

# **TAPPAHANNOCK POLICE DEPARTMENT**

January 18, 2017

## **2016 Annual Staff Inspection Report**

**Chief James G. Ashworth, Jr.**

The following is a brief summary of the staff inspection review process and overall activities accomplished by the Tappahannock Police Department during 2016.

A review of the overall operation of this office has been completed. It is my opinion that the members of this department are effectively pursuing department goals and objectives and there were no overall deficiencies discovered.

This inspection included, but was not limited to, a review of the following items:

- The Agency Goals and Objectives themselves were reviewed, with changes.
- The Agency Mission Statement was reviewed, with no revisions.
- The day-to-day operations standards of the various sections of the department were reviewed with no discernible concerns detected.
- A complete review and revision of the department's policy and procedures manual was conducted and completed in accordance with accreditation standards.

### **Equipment Obtained through grants or donation**

- One Golden Eagle II Radar Unit – DMV Highway Safety Grant
- Six SigSauer M400 Patrol Rifles – Byrne Criminal Justice Grant
- One 1997 GMC/Horton ambulance for conversion to a mobile command/crime scene evidence collection vehicle – Essex County Emergency Services
- Ten tire deflation devices – Virginia State Police

### **Training**

Captain Jacob H. Siddons, Training Officer, advised that all required training for the Department has been completed in 2016.

- All members of the Tappahannock Police Department were successfully re-certified by the Department of Criminal Justice Services. All required training was completed to include: legal updates, communicable diseases, cultural diversity, line of duty death, use

of force, less than lethal weapons, weapons qualification, NIMS/ICS, instructor recertifications, in-service, FTO certifications, VCIN/NCIC recertification.

- Officer O. L. Hurd completed Crisis Intervention Training.
- Officer R. C. Green completed a Street Level Patrol Course.
- Officer T. V. Edwards completed an Active Shooter Training Course.
- Lieutenant W. L. Johnson completed Forensic Crime Technician recertification course.
- Captain C. F. Davis completed the Professional Executive Leadership School at the University of Richmond.

### **Events**

- The Tappahannock Police Department and the Essex County Sheriff's Office conducted two prescription drug take-back programs at Wal-Mart which were very successful.
- The TPD provided off-duty security at Walmart and the Annual TEVFD Oyster roast.
- The TPD also provided security and traffic control during the annual Rivahfest event.
- We also provided assistance with the monthly Tappahannock Farmer's Markets.
- TPD also provided traffic control for the Homecoming and Christmas parades.
- We also provided extra patrol and security for Halloween.

### **Accreditation Progress**

Captain Jacob H. Siddons, Accreditation Manager, Mrs. Amanda K. Marks, Assistant Accreditation Manager. The department was fully accredited in February 2016 by the **Virginia Law Enforcement Professional Standards Commission**. The initial accreditation is valid for four years. He and Amanda Marks have worked tirelessly on this process and have almost completed the first year re-assessment for our four year term.

- The department's policy manual has been revised for compliance with accreditation standards.
- Procedures are being instituted to ensure that all standards are being met.
- The department's accreditation manager has attended several training sessions.
- Accreditation will help insulate the department and the town from liability and should result in a 5% reduction on insurance through VML.

### **Property/Evidence**

The evidence room has been expanded and updated to include evidence shelves and a new computer evidence tracking system. The annual evidence audit has been conducted and all evidence has been accounted for. All property/evidence directives are being adhered to. Captain Siddons continues to be tasked with the responsibility of Primary Evidence/Property Custodian and continues to do an exceptional job.

### **Budget**

- The police department's total spending of appropriated funds was \$32668.64 under budget for the first half of the fiscal year ending 2016.

### **Asset Forfeiture Funds**

- The Tappahannock Police Department received \$22,000.00 in asset forfeiture money resulting from our investigation into criminal activity of several local businesses. These funds will be utilized for undercover narcotics investigations and equipment purchases. Some money from this fund has been spent for training and equipment purchases for our patrol rifle program and body camera program.

### **Selective Enforcement Funds**

- The department received \$3500.00 from the Department of Motor Vehicles for use in speed enforcement and other traffic violations.

### **Byrne Grant**

- The department received \$5374.00 from the Byrne Public Safety Grant, administered by the Department of Criminal Justice Services. This was used for the purchase of patrol rifles and related equipment.

### **Community Relations and Crime Prevention**

Captain Siddons, the department's Public Information Officer and Crime Prevention Officer, advises that we continue to advise the public regarding crime prevention and public safety. He advised that our Facebook page is continually being updated with information and has been very well received.

- Five safety and crime prevention programs were presented to local clubs, groups, and churches.
- The Department's Facebook page has been instrumental in providing safety tips, crime prevention tips, traffic conditions and construction projects, and other general information to the public. Currently over 2300 people follow our Facebook page and over 200 follow our Twitter account.
- The Department's Webpage has been updated to allow anonymous submissions of crime tips and/or complaints from the public.
- The Essex County/Tappahannock Triad group was chartered by Attorney General Mark Herring in June 2016 at a formal ceremony held at the old Beale Church. This program has been extremely successful and averages 30-50 attendees at our monthly meetings.

Triad is directed toward providing senior citizens information regarding personal safety, fraud, medical, and other topics. The Triad meets monthly and has been very well attended. Sheriff Clarke and I assisted with formation of this program.

### **Patrol/Operations**

After discussion with Operations Commander Captain Charles F. Davis, Jr., it was determined that the patrol section had met its goals and objectives for the reviewed period of time and directed patrols and checking details have been conducted. The patrol section continues to function in a professional manner and continues to meet the expectations of the agency.

Captain Davis explained his goals for the upcoming period as follows:

- Continue to support training of patrol officers and their activities.
- Increase traffic enforcement with more directed patrol and traffic checking details.
- Improve and maintain officer morale and motivation.
- Continue to obtain useful equipment and update current equipment.

### **2016 Total Calls for service and Enforcement statistics**

- Calls for service (Routine) – 987
- Criminal Investigations – 297
- Total accidents investigated – 81
- Criminal arrests – 429
- Illegal narcotics criminal arrests - 44
- Traffic summonses issued – 502
- Driving under the Influence arrests – 22
- Total calls for service – 1867

### **Investigations**

The section continues with weekly discussions regarding active cases, information received, and case reviews are being conducted. Major case investigations have been successfully prosecuted. Training continues regarding crime scene procedures, evidence handling and packaging, and evidence storage. A total of 297 criminal investigations were conducted which resulted in 429 arrests.

Captain Davis set his goals for the upcoming year as follows:

- Continue to increase training within the section and to offer more training to patrol officers as well.
- Fill the detective vacancy with an experienced officer who excels in investigations.

### **Personnel Complaints:**

Personnel complaints are either handled formally, (Documented with disciplinary action if proven and sustained) or informally (written or oral counseling administered). The total number of personnel complaints for 2016 are below:

- Complaints investigated – 11
- Complaints sustained against employee – 1
- Complaints unfounded against employee – 2
- Complaints not-sustained against employee - 2
- Complaints handled informally with counseling – 2
- Complaint inquiries unfounded – 4

### **General Condition of Department**

- The Tappahannock Police Department maintains a high condition of operational readiness with above average morale and professionalism. We have good, quality equipment and each officer is well trained. Patrol vehicles are well maintained however, several vehicles will need to be replaced in the future. Ballistic vests will also need to be replaced sometime in 2017.

### **Future Projects and Planning**

- I have been involved with Essex County and King and Queen County in the development of a new digital radio system. The current system will be obsolete by 2018. A contract was signed by Essex and King and Queen with Harris/Tait Communications for implementation of this system with a completion time of approximately 18 months. It is anticipated that a grant will be available for assistance with the project but the town will have to incur some costs for equipment and implementation. The costs are unknown at this time and it is expected that we can gradually phase in new radios over several years.
- Patrol rifles have been ordered and training is anticipated to begin in spring 2017. Careful consideration and planning is underway and will be followed by appropriate training and policy. I expect to have patrol officers issued rifles and trained to be available for use if needed in the near future.
- The Police Department Headquarters Building needs to have a generator system installed for use of the office during power outages. This is being considered for inclusion in our next budget cycle by the town manager.

- It is anticipated that our evidence collection/mobile command post vehicle will be outfitted and ready for use in 2017. This vehicle will be used for several purposes to include special events, traffic checkpoints, major crimes and traffic accidents.
- Implementation of a Police Officer Career Development Program is in the planning stages. This would allow officers who achieve certain career benchmarks to progress to a higher lever within this rank. Funding for this program has not been determined but cannot be considered as a yearly general salary increase awarded to all employees by council. Career development must have a separate monetary incentive for the individual who achieves these benchmarks and qualifies for the in-grade position. The Career Development Program will have four different steps ranging from Patrol Officer I, Patrol Officer II, Senior Patrol Officer, and Master Patrol Officer. This program is another incentive to retain and attract good patrol officers and has been implemented by most law enforcement agencies.
- Implementation of incentive based Performance Evaluations. Consideration should be given to reward some incentive such as a salary increase or additional leave time for those employees whose work performance exceeds expectations and performs their duties in an exemplary manner. The department has been conducting employee performance evaluations since 2012.