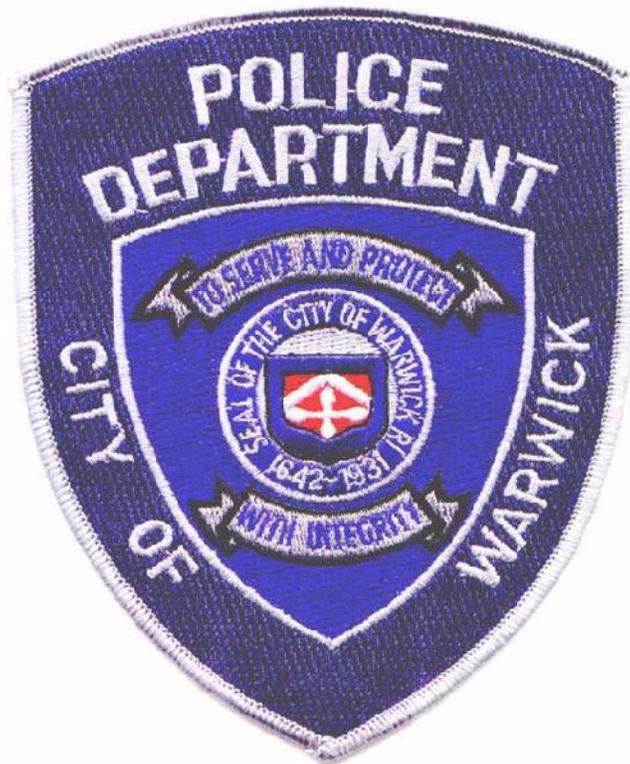


# WARWICK POLICE DEPARTMENT

## ANNUAL REPORT 2012



# **TABLE OF CONTENTS**

<b>TABLE OF CONTENTS</b> .....	<b>2</b>
<b>MESSAGE FROM THE COLONEL</b> .....	<b>3</b>
<b>COMMAND STAFF</b> .....	<b>4</b>
<b>UNIFORM PATROL DIVISION</b> .....	<b>6</b>
<b>COMMUNITY SERVICES PLATOON</b> .....	<b>10</b>
<b>HOMELAND SECURITY UNIT</b> .....	<b>17</b>
<b>DETECTIVE DIVISION</b> .....	<b>34</b>
<b>ADMINISTRATIVE SERVICES DIVISION</b> .....	<b>37</b>
<b>PROFESSIONAL STANDARDS DIVISION</b> .....	<b>43</b>
<b>PROSECUTION DIVISION</b> .....	<b>47</b>

## **Message from the Colonel**



**Colonel Stephen M. McCartney**

I would like to welcome you to our Annual Report and encourage you to take some time to review the vast amount of information contained within the Warwick Police Department's Annual Report. The Annual Report provides an overview of the Warwick Police Department and details various yearly statistical information that you may find useful. This includes data relating to calls for service, response times and crime reports, as well as victim and offender information.

The men and women of the Warwick Police Department have continued to work in conjunction with our elected officials and citizenry to provide service to the City of Warwick that can be described as nothing less than exemplary. Community participation and involvement has continued to be a cornerstone of our effectiveness in deterring criminal activity within the city and ensuring that Warwick remains one of the safest cities in the Nation to raise a family.

The Warwick Police Department's Annual Report is now made available to the public online at our website, [www.warwickpd.org](http://www.warwickpd.org).

# Command Staff



**Colonel  
Stephen M. McCartney**  
Chief Of Police



**Commander Michael Babula**  
Deputy Police Chief



**Major Raymond Gallucci**  
Operations Bureau



**Captain Robert Nelson**  
OIC- Detectives



**Captain Christopher Stewart**  
OIC - Professional  
Standards Division



**Captain Gregory Coutu**  
OIC - Administrative  
Services Division



**Captain Christine Kelley**  
OIC - Prosecution



**Captain Joseph Coffey**  
OIC - First Platoon



**Captain Thomas Hannon**  
OIC - Second Platoon



**Captain Kenneth Furtado**  
OIC - Third Platoon



**Lieutenant Michael Gilbert**  
OIC - Community Services  
Division

# **Uniform Patrol Division**

## **WARWICK POLICE DEPARTMENT**

# **Annual Report 2012**

## **Patrol Division**

### **Organization**

The Uniform Patrol Division consists of 64 officers distributed amongst three platoons covering three shifts over a 24 hour period. A Captain serves as the Officer-in-Charge of each platoon, assisted by Lieutenants serving as the executive officer and direct supervisor of the platoon Sergeants. Fifteen Sergeants are divided amongst the three platoons. Officers assigned to the Uniform Division work a rotating schedule consisting of four days on and two days off. The Animal Control officers are assigned to the 1<sup>st</sup> platoon and consist of 2 officers. They are scheduled to work an overlapping 5 day work, which ensures continuity for animal control related calls for service.

### **Mission**

Creating a partnership with the community to provide quality policing for the protection of life and property, the investigation and prevention of crime, and the maintenance of public safety.

### **Values**

- Continuous recognition of the value and worth of each individual employee in the accomplishment of the department mission.
- Working with and for the community in solving public safety problems.
- Dedication and diligence in the delivery of effective and efficient police services.
- Constant striving towards excellence and efficiency.

### **Function**

The Patrol Division conducts preliminary criminal investigations, investigates motor vehicle accidents, enforces laws and city ordinances, provides continuous patrols, performs a variety of

community services, and acts as a first response to all incidents and emergencies. Sergeants serve as first-line supervisor tasked with counseling; evaluation, training, and guidance of patrol officers. Patrol Officers perform a wide variety of duties to include patrol operations, traffic enforcement, criminal investigations, community policing activities, and community caretaking functions. Officers patrol assigned areas of responsibility where they routinely interact with the public in response to call for service and self-initiated activities.

## **First Platoon**

Members of the 1st Platoon handled 37,000 calls for service during 2012 and made 750 arrests. Officers initiated and/or responded to these calls during the day shift hours of 7:00am-4:00pm when the City experiences a significant transient population increase due to commerce, retail, and airport commuters. Over the past year, members of the 1st Platoon aggressively pursued persons wanted for outstanding warrants as well as focusing efforts on proactive measures to deter and apprehend violators committing vehicle larcenies and daytime house breaks. Members of the 1<sup>st</sup> Platoon significantly increased documented field interviews that aided in the investigation and successful closure of several cases. Moreover, The members of the 1<sup>st</sup> Platoon responded most admirably to Super storm Sandy as well as several other major incidents, ranging from snow storms to armed barricaded subjects.

## **Second Platoon**

In 2012, officers assigned to the 2<sup>nd</sup> platoon responded to over 34,100 calls for service, made 1,572 arrests, issued 4,515 violations and responded to 1,450 vehicle crashes. The officers are heavily involved in the community and work with the community police officers on quality of life issues that affect neighborhoods throughout the city. The new integration of two K-9 officers who augment the patrol officers has proved instrumental in assisting with missing person complaints, drug searches, and car stops. Utilizing crime analysis data a special enforcement car was dedicated every night to target areas of increased crime, warrant attempts, traffic crashes and special events. This afforded the platoon flexibility with deploying additional resources to combat areas where crime and traffic crashes peak. As the statistics illustrate, this proactive strategy in addition to the beat officers' partnership with the community proved extremely effective for the second platoon in 2012.

## **Third Platoon**

In 2012 members assigned to the 3<sup>rd</sup> platoon responded to 17,000 calls for service. Third platoon officers made 502 arrests, issued 2,473 violations, handled 920 incidents, and responded to 381 motor vehicle accidents. The largest call volume was handled between the hours of 11:00 p.m. and 3:00 a.m. The Third Platoon currently utilizes the SARA (Scanning, Analysis, Response, Assessment) model for dealing with responses to crime and calls for service. Officers identify problems that occur on a regular basis during this shift. The Officers then determine the cause of the problems with assistance from crime analysis. Officers carry out planned activities and continually assess their results, making adjustments to their approach when necessary. As an example, during the fall of 2012 this city was being targeted for its storm drain and man hole covers along the business route of Rt 2/Bald Hill Rd. Officers were given times and patterns associated with the crimes and the perpetrator was caught in the act several days later. We also continue to make traffic

enforcement a top priority, with a focus on DUI investigations. This platoon reported more than 130 DUI arrests for the year of 2012.

## **Animal Control**

Animal Control officers responded to 2,980 calls for service in 2012. They took 238 reports, prosecuted 11 vicious dog hearings and issued 31 violations. Animal nuisance calls continue to be one of the biggest issues regarding the quality of life complaints that come in to the Warwick Police department on a weekly basis. The department initiated prosecution of two(2) animal cruelty/neglect cases—one of which, a dog was abandoned and sustained an illness/disease resulting in its need to be euthanized; and the other involved a cat that was beaten and left for dead in a trash bin. Disposition of these cases is expected in 2013 and will be included in the 2013 annual report statistics. Additionally, the animal control division coordinates enforcement efforts with the RISPCA.

## **Warwick Police Department Mental Health Crisis Response Team (MHCRT)**

Members of the Warwick Police Department must be prepared to deal with situations involving a person experiencing mental health issues/crisis and know how to respond to these situations in an appropriate manner. Helping people with mental illnesses and their families obtain services from public agencies, community mental health organizations, hospitals, and related support services have emerged as an essential role for police.

It is estimated that 7-10% of all police calls involve a person in a mental health crisis. There is no denying the high volume of such calls in the City of Warwick and the significant number of reoccurring encounters with people experiencing mental health issues.

Back in 2007 the Warwick Police Department recognized the necessity for a mental illness response policy and training for its officers. The department embarked on a longstanding relationship with our community mental health stakeholders and partners aimed at improving our collective response to people experiencing mental health crisis. This collaborative effort began with the development and presentation of a comprehensive 40 hour Mental Health Crisis Intervention Team (CIT) training for police officers, described as follows:

*The Crisis Intervention Team (CIT) is an innovative first-responder model of police-based crisis intervention with community, health care, and advocacy partnerships. The CIT Model was first developed in Memphis and has spread throughout the country. It is known as the "Memphis Model." CIT provides law enforcement-based crisis intervention training for assisting those individuals with a mental illness, and improves the safety of patrol officers, consumers, family members, and citizens within the community. CIT is a program that provides the foundation necessary to promote community and statewide solutions to assist*

*individuals with a mental illness. The CIT Model reduces both stigma and the need for further involvement with the criminal justice system. CIT provides a forum for effective problem solving regarding the interaction between the criminal justice and mental health care system and creates the context for sustainable change. Basic Goals: Improve Officer and Consumer Safety and Redirect Individuals with Mental Illness from the Judicial System to the Health Care System*

*Source: Crisis Intervention Team Core Elements, the University of Memphis School of Urban Affairs and Public Policy, Department of Criminology and Criminal Justice CIT Center1 September, 2007.*

A subset of volunteer WPD officers completed this first of its kind training in Rhode Island. Since the introductory session, several other officers have been trained in subsequent Mental Health Crisis Response Team (MHCRT) programs, administered by the Rhode Island Council for Community Mental Health Organizations and certified by the Department of Behavioral Healthcare, Developmental Disabilities and Hospitals. Officers assigned to the MHCRT have completed and continuously pursue training session associated with mental health. The knowledge, skills, and abilities these officers have gained from this specialized response training is routinely applied when interacting with the public, be it someone's neighbors, friends, family members, and co-workers dealing with a mental health issue/crisis.

In addition to establishing the MHCRT, a department Mental Health Officer (MHO) position was created. The MHO acts as a liaison with our community mental health stakeholders and partners, coordinates the MHCRT efforts to include: training, meetings, case activity, and inter-agency related activities.

# Community Services Division

**Lieutenant Michael L. Gilbert**

## **2012 Annual Report**

The mission of the Warwick Police Department Community Services Division is to address quality of life issues by a continued partnership with the community which focuses on several areas of concern to include; neighborhood crime, traffic-related services, and homeland security.

### **Personnel:**

The Community Services Division commanded by Lieutenant Michael L. Gilbert and is divided into three separate and distinct sections. The Traffic unit is supervised by Sergeant Eric Falcofsky who oversees 6 officers and 1 civilian employee. The Community Police unit is supervised by Sergeant John Kelly and includes 10 officers and 1 civilian employee. The Homeland Security coordinator is Inspector Chris Mathiesen.



### **Traffic Unit**

### **Duties and Responsibilities:**

The Traffic unit's duties and responsibilities are many and diverse. Based on the district to which the officer is assigned they are responsible for investigating hit and run accidents, completing traffic surveys, and monitoring problem areas in an attempt to identify the root cause of the problem and develop a solution. Traffic complaints and speeding issues are received on a daily basis from the public as well from the council people. These complaints are logged on a complaint board and solved through a coordinated effort of the Traffic, Uniform, and Community Police Unit. Traffic officers are also responsible for responding to routine accidents, accidents involving city vehicles, and injury accidents. Fatal accidents are the sole responsibility of the Traffic Unit. One of the Traffic Unit's most important responsibilities is the thorough investigation of all serious injury and fatal accidents.

## **Education and Training:**

Special investigators, trained in accident reconstruction, are assigned to our unit. The training for their certification is intense and consists of (3) two week seminars that they attend sometimes over the course of up to 2 years. Once the first school is attended, the investigator typically gathers experience by working side by side with a certified re-constructionist investigating serious accidents before he/she attends the next school. At present, we have three (3) certified investigators. These investigators are Sergeant Eric Falcofsky, Officers Yervant Parnagian and Jason Farias. Training of the traffic officers is a continual and on-going process. Officers obtain their training and certifications through the Institute of Police Technology and Management (IPTM), a program of the University of Florida, Jacksonville. In the spring of 2013, the four (4) newest Traffic officers assigned to the Division will be attending IPTM's Accident reconstruction series of three courses and will be fully certified by Accident Reconstructionists' by summer.

## **Enforcement and Education Programs:**

In 2012 there were a total of 3 fatal accidents, which is a decrease from the 7 reported fatal accidents 2011. While one fatal accident is "one too many", the citizens of Warwick can be assured that the Traffic Division is doing its job to make vehicular and pedestrian travel safer on the roadways. The Warwick Police Department waged an aggressive traffic program that led to a reduction of overall traffic accidents investigated during 2012. The programs included, but not limited to:

- Increased motivation on the part of the city's police officers to enforce the traffic laws and educate the public through the use of the "Traffic Radar Sled", Variable message board, verbal warnings, and written citations.
- Federal funded programs such as "Operation Blue Riptide", and the "Click it or tick it" campaign, which is a program to put more police officers on the streets to target drunk drivers, promote the use of seatbelts, and deter speeding violations.

The overall amount of accidents decreased in 2012, and traffic enforcement continues to be a priority. A total of 13,671 civil violations were written by the Warwick Police Department. Of these, the Traffic Division wrote 2,150 during 2012. The following is a break down comparison for accidents in 2012 & 2011.

	Injury accidents	OUI involved accidents	Pedestrian accidents	Bicyclists accidents	TOTAL
2012	870	99	43	24	4,010
2011	1113	27	44	20	4,607

## **Awards and Recognition:**

This aggressive effort led to the Warwick Police Department receiving national recognition for pedestrian safety. The department was presented with the prestigious AAA Gold Award, at a Community Traffic Safety Awards program, for having outstanding education, enforcement and engineering programs in addition to strong pedestrian safety records.

### **Schools:**

The Traffic Unit is directly responsible for the supervision of the Warwick Schools' Crossing Guards. The crossing guard's main duties are the safe crossing of children to and from school. The location of the crossings is determined by the Traffic Services Unit who conducts an annual survey in the spring and fall. For the 2012 school year, there were 23 full-time crossing guards and 8 spare crossing guards. Traffic officers conducted a survey of all 23 crossings that the full-time crossing guards were assigned. Sensitive to the fact that the makeup of neighborhoods change from year to year, the Traffic Unit periodically surveys the crossings in the event that more children are being crossed.

### **V.I.P. (Very Important Person) Escorts:**

The Warwick Police Traffic Unit has planned, coordinated and executed several high profile V.I.P. escorts. The responsibility for the Traffic Unit is to arrange and assist with primary and secondary motorcade routes within the city. The Traffic Supervisor meets with pre-arrival/advanced team representatives of the outside agency, usually the Secret Service, for the purpose of conducting a route reconnaissance. The most notable escort conducted during 2012 was for the Vice President Joseph Biden.

### **Community Service Officers:**

The Community Service Officer (CSO) program is a citizen volunteer organization which assists the police in times of major natural disasters, major public events, missing and lost person incidents, and who provide other non-police service to the city consistent with their mission.

In 2012, the 19 current Community Service Officers volunteered a total of approximately **1,313 hours** for a variety of different events including but not limited to: Gaspee Days events, Fourth of July Fireworks, and weekly church crossings.

### **Miscellaneous:**

Other duties include such things as transporting blood to the State Toxicology Laboratory for analysis, attending road repair pre-construction meetings, monitoring detail officers on road jobs, planning and supervising road races, handling funeral processions for dignitaries, parades, infant car seat installations and festivals/firework displays.

The Traffic Division has numerous pieces of equipment assigned just for their specific use. The unit starting updating its fleet in 2007 from four 1993 Harley Davidson Motorcycles to a complement currently of: one 2011, one 2010, one 2008, one 2007, and one 1993 motorcycle. These motorcycles are an essential tool and are utilized for parades, funerals, and other civic functions and are an extremely positive public relation tool for the Police department.

In 2012, the traffic unit continued with the strategic use of the Variable Message Board which allows a variety of messages and vehicle speed data to be analyzed for future enforcement efforts. This message board was provided at no cost to the city by the Department of Highway Safety and the RI Chiefs of Police Association. This equipment is in addition to our traffic sled, which has been part of the division for many years is still extremely popular and is requested on a continual basis by different neighborhood groups. Another piece of equipment is the "Traffic Counter" which adds flexibility to enforcement and times that it is needed. How this tool works is by placing two rubber tubes across a two-lane road. A small computer box is secured to a pole or guardrail. Over a period of time usually several days, the road counter gathers data about

speed, times, number and sizes of the vehicles traveling the roadway. This tool provides the essentials to provide timely and effective traffic enforcement to an area.

Special events are also part of the Traffic Unit responsibilities. During the 2012 calendar year, traffic officers were responsible for coordinating events such as the 3rd of July City fireworks display, the Gaspee Day Festival and fireworks extravaganza, National Night Out, the Memorial Day Parade and numerous funeral escorts.

## Community Police Unit



### Duties and Responsibilities:

The Community Police Unit is comprised of several different area's which are all focused on the continued partnership with the community. Ten officers and 1 civilian administer several programs that include Community Policing, School Resource Officers, Sex Offender notification, Police Athletic League, Elderly Affairs and the Warwick Police Explorer program.

During the calendar year of 2012, the Community Police Unit conducted **over 300 community events**, small and large. These included meetings with our community groups; senior safety talks; crime prevention training; driver's education; probation officer visits to offenders; karate tournaments; RAD kid's events; a youth summer adventure camp with the RI National Guard; bike safety events; National Night Out, and much more.

### Community Police Officers:

The Community Police Unit's primary focus is on neighborhood crime and quality of life issues. Three community police officers are divided into 3 districts within the city to attend to the neighborhoods. These officers operate from community police stations in three different offices throughout the city. These officers work very closely with our fourteen neighborhood organizations located throughout the city, regularly attending their meetings and addressing concerns ranging from crime issues to abandoned vehicles and unkempt properties. Additionally, two officers are certified mediators and frequently are called upon to mediate disputes between neighbors.

### **School Resource Officers:**

In addition to the neighborhood officers, the platoon is responsible for the three public high schools. Each high school has a School Resource Officer (SRO) assigned Monday thru Friday during school hours. With a major focus nationwide on violence within the schools, the SRO's have received extensive training in this area. They are more than ready to handle any crisis within the schools. The SRO's not only enforce discipline and the law within the schools but are also responsible for teaching and facilitating programs within the schools. The SRO's primarily work with the principals or the vice principals.

Veterans High School – SRO Leo Tetreault			
Type Event	2012	2011	2010
Documented incidents	21	38	31
Juvenile Arrests	12	17	19

Pilgrim High School – SRO Dennis Amerantes			
Type Event	2012	2011	2010
Documented incidents	23	45	37
Juvenile Arrests	8	9	8

Tollgate High School – SRO Sue Gauthier			
Type Event	2012	2011	2010
Documented incidents	32	56	47
Juvenile Arrests	11	10	12

The SRO's chaperone school functions; make drug testing kits available to parents; patrol both inside and outside of the school; monitor an e-mail tip line for anonymous tips; investigate graffiti and other damage to city property; conduct K-9 drug searches at the request of school administrators. SRO's have received training which was provided on "bullying" and ways to identify and respond to it. The training also identified strategies for parents and teachers when using Face book and other social media networks. The SRO's have been working with the Rhode Island National Guard at Adventure Camp. This camp is done during summer break and each session lasts 2 weeks. All Warwick youth are welcome to attend on a first come first served basis. The Community Services Division is also working with City Human Services to develop additional summer activities to offer at the Buttonwoods Community Center and other locations, especially for disadvantaged youth. The School Resource Officers will be available during these months to manage these programs.

### **Police Athletic League:**

The Warwick Police Athletic League (PAL) currently serves over 1000 youths through a variety of sports and martial arts programs. Statistics consistently show that students engaged in sports programs are far less likely to get into trouble or abuse drugs/alcohol than those not actively participating in some after school activity. Officer John Palliotte and one civilian run this program from a satellite office located on Bend Street in the City.

Boys and girls participate in programs in eight different sports: baseball, football, cheerleading, wrestling, bowling, hockey, karate, and lacrosse.

### **RAD Kids:**

RAD Kids is a national program taught to elementary students in two age groups (5-7 and 8-12). The course teaches kids about stranger awareness and instills in them the confidence to deal with a variety of situations. This program is continually growing and Warwick has 6 instructors available to meet the demand. With the reduction of available funding the program held 4-5 classes for the 2012 calendar year. The program is run through the local Boys and Girls Clubs. Contact the Boys and Girls or visit our community police website for additional information.

### **Elderly Affairs:**

One officer is responsible for Elderly Affairs issues. He works closely with the Elderly Affairs Liaison from the city to ensure that our community's elderly are not victims of fraud or abuse. Home visits and community lectures are conducted regularly. In 2012, approximately **50 cases of suspected elder abuse** were handled by this officer. This is a reduction from last year as uniform patrol officers have received additional training and more involved in elderly affairs matters, subsequently reducing the amount of follow-up required by Community Services personnel. For information on elder abuse, contact 468-4325, Officer Stephen Lombardi.

### **Sex Offender Registration / Notification:**

Sex Offender registration and community notification is the responsibility of one police officer and one civilian employee. In 2012 the average number of registered sex offenders who reside in the City of Warwick was **90-100 offenders**.

In an effort to conduct address verifications and combat non compliance with sex offender registration laws, the Warwick Police Department joined forces in 2007 with the United States Marshal's office. Warwick Police is a member of the Sex Offender Law Enforcement Multi-disciplinary Network (SOLEMN), which is a working group designed to engage law enforcement, prosecutors, Probation and Parole Officers and Department of Children, Youth and Families (DCYF) personnel in discussions about sex offender management styles, enforcement and compliance.

Federal grant money continues to be used to support operations that assist in performing sex offender investigations including address verification operations.

To see an up to date list of registered sex offenders visit <http://www.paroleboard.ri.gov>. Concerned parents should periodically check the website for additions/deletions as not everyone will be notified of a new sex offender by mail.

### **Police Explorer Program Post #327:**

The Warwick Police Department Explorer Program introduces young men and woman between the ages of 14-20 years of age who are interested in law enforcement. During the school year they meet weekly and receive classroom training, ride-a-longs, and other types of hands on events. The explorer program also fosters a sense of responsibility and civic pride through which the explorers will go out into the city and state

and perform many services for the community. The Warwick Police Department and the Warwick police Explorer program are dedicated to creating future law enforcement officers as well as mature and well informed citizens.

In 2012 the Warwick Police Explorer program had **14 cadets** who were involved in a variety of events to include the Gaspee Day festival, National Night Out, E-Waste Festival and a variety of Safety Day events. Five of these cadets attended a one-week mini police academy sponsored by the Connecticut State Police Explorer program. These explorers experienced a full week of training and personal development that incorporated leadership, team building, drill & ceremony and discipline.

For more information about the Warwick Police Explorers program visit their website at <http://wpdexplorers.org>

### **K-9 program:**

During the calendar year of 2012, the Community Services Division added two new officers with their police K-9 partners. These officers and their K-9's received extensive training during the summer in drug detection and patrol operations. In addition to their K-9 responsibilities, these officers will assist with various community police events such as attending neighborhood meetings, National Night out, conducting demonstrations and school visits.

As a result of their training in narcotics detection, these two K-9's have already assisted the department with several seizures of cash this year which through asset forfeiture will more than cover the cost of adding these resources to the department.



## WARWICK POLICE DEPARTMENT

### SPECIAL WEAPONS AND TACTICS TEAM SUMMARY 2012

The Warwick Police Department Special Weapons and Tactics Team (SWAT) is responsible for the resolution of situations requiring other than normal police actions, tactics, or equipment. The demonstrated goal of the unit is to resolve situations while limiting hazards to citizens and police personnel. The team's activities include, but are not limited to, the following missions: Drug raids, high risk warrant service, barricaded suspects, hostage situations, armed stakeout, dignitary protection, tactical operations, and any other specialized operation the team may be called upon to handle. SWAT Team personnel provide specialized training to Warwick Police Department personnel and other outside agencies throughout the year. Many team members are certified instructors and provide training in such areas as firearms, counter sniper tactics, riot control, active shooter training, mobile tactics, building searches, and traffic stops.

The Warwick Police SWAT Team has a long-standing tradition of excellence, and has been a model for many local, state and international tactical teams.



WPD SWAT Team 2012

## Members of the Warwick PD SWAT Team

**Insp. Chris Mathiesen, SWAT Cmdr.**  
**Lt. Mark Ullucci, Asst. Team Leader**  
**Det. Dave Verity, Sniper Team Leader**  
**Off. Dale Drowne**  
**Off. Jason Farias**  
**Det. Shaun Turcotte**  
**Off. Aaron Steere**  
**Det. Brenton Groeneveld**  
**Det. John McHale**  
**Off. Robert King**  
**Off. Godfrey Walderman**  
**Off. Chris Fernandes**

**Lt. Brad Connor, Team Leader**  
**Sgt. Brian Mulcahey, Squad Leader**  
**Det. Mark Blair**  
**Off. Matt Barlow**  
**Off. Tim Marshall**  
**Off. Ray Cox**  
**Off. Dan Maggiacomo**  
**Off. Joel Thomas**  
**Det. Jed Pineau**  
**Off. John Curley**  
**Off. Dan Damaio**  
**Off. Hovsep Sarkasian**

## The SWAT Team conducted four (4) tactical operations in 2012

CR NUMBER	DATE	TYPE	LOCATION
12-51-OF	01/03/12	Warrant Service	664 East Avenue
12-107-OF	01/14/12	Drug Raid	47 Mohawk Avenue
12-1349-AR	05/27/12	Barricaded OPS	885 Post Road
12-4420-OF	08/21/12	Warrant Service	28 Center Court

## SYNOPSIS OF 2012 TACTICAL OPERATIONS

**On 1/3/12, The Warwick Police SWAT Team, at the request of the Uniform Patrol OIC, was requested to apprehend a wanted and dangerous individual who was possibly located at 664 East Avenue. The Tactical Team Leader issued a warning/operational order and placed members of the Team in specific locations to observe the target house. After a short period, a male subject exited the residence and was apprehended. A follow-up investigation determined that the male subject was not the wanted person. The SWAT Team did make entry into the house and confirmed that it was vacant.**

**On 1/14/12, members of the Warwick Police SWAT Team, along with Detectives and Uniform personnel, were tasked with executing a high-risk search warrant at 47 Mohawk Avenue. Members of the Special Operations Group (SOG), had developed information that a male subject was dealing drugs out of the residence and may be in possession of numerous firearms. An Operational Order was issued and all police personnel involved were briefed. A total of eight (8) persons were apprehended and drugs recovered.**

On 5/27/12, a male subject barricaded himself inside the Valero Gas Station located at 885 Post Road. The male suspect was in possession of a large knife and had threatened both customers and an employee of the station. Members of the Warwick Police SWAT Team took up a security position, and after a two hour standoff, members of the Crisis Negotiation Team convinced the barricaded subject to drop the knife and surrender.

On 8/21/12, in conjunction with the Federal Bureau of Alcohol, Tobacco and Firearm (AFT) Agency, the Warwick Police SWAT Team was requested to execute a Search Warrant at 28 Center Court involving illegal gun sales/possession. As the result of an extensive investigation by the AFT, a convicted felon was wanted for a straw-purchase scheme and possessing a large amount of firearms and ammunition. Working with members of the Warwick Police SOG Unit, the SWAT Team Leader issued an Operational Warning Order and stood-by to execute the Warrant. The wanted subject was apprehended in another location, and the SWAT Team was advised to terminate the operation.

## SWAT TRAINING

In order to maintain a high degree of proficiency and excellence, Team members are required to continually train in the tactical field. During 2012, the SWAT Team held twenty-four (24) training sessions. Each training session was eight (8) hours for a total of 192 hours. The SWAT Team conducts sixteen (16) hours a month of training, as established by the National Tactical Officers Association. The SWAT Team continues to conduct training more frequently than any other unit within the WPD.

### Training sessions in 2012 consisted of the following:

Crisis Negotiation Ops Brief

Scenario Based Training

Low Light Shooting

Flashbang Certification

Room Clearing Exercises

Linear Assault Techniques

Weapon Maintenance

Vessel Boarding Operations

Arrest and Control Training

**Body Bunker Training**

**Force On Force Simunition Training**

**Tactical Planning and Operational Order Procedures**

**Room Clearing Off Site Training**

**Active Shooter Review**

**Active Shooter Response**

**Vehicle Assault Techniques**

**Scout and Recon Procedures**

**Moving Target Operational Training**

**Officer Down Drills**

**Surrender Ritual Training**

**Combative Training**

**Bomb and Booby Trap Awareness**

**Live Fire Hostage Rescue**

**Less Lethal Training and Certification**

**Hotel Operational Training with Crisis Negotiation Team**

## **CRISIS NEGOTIATION TEAM**

**The Crisis Negotiation Team (CNT) is an element the SWAT Team and is led by a Lieutenant. The CNT is required by General Order to train with members of the SWAT Team at least twice a year. During 2012, members of CNT participated in a large scale hands-on exercise with the East Greenwich Police Department. Additionally, CNT members trained with the EGPD Crisis Negotiation Team. In 2012 two (2) members of the CNT earned certification.**

### **Members of the Crisis Negotiation Team**

**Lt. Rick Rathbun, Team Leader**

**Off. John Larivee**

**Off. Gilda Fortier**

**Off. Matthew Moretti**

**Off. Leo Tetreault**

**Off. William DiGiulio**



**CNT at EGPD Drill**

## **SNIPER TEAM**

**The Warwick Police SWAT Sniper Team consists of five (5) members who are highly trained in the area of long distance shooting. They are led by a Team Leader and all members are cross-trained with the Reactionary Team. The Sniper Team conducted twelve (12) training sessions, separate from the Reactionary Team, during 2012.**

### **Members of the Sniper Team**

**Det. Dave Verity, Team Leader**

**Off. Ray Cox**

**Off. Matt Barlow**

**Off. Brenton Groeneveld**

**Off. Joel Thomas**



**SWAT Sniper in position.**

## WMD TACTICAL TEAM HIGHLIGHTS 2012



**Five (5) SWAT operators are assigned to the WMD Tactical Team, which falls under the supervision of RISP. A WPD Lieutenant serves as the Team Leader for the Warwick Team.**

**Fully operational, this Unit is tasked to respond to any high risk event where the possibility of WMDs is present. These Officers are capable of operating in an environment which contains the presence of biological, chemical and radiological hazards. The WMD Tactical Team personnel utilize specialized equipment to accomplish their mission.**

**In addition to the sixteen (16) hours of training with the Warwick Police Department SWAT Team, the WMD Tactical Team members trained an additional eight (8) hours per month in 2012. The WMD Team Operators also took part in two (2) major drills in 2012. One involved training aboard AMTRAK Trains, and another at the Dunkin Donuts Center in the City of Providence. Both involved chemical counter-measure scenarios.**

### **Members of the Warwick Police Department WMD Tactical Team**

**Lt. Brad Connor, Team Leader**

**Sgt. Brian Mulcahey**

**Off. Dale Drowne**

**Off. Aaron Steere**

**Off. Joel Thomas**



Three Warwick PD Members of the WMD Tactical Team training with chemical suits.

## **UNDERWATER SEARCH AND RECOVERY TEAM (USRT)**

**The Underwater Search and Recovery Team (USRT) is made up of sworn officers of the Warwick Police Department specially trained and uniquely equipped to handle underwater assignments such as:**

- 1. Perform disaster related rescue assistance when requested.**
- 2. Perform underwater search and recovery missions involving victims, evidence, and other property.**
- 3. Investigation of underwater crime scenes and all associated scenes in the immediate area.**
- 4. Drowning and diving accident investigations.**
- 5. Cooperating in any mutual aid plan approved by the Chief of Police.**
- 6. Planned community events or safety standby operations at sanctioned water events.**
- 7. Perform hull search of vessels for counter-drug and counter-terrorism operations.**
- 8. Homeland Security Patrols within Warwick's 38 miles of coastline.**

**Watercraft: 25 foot Boston Whaler, 12 foot Center console boat, 2 Inflatable Zodiacs**

**Training: USRT trains eight (8) hours per month.**

**In 2012 the USRT performed firework security for the 4<sup>th</sup> of July fireworks in Oakland Beach and assisted in the search for a reported crashed plane in Greenwich Bay.**

## USRT Members

**Lt. Andrew Tainsh, Team Leader**

**Det. Shaun Turcotte, Team Training Officer**

**Off. Jason Farias**

**Off. Robert Hart**

**Off. Joel Thomas**

**Off. Brian Chianese**

**Off. Randy Francis**



Warwick Police Dive Boat



## NEW DEVELOPMENTS IN 2012

**Two (2) members of the Warwick Police SWAT Team were activated by the Military and deployed to Afghanistan.**

**Five (5) Officers joined the SWAT Team in 2012 after an extensive application process.**

**One (1) SWAT member joined the WMD Tactical Team.**

**Two (2) members of the SWAT Team resigned.**

**Two (2) Officers attended a five (5) day basic SWAT Course in Providence.**

**The WPD SWAT Team along with West Warwick/Coventry and EGPD SRT conducted a large scale barricaded hostage rescue operation.**

**In 2012 the Warwick PD SWAT Team acquired three (3) M4 Airsoft rifles for simulated tactical training.**

**As a result of coming in sixth place at the Connecticut SWAT Challenge, the WPD SWAT Team was awarded a Savage Sniper Rifle and a Mossberg Breaching Shotgun.**



**2012 Maritime Training aboard large research vessel at Quonset Port.**

## CERTIFICATION

In 2012 the Warwick PD SWAT Team was awarded re-certification after being assessed by the Rhode Island Tactical Officers Association (RITOA) and approved by the Police Officers Standards and Training (POST).

Each SWAT Officer is required to certify each year in order to remain on the Team. The Certification Program consists of twenty (20) job tasks, a firearm course and a written test. Each officer was also evaluated by a Team Leader. All SWAT Officers successfully completed the Certification process in 2012.



Active Shooter Training  
Warwick Mall



Peacekeeper at EGPD Drill



Maritime Vessel boarding training  
Quonset Port



Training with K-9

## SWAT CONCLUSION

**The Warwick Police SWAT Team will continue to provide protection to the citizens of Warwick and to its police officers. SWAT Officers are proud of their Team and will strive to maintain the professional standard that is expected of them.**



## BOMB TECHNICIANS SUMMARY 2012

**The primary responsibility of Warwick Police Department Bomb Technicians is to provide safe resolution to situations involving suspicious items or known improvised explosive devices (IED's). The evaluation of suspicious packages or bomb threats and the render safe of improvised explosive devices are conducted with the goal of limiting hazards and minimizing exposure to citizens and emergency response personnel.**

**Post September 11, 2001 responsibilities have increased, thrusting the Bomb Squad into the first line of defense in the war on terrorism. Homeland security has become a driving force behind the training and operation of the Bomb Squad. A new era in hazardous materials operations includes the use of chemical, biological, and radiological detection devices by Bomb Technicians. Training for an explosives related hazardous materials incident has involved an integrated approach with the Warwick Fire Department's Haz-Mat Unit. Ongoing preparations for an immediate response to terrorist's acts involving weapons of mass destruction, large vehicle bombs, and suicide bombers remain a priority.**

**Presently the Warwick Police Department employs two (2) certified bomb technicians:**

**Sgt. Alan Valliere**

**Officer Dale Drowne**

## **BOMB THREATS AND EXPLOSIVE RELATED INCIDENTS IN 2012**

**During 2012, WPD officers and bomb disposal technicians responded to a total of four (4) threats and disposal related incidents.**

### **SYNOPSIS OF INCIDENTS**

- |           |                       |                 |                              |
|-----------|-----------------------|-----------------|------------------------------|
| <b>1.</b> | <b>CR #12-24-0F</b>   | <b>01/02/12</b> | <b>Assist Bomb Squad RSP</b> |
| <b>2.</b> | <b>CR #12-336-0F</b>  | <b>02/20/12</b> | <b>Assist Bomb Squad RSP</b> |
| <b>3.</b> | <b>CR #12-5030-0F</b> | <b>09/21/12</b> | <b>Assist Bomb Squad RSP</b> |
| <b>4.</b> | <b>CR #12-6106-0F</b> | <b>11/19/12</b> | <b>Assist Bomb Squad RSP</b> |

### **BOMB SQUAD TRAINING & ASSISTANCE**

**In 2012, WPD Bomb Technicians continue to provide assistance to the RI State Bomb Squad.**

**WPD Bomb Technicians continue to conduct training with the Rhode Island State Bomb Squad. Warwick PD Bomb Techs train with the Rhode Island Bomb Squad sixteen (16) hours a month.**

**Warwick PD Bomb Technicians provide booby trap and bomb awareness to RIMPA Academy Class.**

**Warwick Police Bomb Disposal Technicians worked closely with T. F. Greene Airport Police and TSA officials to provide bomb disposal assistance.**

**In 2012 WPD Bomb Technicians disposed of a large amount of small arms ammunition which had been surrendered to the Department.**

**Warwick PD Bomb Technicians continue to provide bomb awareness lectures to various civil and law enforcement agencies.**

**One (1) Warwick PD Bomb Tech attended the Redstone Hazardous Device School Recertification Training.**

**Warwick PD Bomb Technicians assigned to the RI State Bomb Squad have a host of State of the Art Render Safe equipment including a new EOD Response Truck and Robot.**

**Warwick PD Bomb Technicians, along with members of the RI State Bomb Squad responded to numerous incidents throughout the State of Rhode Island in 2012.**

**Warwick PD Bomb Technicians and members of the RI Fire Marshal Bomb Squad provided training with the Warwick PD SWAT Team. Additionally, the RI Bomb Squad participated in a large scale hostage rescue drill sponsored by the East Greenwich Police Department.**

**RI State Bomb Squad provided training to the Warwick Police SWAT Crisis Negotiation Team (CNT) involving the use of robots during a simulated hostage operation.**



\*Members of the RI State Bomb Squad at the East Greenwich Hostage Rescue Drill.



Warwick PD Bomb Technician Dale Drowne demonstrating explosive breaching methods.

\*Missing is WPD Bomb Technician Dale Drowne who was deployed to Afghanistan at the time.

### **BOMB SQUAD CONCLUSION**

**Warwick PD Bomb Technicians will continue to respond to any location and provide render safe assistance to insure the safety of all citizens of the City of Warwick.**

## **FIREARM TRAINING - QUALIFICATIONS**

As required by RI State Law 11-47-15.1, all officers must qualify with their duty handgun once a year.

During the year 2012, all members of the Warwick Police Department qualified with their duty weapon with the exception of those members who are sick, on Military leave, or relieved of duty.

The total expenditure of .40 caliber training ammunition for qualification is approximately 30,000 RDS. Furthermore, an additional 17,000 RDS were expended for recruit training.

Two (2) In-Service Tactical Firearm Training Sessions were conducted for all members of the WPD in 2012. The training consisted of decision making, moving target, change of magazine drill, and firing the Remington Model 870 shotgun. Additionally, three (3) sessions consisted of night firing with handguns.

Department Remington Model 870 shotguns are installed in thirty-five (35) police cruisers.

Seven (7) Mossberg shotguns are provided in seven (7) supervisor's cars for less lethal use.

Seven (7) S&W M-4 Carbines were issued to selected Officers who received Patrol Carbine Training. Each Officer is required to have the weapon available during his/her tour of duty.

## **USE OF OUTDOOR FIREARM FACILITY**

The following agencies utilized the Warwick PD Outdoor Firearm Facility during 2012:

<b>AGENCY</b>	<b>AMOUNT OF TIME USED</b>
Warwick PD SWAT	192 hours
WRAC	176 hours
US Marshal Service	128 hours
ACI Tactical Team	96 hours
RIMPA	72 hours

<b>East Providence PD</b>	<b>48 hour</b>
<b>Johnston PD</b>	<b>32 hours</b>
<b>RIAC Police</b>	<b>24 hours</b>
<b>Warwick PD Explorers</b>	<b>24 hours</b>
<b>Newport PD</b>	<b>16 hours</b>
<b>WMD Tactical Team</b>	<b><u>8 hours</u></b>
<b>TOTAL</b>	<b>816 hours</b>

#### **ADDITIONAL DUTIES**

**In 2012, a total of twelve (12) firearm traces were conducted through the ATF Tracing Center.**

**A total of twelve (12) weapons were test fired for the Prosecution Division.**

**Presently, there are eighty-two (82) weapons being held for safekeeping.**

**Thirty-four (34) weapons were released to their rightful owners during 2012.**

**Warwick PD maintains one hundred and seventy-two (172) duty handguns, thirty-five (35) Remington Model 870 shotguns, eleven (11) MP5 SMGs, seven (7) Bushmaster Carbines, one (1) 40 MM gas gun, three (3) M14 rifles, twenty (20) M16 rifles, seven (7) Mossberg Less-Lethal shotguns, and seven (7) Smith & Wesson M-4 carbines.**

**The TRUST provided a simulator for decision making shooting. Numerous officers utilized the FATS System during 2012 to hone their shooting skills.**

**Two (2) Active Shooter Training Sessions were conducted for the entire Police Department.**

**Members of the Department assisted in the renovation of the Range Tactical Shoot House.**

**A federal grant was acquired for the renovation of the Outdoor Range Facility to include several moving target systems.**

**Three (3) MANPAD Drills were held to determine Warwick PD's capability to respond to a terrorist incident at T. F. Green Airport.**

**A large scale Hostage Rescue Exercise was conducted in conjunction with the East Greenwich Police Department.**

**A Tabletop Exercise was conducted in conjunction with the Warwick Mall Security Agency.**

**Active Shooter assessment was conducted for numerous school and private businesses.**

### **FIREARM CONCLUSION**

**Warwick Police Homeland Security Services/Special Operations Unit will continue to insure that firearm training is available to all members of the Warwick Police Department, and to maintain the Department's firearm inventory.**

# WARWICK POLICE DEPARTMENT



## Detective Division

### 2012 ANNUAL REPORT

The Detective Division of the Warwick Police Department consists of a Captain, the division commander, a Lieutenant, 5 Sergeants, 24 Detectives and 1 civilian criminalist. The division is divided into 5 groups: District Detectives, Night Detectives, Special Operations, Digital Forensics, and BCI (Bureau of Criminal Identification). Since 2009, the division continues to operate with fewer detectives due to staffing reductions and budget constraints.

#### District Detectives

For the purposes of case assignment and area responsibility, the City of Warwick is divided into three geographical districts. District 1 comprises the northern area, District 2 comprises the eastern part and District 3 comprises the southern end. District Detectives conduct criminal investigations ranging from Homicide to Larceny. Virtually any crime which requires investigation that occurs in these areas of responsibility gets assigned to those District Detectives. These District Detectives conduct investigations on the vast majority of criminal cases that are prosecuted through the Kent County District Court.

In calendar year 2012, District detectives along with their counterparts on Nights were assigned 1257 cases for investigation. 552 of those cases are still open and being investigated. 107 cases have been closed by arrest which yielded a 9% closure by arrest rate for the Division. They collectively worked on 31 different type's sexual assaults, 16 of which were forcible rape cases and the remainders were varying types of child molestations, sexual assaults, or underage sexual encounters. There was a significant increase in the number of robberies for the year 2012 ending with 25 compared with 9 robbery cases for 2011, a 277% increase. In addition, the division worked on 327 Burglary cases, down 8% from 2011 and 205 reported Larceny cases. There was one homicide in 2012. Notable cases include:

- The investigation and subsequent arrest of Tony Gonzalez for the murder of Carl Cunningham at 433 Nausauket Rd. 12-172-AR
- The investigation and arrest of Bryan Danilo Castillo for Burglary and B/E theft of computer related equipment. 12-1407-AR
- The arrest and subsequent investigation of Barry Jones 5/4/69 for the robbery of the Rite Aid Pharmacy at 1201 Warwick Ave which was the first use of the clandestine GPS pill bottle monitoring system. This arrest led to the suspect being charged in two other related pharmacy robberies. 12-2713-AR
- The arrest and investigation into the robbery at Rite Aid, 2055 Warwick Ave, in which large quantities of oxycontin were stolen. The arrest of Gino DiSano and Todd Barber for this robbery led to a match of video identity in the robbery of the Rite Aid on West Shore Road as well. 12-2171-AR;2172-AR

- The arrest of Fernando Guerra for larcenies involving consumer electronics with the assistance of Cranston PD after a year-long investigation.
- The investigation into a series of Bank robberies by the “bearded bandit” which culminated into a collaborative effort between East Providence PD; Seekonk PD; Swansea PD; and the FBI which led to the arrest of Justin Worley,33. He was subsequently charged by federal authorities with more than 8 bank robberies in the southeastern New England.
- 

## **Night Detectives**

The Detectives working Night Detectives work the hours from 3:30 pm to 11:30 pm commonly referred to as second shift. They have city-wide jurisdiction during their hours of operation and are commanded by a supervising Sergeant. The majority of their case assignments are from calls for service and walk-in complainants. They handle a myriad of complaints ranging from murder, burglary, home invasions and sexual assaults. Child molestation and sexual assaults make up their main caseload. However, they do handle robberies and serious assaults, as well as, other offenses. They are also tasked with being the main liaisons for any interdepartmental and inter-jurisdictional investigations and assistance.

Some of the notable cases that were investigated by this unit include the following:

- The investigation into the bank robbery of the Sovereign Bank at 1977 Post Rd in which detective from our agency assisted federal and State of Massachusetts officials with the identification and subsequent arrest of Scott Niemic 5/13/77. The suspect was eventually charged federally on 10 Bank Robbery offenses between Massachusetts and Rhode Island.
- The investigation and arrest of Stephen Kelly for three convenience store robberies in May of 2012. 12-1277-AR (West Shore Mart; ValeroGas; and Dan’s Convenience Store)
- The investigation and subsequent arrest of Marco Rivera for the Bank Robbery of Citizens Bank at 800 Post Rd.
- The investigation and subsequent arrest of Derek Wilson for the sexual assault and rape of a mentally disabled girl at the Trudeau Center 250 Commonwealth Ave.

## **Special Operations Group**

This particular group of detectives is responsible for special investigations which require a more discreet law enforcement presence. They are responsible for vice activity and Narcotics investigations, as well as, any investigation that cannot be accomplished through the normal detective assignment protocol. One member of this unit is permanently assigned as DEA Task Force Officer (TFO). Members of this unit and our TFO’s were responsible for seizing over \$ 183,000 for asset forfeiture (estimated/some still pending), and additionally, the seizure of automobiles, personal property and, in some cases, real estate.

Based on their function, the SOG unit also initiated clandestine investigations involving narcotics and prostitution, but not limited thereto. The unit made approximately 20 arrests during the calendar year including;

- The investigation and arrest of Richard Naud, Rhianna Thompson, and Charles Smith for distribution and delivery of crack cocaine out of 47 Mohawk Ave. (twice) 12-108-AR

- The investigation and arrest of Steven Santos for cocaine dealing and delivery throughout the city. A Nissan Altima was seized as a result of this investigation as well.
- Assisted Providence PD with a search warrant at 11 King St. for the arrest of a heroin dealer, Daniel Santiago, which resulted in a seizure of 10k in cash and 205.5 grams of Heroin.
- Assisted ATF with the arrest and search warrants of Peter LaPorte at 10 Center St; which resulted in the seizure of 9 illegal firearms; 285 grams of Marijuana; and 106 grams of MDMD.

### **Computer Forensics Unit**

This unit is comprised of four full-time detectives whose responsibilities include video examination; conducting forensic computer exams; cell phone information retrieval; and other technology based investigations. One detective is permanently assigned to the RI Internet Crimes Against Children Task Force, which is at the direction of the R.I. State Police. Last year, because of the proliferation of technology in mainstream society, virtually every criminal investigation included some type of technology based investigative component. From Robberies to Sexual Assaults, the use of computers and cell phones provide critical information in real time crime investigations. In the past year included in this report, almost 90% of the criminal investigations included some type of technology based forensic analysis.

The unit was responsible for conducting forensic investigations into 134 cell phones; 37 Computers/laptops; and over 222 video imaging devices which resulted in a number of arrests. Members of the unit participated in 2 Sex Offender/probation sweeps assisting the US Marshalls Service and RI State Police ICAC. In addition, the CFU provided technical support and assistance on 27 instances to outside agencies.

### **Bureau of Criminal Identification (BCI)**

The identification unit comprises three distinct job classifications. Identification, which involves the accurate identification of criminal offenders by fingerprinting and DNA matching utilizing federal, state and local databases. Crime Scene Technicians: whose responsibility it is to gather and preserve crime scene evidence for collection and examination. Property Custody: this stores property and maintains a custody chain for collection and release of property involved in criminal investigations. This unit plays an integral part of every investigation because the necessity to identify, collect and preserve evidence plays a crucial role in the prosecution of criminals. In the past year, this unit has been responsible for linking some of the most heinous crimes to the offenders listed previously. Without this unit, most offenders would not be prosecuted.

In accordance with the crime statistics listed in this annual report, the detective division has made a clear difference in the reduction of certain crimes, including Robbery, Larceny and Burglary. Members of the division have made serious impact on the occurrences of Robbery by having a 95% closure rate by arrest for these crimes. This is mainly due to the hard work and dedication of the division, as well as, the diligence and vigilance of the uniform division in their daily activities.

Respectfully,

Robert S. Nelson  
CAPTAIN  
Detective Division Commander

# Administrative Services Division

## ANNUAL REPORT 2012

The Administrative Services Division is staffed by a captain and three sergeants. This staff is responsible for the management and supervision of the twenty eight non-sworn employees assigned to the division. Their specific complement and assignments are as follows:

**Administrative Services Captain:** One full time position currently staffed. This position oversees the Administrative Services Bureau. The Captain (OIC) of the Administrative Services Division coordinates and supervises all activities of the Communications Center Personnel, Records Clerks, Transcriptionists, and Radio Repair Technician. The captain also assists with financial planning to include but not limited to; budget preparation, bid process, service or repair contracts. Coordinates and supervises all activities of the grant manager. Ensures the security and operation of records management systems and software is maintained.

**Administrative Services Sergeant:** Two full time positions currently staffed. The Administrative Services Sergeants assist the ASD OIC in coordinating and supervising all activities of the Communications Center Personnel, Records Clerks, Transcriptionists, and Radio Repair Technician. Assist with financial planning to include but not limited to; budget preparation, bid process, service or repair contracts. Ensures the security and operation of records management systems and software is maintained.

**Grant Manager Sergeant:** One full time position currently staffed. The Grant Manager is responsible for overseeing all Federal, State and local grants within the organization and ensuring that those officers who are assigned to manage each specific grant complete timely reports. Develop spending plans regarding awarded grants in accordance with the grant requirements. Actively seek and acquire additional grant funding in order to maximize the acquisition of technical and tactical equipment to assist the department in completing its mission. Complete monthly/yearly Financial Status Reports, Progress Reports, Program Reports and Grant Closeout reports.

**Dispatcher:** There are currently fourteen full time positions currently staffed. One is in training and will be completing her training early in 2013. Five dispatchers are assigned to the first shift, five dispatchers are assigned to the second, and five dispatchers are assigned to the third shift. There are four separate work stations, with the fourth not mandated for staffing, but when available, the fourth station will handles call overflow and dispatch functions as needed.

**Transcriptionist:** There are three full time positions and one part-time position which is currently vacant. We will work with City personnel to fill this vacancy in early 2013. Department transcriptionists will transcribe report narratives, input accident “face” sheets, and electronically scan report documents into the IMC system.

During 2012, transcriptionists input approximately 4,156 accident “face” sheets, they transcribed approximately 13,240 report narratives, and they scanned the bulk of the accompanying documents and images for the reports generated (i.e. witness statements).

**Records Clerk:** two full time records clerks currently staffed. Records clerks will handle report requests (to include those of the media, citizenry, officers, and the attendant research time), will file all hard copy police reports, will scan accompanying documents and images for the reports generated into IMC, and will tally daily register totals.

During 2012, the department records clerks filed approximately 19,935 hard copy reports, fielded approximately 6,645 report requests (i.e. citizens, media, insurance agencies, internal distribution, etc.), and scanned accompanying documents and images for the reports generated into IMC as needed. The operator and call –taker positions processed almost 72,913 calls for service during 2012.

**Report Review Specialist:** one full time clerk currently staffed. This position entails arrest review/preparing reports for Prosecution duties, accident report review, and reviewing and preparing department motor vehicle violations.

**NCIC/Audit Specialist:** one full time clerk currently staffed. This position requires frequent interactivity with state police and FBI. This specialist reviews Warwick Police case paperwork for required NCIC validations and UCR errors. This clerk also orders and keeps track of department office supplies.

**Radio Technician:** the radio technician maintains and services all department communication and radio systems and equipment. This includes cars, portables, infrastructure, and the radio technician will also coordinate with service contractors for off-site equipment repair. The radio technician is responsible for routine quality assurance and monitoring of vital communications equipment; repair, service and maintenance.

**Fleet Management:** In 2012 ASD was tasked with overseeing the Fleet. Under this plan there is one Fleet manager who oversees a staff of four garage mechanics. They are responsible for the maintenance and repair on all police units. The garage also does routine repairs on the Fire departments light use vehicles. The Fleet manager prepares all bids and specifications on the new police cruisers. The fleet manager is also responsible for ordering and stocking all necessary parts for the fleet. The Fleet manager reports directly to the Captain of ASD.

The activities of the Administrative Services Division center on the following activities and equipment:

**Computer Network and Operating Software** – The maintenance and operation of this department’s computer network and all operating software (Information Management Corporation, Acorn, Dictaphone, Motorola, etc.) falls under this division.

**Communications Equipment Inventory and Maintenance** – Close coordination between the division and Motorola, the equipment manufacturer, and New England Communications, the maintenance contract holder, is required to ensure that all communications equipment operate properly. This includes all communications center equipment, repeater and radio tower sites, portable radios (standard and 800 MHz) and mobile car radios (standard and 800 MHz). It also includes all mobile data terminals, modems, and other relevant MDT equipment. All new equipment purchased will meet the Federal Government’s narrow banding requirements.

**Keeper of Department Records** – This category involves many separate responsibilities such as: Making sure that all records retention requirements are being adhered to, all public information requests are being properly addressed, and document destruction is in accordance with Rhode Island State Law. This involves direct contact with many separate government and private entities, as well as W.P.D. employees.

**Terminal Agency Coordinator** – The officer in charge of the Administrative Services Division is designated the terminal agency coordinator for the department. That officer is responsible for ensuring that all **Rhode Island Law Enforcement Telecommunications System (RILETS)** and National crime Information Center (NCIC) information requests made by the department are in accordance with federal regulations. Also, the TAC is responsible to ensure the reporting requirements of the Federal Bureau of Investigation’s National Incident Based Reporting System (N.I.B.R.S.) are met. This also involves coordinating with the Rhode Island State police to make sure that we successfully complete an annual audit by the F.B.I...

**Maintaining Department Forms and Printed Items** – The Administrative Services Division is responsible for the development, supply, and acquisition of the various forms used in the course of business at the Warwick Police Department. Most forms are developed and maintained by the department. Additional forms associated with State and Federal requirements are procured and stocked as needed. Warwick Police Records personnel monitor the supply of these forms and acquire additional amounts as necessary.

**Mobile Command Center** – In addition to being a mobile command center, this asset is designed to facilitate the continuation of radio and telephone communications in the event that the communications center becomes unavailable or inoperable. The maintenance and upkeep of the mobile command center is the responsibility of the A.S.D. The division holds quarterly, unannounced drills to test both the equipment capabilities of the mobile command center as well as the performance capabilities of our dispatch personnel.

**Electronic Accident Submission** – This division is responsible for maintaining the equipment which allows electronic submission of all state accident reports to Rhode Island Department of Transportation as required by state law. The A.S.D. works with M.I.S. to keep this system operating properly.

**FCC Licensing and Antenna Tower Registration** – The A.S.D. is responsible for complying with Federal Communications Commission requirements relating to radio communications. This includes maintaining our current radio frequency licenses and antenna tower registrations. Additionally, the A.S.D. is subject to various audits that are periodically initiated by the FCC.

**Training** – The Warwick Police Department’s software, computer equipment, office equipment, & mobile data terminals are dynamic in nature. As such, they require continuing training to be used at their fullest potential. The A.S.D. coordinates with the technology vendors & volunteer department trainers to facilitate this training.

**Ordering and Maintaining Office Supplies** – ASD is responsible for the procuring, storage, and distribution of general office supplies (paper, ink cartridges, toner, paper clips, etc.).

**Maintaining Department Equipment** – ASD is also responsible for maintaining equipment that is necessary to the function of this police department. This includes but is not limited to, the Acorn System (telephone and radio recording), telephone system, A.F.I.S. system, micro-film reader, copy machines, emergency generator, Dictaphone system, cell block cameras, and Mobile Data Terminals.

## Projects Completed or Underway

### IMC

- The latest updates will continue to be installed
- Direct coordination with Tri-Tech will continue to ensure compatibility with the needs of the Warwick Police Department

#### **Tri-Tech Cross Agency Database**

- The Warwick Police Department became a participant in the Rhode Island State Police's cross agency database.
- The department can now contribute and access other agency's data to aid in conducting criminal investigations.

#### **Research Scheduling Software Upgrade**

- Previous input with Tri-Tech has resulted in an improved scheduling module that could meet the needs of this police department.
  - Conversion will be researched, and tested to allow possible migration from the current Watch Commander software to Tri-Tech's scheduling software.

## E-TICKET

- The Administrative Services Division has coordinated with the State of Rhode Island Department of Highway Safety and R.I. Traffic Tribunal to institute the E-Ticket Program. We have obtained the grant funding and have awarded the bid for the necessary equipment to accomplish this project.
- We expect to begin installation of the E-Ticket equipment in all our patrol cars by the end of February 2012. **The E-Ticket project went live in October 2012.**
- The E-Ticket Project will eliminate the redundancy of data entry efforts and reduce the time necessary to enter summons data.
- It will validate summons information at the time of the initial stop to improve accuracy of information.
- It will reduce the delay between summons issuance and entry in the Judiciary's case management system.
- The project will increase the efficiency of law enforcement officers through the use of automated tools.
- Increase the integrity and accountability of the traffic summons process by providing sequential numbering of summonses.
- Offenders will receive a summons they can clearly read and understand. The court will be able to clearly read the officers writing and charges as the computer will print them out.

## **RESEARCH SCHEDULING SOFTWARE**

- Previous input with Tri-Tech has resulted in an improved scheduling module that could meet the needs of this police department.
- Conversion will be researched and tested to allow for possible migration from the current Watch Commander software.
- We are currently using an outdated version of Watch Commander with no maintenance contract.
- In Time Solutions the current provider of our scheduling software has offered to provide a new upgraded system to the police department.
- We are currently researching the cost and quality of the Tri-Tech software as an alternative to the current

## **CRASH REPORTS.COM**

- We have become part of the Crash Reports.Com network. This allows citizens and police personnel access to accident reports on line. There is a fee charged to citizens who download accident reports at this site. Fifty percent of this fee is paid to the City.
- We also have access to accident reports from the other twenty seven R.I. police departments that are on this network.
- There is also a crash mapping feature that allows the mapping of all traffic accidents that occurred in the City. You can view a map of accidents and filter by date range, injuries, time of day, day of week, pedestrian, bicycle, weather, and many other criteria.

## **DOCUMENT STORAGE**

- We are currently seeking solutions to the storage of are police crime, arrest and accident reports which have accumulated over the last ten years. Before this we were micro-filming the records and then destroying them. However due to budget constraints we stopped micro-filming ten years ago.
- The two legally approved methods are micro-filming of the documents before destroying them or permanently storing them.
- Micro-filming of ten years of records is cost prohibitive at this time. A more economical method would be the storage of documents at a secure off site facility such as hospitals and state agencies currently do. Due to limited space at the police department we cannot continue to store records here.
- We have contacted several companies that provide secure climate controlled facilities for the storage of government records. We will be in the process of securing bids from these companies for are next budget.
- In 2012, ASD was able to work with the City to move all of our records into a climate controlled storage environment at the City Hall annex. This has brought us current with our document storage.

- In 2013 ASD will continue to work to update our current microfilming equipment in an effort to move forward with microfilming department documents.

Respectfully Submitted,

Captain Gregory S. Coutu  
ASD OIC

**WARWICK POLICE DEPARTMENT**  
**Professional Standards Division**

**2012 ANNUAL REPORT**

The Professional Standards Division (PSD) is responsible for maintaining the high level of professional conduct within the police department. The division performs the functions of: Investigating complaints of officer misconduct, maintaining the department's CALEA accreditation, training personnel, and recruiting and selecting new officers. The officer in charge of the Professional Standards Division reports directly to the Chief of Police.

The division is comprised of a captain acting as the division officer-in-charge (OIC), one (1) lieutenant, two (2) sergeants, and one (1) patrol officer. A permanent patrol officer position was added this past year. This was because new strict requirements have been imposed by the Rhode Island Municipal Police Training Academy in reference to background investigations. This officer assists the sergeant with conducting and coordinating these background investigations. Additionally, gun checks have become more cumbersome as gun sale volume has significantly increased. This officer has the additional duty of helping the training sergeant monitor and facilitate these gun checks.

**Investigating Complaints of Officer Misconduct**

This function is vital for maintaining the professional standards of the department. The division does this through the recording and investigating of complaints against officers. Also, tracking employee conduct, determining policy implications and identifying training trends are key to this function.

In 2012, the Warwick Police Department recorded 3,325 arrests while handling 75,146 calls for service. These numbers are similar to the results of the previous year being 3,284 and 74,666 respectively. In spite of that volume of activity, there were only twelve (12) formal complaints of police misconduct reported to the agency by the public. Compared with the eight (8) such complaints for 2011, this reflects a 25% increase; however, this amounts to less than three hundredths (3/100) of one percent (1%) of the total number of arrests, and about one (1) thousandth (1/1000) of one percent (1%) of the total number of calls.

**2012 Citizens' & Internal Complaint Summary**

**TOTAL OF ALL COMPLAINTS:**

30

**BREAKDOWN:**

29 - Sworn Officers (Some officers involved in multiple complaints)

01 - Civilian

**REPORTING CODES:**

01 Criminal Act.....2  
02 Excessive Force.....2  
03 Civil Rights.....2  
04 False Arrest.....1  
05 Mistreatment.....1  
06 Harassment.....3

07 Improper Demeanor.....	2
08 Integrity/Behavior.....	13
09 Poor Performance.....	2
10 Other .....	0
11 Racial Profiling.....	2

**COMPLAINT DISPOSITION:**

- Sustained (14)
- Not Sustained (6)
- Unfounded (1)
- Exonerated (7)
- Policy Flaw (0)
- Other/Pending (1/1)

**2012 Use of Force Report**

As prescribed by Warwick Police Department Policy #300.01 and CALEA Standard 1.3.13, the following use of force analysis was prepared. The total use of force for the calendar year 2012 was thirty two (32) incidents compared with thirty four (34) incidents in calendar year 2011.

**Breakdown by Type:**

Firearm	0	(0 incidents in 2011)
O.C. Spray	11	(18 incidents in 2011)
Baton	0	(1 incident in 2011)
Physical	21	(15 incidents in 2011)

There was no instance of a firearm used against a person during this calendar year. Please refer to the Use of Force Report and the Internal Complaint report for details on these areas.

There were thirty six (36) incidents in 2012 where a firearm was used for the euthanasia of sick or injured animals.

There were fifteen (15) incidents in 2012 where force was used in dealing with emotionally disturbed people, compared to seven (7) incidents in 2011.

**Accreditation**

The Warwick Police Department is a nationally accredited Law Enforcement agency. Achieving and maintaining accreditation requires adherence to applicable standards as set forth by the Commission on Accreditation for Law Enforcement Agencies (CALEA). The standards address nine major law enforcement areas:

1. role, responsibilities, and relationships
2. organization, management, and administration
3. personnel structure

4. personnel process
5. operations
6. operation support
7. traffic operations
8. detainee and court-related activities
9. auxiliary and technical services

The City of Warwick is one of eight law enforcement agencies in the State of Rhode Island to be awarded accredited status by the CALEA.

CALEA accreditation is handled by a sergeant assigned to the PSD. CALEA accreditation assessment is scheduled on a three year rotation. The next regularly scheduled process for accreditation will take place in August of 2015. In addition, this unit also conducts reviews and makes recommendations for changes to department policies.

## **Training**

The training function of the department is coordinated by each member of the division through constant identification of training needs, selection of appropriate schooling, and facilitating and coordinating in-service trainings. The main portion of scheduling and assignment is the responsibility of the training sergeant who handles the logistical aspects of training assignments. This sergeant also facilitates recruit background investigations, firearms checks, and the Warwick Housing Authority background checks.

In addition to the collective effort of members of the division, there is a Training Committee which reports to the captain on matters of training needs assessment and identification of goals and objectives. This committee is comprised of supervisors and officers from varying assignments throughout the department.

The implementation of in-service trainings, firearms qualifications, non-lethal weapons trainings, and all other statutory required trainings are handled by the division as well. In 2012, there were more than one hundred (100) training sessions attended by Warwick Police personnel involving areas such as interviewing and interrogation, incident command, various investigative procedures, managing emotionally disturbed people, traffic control and etcetera. Many of these trainings were specialized to particular officers in their area of expertise or job designation.

## **Recruitment and Selection**

The overall goal of the recruitment and selection process is to identify applicants who are highly qualified for the position of police officer. This will be accomplished by attempting to achieve maximum public awareness of the recruitment drive and outreach to all segments of the population. Recruitment efforts include highlighting the benefits and advantages of the job while conveying to candidates a realistic picture of officers' duties.

Candidates who successfully complete the recruitment process are placed on a two year eligibility list and will be presented with conditional offers of employment as vacancies occur. The selection process includes a physical fitness test, written exam, medical exam, oral interviews, psychological evaluation, and a complete background investigation. Wide ranges of recruitment methods are employed in an effort to select from a

diverse pool of candidates with the intention of mirroring the gender and racial makeup of the community served by the Warwick Police Department.

The department's 2012 recruitment drive was a success resulting in a list of one hundred eight (108) eligible candidates. The PSD embarked on specific actions to accomplish the department's recruitment goals which included, and were not limited to, the following tasks:

1. Attendance at job fairs and law enforcement conferences to include The National Association of Black Law Enforcement Officers (NABLEO) conference held in Providence.
2. Established recruitment plan with Rhode Island Department of Labor & Training that included posting of WPD recruitment announcements on agency job search websites/affiliated sites and e-mail dissemination to applicant pools, organizations, and agencies inclusive of minority and military sources.
3. Implemented comprehensive web-based advertizing campaign that included university list servers, popular internet job boards, and mainstream media listings, web crawlers, and homepage tower advertisements.
4. Scheduled appearances on local radio and television shows with large audience of viewers/listeners.

For 2013, the members of the Professional Standards Division will continue to diligently execute their duties. We will continue to strive to help the department maintain a professional reputation, and achieve the goals that are set by the Office of the Chief of Police.

# **Prosecution Division Annual Report 2012 Captain Christine Kelley**

## *Mission Statement*

*The mission of the Prosecution Division is to pursue the vigorous and fair prosecution of criminal cases, with a commitment to serve as an advocate for the rights of all victims, and to promote the safety and well being of the public.*



The Prosecution Division is primarily responsible for the successful prosecution of all criminal charges and traffic violations brought by the Warwick Police Department. The Division is comprised of 4 sworn members and 5 civilian staff members. Sworn members include a Captain and 3 officers. Sworn police officers in Rhode Island initiate court complaints and conduct initial arraignments in District Court (*criminal*) Family Court, and at the Rhode Island Traffic Tribunal (*civil violations*). Daily efficient operation of the Prosecution Unit requires a well organized, coordinated effort between the Police Department and the Rhode Island Judiciary. The unit is therefore organized according to function, with its member's assigned very specific duties.

## **Prosecution Captain Officer-In-Charge**

The Prosecution Captain (OIC) supervises all functions within the Prosecution Division. He/She reviews, evaluates and initiates prosecutorial action on criminal cases originating from both the Patrol and Detective Divisions. The Prosecution Captain oversees the prosecution of violations of the RI Traffic Code within the

Warwick Municipal Court and Rhode Island traffic Tribunal, serves as the primary arraignment officer in the District Court, and handles extradition proceedings within the District Court.

Responsibilities include maintaining diplomatic relations with attorneys and liaison with various state, local, and federal agencies. The Prosecution Captain is responsible for general office management, and evaluates both sworn and non-sworn personnel assigned to the division.

**Paralegal:** The Prosecution OIC and City Solicitors are assisted by the department paralegal; whose duties include pre-trial and trial case preparation and assistance in District Court proceedings. The paralegal may request copies of evidence, as needed, assist victims in case proceedings, follow-up on case motions, and research applicable case law and procedure as it relates to district court proceedings. The paralegal maintains case files, coordinates scheduling for misdemeanor cases, notifies victims of case dispositions, as well as additional office duties.

**District Court Clerk:** This position is a support element for the Prosecution OIC. The clerk's assigned duties which include scheduling, filing, and coordinating the efforts of the police department and the District Court. This includes arraignment case preparation, generating subpoenas, preparing officer court notifications, making contact with various criminal justice support agencies, preparing discovery requests, witness notification, and providing documentation for potential District and Superior Court violators.

## **Prosecution Officer**

Prosecution Officers are assigned to either one of two positions within the division. One as an agency representative for prosecution of motor vehicle code violations in the RI Traffic Tribunal or as the Felony Screening Officer. Prosecution officers may be called upon to serve in District or Family Court in the absence of the primary arraignment officers.

**Felony Screening Officer:** A sworn police officer who prepares and reviews all adult felony cases after an arrest to ensure proper charging and successful prosecution. The screening officer presents felony cases to the Attorney General's Office on a weekly basis, compiles cases for submission to a Grand Jury for indictment, conducts follow up assistance to the Attorney General's office on cases requiring further investigation or documentation, and maintains files on active felony cases within the prosecution division. This officer acts as agency liaison with the Rhode Island Department of the Attorney General on felony matters.

**Superior Court Clerk:** This position is a support element for the Felony Screening Officer. The clerk's assigned duties include scheduling, filing and coordinating the efforts of the police department and the Superior Court. The position involves, but is not limited to, generating subpoenas, witness location and assistance, coordination with various criminal justice agencies regarding active cases, case preparation of District or Superior Court violators file and warrant maintenance. The Superior Court clerk is tasked with entering case dispositions, and victim notification of disposed District Court cases at arraignment.

**RITT Prosecution Officer:** A sworn police officer who serves as prosecution officer in matters involving violations of the state motor vehicle code at the Rhode Island Traffic Tribunal. These include DUI refusal arraignments, which in many cases require coordination with the District Court Officer on criminal DUI matters. The RITT officer acts as agency liaison with the Rhode Island Department of the Attorney General on matters involving motor vehicle cases. This officer compiles information and documentation for

discovery purposes on RITT cases and serves as primary technician for preservation, copying and distribution of agency CCTV surveillance recordings utilized for presentation in the prosecution of DUI related cases.

**RITT Court Clerk:** This position is a support element for the RITT Prosecution Officer. The clerk's duties include case preparation for all traffic matters arraigned in the District Court and Rhode Island Traffic Tribunal. The position involves, but is not limited to, maintaining and monitoring court calendars and scheduling of police officers, ensure proper documentation is included in cases, obtaining driving abstracts from the Registry of Motor Vehicles, operates NCIC terminal for inquiries, prepares discovery requests, and providing documentation for potential District or Superior Court violators.

## **Juvenile Officer**

The Juvenile Officer primarily handles the adjudication of all juvenile offender arrests, to include; the Juvenile Hearing Board, social diversionary agencies, and Family Court. The Juvenile Officer also acts as agency liaison with representatives of the Warwick School Department, Rhode Island Department of Attorney General, and Governor's Justice Commission. The Juvenile Officer is the primary police prosecutor on all juvenile matters. This officer prepares cases with all involved agencies, monitors juveniles placed on restrictive measures, subpoenas witnesses for Family Court appearances, and tracks missing juvenile cases.

## **Division Report:**

There are currently 9 persons assigned to the Prosecution Division. This includes four (4) sworn officers, four (4) civilian employees, and the Domestic Violence Advocate, who is employed by Day One, however coordinates with both the Warwick and West Warwick Police Department Prosecution Divisions.

Overall, case activity for the unit increased in 2012. Overall arrest totals for calendar year (CY) 2012 were 3325, an increase of 1.3%. There were reported case increases in three of the four court jurisdictions. Juvenile cases (305) accounted for the most percentage increase at 4.3%. This follows a steady decline over the last 7 years.

First time local juvenile offenders (36) increased by 37.5%. These cases are generally referred to the Juvenile Hearing Board for adjudication. There were 36 disobedient complaints taken and serviced in CY 2012, a decrease of 17 cases from the previous year. Most disobedient complaints are referred to Comprehensive Community Action, a needs assessment organization. The more extensive cases are referred to the Family Court for formal intervention. The Juvenile Division utilizes several resources for case disposition. Those include the Juvenile Hearing Board, diversionary organizations, and Family Court Intake

Traffic Tribunal cases remained constant after a 12% increase in 2011. There were 3172 arraignments at the RITT in CY 2012 compared to 3160 in CY2011. There were 391 felony cases screened for presentation to the Attorney General's Office in 2012. This represents an 11% decrease after substantial increases in the previous 2 years. District Court arraignments (2613) increased 2.4% this year, while pre-trials (2371) increased 3.4%. Multi case and repeat offenders have seen a substantial increase over the last several years.

The Attorney General's office proceeded with 94% of the felony cases brought forth for charging by the Warwick Police Department. Misdemeanor cases continued past initial arraignment in the District Court to pre-trial status 30% of the time. A high percentage of misdemeanor cases are disposed of at arraignment. Forty three percent of District Court cases at pre-trial or trial culminated in disposition. There were 433 cases dismissed at pre-trial in CY 2012. Reasons for case dismissal include license renewals, community service completion, restitution, and in lieu of plea in another court jurisdiction. Summer months accounted for the most activity in the criminal court system.

There were several operational and functional improvements made to increase efficiency and delivery of services. Downsizing and re-organization of the office area has allowed for better utilization of space, while maintaining compliance with state law. The division has improved upon e-mail based delivery system of documents, further saving time and resources. Training is ongoing to comply with court rules, state mandates, technological advancements, case quality, and legal updates.

The division receives numerous information requests from various sources. These include case inquiries by victims, witnesses, and involved parties, departmental requests, court correspondence, and attorney requests. The Domestic Violence Advocate assists in directing victims of domestic violence to available resources, referrals, information on the prosecutorial process, notification of case or defendant status, and restraining order assistance. The Division remains committed to victim assistance and advocates for a safe community for residents and visitors alike.