in all facets of the investigative function to include report review for follow up, UCR reporting, monthly reporting, evidence collection, property management and general and specialized investigative techniques. Once officers have received a knowledge base in the basic responsibilities of the day to day operation of the investigative function they may be used to compliment the detectives on active cases to further their skill set.

- C. At the discretion of the Chief of Police if staffing permits this career development opportunity can begin approximately February/March 2009, once patrol squad assignments for 2009 are completed.

Goal: Purchase three new AED devices to replace aging units

Objectives:

- A. Research type of units to purchase in August 2008.
- B. Request funding of the units in the 2009 capital budget in September 2008.
- C. Purchase units based on funding in May/June 2009.

Goal: Purchase a portable wireless P.A. system for the firearms range.

Objectives:

- A. Research available equipment to meet agency needs in August 2008.
- B. Request funding of the equipment in the 2009 capital budget in September 2008.
- C. Purchase system based on funding in time for the fall firearm qualification sessions.

Goal: Purchase three tactical body armor replacements for aging body armor utilized by members of the Emergency Services Unit.

Objectives:

- A. Acquire costs to replace these vests in August 2008.
- B. Request funding in the 2009 capital budget in September 2008.
- C. Purchase replacement armor in May/June 2009.

Goal: Purchase three new Panasonic Tough Book Mobile Data Computers.

Objectives:

- A. Research costs and State Contract vendors in July 2008.
- B. Request funding in the 2009 capital budget in September 2008.
- C. Purchase based on funding in May/June 2009.

Goal: Purchase 2009 4 WD marked patrol vehicle.

Objectives:

- A. Request funding in the 2009 capital budget in September 2008.
- B. Purchase vehicle based on funding as soon as the budget is approved.

SECTION SIX

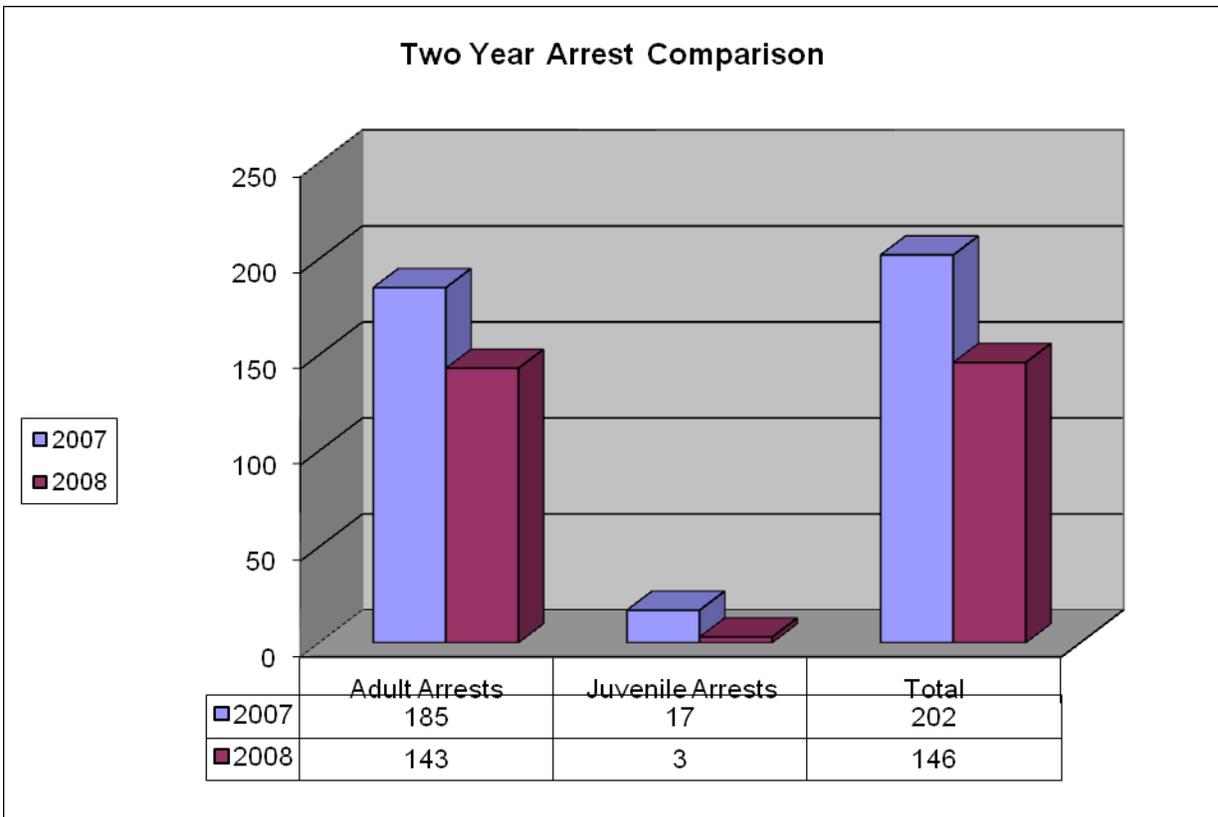
ARREST COMPARISONS

CRIME AND SERVICES
COMPARISONS



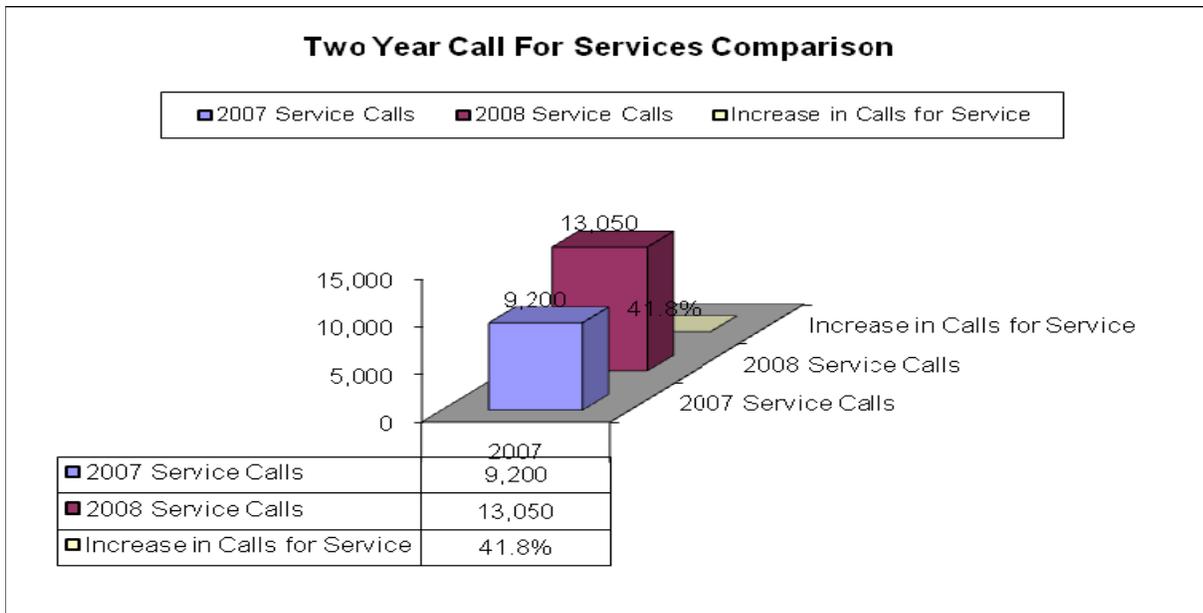
**CHATHAM BOROUGH POLICE DEPARTMENT
TWO YEAR ARREST COMPARISON**

	2007	2008	% of Change
Adult Arrests	185	143	-22.70%
Juvenile Arrests	17	3	-82.35%
Total	202	146	-27.72%



**CHATHAM BOROUGH POLICE DEPARTMENT
TWO YEAR CALL FOR SERVICES COMPARISON**

2007	2008	CHANGE
9,200	13,050	41.8%

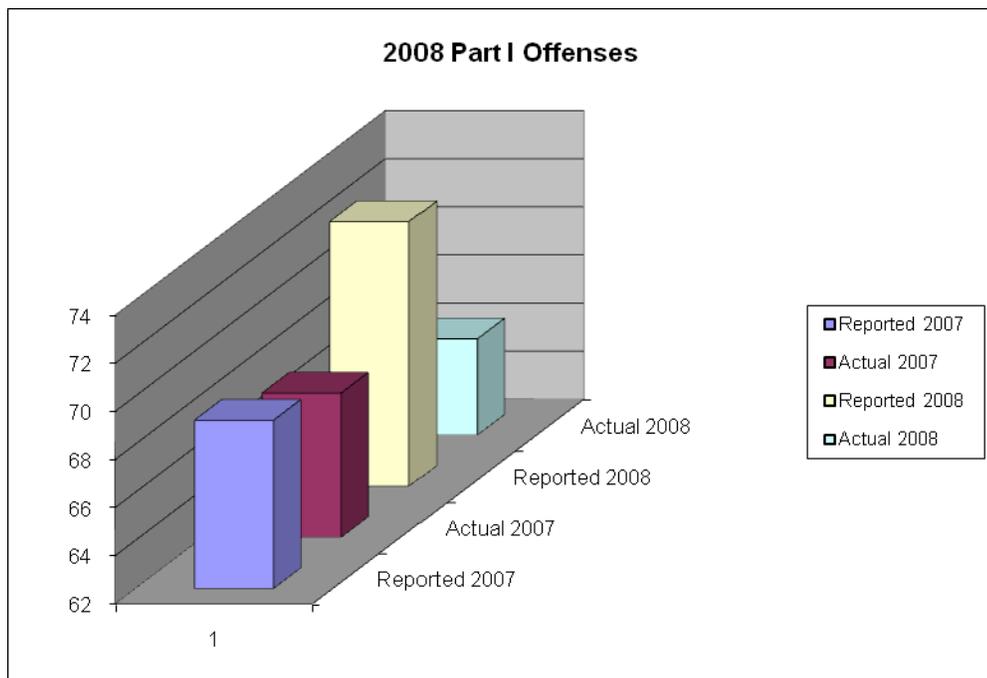


The calls for service were being documented by LEIRS (Law Enforcement Incident Reporting System) until June 25, 2007. This is an antiquated manual reporting system that fails to accurately record the production and work load of the agency. Because it's manual based, the system only captures individual requests for police action, i.e., responding to accidents, medical assist calls, crimes, arrests, etc. Officers spend substantial amounts of time each day that this system cannot capture, such as court time, training, follow-up investigations, report writing, community service activities, time spent enforcing motor vehicle statutes, and the list goes on. With the advent of the technology upgrade, the department will be prepared to provide more in depth, meaningful reporting. Through a computer aided dispatch and automated records management system, a true picture of the departments work load and production will be available. On June 25, 2007, the department converted its manual system to an automated system. As a result of this automation, data began to be captured as it related to the day to day workload of the agency. The result was much higher numbers of service calls being captured by the system. From January 1 through June 25, 2007, using the manual reporting system, 2,884 calls for service were documented. From June 25 through the end of the year, the automated system captured

6,317 calls for service. For the year 2008, the department realized a 41.8% increase in general call types in large part due to the capture of an entire year of data.

**CHATHAM BOROUGH POLICE DEPARTMENT
TWO YEAR PART I OFFENSES COMPARISON**

OFFENSES	REPORTED 2007	ACTUAL 2007	REPORTED 2008	ACTUAL 2008	% of Change
HOMICIDE	0	0	0	0	0.00%
RAPE	0	0	1	0	0.00%
ROBBERY	0	0	1	1	100.00%
ASSAULT	9	9	7	7	-22.22%
BURGLARY	8	8	10	9	12.50%
THEFT	50	50	48	44	-12.00%
M.V. THEFT	1	0	5	4	100.00%
ARSON	1	1	1	1	0.00%
TOTALS	69	68	73	66	-2.94%



Part I offenses that have not been determined to be false or unfounded are forwarded to the F.B.I. for computation in the community's crime rate. These offenses are used to determine a community's crime rate based upon the number of crimes reported per 1,000 residents. There was a 2.94% decrease in the actual Part I offenses in 2008.

SECTION SEVEN

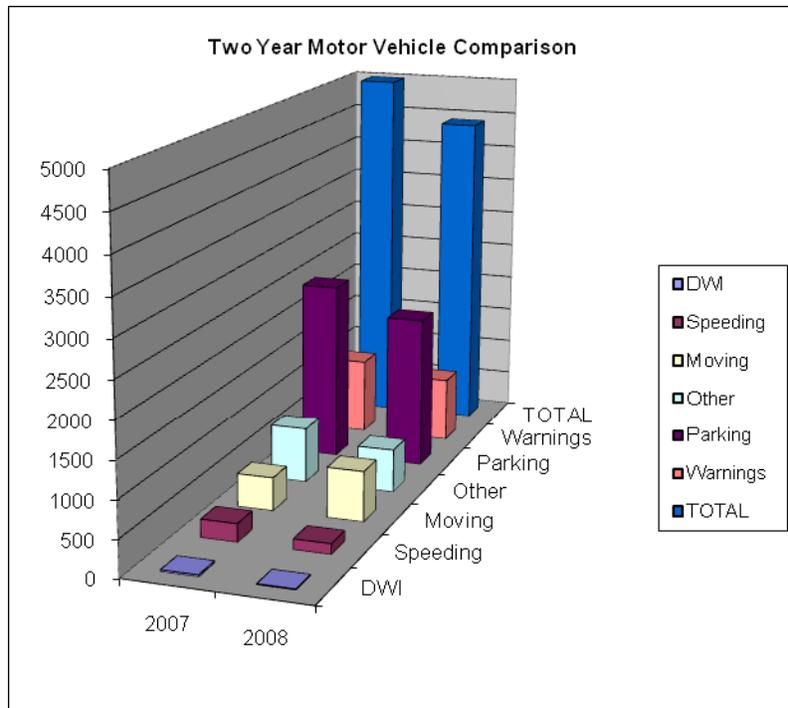
TRAFFIC ENFORCEMENT

ANALYSIS



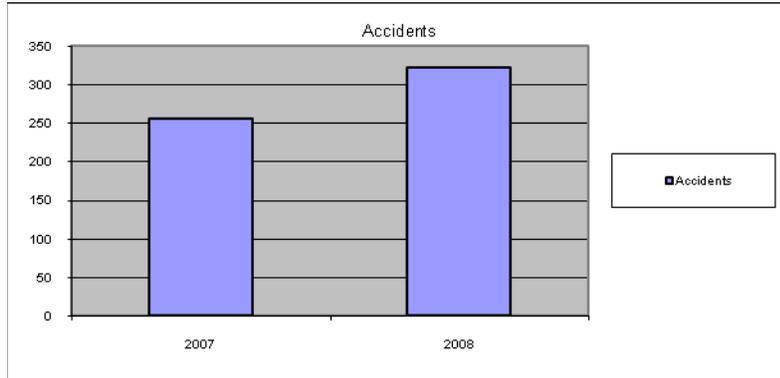
**CHATHAM BOROUGH POLICE DEPARTMENT
TWO YEAR MOTOR VEHICLE SUMMONS COMPARISON**

	2007	2008	% of Change
DWI	24	14	-41.7%
Speeding	248	142	-42.7%
Moving	454	685	50.9%
Other	758	591	-22.0%
Parking	2455	2091	-14.8%
Warnings	1054	897	-14.9%
TOTAL	4993	4420	-11.5%



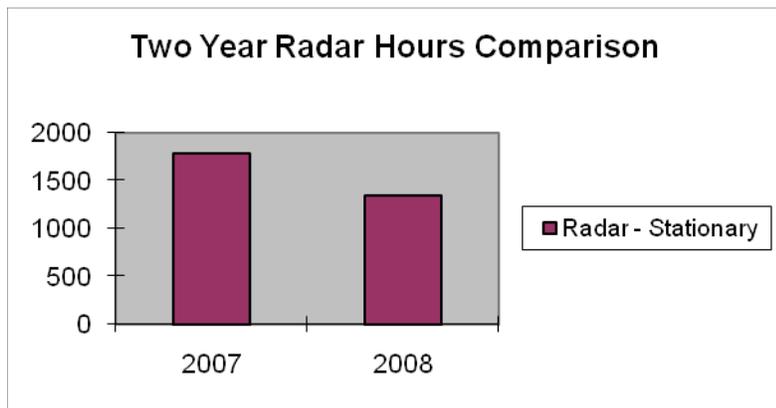
**CHATHAM BOROUGH POLICE DEPARTMENT
TWO YEAR MOTOR VEHICLE ACCIDENT COMPARISON**

	2007	2008	% of Change
Accidents	256	322	25.8%



TWO YEAR RADAR HOURS COMPARISON

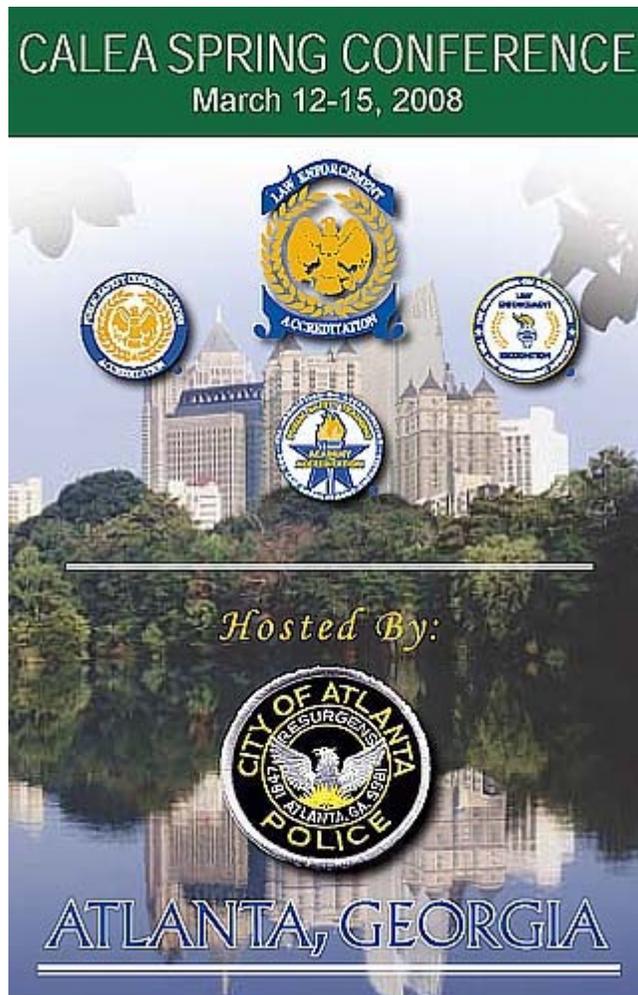
	2007	2008	% of Change
Radar - Stationary	1780	1346	-24.4%



SECTION EIGHT

CALEA

(Commission on Accreditation for Law Enforcement Agencies)



The Law Enforcement Accreditation Program was the first credentialing program established by CALEA after its founding. It was originally developed to address what was seen as a need to enhance law enforcement as a profession and to improve law enforcement. That mission continues today. The program is open to all types of law enforcement agencies, on an international basis. It provides a process to systematically conduct an internal review and assessment of the agencies' policies and procedures, and make adjustments wherever necessary to meet a body of internationally accepted standards.

Since the first CALEA Accreditation Award was granted in 1984, the program has become the primary method for an agency to voluntarily demonstrate their commitment to excellence in law enforcement. The standards upon which the Law Enforcement Accreditation Program is based reflect the current thinking and experience of law enforcement practitioners and researchers. Major law enforcement associations, leading educational and training institutions, governmental agencies, as well as law enforcement executives internationally, acknowledge the CALEA Standards for Law Enforcement Agencies[®] and its Accreditation Program as benchmarks for today's law enforcement agency.

1. CALEA Accreditation requires an agency to develop a comprehensive, well thought out, uniform set of written directives. This is one of the most successful methods for reaching administrative and operational goals, while also providing direction to personnel.
2. CALEA Accreditation standards provide the necessary reports and analyses a CEO needs to make fact-based, informed management decisions.
3. CALEA Accreditation requires a preparedness program be put in place – so an agency is ready to address natural or man-made unusual occurrences.
4. CALEA Accreditation is a means for developing or improving upon an agency's relationship with the community.
5. CALEA Accreditation strengthens an agency's accountability, both within the agency and the community, through a continuum of standards that clearly define authority, performance, and responsibilities.
6. Being CALEA Accredited can limit an agency's liability and risk exposure because it demonstrates that internationally recognized standards for law enforcement have been met, as verified by a team of independent outside CALEA-trained assessors.
7. CALEA Accreditation facilitates an agency's pursuit of professional excellence.

In July of 2003, the Chatham Borough Police Department set out to become nationally accredited. This process would take four years to accomplish. Countless man hours were dedicated to the process. Every member of the agency, both sworn and civilian, contributed to achieving the goal

of accreditation. In September 2007, the department had an independent assessment conducted by CALEA trained assessors. During a five day period, these assessors would meticulously examine all aspects of the agency for compliance to 446 internationally accepted best practices in law enforcement. At the conclusion of the assessment, the agency was informed that the team of assessors would be unanimously recommending to the full CALEA Commission national accreditation status for the department. Chief of Police John Drake, Accreditation Manager Lieutenant Philip Crosson, and Assistant Accreditation Manager Sergeant Brian Gibbons attended the CALEA Spring Conference held in Atlanta, Georgia on March 12 – 15, 2008 to appear in front of the CALEA Commissioners for a final review. Following that review the Chatham Police Department was presented national accreditation status.

