

CITY OF MILTON POLICE DEPARTMENT

2013 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 2013 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 2013. 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.

In 2013 the police department experienced three Family Medical Leave Act events which resulted in a shortage of officers to fill our required shifts. As a result, our part-time officer budget soared and overtime costs also increased. With Lieutenant Brad Smith resigning to take a position with Blackhawk Technical College, and Lieutenant Conger’s untimely death, our department had to deal with a large amount of change in a short period of time. However, our officers and administrative staff stepped up and filled in the gaps and we continued to provide quality police protection to our community. Officer’s Chesmore and Arneson were promoted to Lieutenant in December 2013 and January 1st, 2014 respectively, and part-time officer Zach Anacker was moved into a full time position in November of 2013. In early January 2014 Officer Ryan Schneider was hired to fill the other vacancy. We still have one employee on FMLA who is expected to return to duty in June of 2014.

In the middle of 2013 the police department switched to a new records management software that will enhance our ability to store and approve records electronically and share reports between agencies throughout Rock County. The data from our old records management software was not compatible with the new system, Spillman, therefore importation of the old data was impossible. The conversion for our department was only possible through the hard work involving numerous meetings and many hours of placing the system into operation by Support Services Manager, Becky Sexe and Municipal Court Clerk, Kris Klubertanz. The data from both systems is integrated into this report for statistical purposes, with some categories not compatible between the two systems. The new computer aided dispatch (CAD) keeps track of calls in a different manner therefore there are some types of calls categorized differently. When we combined the two systems we had 15,448 calls for service this year. Our totals in 2011 and 2012 were 8867 and 7856 respectively

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. Our safety and success as a police department is largely contingent upon the cooperation we get from our citizens. Their support via established programs in 2013 include the Neighborhood Watch, and our Volunteers in Policing programs. One of our volunteers is Justin Geske who was also an intern with our department in the past. Justin has volunteered numerous hours organizing files and helping to make sure we are on pace to meet the criteria to achieve statewide accreditation in October of 2014. Justin represents a commitment to that active citizen involvement that keeps Milton safe.

It is through our partnership with those we serve that we will be able to continue to keep Milton safe. As we enter 2014, 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 2014 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 of 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 also serves as the court-liaison officer to municipal court. 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 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 ongoing attempt at gaining law enforcement accreditation in October of 2014, and our carrying concealed weapons education program.

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 1/2 of the position salary expense paid for by the School District of Milton.***

Patrol Officer /Day Shift (*Will be Officer Johnson*): This position is responsible for coordination of mandatory use of force training for the police department. In addition to their regular assignment in the patrol division, the position is responsible for coordinating firearms qualification, and other use of force issues including policy development as it relates to training and certifications.

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



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 (*Will be Officer Schneider*): This position is responsible for responding to calls for service on the afternoon shift of officers. The position also serves as an evidence technician.

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

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.

Patrol Officer (Megan Breckling): This position is a regular patrol officer responsible for responding to calls for service on the night shift team of officers. Officer Breckling she currently is responsible for coordinating the efforts of the neighborhood watch program and is an evidence technician.

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

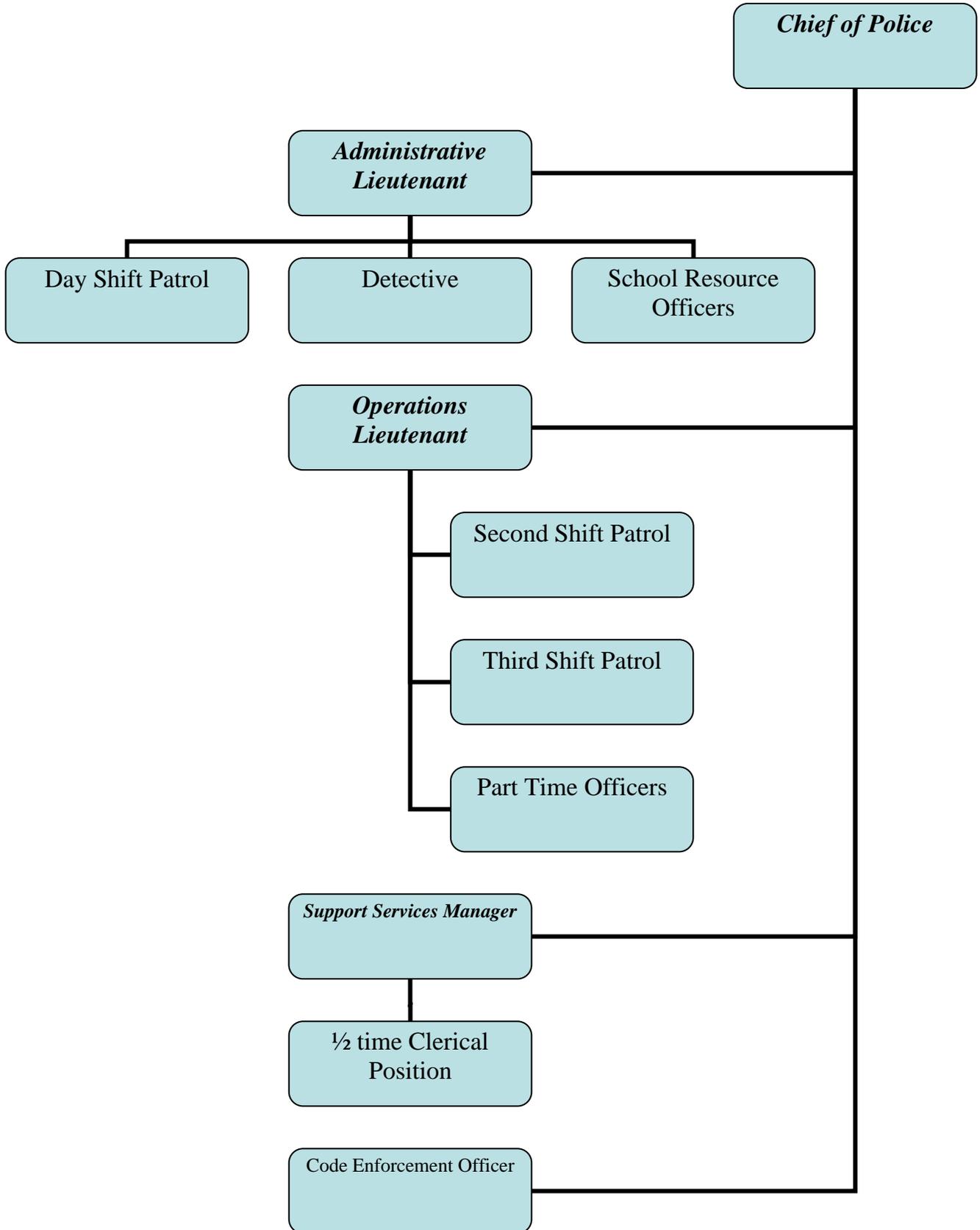
Code Enforcement Officer

Officer Blaine Larson serves as the code enforcement officer for the City of Milton responsible for addressing noted code violations. Officer Larson responded to over 91 calls for service in this area in 2013. 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 10,000 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 2013

The Milton Police Department responded to a total of 15,448 documented calls for service in 2013. This is 7592 more incidents than we responded to in 2012, which represents a 100% increase 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 1287 calls for service a month, or approximately 42 documented calls for service a day. This was a dramatic increase in calls that can be attributed to officers being more diligent in checking in with dispatchers when going out on a call and a sharp increase in security checks which went from approximately 1500 in 2012 to 7243 for 2013. This was a major source of emphasis for 2013 to increase our security checks by at least 1000. We surpassed those numbers and went well beyond our stated goal. The officers working the afternoon and night shifts are to be congratulated for their efforts. Many open doors were discovered during these security checks and I believe that there is a direct relationship between our increased emphasis in this area and a drop in property crime. It is a well-known fact that police presence has a direct influence on reducing criminal acts.

MAJOR CASE INVESTIGATIONS

Detective Ryan Justice is the full time investigator for the Milton Police Department. Detective Justice investigated 40 felony cases in 2013, compared to 63 felony cases in 2012. These crimes include 31 Burglaries, 18 Sexual Assaults, 57 Fraud/Forgeries, 5 Identity Thefts , 22 Child Physical Abuse/Neglect to, and 1 Death Investigation. Some cases were investigated and solved by the officers that took the initial complaint.

DOMESTIC ABUSE

In 2013, 99 Family Problems and 43 Domestic Disturbances were investigated by responding officers resulting in 20 arrests for domestic abuse. In 2012, 33 calls for service were documented as domestic abuse arrests. In 2011 there were 30 domestic abuse arrests. We investigated 91 incidents of harassment in 2013 compared to 71 in 2012, 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 16 underage alcohol citations issued in 2013 represents a small decrease from the 24 issued in 2012. Municipal Court Clerk/Police Clerk Kris Klubertanz assists us in data collection and policy analysis as we look to neighboring agencies to determine what has or has not been successful in reducing the number of underage drinkers and preventing youth from needlessly entering the criminal justice system. We will continue to actively enforce the underage drinking laws and encourage parents to watch their children more 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 2013:

Motor Vehicle Accidents (reportable).....	120 (101 in 2012)
Accident with Injury.....	18
Hit and Run Accidents.....	34
Traffic Complaints.....	119
Traffic Stops.....	1567 (1317 in 2012)

The most 3 most frequently issued traffic citation citations in 2013 were for speeding, prohibited parking , and then operating after suspension of driver’s license .

The most 3 most frequently issued types of non-traffic related ordinance citation in 2013 were for disorderly conduct, issuance of worthless check and underage person in possession of alcohol.

PROACTIVE PROGRAMMING

2013 Citizens Academy: We did not conduct a Citizens Academy in 2013 due to a lack of interested participants. We will attempt to run another academy with the Rock County Sheriff’s Department in 2014 by advertising the opportunity to more possible participants via the media.

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.

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 1834 “friends” that follow our Facebook page. 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 of the command staff.

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, hosting of 2012 National Night Out, Public Safety Fair and Safety Education presentations such as bicycle helmet awareness, anti-bullying, 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 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 develop at a school or public venue in the City of Milton. We also converted to a new records management system called Spillman Technology. This involved a great amount of time and effort by our administrative staff to learn the program and to implement it during the summer of 2013. All officers received training in this program and have attained proficiency by using the system and receiving refresher training.

DEPARTMENT AWARDS

Community Service Award: Ex-Police Intern Justin Geske for his many hours volunteered to our accreditation efforts.

Officer of the Year: Officer Blaine Larson for his assertive patrol efforts with thousands of security checks, his enhancement of our evidence program, and code enforcement, and his willingness to volunteer for the many vacant shifts we had this year due to FMLA events and staff shortages.

Community Partner Award: Rick Mullen-prescription drug box volunteer

ACCOUNTABILITY TO OUR CITIZENS

The Milton Police Department had no internal affairs investigation in 2013.

The Chief of Police received two complaints from citizens complaining of their contacts with police officers, or seeking clarification as to why a situation was handled by our officers the way it was. One filed a written complaint and the other complained via phone contact. Both complaints were investigated and were found to be “not sustained”.

The written complaint alleged that the officer was not professional and should have been more cordial during a traffic stop. After speaking with the officer I learned that the driver was argumentative, interrupted the officer and had opened his door and yelled at another motorist which the officer observed as probable cause for the stop. I sent a letter to the complainant and advised him of my findings.

The telephonic complaint came from a female that we arrested for an outstanding warrant while responding to a domestic disturbance. She complained that the officer should have arrested the other person involved in the dispute. I read the officer’s report and interview of the other subject at the scene. It appeared that the officer took appropriate action in this incident and I informed the complainant of such.