

CHATHAM BOROUGH POLICE DEPARTMENT



"Committed to our community"

ANNUAL REPORT 2013

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FORWARD FROM THE CHIEF



To the citizens, businesses and guests of Chatham Borough:

On behalf of the men and women of the Chatham Borough Police Department, I am pleased to present the department's 2013 annual report. The annual report gives an overview of the many activities and aspects of department operations throughout the year.

This report gives you an understanding of the activities and community services provided by our agency. As Chief of the Chatham Borough Police Department, I am committed to ensuring that those we serve are provided safety, security and outstanding customer service. We continue to maintain a close connection with the community through such programs as the sergeant zone assignment, downtown business district foot patrol, routine school visitations as well as traffic safety and special enforcement details.

We also continue to modernize our equipment and update procedures to keep current with technology and ever changing trends in criminal activity. Our department has established partnerships with many area law enforcement agencies so that together we create a strong force against crime.

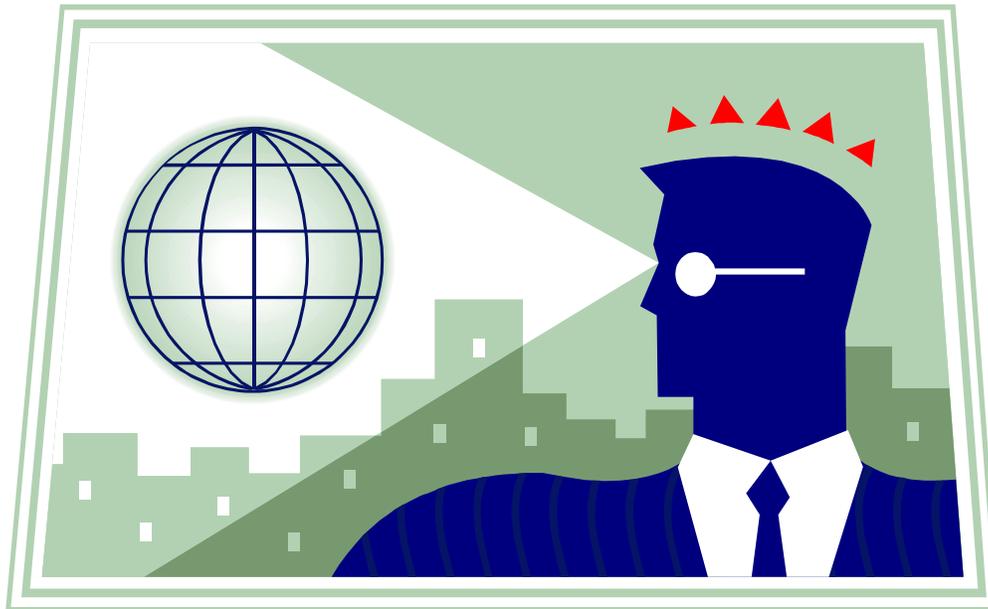
The Chatham Borough Police Department is a dedicated and professional organization and we will continue to work hard to provide excellent customer service and quality of life to citizens, businesses and guest of Chatham Borough.

SECTION TWO

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.

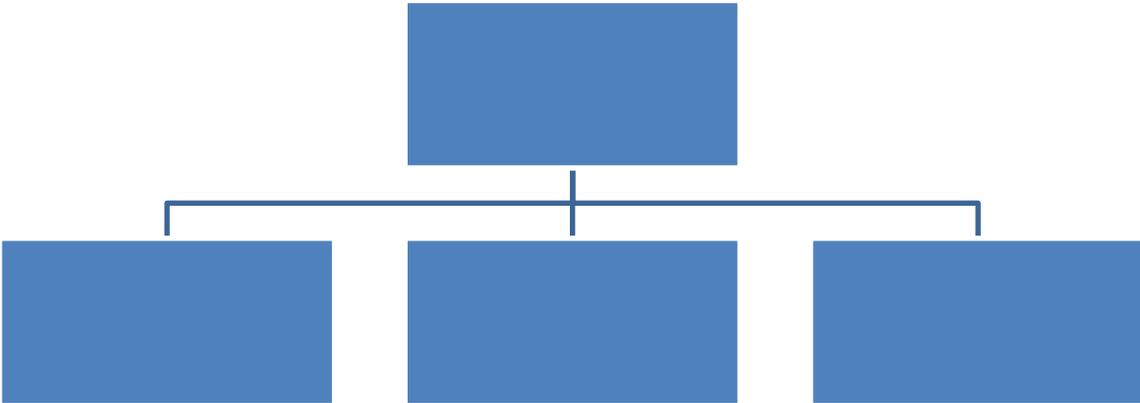
SERVICE

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

FAIRNESS

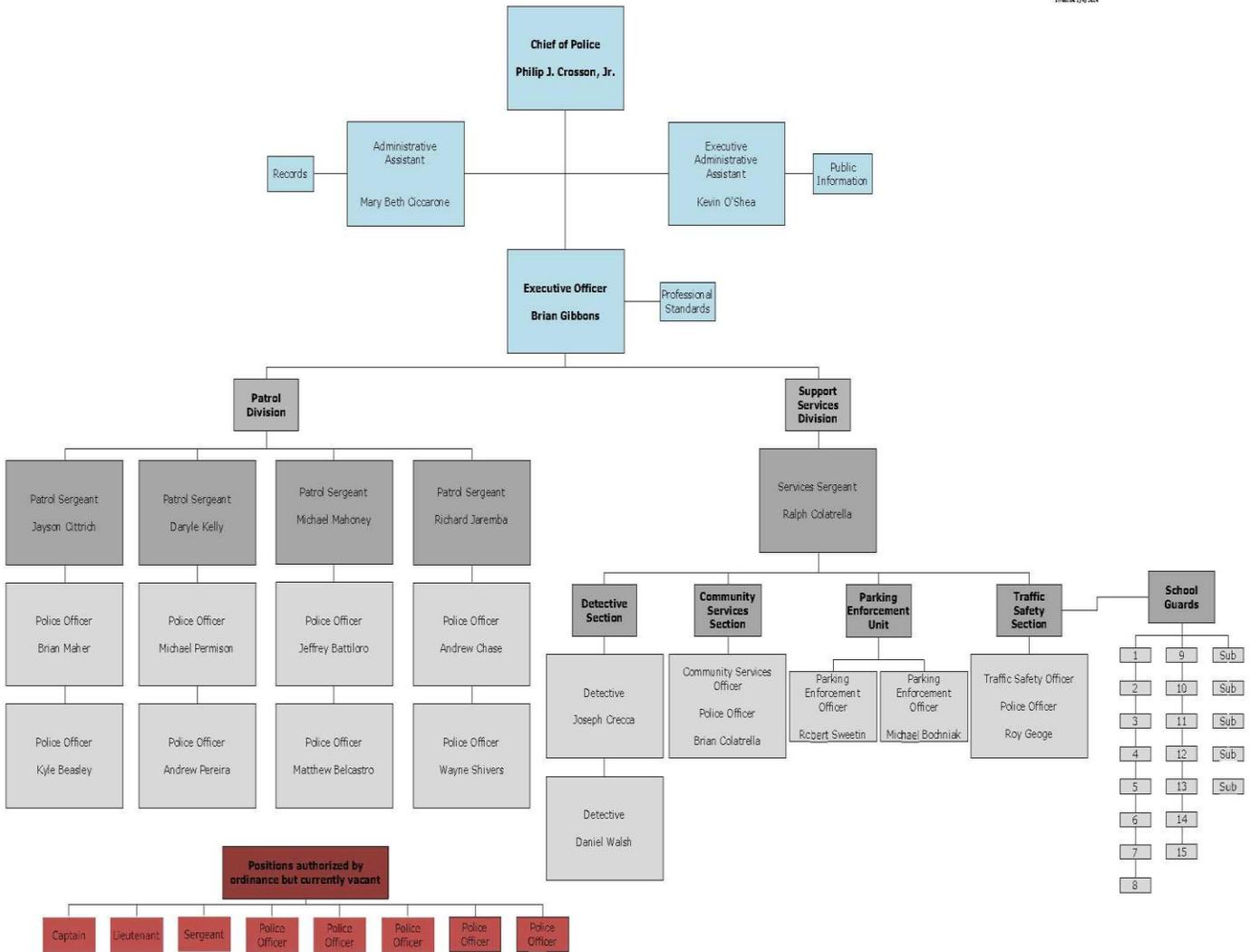
We treat all people impartially, with consideration and compassion. We are equally responsive to our employees and the community we serve.

SECTION THREE
ORGANIZATIONAL CHART
AND
DEPARTMENT EMPLOYEES



Chatham Borough Police Department Table of Organization

07/2014 1/1/2014



CHATHAM BOROUGH POLICE DEPARTMENT

PERSONNEL 2013

POLICE OFFICERS:

**Chief Philip J. Crosson, Jr.
Lieutenant Brian K. Gibbons
Sergeant Michael Mahoney
Sergeant Ralph Colatrella
Sergeant Daryle Kelly
Sergeant Jayson Cittrich
Sergeant Richard Jaremba
Traffic Safety Officer Roy George
Detective Joseph Crecca
Detective Daniel Walsh
Officer Jeffrey Battiloro
Officer Brian Maher
Officer Michael Permison
Community Services Officer Brian Colatrella
Officer Andrew Chase
Officer Wayne Shivers
Officer Andrew Pereira
Officer Matthew Belcastro
Officer Kyle Beasley**

SUPPORT/RECORDS STAFF:

**Administrative Assistant Mary Beth Ciccarone
Executive Administrative Assistant Kevin O'Shea**

PARKING ENFORCEMENT OFFICERS:

**Nicolina Balsamo
Michael E. Bochniak
Robert C. Sweetin**

SCHOOL GUARDS:

**D. Achille
T. Boland
D. Cali-Charles
J. Caporaso
P. Castellano
M. Conlan
R. Crater
K. Donnelly
J. Eggerman
M. Grimm
A. Kling
A. Lombardi
R. Loock
H. Ochs
J. Parcels
S. Piana
N. Renzulli
B. Salinardi
M. Spinner
J. Sweetin
G. Walsh**

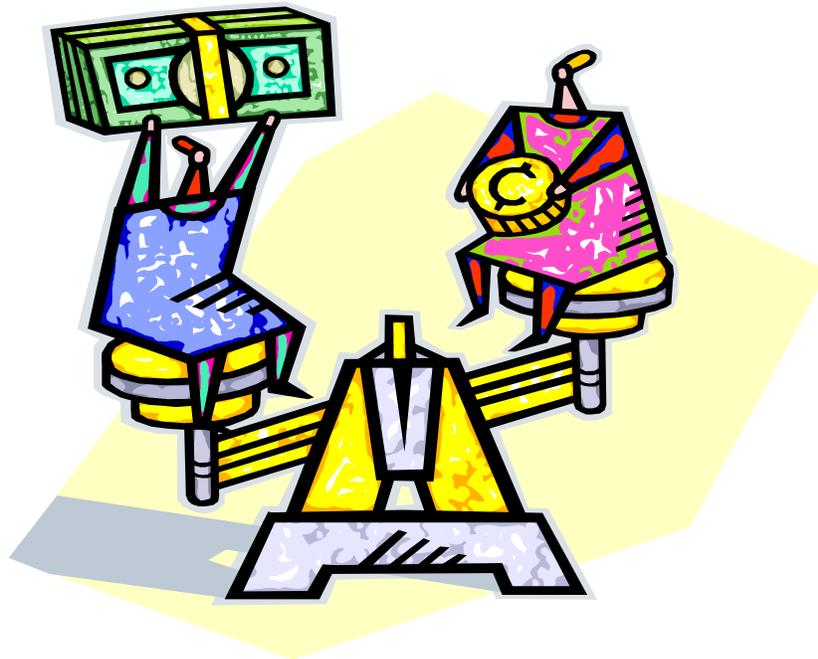
RETIREMENTS:

**Nicolina Balsamo – March 1, 2013
Patrol Officer Robert C. Sweetin – April 1, 2013**

SECTION FOUR

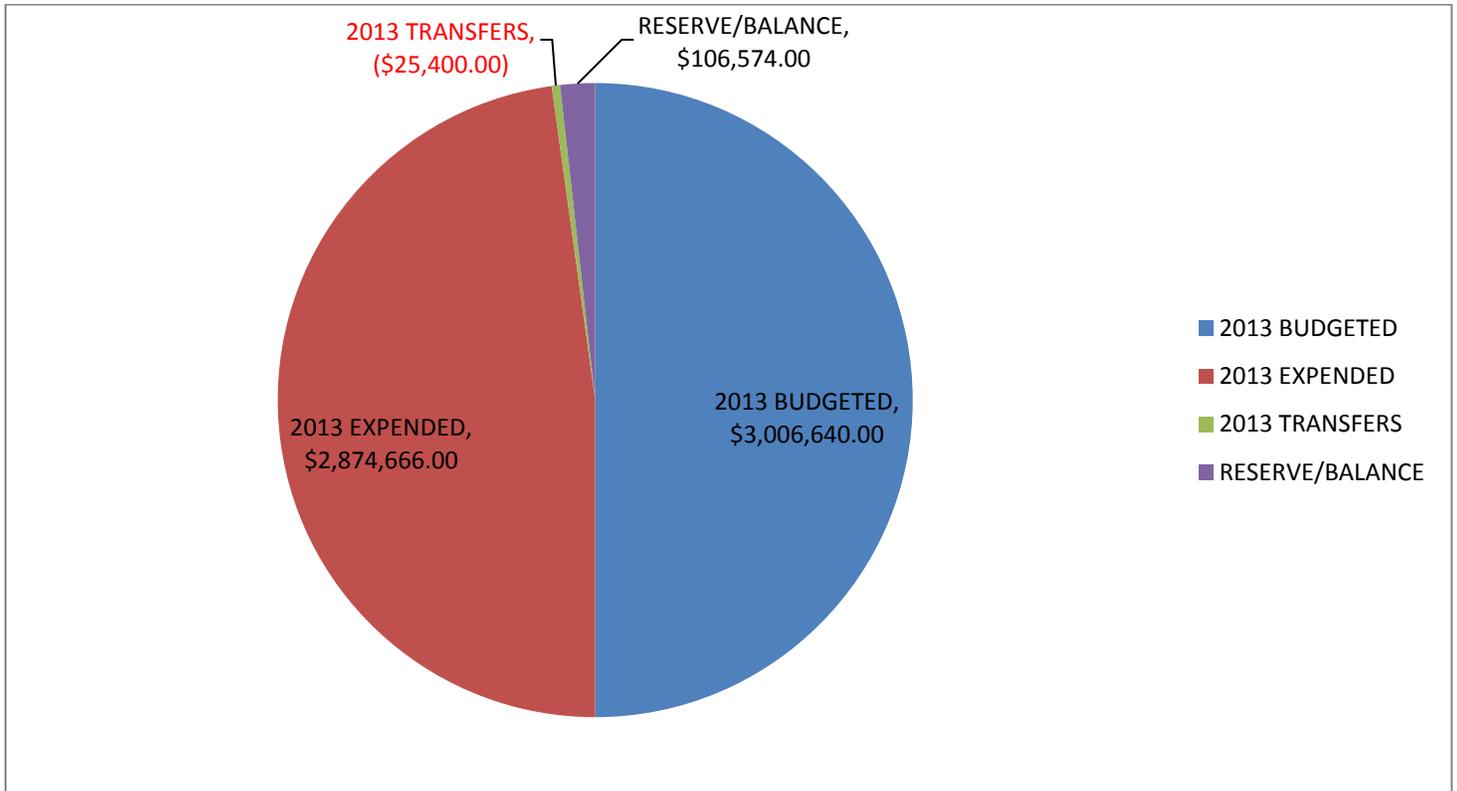
2013 BUDGET

INFORMATION



**CHATHAM BOROUGH POLICE DEPARTEMENT
2013 SUMMARY
BUDGET**

DESCRIPTION	2013 BUDGETED	2013 EXPENDED	2013 TRANSFERS	RESERVE
Police Salary & Wages	\$2,565,249.00	\$2,495,044.00	(\$25,400.00)	\$44,805.00
Police Operating Expense	\$441,391.00	\$379,622.00	\$0.00	\$61,769.00
TOTALS	\$3,006,640.00	\$2,874,666.00	(\$25,400.00)	\$106,574.00



SECTION FIVE

2013 GOALS

AND

ACHIEVEMENTS



GOALS AND ACHIEVEMENTS FOR 2013

Goal: Purchase three fully marked police vehicles for the patrol fleet to replace aging and failed fleet vehicles.

Achievement: During 2013, the Police Department acquired three new fully marked 2013 Ford Interceptor All-Wheel-Drive police vehicles for the patrol fleet. The new vehicles were leased which provided a cost savings to the Borough and at the end of the lease the Borough will own the vehicles.

Goal: Pursue accreditation for the Chatham Borough Police Department through the New Jersey State Association of Chiefs of Police Law Enforcement Accreditation Program.

Achievement: In 2012, the Morris County Joint Insurance Fund awarded a grant to the Chatham Borough Police Department for the pursuit of accreditation. To that end, the Police Department partnered with the Rodgers Group, LLC. in pursuit of attaining accreditation. To date, we are continuing to work toward that goal and we anticipate a full on-site assessment of our agency by New Jersey State Association of Chiefs of Police Law Enforcement Accreditation assessors in/or around September of 2014.

Goal: Develop an in-house supervisory training program.

Achievement: To date, this goal has not been completed. As a result of the many organizational changes and new hires during 2013, we were unable to dedicate the attention and time necessary to developing this program in its entirety. During 2013, we continued to utilize outside training opportunities as needed however, we do plan to continue to work toward this goal going forward into 2014.

Goal: Transition to Morris County RMS (Records Management System – Info-Share)

Achievement: In May of 2013, the Chatham Borough Police Department transitioned from their existing outdated records management system to the Info-Share records management system hosted by the Morris County Communications Center. The transition was successful and aside from the initial data transfer performed by the system vendor, there is no annual or regenerating cost to the Borough for the use of the records management system. The new records management system continues to be a work in progress as they continually update and improve the capabilities of the system.

Goal: Hire new probationary police officer.

Achievement: During the late spring of 2013, the Chatham Borough Police Department began a recruitment campaign with the purpose to recruit and hire two highly qualified police officers to fill vacant positions within the department. To date, the two replacement officers have completed their required field training program with very positive evaluations. Upon completing their training, the

officers were assigned to designated patrol squads where they will serve and be evaluated in accordance with agency policy. I am pleased to report that they are performing well and are currently meeting and/or exceeding the expectations of the agency.

Goal: Assign an experienced police officer to the Traffic Safety and Community Services and Training functions once the probationary police officer(s) are permanently assigned to a patrol squad.

Achievement: During the fall of 2013, the probationary police officers completed the field training program and were assigned to patrol squads. Accordingly, Police Officer Roy George was assigned to the Traffic Safety Unit where he has served previously and Police Officer Brian Colatrella was assigned to the Community Services and Training Unit. These assignments will strengthen our overall operations, enhance areas of special concern for the agency and the community as well as allow for greater overall deployment of personnel if a need arises during the busiest hours of the day.

Goal: Police Sergeant Zone assignments and duty assignment matrix project.

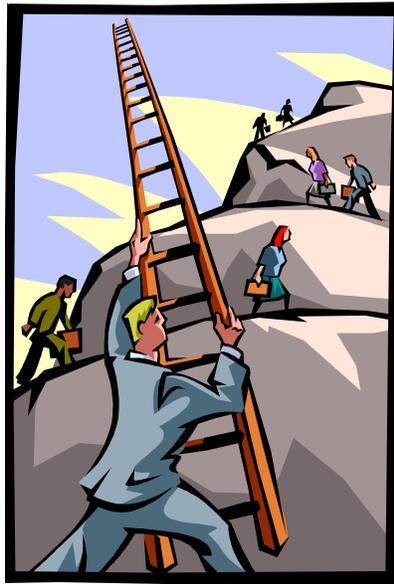
Achievement: During the fall of 2013, the police department implemented a program that divided the town into zones for purposes of community policing. Our goal was to implement a zone policing program which would allow us to foster important partnerships with our community and provide a single point of contact with the police department for members of a specific neighborhood or zone. This program will also require sergeants to work together agency wide to address the issues presented as they are required to patrol the entire town during their tours of duty. This program would allow residents a single point of contact in their respective zones for non-emergency quality of life concerns to include: non-emergent traffic, pedestrian, noise and street light issues, crime prevention questions or concerns as well as non-emergent road conditions that could affect safety. This program is now operational and we have received positive feedback in regard to this particular community outreach. Residents should be reminded that a map identifying the zone assignments can be found on the Chatham Borough website at www.chathamborough.org. Click the POLICE link which will take you to the police homepage where you can click on the Sergeant Zone Map link to access the map that will identify the sergeant currently assigned to your zone.

SECTION SIX

2014 GOALS

AND

OBJECTIVES



GOALS AND OBJECTIVES TO BE ACHIEVED FOR 2014

Goal: Continue our 2 year pursuit of New Jersey State Association of Chiefs of Police accreditation for the Chatham Borough Police Department through the New Jersey State Association of Chiefs of Police Law Enforcement Accreditation Program.

- A. Continue the process of updating and managing policy and procedure changes for the agency.
- B. Develop proof of compliance files for assessor review
- C. Monitor the progress of the program and make any adjustments as needed.
- D. Schedule mock accreditation assessment and make modifications to policy/procedure, facilities and equipment as identified for on-site accreditation assessment.
- E. Schedule on-site accreditation assessment for final review necessary to achieve accredited status.

Goal: Develop an in-house supervisory training program for Sergeants and O.I.C.'s.

- A. Work with senior staff to identify additional needs specific to supervision in the Chatham Borough Police Department.
- B. Work with senior staff to develop lesson plan(s), consistent with additional supervision needs.
- C. Identify possible guest speaker(s)/instructor(s).
- D. Schedule training for supervisors (sergeants – O.I.C.'s).
- E. Provide training and test on material provided.
- F. Evaluate effectiveness of training based on student evaluations of the training and supervisor performance evaluation results.
- G. Make adjustment(s)/change(s) to the training program as identified/needed based on evaluations and review.

Goal: Develop and train (2) new O.I.C.'s (Officer in Charge) who will be appointed to replace the officers who will be assigned to Traffic Safety and Community Services positions.

- A. Provide in-service supervisory classroom training at an outside training facility.
- B. Provide guidance, direction and assistance in the new role through supervisor interaction and mentoring.
- C. Monitor and evaluate their performance on the squad in the O.I.C. capacity.
- D. Evaluate the performance of the officer assigned to this function.
- E. Enhance the components of this position as the officers and the position progress through mentoring, routine feedback and annual evaluations.

Goal: Improve and enhance the parking enforcement function within the Borough.

- A. Work in coordination with the Long Range Traffic and Pedestrian Safety Planning Committee to identify and improve issues related to traffic, parking and pedestrian safety in Chatham Borough.
- B. Work in coordination with the Long Range Traffic and Pedestrian Safety Planning Committee and the Parking Enforcement Unit of the Chatham Police Department to review ordinances related to parking and recommend changes where necessary.
- C. Direct the members of the Parking Enforcement Unit to coordinate with the residents, business owners and commuters to identify parking related issues and develop options for improvement to enhance parking within Chatham Borough.
- D. Implement all viable options to improve overall parking as identified by the Long Range Traffic and Pedestrian Safety Planning Committee and approved by the Mayor and Council when required.
- E. Continue to work with the Long Range Traffic and Pedestrian Safety Planning Committee and the Parking Enforcement Unit of the Chatham Police Department to enhance parking at the Chatham Train Station. This will be managed through the use of updated and enhanced parking meter systems along with the use of Park Mobile, a mobile payment application that can be used to pay for parking from any computer or smartphone.
- F. Continue to monitor and evaluate time limits for on street and parking lot parking and recommend changes as identified and needed.

Goal: Replace existing department .45 caliber sidearm.

- A. Research .45 caliber sidearm model options available through NJ State Contract or County Co-Op vendors.
- B. Test and evaluate the available model options.
- C. Request capital funds for a 2014 acquisition of the new sidearm inclusive of trade in of older department side arms that are currently maintained in our inventory to include; both the Sig Sauer 9mm as well as the current .45 caliber side arms.
- D. Based on funding, purchase weapons and ancillary leather gear (holsters, magazine pouches, additional magazines, etc.) in the spring of 2014.
- E. Assign the department Supervising Firearms instructor to conduct inspections of the new weapons and distribute them to personnel. Begin training and firearms qualifications with the new weapons late spring/early summer 2014 depending upon vendor availability and delivery of the weapons.
- F. Implement the use of the new weapons for duty by the summer of 2014.

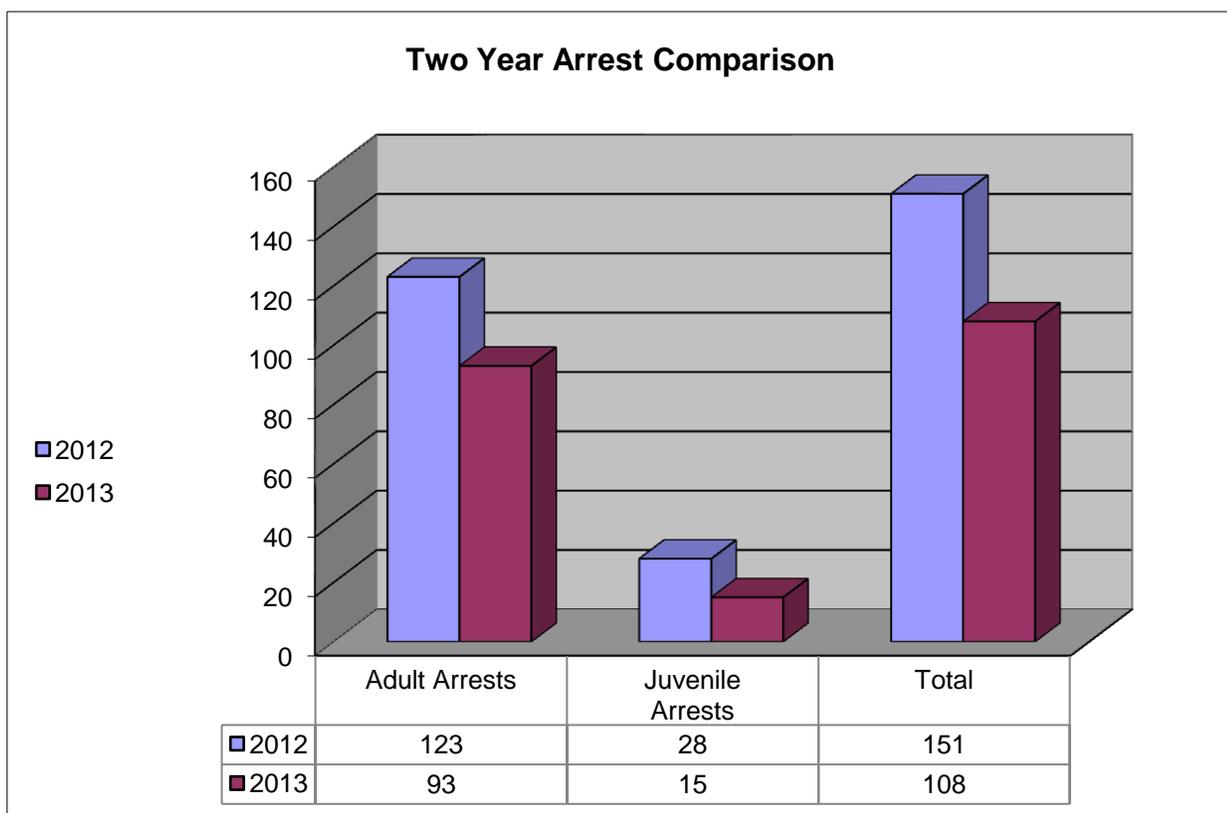
SECTION SEVEN

ARREST, SERVICE AND CRIME COMPARISONS



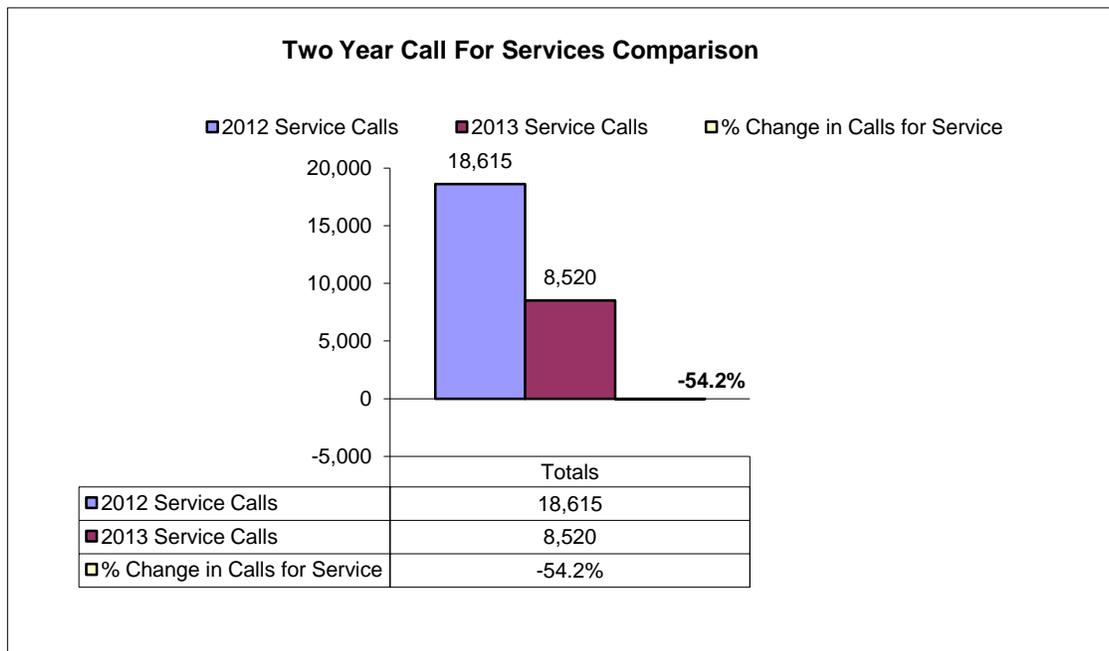
**CHATHAM BOROUGH POLICE DEPARTMENT
TWO YEAR ARREST COMPARISON**

	2012	2013	% of Change
Adult Arrests	123	93	-24.39%
Juvenile Arrests	28	15	-46.43%
Total	151	108	-28.48%



CHATHAM BOROUGH POLICE DEPARTMENT TWO YEAR CALL FOR SERVICES COMPARISON

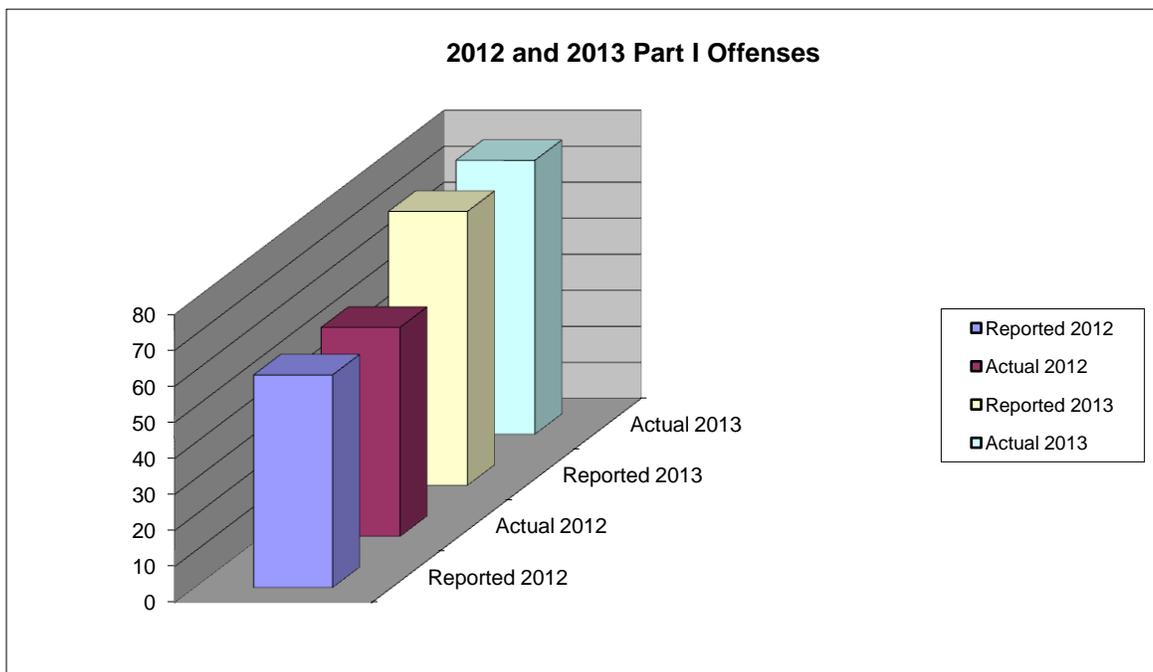
2012	2013	CHANGE
18,615	8,520	-54.2%



The noted reduction of 54.2% in calls for service during 2013 is a combined result of transitioning to a new records management system provided through the Morris County Communications Center along with a change in call for service tracking. With our new system, we are no longer tracking individually initiated officer actions in the records management system. Those actions are now tracked through a daily patrol log thus the actual calls for service now more accurately reflect actual calls into the police department requiring some level of police involvement. The new Records Management System is a reporting system not a patrol log system. Therefore, for example we no longer enter the following items into the Records Management System: radar enforcement, walking beat and community policing details, etc. thus the 2013 calls for service are more accurately reflected in the above chart.

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

OFFENSES	REPORTED 2012	ACTUAL 2012	REPORTED 2013	ACTUAL 2013	% of Change
HOMICIDE	0	0	0	0	0.00%
RAPE	2	1	1	1	0.00%
ROBBERY	1	1	1	1	0.00%
ASSAULT	11	11	12	12	9.09%
BURGLARY	8	8	13	13	62.50%
THEFT	35	35	42	42	20.00%
M.V. THEFT	2	2	6	6	200.00%
ARSON	0	0	1	1	100.00%
TOTALS	59	58	76	76	31.03%



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 31.03% increase in the actual Part I offenses in 2013.

SECTION EIGHT

TRAFFIC ENFORCEMENT

ANALYSIS



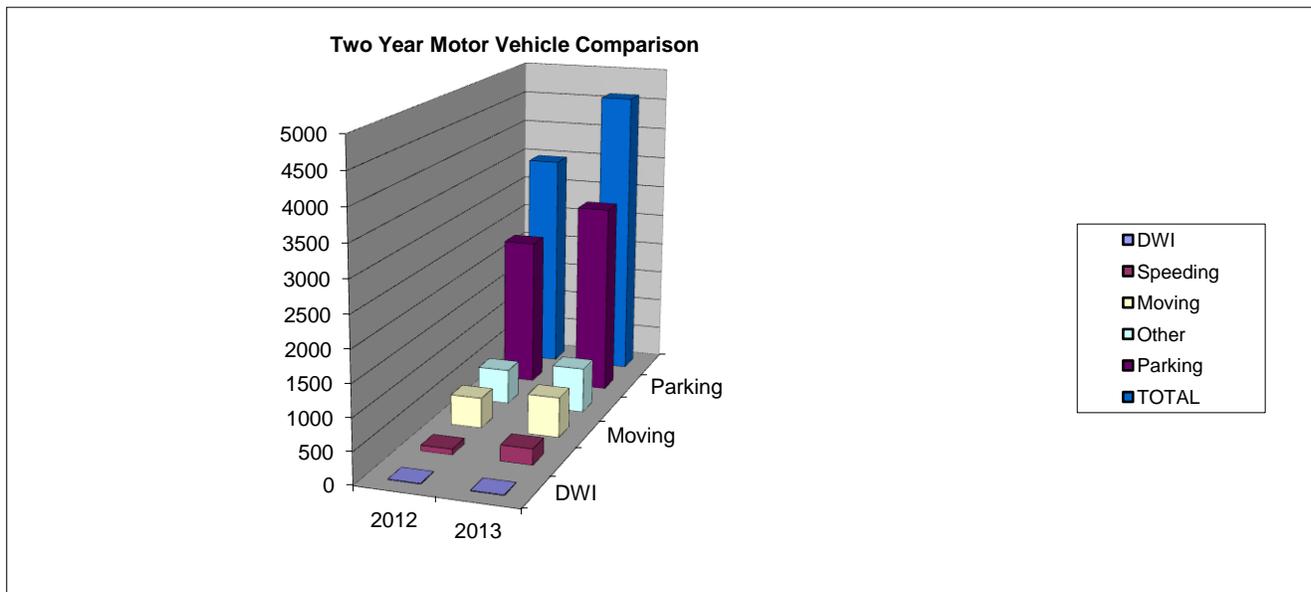
Most people have experienced the “oh no” feeling after seeing a police car in the rear view mirror. Most people hit their brakes, even if they were not speeding. Personal physical reactions and experiences can influence perceptions of traffic enforcement efforts, and often prevent people from realizing its true benefits.

Traffic enforcement is the most recognizable and universal police function. Marked police cars are easy to see and many drivers have been stopped for a traffic violation. Because of the punitive consequences attached to traffic enforcement, many do not have an appreciation for the positive benefits. Additionally, “myths” can result from misconceptions about the goals and motivations of traffic enforcement.

When you see a car pulled over, remember that the law enforcement officer may be doing more than writing a traffic citation. The officer may be apprehending a wanted person, or removing weapons and drugs from your community. Traffic enforcement can and does contribute to the quality of life in your community. Localities can realize the benefits of traffic enforcement and highway safety efforts; roads and neighborhoods will be safer, and police agencies will have more time to effectively police their communities. The Chatham Borough Police Department continues to increase traffic enforcement efforts to ensure public safety.

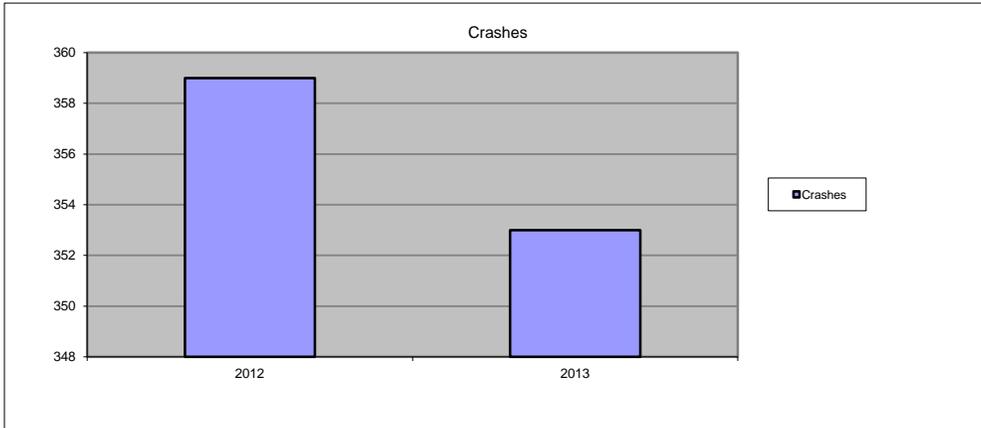
**CHATHAM BOROUGH POLICE DEPARTMENT
TWO YEAR MOTOR VEHICLE SUMMONS COMPARISON**

	2012	2013	% of Change
DWI	12	13	8.3%
Speeding	89	251	182.0%
Moving	479	630	31.5%
Other	550	711	29.3%
Parking	2342	3001	28.1%
TOTAL	3472	4606	32.7%



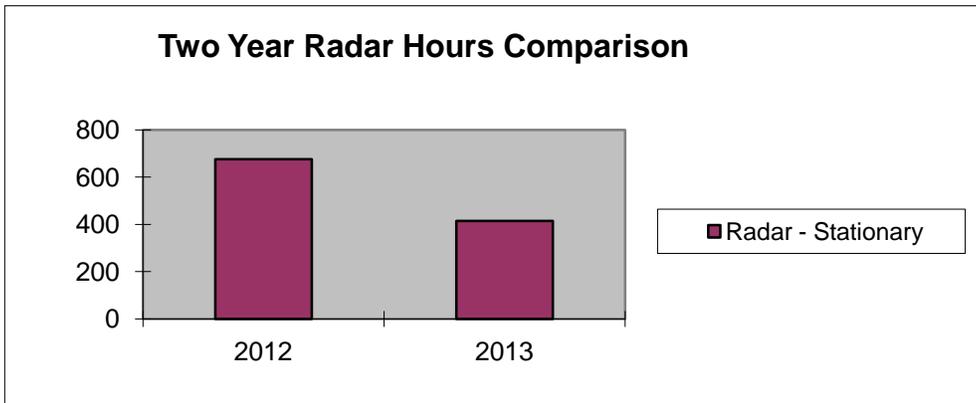
CHATHAM BOROUGH POLICE DEPARTMENT TWO YEAR MOTOR VEHICLE ACCIDENT COMPARISON

	2012	2013	% of Change
Crashes	359	353	-1.7%



TWO YEAR RADAR HOURS COMPARISON

	2012	2013	% of Change
Radar - Stationary	676	415	-38.6%



SECTION NINE

2013 Internal Affairs Annual Report



Chatham Borough Police Department Professional Standards Complaints 2013

Quarter	Case #	Nature of Complaint	Disposition
1	IA:2013-D01	Serious rule infraction	Sustained
1	IA:2013-D02	Serious rule infraction	Sustained
1	IA:2013-C03	Improper Arrest	Exonerated
1	IA:2013-C03	Improper Arrest	Exonerated
2	IA:2013-C04	Improper Arrest	Exonerated
3	IA:2013-C05	Demeanor	Sustained
3	IA:2013-C06	Unlawful Search / Seizure	Currently under investigation
3	IA:2013-C06	Unlawful Search / Seizure	Currently under investigation
3	IA:2013-C07	Minor rule infractions	Exonerated
3	IA:2013-C08	Serious rule infraction	Exonerated
4	IA:2013-D09	Serious rule infraction	Currently under investigation
4	IA:2013-C10	Serious rule infraction	Unfounded
4	IA:2013-D11	Differential treatment	Exonerated

Internal Affairs Investigation Disposition Definitions

Exonerated

The alleged incident did occur, but the actions of the employee were justified, lawful and proper. The employee's behavior was consistent with agency policy, but there was a policy failure.

Substantiated

The investigation disclosed sufficient evidence to clearly prove the allegation.

Not Sustained

The investigation failed to disclose sufficient evidence to clearly prove or disprove the allegation.

Unfounded

The investigation indicated that the acts complained of did not occur; or there is insufficient information to conduct a meaningful investigation.

Administratively Closed

Not enough information to complete the investigation and come to one of the above conclusions.

SECTION TEN

Chatham Borough Police Department “A Century of Service 1913-2013”

On September 2, 2013, the Chatham Borough Police Department celebrated its 100th anniversary and 100 years of dedicated service to the community. This milestone was cause for celebration and to share our pride of service and commitment to the community, we embarked on several interactive community celebrations commemorating our 100 years.

The Chatham Borough Police Department took great pride in participating as an agency in the 2013 Fishawack Festival, interacting with the community and giving away 100th anniversary commemorative giveaways to the children. We also arranged for the Morris County Sheriff’s Office, Morris County Park Police and the Morris County Office of Emergency Management to share some of their mobile public safety assets for interactive display to the community. Thousands of festival participants had an opportunity to observe first-hand the tools available to the law enforcement community in the performance of their jobs here in Chatham Borough.

Continuing in the spirit of community involvement, for the first time in the history of the Police Department, all of the sworn police officers participated in the annual formal department inspection by Mayor and Council then marched as a unit in the annual Chatham Fire Department Fourth of July Parade. This opportunity allowed us to really connect with the community and combine two historic events, our 100th anniversary and the annual Chatham Fire Department Parade. Every member of the department was proud to have been a part of this historic community celebration.

As the year progressed, we continued to celebrate our bicentennial into the fall months with a 100th anniversary Police Department open house. In true cooperative spirit which is very common among departments in Chatham Borough, we combined our open house with the Fire Department, Chatham Emergency Squad and the Chatham Borough Office of Emergency Management. In addition, we were again supported by the Morris County Sheriff’s Office, Morris County Park Police and the Morris County Office of Emergency Management who again shared some of their mobile public safety assets for interactive display to the community. Hundreds of participants again had an opportunity to observe first-hand the tools available to the law enforcement community in the performance of our jobs. Children were treated to snacks and commemorative giveaways celebrating Police Week in Chatham Borough thus closing out the community celebrations of our 100th anniversary.

During 2013, the spirit of community policing continued to thrive and grow within the department, so in November, as part of our community policing program, we pursued becoming a drop off point for the United States Marine Corps. Toys for Tots program. Through our community policing outreach and the generosity of our residents, business owners, employees and other donors, this program was very successful. We were proud to have filled in excess of the two large collection bins provided by the Toys for Tots program. Each day that someone would check on the status of the collection bins we would routinely find gifts piled on the floor because the collection bins had exceeded their capacity overnight. In December, all of the gifts that were collected were tightly packed into our large S.U.V. and transported to the Toys for Tots collection facility at Picatinny Arsenal. It was a great feeling to be part of such a great program helping those less fortunate during the holiday season.

In addition to all of the community policing outreach associated with the 100th anniversary celebrations, we also increased and improved our community policing program in 2013. The improvements to the program include; the reinstatement of the Community Services and Training Officer to the department, with some enhanced modifications. The Community Services and Training Officer is no longer primarily an administrative position. This position as reinstated, now has that officer assigned to patrol the downtown business district on foot at specified times throughout the day. This initiative has comfortably coincided with our 100th anniversary celebrations as it is really a touch of older day Chatham when it was very common to see an officer walking the beat. Patrol Officer Brian Colatrella has volunteered to serve as the Community Services and Training Officer for the department and he has quickly become a welcome sight around town. You will commonly see him assisting pedestrians near the intersection of Main St. and Passaic Ave., talking with store owners, providing directions to a motorist or speaking with the children after school downtown. Officer Colatrella has really exemplified the role of the Community Services and Training Officer and he looks forward to meeting and serving the community every day.

Recognizing that community policing is a philosophy and not a specific job, we continue to expand our community outreach through a program that we call the Sergeant Zone Assignment. This program is intended to increase direct interaction between the residents and business owners and the local police officers. The zone policing program will allow us to foster important partnerships with our community and provide a single point of contact with the police department for members of a specific neighborhood or zone. This program will also require sergeants to work together agency wide to address the issues that are presented to us as they are required to patrol the entire town during their tours of duty.

Our goal with this program is to make residents aware of their point of contact in their respective zones for **non-emergency, quality-of-life, concerns** to include: **non-emergent** traffic, pedestrian, noise and street light issues, crime prevention questions or concerns as well as non-emergent road conditions that could affect safety. A map identifying the zone assignments can be found on the Chatham Borough website at www.chathamborough.org. Click the POLICE link which will take you to the police homepage where you can click on the Sergeant Zone Map link to access the map that will identify the sergeant assigned to your zone.

Through this program, all officers are required to become familiar with the citizens in their assigned zones, as this familiarity helps officers identify problems and work to solve them before they become larger problems. We want our residents to feel empowered to express their concerns through direct interaction with the officers and to appreciate that they have a stake in their community. It's all about paying attention to the little things and if we work to resolve the small issues; the larger issues take care of themselves.

We encourage all residents and business owners to take a moment to look at the zone map to identify their zone sergeant and feel free to contact them to discuss any non-emergent quality of life concerns or questions that you may have. All zone sergeants can be reached by calling (973) 635-8000 and following the telephone department directory to reach your specific zone sergeant. Please remember that although all officers check their voicemail boxes regularly, rotating schedules may mean that calls will not be returned for several days.

We look forward to working together for an even better Chatham Borough in 2014. Remember, whether you live, work or visit in Chatham Borough, cooperatively we can continue to enhance the quality of life in Chatham Borough for everyone.

Philip J. Crosson, Jr.
Chief of Police