

# CHATHAM BOROUGH POLICE DEPARTMENT



*“The NJSACOP Accreditation Program recognized Chatham Borough Police Departments pursuit of excellence in policing”*

## ANNUAL REPORT 2015

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# SECTION ONE

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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 2015 annual report. The annual report provides an overview of the many activities and aspects of department operations throughout the year.

This report provides you an understanding of the activities and 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, parking enforcement 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 guests of Chatham Borough. To that end, during 2015, the department underwent a rigorous review of our policies and practices by the New Jersey State Association of Chiefs of Police Accreditation Program assessors. And proudly, I am pleased to announce that we were recognized for excellence in policing standards by being awarded the distinction of being recognized as an accredited police agency. That particular distinction means that the Chatham Borough Police Department has been confirmed as operating under the best practices in law enforcement in New Jersey.

**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,
- Provide high quality community oriented police services with sensitivity,
- Foster a relationship of teamwork within the department and the community to encourage and empower our citizens and personnel to guide us in establishing the police agenda through observations, recommendations and cooperative efforts to solve problems in the community,
- 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**

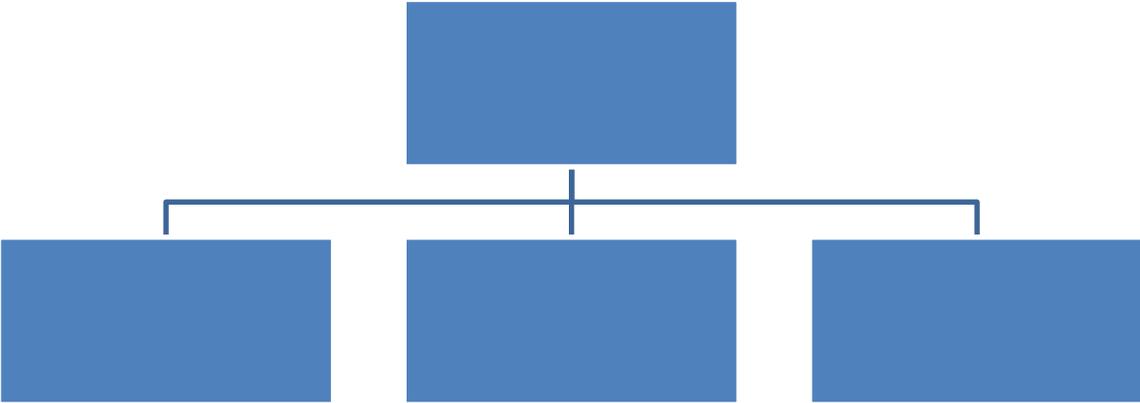
We treat all people impartially, with consideration and compassion. We are equally responsive to our employees and the community we serve.

**SECTION THREE**

**ORGANIZATIONAL CHART**

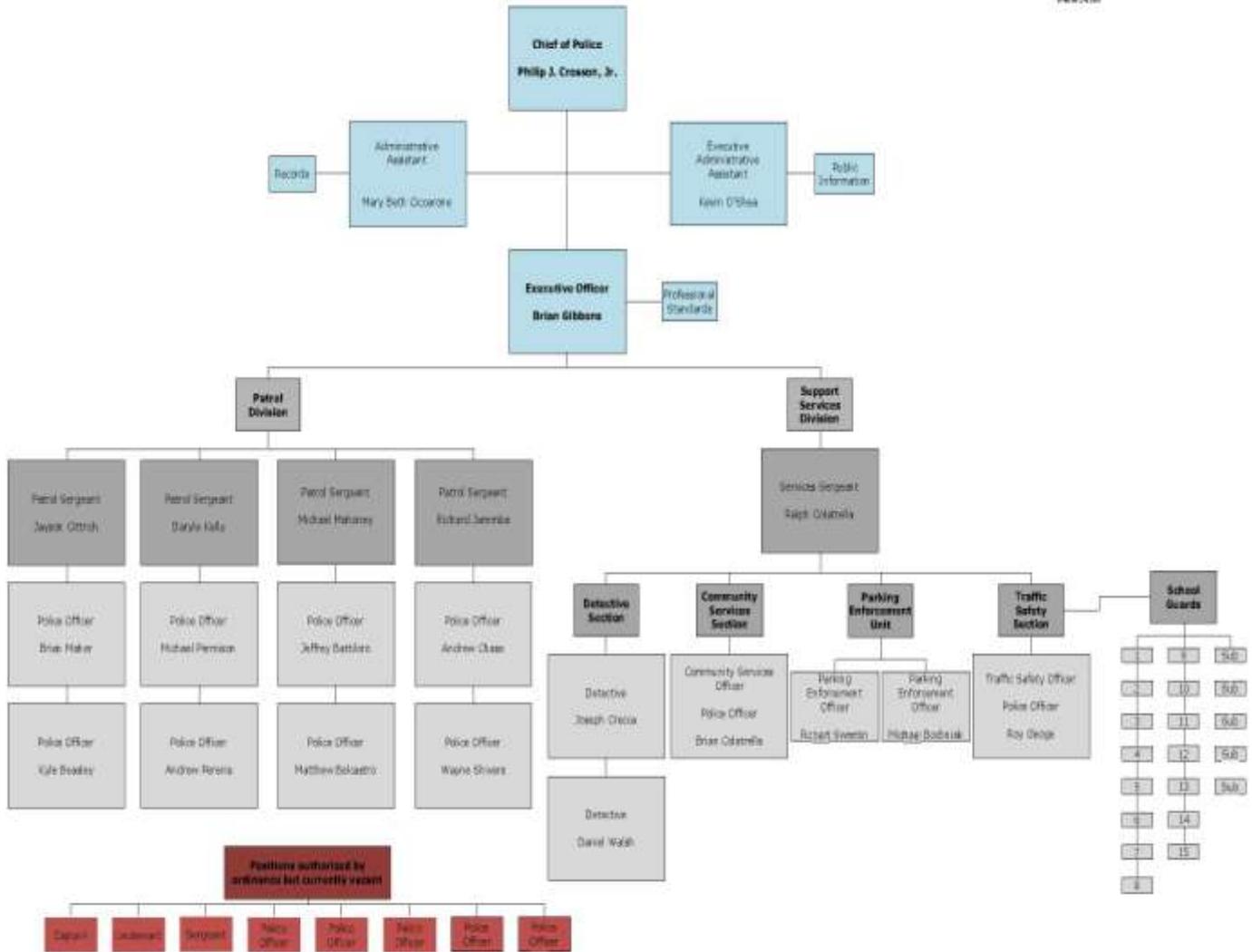
**AND**

**DEPARTMENT EMPLOYEES**



# Chatham Borough Police Department Table of Organization

REV. 4/2016



# **CHATHAM BOROUGH POLICE DEPARTMENT**

## **PERSONNEL 2015**

### **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:**

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

## **SCHOOL GUARDS:**

**D. Achille  
T. Boland  
P. Castellano  
B. Conlan  
M. Conlan  
C. Cooke  
R. Crater  
K. Donnelly  
J. Duteil  
J. Eggerman  
M. Grady  
A. Kling  
A. Lombardi  
R. Loock  
H. Ochs  
J. Parcels  
N. Renzulli  
B. Salinardi  
M. Spinner  
J. Sweetin  
G. Walsh  
J. Whiteside**

## **RETIREMENTS:**

**There were no retirements from the Police Department in 2015**

# **SECTION FOUR**

## **2015 BUDGET**

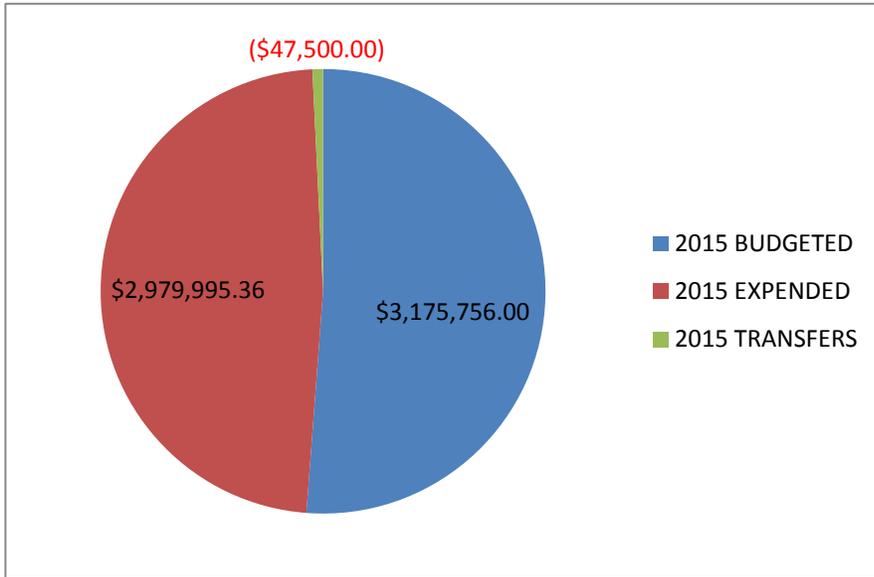
### **INFORMATION**



CHATHAM BOROUGH POLICE DEPARTEMENT

2015 SUMMARY BUDGET

DESCRIPTION	2015 BUDGETED	2015 EXPENDED	2015 TRANSFERS
Police Salary & Wages	\$2,716,881.00	\$2,611,930.83	(\$20,000.00)
Police Operating Expense	\$458,875.00	\$368,064.53	(\$27,500.00)
TOTALS	\$3,175,756.00	\$2,979,995.36	(\$47,500.00)



**SECTION FIVE**  
**2015 GOALS**  
**AND**  
**ACHIEVEMENTS**



# **GOALS AND ACHIEVEMENTS FOR 2015**

**Goal: Institutionalize new and updated police department policies and procedures implemented as part of the New Jersey State Chiefs of Police Association Accreditation Program**

**Achievement:** During 2015, we continued to update our policies and procedures to coincide with the performance standards established under the New Jersey State Association of Chiefs of Police Law Enforcement Accreditation Program. We continued to work toward proving our compliance with the standards by creating proof files in coordination with our program manager from the Rodgers Group, LLC. for review by the assessors during our anticipated spring of 2015 on-site assessment. On June 28<sup>th</sup>-29<sup>th</sup> we were subject to an on-site assessment of our accreditation files. Upon completion of the assessment, the assessors referred our final assessment report to the NJSACOP Accreditation Commission for review. On October 8<sup>th</sup>, 2015, the Chatham Borough Police Department appeared before the accreditation commission at their scheduled hearing at which time they unanimously bestowed accredited status upon Chatham Borough Police Department.

**Goal: Continue to improve and adapt an in-house supervisory training program for Sergeants and O.I.C.'s**

**Achievement:** To date, this goal continues to be a work in progress. We as a senior staff, have continued to utilize the Power DMS directives management and training module to improve policy distribution and training for the entire police department. Some of the training modules have focused on some of the more critical areas of police supervision to include harassment in the workplace and ethics as well as several topics mandated by the NJ Attorney General and the Morris County Prosecutor's Office. In addition, during December 2015, Dr. Joseph Devine the former Chief of Police of the Rockaway Township Police Department, former Chief of Detectives at the Morris County Prosecutor's Office and associate professor at Fairleigh Dickinson University was asked to conduct a block of training for all supervisors holding the rank of sergeant and above. Dr. Devine who teaches supervision and leadership in the Masters of Administrative Science program at Fairleigh Dickinson University generously agreed and spoke at length on the issues critical to contemporary police supervision. As we progress into the New Year we will be recruiting Dr. Devine to help expand on our current supervision and leadership training.

**Goal: Conduct a Borough wide speed analysis on all Borough thoroughfares, broken down by police zones.**

**Achievement:** This goal has been actively undertaken in 2015 and remains a work in progress moving forward. The Police Department continues to deploy and track data capturing devices throughout the Borough to secure empirical traffic data. In addition, the Traffic Safety Unit is maintaining traffic data for future review, analysis and any other action warranted by the data results. The Traffic Safety Unit continues to establish and execute education and enforcement campaigns in response to the traffic data analysis. In addition, the Chatham Borough Police Department has and continues to work with neighboring law enforcement agencies to address traffic issues identified on adjoining roadways.

**Goal: Pursue completion of overnight parking reform through the Overnight Parking Committee**

**Achievement:** During 2015, we were unsuccessful in coming to a resolution on this issue even though it was approached during various traffic and parking meetings. An official meeting of the Overnight Parking Committee was not able to be convened to fully address this matter therefore, the matter was advanced to the 2016 goals and objectives and it is anticipated that the Long Range Traffic and Pedestrian Safety Committee will review the matter and recommend options for resolve to the Mayor and Council for consideration.

**Goal: Improve and enhance the police department's records destruction and file maintenance process.**

**Achievement:** During 2015, the Chatham Borough Police Department utilized the talents of experienced civilian personnel to review and evaluate the current status of department maintained files in accordance with the Division of Archives and Records Management records destruction schedule. Those records that met the established criteria were scheduled for destruction while the proper documentation was completed in order to petition the state for permission to destroy the records in accordance with the guidelines. Once we received permission from the Division of Archives and Records Management, we worked with the Borough Clerk to ensure proper destruction of the approved documents. Our objective is to continue an effective annual maintenance of records destruction and file maintenance process.



# **GOALS AND OBJECTIVES TO BE ACHIEVED FOR 2016**

## **Goal: Complete command staff/agency reorganization**

- A. Review, evaluate and redraft policies that will be affected by the command staff reorganization.
- B. Reorganize office assignments within the police department to accommodate changes in staff assignments.
- C. Announce promotional process for the position of Police Lieutenant during the first quarter of 2016.
- D. Conduct promotional process for the position of Police Lieutenant and facilitate the promotion.
- E. Provide training and career development for the newly appointed Police Lieutenant and evaluate performance based on the department policy.
- F. Make adjustment(s) /change(s) as identified/needed.

## **Goal: Continue a Borough wide speed analysis on all Borough thoroughfares, broken down by police zones that was undertaken in 2015.**

- A. Work with the patrol division and the traffic safety unit to deploy traffic data capturing devices throughout the Borough to secure empirical traffic data.
- B. Work with the traffic safety unit to develop and maintain a traffic data spreadsheet to be used to capture the empirical traffic data for review and analysis.
- C. Work with traffic safety and patrol to establish education and enforcement campaigns in response to the traffic data analysis.
- D. Work with neighboring law enforcement agencies to address traffic issues identified on adjoining roadways.
- E. Review and evaluate the effectiveness of the traffic analysis based on enforcement actions and updated traffic analysis studies annually.
- F. Develop traffic enforcement assignments/initiatives based on the data collected.
- G. Make adjustment(s) /change(s) to the training program as identified/needed.

## **Goal: Continue to institutionalize new and updated police department policies and procedures implemented as part of the New State Chiefs of Police Association Accreditation Program and pursue continued compliance with all accreditation standards working toward reaccreditation.**

- A. Disseminate all new and updated policies and procedures through the Power DMS directives management system for review and acknowledgement.
- B. Provide in-service review and training on agency policies and procedures through direct roll call training sessions on designated policies.
- C. Conduct policy and procedure testing through the Power DMS directives management system testing module with tests developed by the Rodgers Group, LLC. and by the Chatham Borough Police Department.
- D. Monitor and evaluate officer performance through the administrative components of the Power DMS directives management system.

**Goal: Improve and enhance the police department's records destruction and file maintenance process.**

- A. Assign experienced civilian personnel to review and evaluate the current status of department maintained files in accordance with the Division of Archives and Records Management records destruction schedule.
- B. Identify records that meet the criteria for destruction in accordance with the Division of Archives and Records Management records destruction schedule and submit requests for destruction approval.
- C. Upon receiving approval from the Division of Archives and Records Management, authorize the civilian personnel to carry out the destruction.
- D. Record all action taken as required through the Division of Archives and Records Management electronic system ARTEMIS.
- E. Notify the Borough Clerk / custodian of records when destruction is complete.
- F. Continue annual maintenance of records destruction and file maintenance process.

**Goal: Continue to pursue completion of overnight parking reform through the Long Range Traffic and Pedestrian Safety Advisory Committee**

- A. Work with the members of the Long Range Traffic and Pedestrian Safety Advisory Committee to review options available to reform the current overnight parking situation.
- B. Present and review a web based technology overnight parking system currently in the development phase by the Information Technologies department for the Chatham Borough and Madison police departments.
- C. Solicit input and feedback from the committee with regards to the options available and/or presented.
- D. Develop a consensus on the best course of action as identified by the committee and pursue the option aggressively.

- E. Once a definitive course of action is selected and enacted, engage in an education campaign to the public to include any variety of the following options:

Borough web-site

New media release

Borough television channel

AlertChathamBorough opt-in message

Borough Council meeting

**Goal: Research updating in-car camera's and server/storage options**

- A. Work with current state contract vendor to evaluate our current system and assess potential upgrade requirements.
- B. Compare specifications and pricing with other comparable, reputable vendors.
- C. Select the most practical application and options for the functions of the Chatham Borough Police Department.
- D. Once the comparable analysis is complete, begin the budgeting process to acquire the updated technology.

**Goal: Research "Coffee with a Cop" community relations program**

- A. Work with the Community Services Section of the Support Services Division to research the "Coffee with a Cop" program.
- B. Develop a mutually beneficial relationship with local businesses/community groups in support of this community relations initiative.
- C. Identify prime locations throughout the Borough to host the event.
- D. Establish a public awareness campaign through the news and social media outlets to advertise the initiative.
- E. Schedule an event and evaluate the effectiveness.
- F. Make adjustment(s) /change(s) to the program as identified/needed.

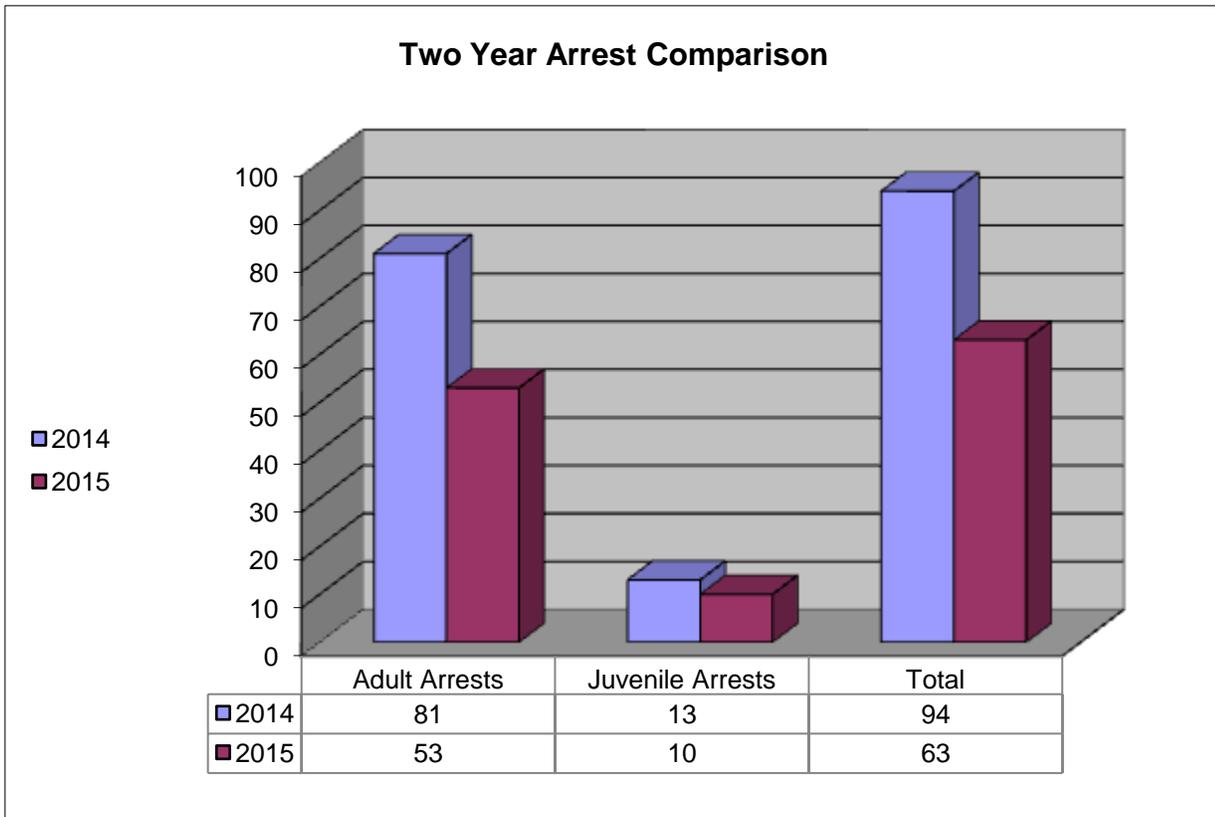
# SECTION SEVEN

## ARREST, SERVICE AND CRIME COMPARISONS



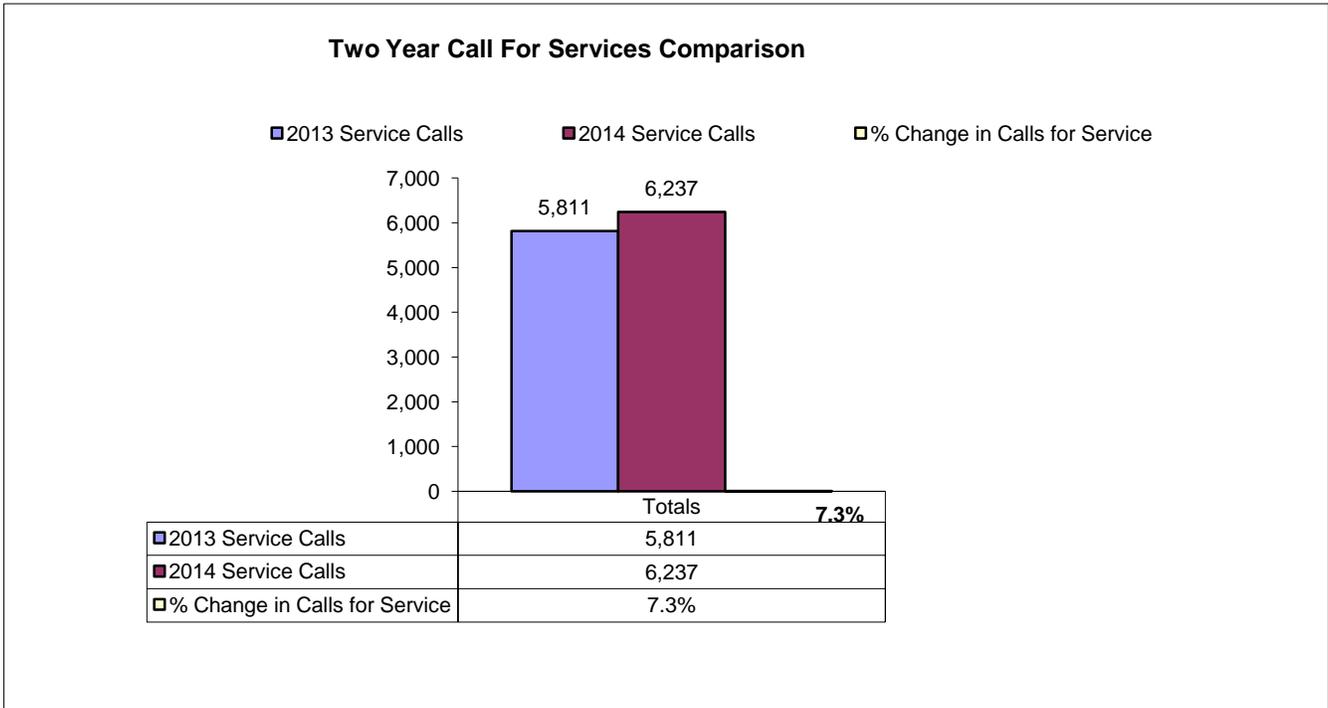
**CHATHAM BOROUGH POLICE  
DEPARTMENT  
TWO YEAR ARREST COMPARISON**

	<b>2014</b>	<b>2015</b>	<b>% of Change</b>
<b>Adult Arrests</b>	81	53	-34.57%
<b>Juvenile Arrests</b>	13	10	-23.08%
<b>Total</b>	<b>94</b>	<b>63</b>	<b>-32.98%</b>



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

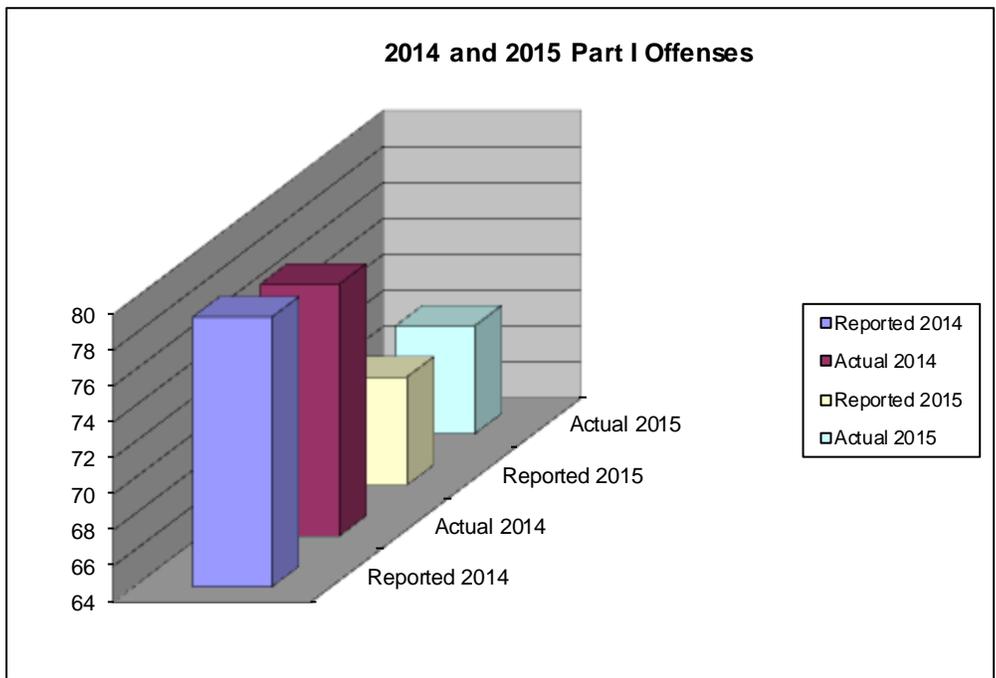
<b>2014</b>	<b>2015</b>	<b>CHANGE</b>
5,811	6,237	7.3%



The noted increase of 7.3% in calls for service during 2015 is attributed to an increase in Public Service and Administrative type calls. This upsurge in Public Service calls was due to a significant focus on building and facility checks throughout the noted times of heightened awareness in 2015 due to increased terrorism alerts, holiday initiatives and maintenance of overall public security and safety.

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

OFFENSES	REPORTED 2014	ACTUAL 2014	REPORTED 2015	ACTUAL 2015	% of Change
HOMICIDE	0	0	0	0	0.00%
RAPE	0	0	0	0	0.00%
ROBBERY	2	2	0	0	-100.00%
ASSAULT	11	11	9	9	-18.18%
BURGLARY	16	16	6	6	-62.50%
THEFT	50	49	50	50	2.04%
M.V. THEFT	0	0	5	5	100.00%
ARSON	0	0	0	0	0.00%
<b>TOTALS</b>	<b>79</b>	<b>78</b>	<b>70</b>	<b>70</b>	<b>-10.26%</b>



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 10.26% decrease in the actual Part I offenses in 2015.

# SECTION EIGHT

## TRAFFIC ENFORCEMENT

### ANALYSIS

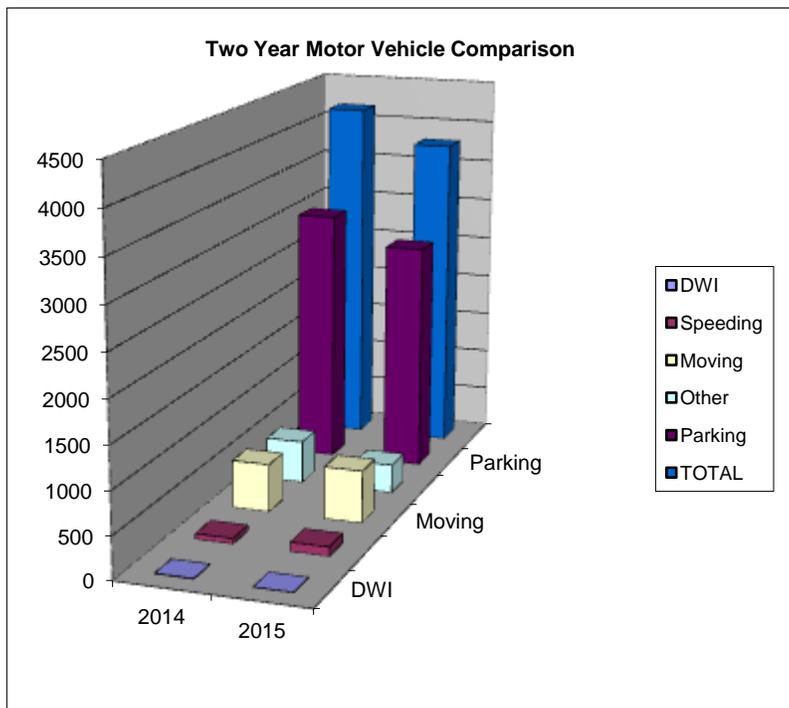


Traffic enforcement is the most recognizable and universal police function. Marked police cars are easy to see and many drivers have been stopped for a traffic violation. Because of the punitive consequences attached to traffic enforcement, many do not have an appreciation for the positive benefits. 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. Communities 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.

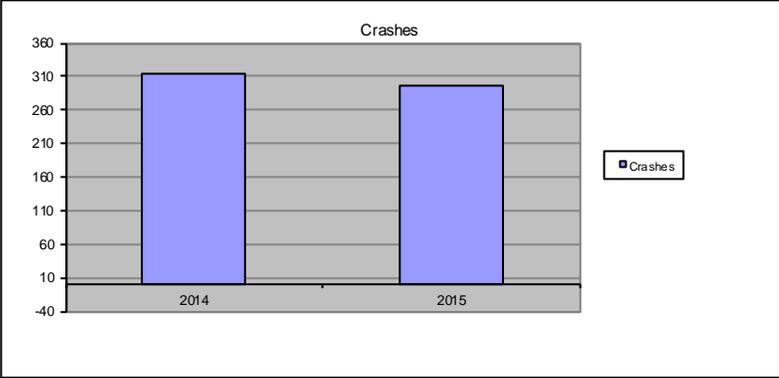
**CHATHAM BOROUGH POLICE DEPARTMENT  
TWO YEAR MOTOR VEHICLE SUMMONS COMPARISON**

	<b>2014</b>	<b>2015</b>	<b>% of Change</b>
<b>DWI</b>	7	5	-28.6%
<b>Speeding</b>	65	108	66.2%
<b>Moving</b>	570	621	8.9%
<b>Other</b>	505	340	-32.7%
<b>Parking</b>	3027	2711	-10.4%
<b>TOTAL</b>	<b>4174</b>	<b>3785</b>	<b>-9.3%</b>



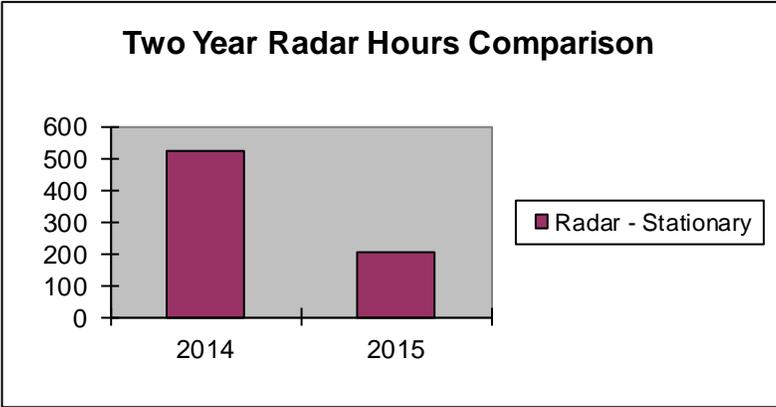
**CHATHAM BOROUGH POLICE DEPARTMENT  
TWO YEAR MOTOR VEHICLE ACCIDENT COMPARISON**

	2014	2015	% of Change
<b>Crashes</b>	314	296	-5.7%



**TWO YEAR RADAR HOURS COMPARISON**

	2014	2015	% of Change
<b>Radar - Stationary</b>	524	204	-61.1%



# SECTION NINE

## 2015 Internal Affairs Annual Report



### Chatham Borough Police Department Professional Standards Complaints 2015

IA Number	Year	Quarter	How Filed	Complaint	Disposition
2015-01	2015	1	Citizen	Demeanor	Exonerated
2015-02	2015	1	Citizen	Major Rule Infraction	Sustained
2015-03	2015	2	Citizen	Demeanor	Exonerated
2015-03	2015	2	Citizen	Demeanor	Exonerated
2015-04	2015	3	Citizen	Improper Search	Exonerated
2015-05	2015	3	Agency	Major Rule Infraction	Pending
2015-06	2015	3	Citizen		Transferred to NJSP
2015-07	2015	3	Citizen	Minor rule infractions:	Unfounded
2015-07	2015	3	Citizen	Minor rule infractions:	Unfounded
2015-08	2015	3	Citizen	Minor rule infractions:	Administratively Closed
2015-09	2015	4	Citizen	Minor rule infractions:	Administratively Closed
2015-10	2015	4	Citizen	Demeanor	Pending

#### 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 “Excellence through accreditation”

Accreditation is a progress and time-proven method of assisting law enforcement agencies to calculate and improve their overall performance. The foundation of Accreditation lies in the adoption of standards containing a clear statement of professional objectives. Agencies who participated in the accreditation process conduct a thorough self-analysis to determine how existing operations can be adapted to meet the accreditation standards and objectives. When the procedures are in place, a team of trained, independent assessors verifies that the applicable standards have been successfully implemented.

Accredited status represents a significant professional achievement. Accreditation acknowledges the implementation of policies and procedures that are conceptually sound, operationally effective and represent best practices.

The New Jersey State Association of Chiefs of Police has pursued the concept and development of a voluntary statewide law enforcement accreditation program for New Jersey which has resulted in the formation of the NJSACOP Law Enforcement Accreditation Commission, consisting of commissioners with the overall responsibility of adoption of program standards, as well as review of all assessment reports and approval of all recommendations for the granting of accredited status of applicant agencies.

The attitudes, training and actions of personnel of New Jersey's law enforcement agencies best reflect compliance with the standards contained in this program. Policy and procedure based on Accreditation will not insure mistake-free policing or a crime-free environment for citizens. Nor will it ensure an absence of litigation against law enforcement agencies and executives. However, comprehensive and effective leadership through professionally based policy development is directly influenced by a law enforcement program that is thorough, complete, and obtainable, and based on standards that reflect professional best practices.

In an effort to exhibit our commitment to professionalism and best practices in law enforcement to our community, the Chatham Borough Police Department voluntarily pursued accreditation through the New Jersey State Association of Chiefs of police. After an arduous self-analysis, we endeavored further into the process and tackled the standards progressively. After a tenuous mock assessment, we underwent a two day official on-site agency assessment. Upon completion of the assessment, we were scheduled to appear before the board of accreditation commissioners at their commission hearing on October 8, 2015, to testify to the contents of the final on-site assessment report.

Upon completion of our testimony, the board of accreditation commissioners unanimously bestowed accredited status on the Chatham Borough Police Department. The awarding of accredited status represents confirmation of compliance with standards and best practices in policing. This is an award that all members of the Chatham Borough Police Department were honored to receive for their hard work and dedication to the process and the overall product that we provide to the community “Excellence in police service through accreditation.”

*Philip J. Crosson, Jr.*

Chief of Police