

CITY OF MILTON POLICE DEPARTMENT

2014 ANNUAL ACTIVITIES REPORT



*Prepared by
Daniel Layber
Chief of Police*

A NOTE FROM CHIEF LAYBER

It is with a great deal of pride that I present to you the 2014 City of Milton Police Department Annual Activities Report. The report is a testament to the work being done by all of our Police Officers and support staff, and represents a compilation of statistical data and crime prevention programs that were a part of our on-going organizational mission of “Keeping Milton Safe” throughout 2014. Those efforts would not be possible without the dedicated support we are fortunate enough to enjoy from elected and appointed government officials, as well as the citizens we are proud to serve.

Our Officers are assigned to permanent shift teams, with two officers assigned to each of three shifts. This shift organization reflects our philosophy on community policing strategies that emphasize the importance of Officers establishing lasting, trusting relationships with the citizens they serve on their respective assigned shifts.

The police department continued a switch over to “Spillman Technologies” police records management software that has enhanced our ability to store and approve records electronically and share reports between agencies throughout Rock County. The conversion for our department was handled by our very capable support staff. The new computer aided dispatch (CAD) keeps track of calls much more efficiently than in the past.

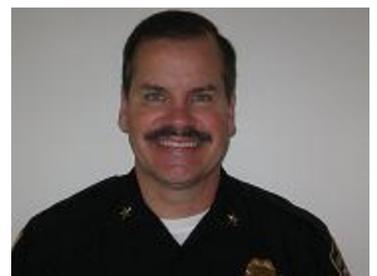
We moved into the new police station in July of this year! This was a big change for a police department that was accustomed to parking our vehicles outside and using a work space that was not built for use as a police station. We now have a spacious department which is more efficient and provides greater safety for staff and visitors. We have a proper climate controlled storage area for evidence. We have reduced our vehicle maintenance budget because the vehicles not being exposed to the elements along with the computers, weapons, first aid equipment (AED) and many other items stored in the vehicles that degrade due to temperature extremes and high humidity.

We achieved accreditation from the Wisconsin Law Enforcement Accreditation Group (WILEAG) in December of 2014. Accreditation was a lengthy process that required the police department to demonstrate compliance with applicable standards covering all aspects of law enforcement administration and operations. We improved, updated and implemented policies and subsequently proved that we were in compliance with these policy standards with “proofs” for each. An on-site visit by WILEAG assessors in October of 2014 was very detailed and included an examination of our records, physical plant, equipment, vehicles, and ride-alongs with our officers. We passed this examination with flying colors and did all of this with no extra cost to tax payers and without the help of outside paid consultants. Our accreditation manager, Detective Ryan Justice, was instrumental in this process and received the Officer of the Year for 2014 for his efforts.

We added Officer Joe Fox this year to fill a vacancy with the resignation of an officer. Officer Fox has a Bachelor’s Degree from Whitewater and was a part time officer with another police agency before being hired by our agency. He is from Janesville and is assigned to our evening shift from 2:30 to 11 pm. We also added three part time officers this year to supplement our full time staff. When officers need time off, or holes in the schedule show up, part time officers fill these vacancies. This saves the department money on overtime costs and many times eliminates the need to mandate officers work when they are off.

The City of Milton remains a very safe place to live, work and play. Our Officers respond to an average of approximately 1287 documented calls for service a month, or an average of 42 calls for service a day. Fewer than 2% of those calls for service result in a criminal arrest and fewer than 10% result in a citation being issued. These statistics reflect our organizational philosophy that emphasizes solving problems creatively, through citizen cooperation with a focus of improving the quality of life in Milton through voluntary compliance, rather than mere enforcement of the law. Our property crime rate and violent crime rate are well below the State average, and our clearance rate for crimes reported in Milton is nearly double the State of Wisconsin average. It is through our partnership with those we serve that we will be able to continue to keep Milton safe. As we enter 2015, as Police Chief, I thank all of you for your support of our agency and its Mission, and ask you to remain an active partner with us in 2015 as we continue to live the mission of “Keeping Milton Safe”.

Daniel Layber
Chief of Police



DEPARTMENT DESCRIPTION:

The Milton Police Department is responsible for providing 24 hour police services and protection in the City of Milton. The Department employs eleven full-time and four part-time police officers and two full time support staff, one of which also serves as a ½ time municipal court clerk. The police department emphasizes the well known concept of community policing which is reflected in our organizational structure and enforcement philosophy. We believe in the critical importance of partnering with our community to identify and solve community problems so that we can maintain and enhance the quality of life in Milton. The Department consists of three different programming areas, each with specialized positions which are subsequently then divided into three different shift teams. The programming areas include police administration, the patrol division and the support services division.

Police Administration: Police Administration consists of the Chief of Police (Daniel L. Layber) and two (2) Lieutenants. Each administrator is responsible for supervision of a fixed shift or “team” of officers. The Chief of Police is responsible for the organization control and direction, personnel and resources of the department, budget development and maintenance, and under the provisions of Wisconsin State law given authority in matters of operations, discipline, the development and implementation of Department rules and regulations, policy and procedures. The Police Chief is also the direct supervisor for the Code Enforcement Officer and the Support Services team.

The Administrative Lieutenant (Mike Chesmore) is responsible for coordinating the day to day operations schedule, training and staff development of all employees of the police department. The position is further responsible for assisting in budget maintenance, equipment and fleet maintenance. The Administrative Lieutenant is also the direct supervisor of the day team shift of officers, Detective, and School Resource Officers and serves as the public information officer for the department. The position is also responsible for coordinating agency fundraising events for the Crime Prevention Fund and oversees all community outreach programs. The position also oversees the agency’s involvement in the Internet Crimes Against Children Task Force.

The Operations Lieutenant (Kevin Arneson) is responsible for oversight of all policy and procedure development for the organization. The position also serves as the court-liaison officer to municipal court. The position is further responsible for overseeing the entire field training program including supervision and policy development in our field training program. The Operations Lieutenant is also the direct supervisor of the afternoon and night shift team of officers. The position also is responsible for overseeing the agency’s participation in the Rock County Special Investigation Unit, our WILEAG law enforcement accreditation in December of 2014, and our evidence intake and storage to include our evidence storage room.

Patrol Division: The patrol division is made up of a three (3) teams of officer deployment. Officers are deployed in permanent shifts which make up the day team, the afternoon team and the night team. The day shift team has 4 officers and the afternoon and night shifts each have 4 and 3 officers respectively. (Numbers are including their direct supervisor). Each shift has Officers with specialized training designed to enhance the service of the police department to our residents. A breakdown of each shift team and specialized training is provided below:

Day Shift Team (4 Full-Time Sworn Officers)

Detective (Ryan Justice)-Full time detective position who is responsible for follow-up on all criminal investigations reported to the patrol division from all 3 shifts. The position also serves as our agency Internet Crimes Against Children (ICAC) task force representative.

Patrol Officer (Jim Schumacher)-this position is a regular patrol officer position. Officer Schumacher conducts salvage inspections upon behalf of the department and also serves as our agency firearms instructor. He also serves as a field training officer and is the school resource officer on a part time basis with the Milton Middle School.

Police School Liaison (Jim Martin)-this position serves as the direct liaison between the Milton School District and the City of Milton Police Department. The Milton School District serves a student population of over 3,600 students and 400 staff members. The position is responsible for investigating incidents involving juveniles that take place on school property, follow-up with incidents taking place involving youth from the school, as well as providing proactive programming and presence during the school day and security for co-curricular events. *The position is a cost-shared position with ½ of the position salary expense paid for by the School District of Milton.*

Patrol Officer /Day Shift (Kyle Johnson): This position is a regular patrol officer position. Officer Johnson is also a field training officer and coordinates the department's traffic safety initiatives that have brought \$12,000 in equipment grants to the department in the past three years. The position also serves as an evidence technician.

The 5th full-time officer and overall supervisor for the day shift team of officers is the Chief of Police.



New Police Department

Afternoon Shift Team (3 Full-Time Sworn Officers)

Patrol Officer/2nd shift evidence technician (Ryan Spangler): This position is responsible for responding to calls for service on the afternoon team of officers. The position is also our evidence technician on the afternoon shift team, Rock County Special Investigations Unit (SIU) member.

Patrol Officer/2nd shift evidence technician (Joe Fox): This position is responsible for responding to calls for service on the afternoon shift of officers.

The third full-time officer and direct supervisor for the afternoon shift team is Operations Lt. Chesmore.

Night Shift Team (3 Full-Time Sworn Officers)

Patrol Officer (Zach Anacker): This position is a regular patrol officer specifically assigned to traffic and alcohol related incident enforcement on the night shift. Officer Anacker has also deployed with the Rock Area OWI enforcement team.

Patrol Officer (Ryan Schneider): This position is a regular patrol officer responsible for responding to calls for service on the night shift team of officers.

The third full-time officer and direct supervisor for the night shift team is the Operations Lieutenant Arneson.

Code Enforcement Officer

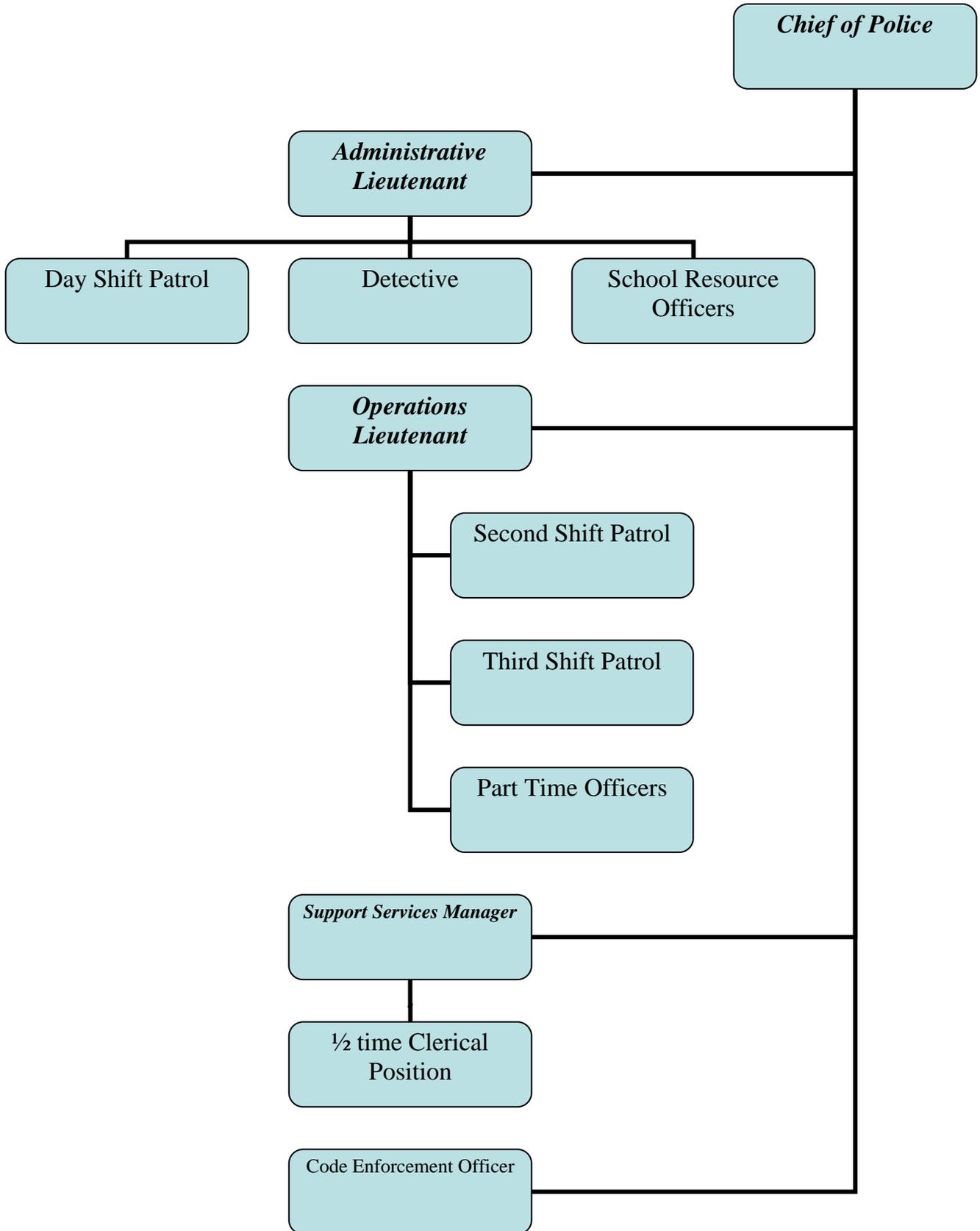
Officer Blaine Larson serves as the code enforcement officer for the City of Milton responsible for addressing code violations. Officer Larson responded to over 189 calls for service in this area in 2014. This is almost 100 more calls than last year. On average, every call requires at least three follow-up visits or calls to make sure that the issue has been remediated. He also coordinates with regional partners in logging in and ensuring proper accounting and disposal of items dropped off at our prescription drug box drop off. Officer Larson is also responsible for managing evidence collection and the property room at the Police Department. Several thousand pieces of evidence and property are collected and processed at the police department every year. The position ensures that everything from found bicycles to DNA collection is processed in conjunction with industry best practices.

Support Services Division (2 Full-Time Civilian Employees)

Support Services Manager (Becky Sexe): This position is responsible for the coordinating the dictation and oversight of all records and records management at the Police Department. The department processes over 9,200 records annually, ranging from full incident criminal arrests to written warnings. Proper processing is coordinated with Rock County's shared records management system and the routing of all those records to various agencies requiring them such as the DA's office, health and human service departments and outside agency requests are processed through this position. The position also coordinates and supervises our Crossing Guard program. All equipment purchases, payroll, personnel

issues, budget development and maintenance, answering non-emergency telephone during business hours and processing walk in complaints are all among the many responsibilities of this position.

Municipal Court Clerk (Kris Klubertanz): ½ of this full-time position is responsible for processing all of the records associated with Milton Municipal Court. The position processes municipal citations issued by officers, coordinates the court schedule and docket, handles all inquiries from citizens regarding municipal court related matters, is the direct liaison between the municipal court and the department and also manages records associated with fine collection. Municipal court activity is only ½ of this busy position description, as the other ½ position budgeted to the police department also assists with day to day police operations which include answering non-emergency phone calls for service, walk-in complaints, report dictation and records management.



TOTAL CALLS FOR SERVICE 2014

The Milton Police Department responded to a total of 14,619 documented calls for service in 2014. This is 829 less incidents than we responded to in 2013, which represents a 5.3% decrease in total documented calls for service. These incidents include not only calls for service but Officer self-initiated activity as well. The call volume for the police department represents approximately 1218 calls for service a month, or approximately 40 documented calls for service a day.

MAJOR CASE INVESTIGATIONS

Detective Ryan Justice is the full time investigator for the Milton Police Department. Detective Justice investigated 35 felony cases in 2014, compared to 40 felony cases in 2013. We had 63 felony cases investigated in 2012. These crimes include 9 Burglaries, 2 Sexual Assaults, 5 Fraud/Forgeries, 5 Identity Thefts, 7 Child Physical Abuse/Neglect, and 2 Death Investigations, and 1 Robbery, 1 Felony Theft, 1 Embezzlement, 1 Stolen Vehicle, and 1 Causing Child to View Harmful Material. Some cases were investigated and solved by the officers that took the initial complaint; therefore Detective Justice would not have been involved in the investigation. Our property crime clearance rate is 33% and the violent crime clearance rate is 100%. These clearance rates are well above state averages.

DOMESTIC ABUSE

In 2014, 61 Family Problems and 35 Domestic Disturbances were investigated by responding officers resulting in 15 arrests for domestic abuse. In 2013, 20 calls for service were documented as domestic abuse arrests, in 2012 there were 33 domestic abuse arrests. We investigated 41 incidents of harassment in 2014 compared to 91 in 2013, some of which were domestic related, others not. Pursuant to the State of Wisconsin mandatory arrest law, many of these incidents resulted in criminal arrests, which account for the majority of our criminal incident referrals to Rock County Circuit Court. In an effort to prevent future domestic violence incidents from our community, Officers actively communicate regional resource availability, such as the YWCA of Rock County to all victims of domestic violence incidents. We also educate victims on the availability of obtaining temporary restraining orders.

UNDERAGE DRINKING

The 3 underage alcohol citations issued in 2014 represents a large decrease from the 16 in 2013, and 24 issued in 2012. Nationwide statistics show that underage consumption of alcohol has decreased which could contribute to the drop in cases for the past two years. Also, the police department did not encounter large drinking parties which could lead to multiple citations at one event for underage drinking. We continue to actively enforce the underage drinking laws and encourage parents to watch their children closely and counsel families when we can about the dangers of this practice.

TRAFFIC ENFORCEMENT DATA

One of our primary objectives at the Milton Police Department is to keep our streets safe for pedestrian, bicycle and vehicular travel. This objective is accomplished through proactive patrol and traffic enforcement that is aimed at keeping our streets safe. Here is a numeric breakdown of some of the work Officers addressed as part of their traffic enforcement responsibilities in 2014:

Motor Vehicle Accidents (reportable).....	88 (101 in 2012, 120 in 2013)
Accident with Injury.....	5 (18 in 2013)
Hit and Run Accidents.....	34 (34 in 2013)

Traffic

Complaints.....99 (119 in 2013)
Traffic Stops.....1069 (1567 in 2013 and 1317 in 2012)

The most 3 most frequently issued traffic citation citations in 2014 were for speeding (108), prohibited parking (198), and “No Proof of Insurance (131).

The most 3 most frequently issued types of non-traffic related ordinance citations in 2014 were for disorderly conduct, resisting or obstructing an officer and indecent conduct and language.

PROACTIVE PROGRAMMING

Neighborhood Watch: A city wide effort is being made to engage more citizens in neighborhood watch efforts. When crimes occur in areas of the city with neighborhood watches we communicate directly with the block watch captain to inform them of the crimes and ask for their assistance in spreading the word and asking for their help in identifying possible suspects. The Police Department is actively seeking more volunteers for this effort. In addition we are initiating a new program called “Nextdoor” which is a private social network for neighborhoods that some police departments have started to use with effectiveness as a neighborhood watch program. With citizens more connected to their electronic devices it is readily apparent that we have to try new strategies to engage the community. Nextdoor has been very effective in engaging neighbors to share information and Lt. Arneson is actively implementing this program in our city.

Improved Communication through Technology: The department continues outreach through the use of Facebook and Twitter. The Facebook site has greatly enhanced our communication with the community in this age of the internet being used by so many. The Department has 2288 “friends” that follow our Facebook page. This is an increase of 250 followers from 2013. Many of our press releases are posted on the City website. Links to Officer e-mail accounts are available via the City of Milton’s website so that citizens may contact Officers via e-mail to receive updates on cases or reports. Citizens can also submit a crime tip to the Janesville Area Crime Stoppers (of which Milton is a part of) on our website. The MPD is also fortunate to have a strong relationship with our community’s newspaper the Milton Courier, in that periodic police related articles communicate trends or noted areas of public safety concern in regularly scheduled articles submitted by members the Police Chief.

Crime Prevention: The mission of the Milton Police Department includes crime prevention among its areas of greatest concern. The department is committed to the development and fostering of community based crime prevention efforts. We have a crime prevention coordinator for the department and have developed an associated policy. Specific crime prevention efforts include; Operation I.D., Crime Stoppers, National Night Out, Safety Education presentations such as a bicycle safety rodeo, bicycle helmet awareness, anti-bullying with “Bully Alert” emails which come directly to the police department, underage drinking, alcohol server training, updates on laws concerning driving, texting, cell phones, and safe use of computers. Our program of “Caught Wearing a Helmet” has been a big hit in the community as officers stop children wearing helmets and give coupons to the children for donuts, sport drinks, and cones from local businesses as a reward for their safety practice.

EMPLOYEE TRAINING

All of our officers received and qualified in state regulated and mandated firearms training which is held quarterly. All officers also received specialized training of their choosing so that they could enhance their skills as officers. This training included how to properly approach vehicles, interviewing, Spanish for law enforcement, drug trends, and gang training. All officers also attended Active Shooter Training to give us practical experience in dealing with that type of scenario should it occur at a school or public venue in the City of Milton.

Department Awards

Officer of the Year: Detective Ryan Justice for his leadership as accreditation manager for the department as we pursued accreditation through the Wisconsin Law Enforcement Accreditation Group (WILEAG). Detective Justice successfully led our efforts to achieve this accreditation by accumulating numerous “proofs” that our department was in compliance with standards of professionalism established by the WILEAG board. This was a difficult task which involved learning on the fly as the previous accreditation manager left the department in the Fall of 2013. The Milton Police Department was awarded accreditation by the WILEAG board on December 5, 2014.

Community Partner Award: Rick Mullen-prescription drug box volunteer

Accountability to Our Citizens

Internal Affairs Investigation - The Milton Police Department had no internal affairs investigation in 2014.

Citizen Complaint - The Chief of Police received one complaint from a citizen in 2014 alleging that officers did not properly handle a call that the citizen initiated concerning the conduct of a relative. The citizen was informed that the officers could not divulge information that the caller was requesting as it would violate privacy concerns of that relative. The caller was not alleging that a crime had been committed and was seeking to complain about possible abuse although there was no information or allegations to back this up. Officers were familiar with this complainant and relatives and had informed the complainant that private information could not be divulged. The Chief of Police explained the officer’s decision again and the matter was closed. No formal complaint was filed, phone contact only.

Use of Force by Police Officers in 2014 was limited to five events. All five events involved officers physically contacting the subjects to gain compliance. We did not utilize strikes, punches, pepper spray, batons, Tasers or firearms in any of these incidents in 2014. All use of force incidents were reviewed by a Lieutenant and then the Chief of Police to make sure that they were in compliance with proper techniques, department policy, and state and federal laws. All incidents were in compliance with accepted techniques and no injuries were sustained by the subjects being arrested or the officers involved, except for a subject that had a bloody nose from being directed to the ground by an Officer. The subject was non-compliant and resisted detention. He was treated and released from the hospital for another injury sustained before police intervention, and subsequently charged with disorderly conduct and resisting arrest.

Budget

The Milton Police Department budget was \$1,054,725 in 2014. The department expenditures were \$76,000 less than the budgeted amount with the remaining balance returned to the general fund. The department budget is used primarily for personnel expenses with almost 90% of the budget devoted to payroll and benefits for our employees. The remaining 10% is used to purchase supplies, services, vehicle operations, maintenance and fuel and training.

School Resource Officer Program

The Milton Police Department School Resource Officer (SRO) is assigned to the schools (primarily the high school) on a full time basis except during the summer. The School Resource Officer has been very effective at student outreach and education that has made the environment at the schools better by his presence. In 2014 he made 21 class presentations, attended 43 school events in uniform, attended 21 school staff meetings, and had 282 conferences with students. Conferences with students is an effective way to counsel students and redirect inappropriate behavior. When preventive education and counseling has failed, the SRO has filed 41 incident reports, made 37 arrests, and wrote 12 traffic/parking tickets. The arrests were made for a variety of offenses including truancy, disorderly conduct, fighting, possession of a dangerous weapon, possession of drugs, theft, receiving stolen property, unlawful use of a computer, battery, harassment and tobacco possession.

(This concludes the 2014 Milton Police Department Activity Report.)