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THE GOLD STANDARD IN PUBLIC SAFETY

Assessment Report

Colerain Township (OH) Police Department

2014

Colerain Township, Ohio Police Department
Assessment Report
August 2014

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A. Agency name, CEO and AM

Colerain Township, Ohio Police Department
4200 Springdale Road
Cincinnati, Ohio 45251

Mark C. Denney, Chief of Police and Accreditation Manager

B. Dates of the On-Site Assessment:

August 17-20, 2014

C. Assessment Team:

1. Team Leader: John W. Bruce
Chief of Police
Frisco Police Department
7200 Stonebrook Parkway
Frisco, Texas 75034
(972) 292-6100

2. Team Member: Christopher Connelly
Sergeant
Chesterfield Police Department
690 Chesterfield Parkway W.
Chesterfield, Missouri 63017
(636) 537-3000

D. CALEA Program Manager and Type of On-site:

Christie L. Goddard, Program Manager

Third reaccreditation, B size agency (60 personnel; authorized 53 sworn and 7 non-sworn)

5th edition Advanced Law Enforcement Accreditation

The agency utilizes CACE-L Version 2.0 SP4 Tiered Manual Version 5.19 tracking software program.

The following report reflects a Gold Standard "Focus on Outcomes" on-site. Select files for off-site review were identified by CALEA Karen Shepard, the agency's Accreditation Team, and the Assessment Team. Fifty-three files were selected for off-site review by the Assessment Team. On-site activities were focused on interviews and observations of agency outcomes, practices and processes.

E. Community and Agency Profile:

1. Community profile

Colerain Township is the largest township in the State of Ohio. It has over 46 square miles and a population of 58,499. It is in the northern part of Hamilton County, Ohio. The Township shares its southern border with the City of Cincinnati and nine other communities. Major interstates (275, 74 and State Routes 27,127 and 126) bisect the Township and the Great Miami River borders the Township on the west.

It was first settled in 1790 by a surveyor, John Dunlap, who named the settlement after his birthplace of Coleraine, Ireland. The settlement, Fort Coleraine, was located on the bend of the Great Miami River. In 1794, Colerain was established as a Township. German immigrants farmed the southwestern portion between 1840 and 1870, heavily influencing the township's cultural and architectural traditions. The make-up of the community is a combination of urban and rural, providing a diverse population with differing law enforcement needs, expectations, and challenges. The Township is home to a large commercial corridor, scenic farmlands, urban and suburban neighborhoods and many beautiful parks.

Colerain Township is governed by three Township Trustees who serve staggered four year terms and are elected "at large." The Township also has an elected Fiscal Officer who also serves a four year term. The Trustees have appointed a Township Administrator to oversee the day-to-day operations.

2. Agency Profile

In the early 1900's the Hamilton County region was policed by one large agency. A few officers were charged with the responsibility of policing over 400 square miles. As the population grew, the need for more localized police departments caused the development of the Colerain and Springfield Township Protective Association. The officers were considered constables under Ohio law and had the same enforcement powers as any police officer.

One of those constables was named John Willsey. In 1918, Constable Willsey became the first, and to this day only, Colerain Police officer killed in the line of duty. He was murdered during a prisoner transport. In 2008, Constable John Willsey was added to the National Law Enforcement Officers Memorial in Washington D.C.

In 1968, the Chief of Police, Bill Terrell, oversaw a department of nine part-time officers. Chief Terrell was a part-time chief, working full-time as a custodian in a hospital. Chief Terrell served the Township until 1980, when Chief Roger Johannes joined the Department. Chief Johannes saw the Department grow to 30 part-time police officers and nine full-time. In 1986, the Colerain Township Board of Trustees voted to disband the Police Department and establish a formal contract for police service through the Hamilton County Sheriff. Remnants of that contract remained until January 12, 2014. That contract provided for half of the patrols and all of the investigative functions.

The community, vocally, demanded the return of their police department in 1987 and has supported it at the voting polls in the last six levy campaigns, most recently in May 2014.

The agency has 51 sworn police officers and five civilian employees. It is divided into two divided into two divisions, each led by a Lieutenant that reports directly to the Chief of Police. The Patrol Division is responsible for providing uniformed patrol, neighborhood officers and the bicycle patrol. The Support services Division is responsible for all other services to include, accreditation, investigations, school resource officers, records, and property. Since the last onsite assessment, the Agency has taken complete responsibility for its property room, investigations, and all five patrol beats.

3. Demographics

The demographic composition of the service area and agency are represented in the following table:

	Service Population		Available Workforce*		Current Sworn Officers		Current Female Sworn Officers		Prior Assessment Sworn Officers		Prior Assessment Female Sworn Officers	
	#	%	#	%	#	%	#	%	#	%	#	%
Caucasian	45,281	78.3	37,077	79.4	49	96.07	4	7.84	34	94.4	4	11
African-American	9,801	16.8	7,685	16.5	0	0	0	0	1	2.8	1	2.7
Hispanic	1,268	2.2	585	1.3	0	0	0	0	0	0	0	0
Other	1,594	2.7	1,332	2.8	2	3.93	1	1.96	1	2.8	1	2.7
Total	58,484	100	46,679	100	51	100	9	9.80	36	100	6	16.4

*Statistics for available workforce comes from U.S. Census Bureau 2010-2012 American Community Survey.

As reflected in the above chart, the Agency is underrepresented in minorities specifically, African Americans and Hispanics. The Agency only hires certified sworn officers. They strive to recruit high quality, competent, and qualified candidates for available positions. They strive to identify and specifically recruit minority candidates in order to achieve an ethnic, racial and gender composition proportionate to the available workforce. They announce openings at all events and they identify minorities and encourage participation. They created a scholarship program for a minority candidate who would put themselves through the police academy and then get hired with their agency. In fact, they have a young African American male who was identified and they are sponsoring him to attend the academy in September. He will be reimbursed up to $7000 for expenses during the academy upon starting with the Agency. They continually ask their officers, "How can we attract a more diverse population?"

4. Future Issues

The agency is planning on implementing a canine program to replace the County Sheriff's canine unit. Policy development and equipment procurement will be significant challenges to the Department. They are looking at a school based program and will need to seek approval and cooperation from the school district.

The agency wants to move towards a more organized "paperless" accreditation process for the 2017 onsite. The use of third-party software (PowerDMS) would assist in that transition and is a goal for the Police Department.

The agency recognizes that their recruiting efforts have posed challenges for many years. Although they are attracting more minority applicants, not many are getting through the entire process. New ideas and efforts to reach that population will continue be a major focus.

5. CEO Biography

Chief Mark C. Denney began his career with the Colerain Police Department in 2004 after serving for 12 years as a patrol sergeant with another local police agency. He served the Department as a patrol officer, sergeant and lieutenant, prior to his promotion to Chief of Police in 2014. Chief Denney is a certified Drug Recognition Expert (DRE) and specialized in impaired driving enforcement as a patrol officer. Chief Denney became the agency's Accreditation Manager in 2009.

Chief Denney attained all of his educational degrees while working as a police officer in Colerain Township. He attained his Bachelor's Degree in Criminal Justice from Mountain State University in 2008. He earned his Master's Degree in Strategic Organizational Leadership, also from Mountain State University, in 2010. Chief Denney is also a graduate of the Ohio Law Enforcement Foundations' Certified Law Enforcement Executive program and the 251st session of the FBI National Academy.

F. Public Information Activities:

Public notice and input are cornerstones of democracy and CALEA accreditation. This section reports on the community's opportunity to comment on their law enforcement agency and to bring matters to the attention of the Commission that otherwise may be overlooked.

a. Public Information Session

The agency held a public information session on August 18, 2014 at the Trustee Chambers of the Colerain Township Administrative Complex. The session began at 7:00 p.m. and was attended by two citizens, the Director of Public Safety, the Chief of Police and several members of the police department. Both citizens and the Director of Public Safety spoke, singing praises of the Colerain Police Department and their community based approach.

b. Telephone Contacts
A public call in session was held from 2:00 p.m. to 4:00 p.m. on August 18, 2014 using an unrecorded telephone line at the assessor work area of the police department. Assessors received three calls from the public during this session. All of the calls spoke to the agency's professionalism, delivery of service, cooperation among all parties, and a willingness to get the job done. They are concerned about their citizens and businesses.

c. Correspondence
There was no written correspondence received by the assessment team.

d. Media Interest
The agency distributed a public notice and press release prior to the on-site assessment to local media outlets including newspapers, radio stations and television stations in the Cincinnati area. The public notice was provided to the Township Administration and was posted in many of the Township facilities. The Northwest Press weekly newspaper published an article about the public information session and telephone session on august 13, 2014.

e. Public Information Material

The agency prepared a detailed public information plan regarding the assessment which included the distribution of the public notice, media coverage, news release, mail outs to community leaders, neighborhood associations, and citizens. It was also posted on the department's website and at Township facilities. It was also posted at Northgate Mall. All patrol units were issued copies to were encouraged to distribute to any interested citizen.

f. Community Outreach Contacts
Assessors interviewed five individuals representing the Township Government, the Northwest School District, a business owner, and a newspaper reporter for the Northwest Press by Skype. Each contact was excited about the police department and their participation in the accreditation process. They used adjectives like "professional", "collaborative", "energetic", and "proactive" to describe not only the agency but their involvement within the community.

G. Essential Services

Law Enforcement Role, Responsibilities, and Relationships and Organization, Management, and Administration. (Chapters 1-17)

The agency gets its authority from the Ohio Constitution and the Colerain Township Charter and answers to the Director of Public Safety. The agency has a comprehensive written directive system. Written directives are housed on the agency's internal computer network and are assessable to all employees. Staff shall abide by

the agency's Code of Ethics and training occurs each year. The Chief of Police conducts a portion of the training to elevate the importance of the message. A county-wide mutual aid agreement is in place to allow all law enforcement agencies in the county to share officers and resources as necessary. The agency has specific agreements with two neighboring communities regarding school related investigations. The contract provides for school resource officer at each high school and also an investigator.

At the beginning of this assessment period, an agreement for patrol services was in place with the Hamilton County Sheriff's Office. The sheriff's Office provided deputies to cover three of the original six patrol beats daily. The agency has access to other Sheriff's resources to include a helicopter. Effective January 2014, that contract was not extended. The agency has assumed responsibility for patrolling the Township and conducting investigations.

The agency has a contract with the local mall to supply police officers to handle calls for service in a timely fashion. Research showed that the previous private security would call the agency for each time they had an issue. Statistics indicated that they were spending an inordinate amount of time and resources at the mall. Since the agency has taken over patrolling the mall and engaged the store owners in a community policing mindset, crime has been reduced, calls are down, and patrons and businesses are returning the mall.

The agency has a five year strategic plan that encompasses goals and objectives, workload and population trends, capital improvements and equipment needs. Current goals include reducing crime and improving traffic safety. Staff reviews the plan every six months to look at their current state and recommend changes, if needed.

The agency obtains its operating funds from a levy which is voted upon every five years in a referendum. The last levy was in July and it passed by only 11 votes. If the next referendum fails, the Township would have to shift funding because they have to provide police services under the Charter.

The Records Clerk manages funds received for reports, permits, photographs and fingerprints. The Chief of Police maintains a "Criminal Pursuit Fund" for use in criminal and covert operations. The Chief maintains a ledger of disbursements and is the only person authorized to disburse funds from this account. All funds are secured with limited access. Records are comprehensive and all funds are audited by the Township Finance Director quarterly.

Bias Based Profiling

The agency prohibits bias based profiling, which it describes as profiling an individual upon any common trait of a group. Training on bias based profiling is a part of the annual retraining program. Violations are handled through progressive discipline to include coaching, counseling, retraining, or other discipline.

Traffic Warnings and Citations – 2012

Race/Sex	Warnings	Citations	Total
Caucasian/Male	211	1214	1425
Caucasian/Female	86	759	845
African-American/Male	61	857	918
African-American/Female	57	551	608
Hispanic/Male	0	40	40
Hispanic/Female	0	15	15
Asian/Male	0	4	4
Asian/Female	0	3	3
OTHER	0	129	129
TOTAL	415	3443	3858

Traffic Warnings and Citations – 2013

Race/Sex	Warnings	Citations	Total
Caucasian/Male	96	1139	1235
Caucasian/Female	80	694	774
African-American/Male	77	891	968
African-American/Female	57	490	547
Hispanic/Male	25	88	113
Hispanic/Female	12	3	15
Asian/Male	0	2	2
Asian/Female	0	0	0
OTHER	21	161	182
TOTAL	368	3468	3836

Traffic Warnings and Citations- July 1, 2014

Race/Sex	Warnings	Citations	Total
Caucasian/Male	58	464	522
Caucasian/Female	28	305	333
African-American/Male	39	306	345
African-American/Female	24	164	188
Hispanic/Male	11	57	68
Hispanic/Female	7	11	18
Asian/Male	0	0	0
Asian/Female	0	0	0
OTHER	18	207	225
TOTAL	185	1514	1699

Citations are about the same in the first two years but slightly down during the third year.. It is believed that since the agency has taken over patrolling the entire Township

and calls for service have increased, that the numbers will be down this year. The percentage of warnings issued are about the same.

Bias Based Profiling Complaints

Complaints from:	2012	2013	2014
Traffic contacts	0	0	1
Field contacts	0	0	0
Asset Forfeiture	0	0	0

The agency does not receive complaints often. The complaint received in July 2014 was regarding a parking citation issued to a vehicle that was illegally parked outside a store. The owner of the vehicle made a complaint because there were two other vehicles illegally parked and they did not receive a parking citation. She alleges that it was because she was African American and the other drivers were White. The officer wrote the citation without knowing the race or gender of the vehicle owner. He intended to issue citations to the other vehicle was summoned to another call for service with a higher priority. Once the complainant learned this information, she was okay with the circumstances. The officer was exonerated. The agency still looked deeper to make sure that the officer wasn't profiling. The supervisor examined all his citations for the year and compared the results with the rest of the agency. A systemic problem was not identified.

Use of Force

Officers have to show proficiency prior to being authorized to carry a weapon, whether less lethal or lethal. Officers conduct weapons training several times a year. During each session, they review the use of force policy. They are a unique agency in that they carry the Aegis MK-63 handheld, modular, multi-stimulus device. It contains a bright flashlight with strobe functions, oleoresin capsicum spray, baton, and electronic control weapon. Special Response team members are also authorized to use a bean shotgun and pepper ball gun. When force is used or a firearm is discharged, officer must document the circumstances and notify a supervisor. The supervisor will respond to the scene and conduct an investigation. The final report should be completed before the end of the shift. Medical aid will be provided as soon as practical, if needed.

Officer may use reasonable force when necessary to apprehend the offender or make the arrest. Deadly force is authorized may be used to if there is serious or imminent risk of death or serious physical harm to the officer or another person. Warning shots are prohibited. Deadly force may not be used to prevent escape involving a misdemeanor but may be used for a felony case where imminent risk of death is present.

Use of Force

	2012	2013	2014
Firearm	0	0	1
ECW	1	3	0
Baton	0	0	0
OC	3	4	3
Weaponless	0	0	1
Total Types of Force	4	7	5
Total Use of Force Arrests	4	7	5
Complaints From Incident	0	0	0
Total Custodial Arrests	2732	2870	1315

The majority of the use of force is the deployment of Oleoresin Capsicum (OC). Their use of force is statistically low for the number of arrests that the agency makes. During robbery investigation, detectives attempted to conduct a sting operation on the suspect. When the suspect showed up to a sale of a cell phone, the suspect put a handgun up to the detective's head. The detective rolled out of the vehicle and the suspect fled on foot. When he was encountered another detective, he points his weapon at the officer. The officer returned fire, striking the suspect in the hand. The agency had Cincinnati Police Department conduct the investigation. The officer was exonerated.

Personnel Structure and Personnel Process (Chapters 21-35)
All employees are members of the Ohio Public Employees Retirement System and sworn officer are member of the system's Law Enforcement section. The system also provides a disability and death benefits program. Health insurance is provided to employees, who share the cost through payroll deduction. The agency encourages college attendance and provides tuition reimbursement. Extra duty details must be approved by the Chief.

The Fraternal Order of Police (FOP) represents police officer and sergeants of the agency. Separate three-year agreements are negotiated between the Board of Trustees and the FOP. The Trustee President indicated that they have a good working relationship with the FOP.

Grievances
The FOP agreements provide a clear, step by step process for filing a grievance for a breach, misinterpretation or misapplication of any provision of the agreements.

Formal Grievances

Grievances	2012	2013	2014
Number	0	2	0

Two grievances were filed in 2013. Both followed the approved process. Both grievances involved officers who were trying to clean up their personnel files. In the first case, the officer had received a written reprimand for a policy violation. She was leaving the employment of the agency and thought it might look better if it was removed. The second officer had also received a written reprimand for a policy violation in the 1980s. He was running for an elected office and wanted to have it removed. The Township Administrator agreed with both officers and the reprimands were removed. The Chief did not contest the removals.

Disciplinary

Agency employees are held accountable for knowing and following polices, rules, and regulations. Supervisors conduct daily line inspections during briefings for appearance and cleanliness of weapons. The agency prohibits harassment including sexual harassment. Any supervisor may take a complaint of harassment. The disciplinary procedures includes training as a function of discipline to reinforce proper methods, conduct and actions. Supervisors may utilize coaching and counseling for minor policy violations. Reprimands, suspensions, reduction in pay and rank and terminations are reserved for more serious violations. Employees covered by the collective bargaining agreements may appeal following guidelines in those documents. All other employees may follow the Township's appeal process.

Personnel Actions

	2012	2013	2014
Suspension	1	0	1
Demotion	1	0	0
Resign In Lieu of Termination	0	1	1
Termination	0	0	0
Other	0	0	0
Total	2	1	2
Commendations	14	13	7

The use of formal discipline is not taken lightly. The two actions from 2012 stemmed from a supervisor that continued to violate policy after coaching and counseling. The 2013 incident was a probationary officer who resigned when he was not meeting departmental expectations. The 2014 incident was an officer who violated policy. In each of these circumstance and investigation was conducted and the Chief determined the outcomes.

Recruitment and Selection

The agency is underrepresented in minorities when compared to its available workforce. Hiring minorities is a priority for the agency but not at the cost of lowering standards. Instead, they are trying to be innovative in their recruitment efforts. They

send information to each basic academy, local colleges, and local civic groups. Additionally, all officers are tasked with recruitment. They are to discuss recruiting at all civic meetings, school meetings, and any time they can find someone to listen. Furthermore, the agency implements the scholarship program specifically for a minority officer candidate. The first scholarship recipient will begin the academy in September. The agency took a hard look at the recruitment process and identified several steps along the way where for unknown reasons, minority applicants dropped out of the process. They have recently implemented a mentoring program for minority applicants. Each minority candidate is assigned a mentor to help them navigate the selection process. The agency believes this will lead to more successful candidates during the next hiring cycle.

Sworn Officer Selection Activity in the Past Three Years (2012-2014)

Race/Sex	Applications Received	Applicants Hired	Percent Hired
Caucasian/Male	458	16	3.49
Caucasian/Female	21	1	4.76
African-American/Male	12	0	0
African-American/Female	2	0	0
Hispanic/Male	0	0	0
Hispanic/Female	0	0	0
Other	1	1	0
Total	492	18	3.66

Training

Candidates for sworn positions must pass a basic academy recognized by the Ohio Peace Officer Training Council. There are several that serve this agency. Field training is a minimum of twelve weeks with three different field training officers. Training officers are selected based upon their job performance and knowledge, driving record, personnel file review, oral and written communication. Recruits are evaluated daily, bi-weekly, and end of training.

The agency conducts remedial training as necessary to correct identified deficiencies. Specifically, if an officer fails to qualify, they are removed from duty until they can receive remedial training prior to any chance to re-qualify. Thirty-two hours of annual retraining is conducted on topics like legal updates, agency policy changes, use of force, pursuits. This exceeds the state mandate of eight hours. During a briefing, assessors observed a review of the pursuit policy.

Upon promotion to a supervisor, additional training is received. Sergeants attend a 24 hour first line supervisor class and field training program. Lieutenants attend the

Certified law Enforcement Executive Training (CLEE) sponsored by the Ohio Association of Chiefs of Police.

Promotions

The Chief of Police administers the promotional process. Minimum qualifications are outlined in position descriptions and announcements are posted. The Chief may appoint from the top three candidates. Recently promoted supervisors are subject to a one year probation period.

Sworn Officer Promotions

PROMOTIONS – 2012-2014			
	2012	2013	2014
GENDER / RACE TESTED			
Caucasian/Male	0	0	6
Caucasian/Female	0	0	1
African-American/Male	0	0	0
African-American/Female	0	0	0
Hispanic/Male	0	0	0
Hispanic/Female	0	0	0
GENDER/ RACE ELIGIBLE			
Caucasian/Male	0	0	6
Caucasian/Female	0	0	1
African-American/Male	0	0	0
African-American/Female	0	0	0
Hispanic/Male	0	0	0
Hispanic/Female	0	0	0
GENDER/ RACE PROMOTED			
Caucasian/Male	0	0	3
Caucasian/Female	0	0	0
African-American/Male	0	0	0
African-American/Female	0	0	0
Hispanic/Male	0	0	0
Hispanic/Female	0	0	0

The three promotions occurred when the previous Chief was promoted to Director of Public Safety over Police and Fire. The current Chief was promoted from the rank of Lieutenant which created two other openings. He promoted a Lieutenant and Sergeant in March 2014.

Law Enforcement Operations and Operations Support (Chapters 41-61)
During this accreditation cycle the agency has undergone a significant shift in the manner in which patrol coverage is accomplished. Previously, the patrol function was shared between the Colerain Police Department and the Hamilton County Sheriff's Office. During this cycle, the Colerain Police Department assumed all primary patrol responsibilities. The agency accomplishes this function through two twelve hour shifts emanating from four patrol squads. Day watch and evening watch have two distinct starting times, (8AM & 8PM) One car is designated as an early car and begins their tour of duty one hour prior to the rest of the squad so as to ensure coverage throughout the actual shift change. Coverage levels were determined through a comprehensive work load assessment. Patrol officers encountered by the assessment team through roll call attendance and ride-along gave a good representation of their agency and displayed both a professionalism and obvious interest in serving the community of Colerain. Assessor Connelly had the opportunity to accompany Police Officer Ken Bertz on patrol and was very impressed regarding Officers Bertz enthusiasm as well as his knowledge of the CALEA process. Assessors attended a morning roll call conducted by Sgt. Joe Redmond, consisting of officers from both patrol and criminal investigations. In addition to sharing of new developments, roll call training and line inspections were conducted.

The agency responds to the needs of the mentally ill in a considerate manner while being mindful of officer safety. The agency has equipped several officers with Crisis Intervention Training which sensitizes officers to the needs of those suffering mental illness as well as providing officers with resources for follow up with the mentally ill and their families. General mental health training is conducted for all new employees and refresher training is conducted every three years with 2013 being the last refresher training in this cycle. Colerain Police Department is fortunate to have a psychiatric resource/facility available to them through the University of Cincinnati. The Agency offers an outstanding program known as "Children And Resident Encounter." (CARE) This program addresses the potential stresses that a law enforcement contact may cause to those in the community with special needs. Of significant importance is the portion of the program that registers Colerain special need residents and their families. Information specific to the individual is obtained. This information is electronically forwarded to responding police officers should they be dispatched to the home of that special needs child, thus reducing the potential for unintended anxiety.

Media Relations
The Colerain Police Department has an outstanding working relationship with the local print media personnel. Assessors had the opportunity to speak with Jennie Key a reporter with the local "*Northwest Press*" newspaper. Ms. Key indicated that the agency is sensitive to the needs of the media on a daily basis. Representatives of the Colerain media are often consulted and provided the opportunity to meet with agency personnel and offer their input during the development or revising of policies relating to public information.

The Colerain Police Department has instituted a unique position of Chaplain/PIO. The agency's Chaplain, Rev. Jim Love serves as the Public Information Officer. Rev. Love is briefed daily and responds to scenes of significance where he serves in a dual role. He has received various PIO training and is expected to attend an extended training which will certify him as a police PIO. Media contacts advise that Rev. Love is articulate and always approachable.

Traffic Safety

Traffic Safety is a true priority of the Colerain Police Department. The Township has a major highway which is located in Colerain which brings a myriad of challenges to the traffic safety function. In fact, just this past winter, Colerain conducted an investigation of a 101 car "pile up" on the highway during white out conditions. For their efforts, officers involved received formal recognition from the Hamilton County Police Association. Traffic enforcement and safety responsibilities are charged to each member of the patrol division. The agency does have a designated traffic officer who conducts various safety programs and captures and analyzes traffic related statistical reports. The agency employs both vehicular and motorcycle enforcement strategies. The agency has a certified "Accident Reconstructionist" who is available to investigate all serious motor vehicle accidents. Data compiled for accident analysis are detailed as to type, occurrence, location and citations issued. Directives cover traffic enforcement, accident investigation and follow-up procedures in a clear and concise manner. Training is conducted on newly enacted laws, and officers are encouraged to exercise discretion to allow motorist to become familiar with these laws before enforcement by citation. Traffic Officer Patrick Quinn administers a comprehensive safety program which targets the adolescents of the community. Known as "Driving Angels," this program is a one day course which brings together a myriad of resources. Participating in each class is: the father of an adolescent killed in a vehicle accident, trauma nurses, firefighter/paramedics, and police officers. "Driving Angels has proven to be an eye opening experience which has resulted in heightened safety practices among young drivers.

Juvenile Operations

The agency is committed to the development, implementation, and perpetuation of programs directed towards the prevention and control of juvenile delinquency. The School Resource Officers (SRO's) are responsible for maintaining a close liaison with all outside support agencies concerning all juvenile matters, and assisting in the diversion of offenders away from or out of the juvenile justice system. Additionally, department interaction with juveniles is accomplished through the "Student Police Academy." In Colerain, School Resource Officers are permanently assigned to one of two high schools (Colerain & Northwest) serving some 3000 students.

Officers are empowered to deal with juvenile offenders by releasing with no further action, issuance of a summons, or by referral to Juvenile Court Services. Diversion may be sought when charges involve shoplifting, intoxication, or underage possession of an alcoholic beverage, when the charge is a first offense and is a simple misdemeanor. A specific example of diversion is the previously mentioned, "Driving

Angels Program." Should an adolescent receive a traffic citation, that young person may, with parental permission, choose to participate in the class. Upon successful completion, the citation will be voided. In fact, the court in Colerain has lauded this program.

Crime Statistics and Calls for Service

Colerain Commanders indicate that during this accreditation cycle, Colerain severed its previously shared patrol responsibilities with the Hamilton County Sherriff's Office. Before the split, each agency contributed numbers which skewed the overall numbers representing 2012 & 2013. The 2014 numbers will be singularly reflective of Colerain's actual part 1 crimes and thus will reflect the outcomes of the efforts of the Colerain Police Department.

Part I Crimes

Crime	2012	2013	2014
Homicide	3	5	1
Forcible Rape	15	10	9
Robbery	62	63	32
Aggravated Assault	27	39	27
Burglary	238	258	100
Theft	1673	1737	907
Arson	7	9	3
Auto Theft	46	22	35
Total Crimes	**2071**	**2143**	**1114**
Calls for Service	35,174	40,874	32,411

Criminal Investigations

This accreditation cycle has included a significant shift in the manner in which criminal investigations are accomplished. Within the last year, the Criminal Investigations Unit has assumed ALL responsibilities for conducting criminal investigations. Prior that time, these investigations were primarily conducted by the Hamilton County Sheriff's Office. Assessor review reflects that the standards regulating the criminal investigations function are thorough and well proofed. The standards have provided a basis for a nearly seamless transition of investigative responsibility. Reports are filed through the use of PAMET Electronic reporting system. Case management responsibility rests with the Detective Bureau supervisor, Sgt. Scott Owen. Through interview with Sgt. Owen, it was determined that confidential criminal intelligence is maintained by the Detective Bureau and is secured in a locked file within the confines of the Detective Bureau. Information is shared electronically between area police agencies through "Swopintel" and LEEDS-Online. The agency is a part of three distinct task forces within the Hamilton County area. These task forces include the FBI, DEA, and the U.S. Marshals. The agency has assigned officers to each and written agreements are in place. All policy & procedure of the task force support the related standards.

Community Involvement

Home Checks, Security Assessments, Neighborhood Workshops, are services provided to the public for awareness and prevention of crime. The agency is truly proactive in its contacts with the public. Through interview and touring with Lt. Angela Meyer, assessors observed that Colerain hosts a myriad of community oriented programs. Specifically, the agency hosts an annual event entitled, "Children and Resident Encounter Program." (CARE) In this program families with special needs children come to the department to visit and make contact with various support resources. In addition, special needs family members are registered with the police department and unique instructions that may reduce anxieties are provided to officers who may come into contact with the special needs family member. In addition, Colerain Police Department has overhauled a onetime tavern, located in a high crime area, converting it into a "Community Resource Center" where members of the community may come to consult with officers or obtain informational brochures. Most impressive to the assessors is the fact that once each week the agency conducts a "Family Justice Center," within the confines of the Community Resource Center." Victims of domestic violence may visit the center and receive referrals to various advocacy groups and interact with other Hamilton County support agencies that come to Colerain and make themselves available to the residents. The agency also conducts both a Student and an Adult Police Academy to familiarize their residents with police operations. Based on the results of a recent community needs survey, the agency is clearly doing an effective job of educating the community in crime prevention and suppression strategies. The agency also maintains a store front police substation located in the nearby Northgate Mall. The mall substation is often staffed by either police officers or members of the Citizen Police Academy Alumni Association.

Vehicle Pursuits

The pursuit policy of the Colerain Police Department is detailed and gives clear guidelines to officers as to their actions and requirements of all participating members and supervisors during, and subsequent to, a vehicular pursuit. The documentation required of employees who engage in a pursuit is detailed and the requirements for reporting are strict. All proofs in file show compliance with standards governing motor vehicle pursuits including an administrative review of all elements of the pursuit.

There were nine pursuits in 2012, seven in 2013 and four thus far in 2014. This table represents a continuous decrease in pursuits from 2012 thru 2014.

Analysis indicates that all pursuits throughout this accreditation cycle have been policy compliant. The continuous decrease in pursuits from 2012 through 2014 is reflective of officers overall judgment regarding evaluating circumstances as well as when to terminate pursuits when conditions merit. The analysis conducted by the agency on an annual basis reflects a thorough review process which encompasses all factors associated with vehicle pursuit.

Vehicle Pursuits

PURSUITS	2012	2013	2014
Total Pursuits	9	7	4
Terminated by agency	3	3	2
Policy Compliant	9	7	4
Policy Non-compliant	0	0	0
Accidents	3	3	0
Injuries: Officer	0	0	0
: Suspects	0	0	0
: Third Party	0	0	0
Traffic offense	6	2	2
Felony	3	4	2
Misdemeanor	0	1	0

Critical Incidents, Special Operations and Homeland Security

Internal Affairs and Complaints against employees

All complaints either generated by, or coming into the agency, are fully investigated, including those received anonymously. Records of complaints are entered by supervisors and maintained in a secure computer program with strict controls over access to the information. The Internal Affairs function is comprised of department commanders (Lieutenants) who report directly to the Chief of Police in matters of internal investigation. Responsibility falls to the Chief of Police for management and control of the Internal Affairs function.

All procedures to be followed in the registering of complaints are made available to the public through a brochure which is available at the police station, or through accessing a free cell phone app known as MYPD wherein citizens can have immediate access to various department functions. Annual summaries are compiled and well documented detailing all complaints and the results of each investigation. The complaints are forwarded to the Chief of Police for review; however there is clear written designation as to the type of complaint requiring an investigation by a line supervisor or the Internal Affairs function. The Chief of Police is notified of all investigations.

By policy, Internal Affairs investigations must be concluded within thirty days of their initial complaint, unless extensions are authorized. The complainant is kept informed of the investigation with periodic status updates and the employee is also ensured their rights and responsibilities are clearly outlined and adhered to throughout the investigation. Finally, the complainant and the employee is fully informed as to the results of an investigation and a conclusion of fact is drawn for each investigation into employee misconduct.

Complaints and Internal Affairs Investigations

External	2012	2013	2014
Citizen Complaint	6	3	4
Sustained	1	1	1
Not Sustained	1	1	0
Unfounded	0	1	2
Exonerated	4	0	0
Internal	3	6	0
Directed complaint	0	0	0
Sustained	2	6	0
Not Sustained	0	0	0
Unfounded	0	0	0
Exonerated	1	0	0

External complaints brought forward by members of the community have been investigated by the agency, and for the most part, found in favor of the involved employee. The agency sustained one complaint out of six filed in 2012; one of three in 2013, and one of four thus far in 2014. These represented all external complaints filed.

However, eight of the nine complaints generated internally by supervisors of the agency were sustained. None of the internal complaints were entirely unfounded. Indications are, the agency is diligent in reviewing and investigating all external complaints and likewise, is persistent in maintaining a high level of expectation of proper behavior and performance among employees.

Victim Service

The agency has certain responsibilities to victims of crime. The State Code of Ohio, Crime Victim's Rights Act, requires law enforcement to advise a victim of the right to register for victim services by providing a Pamphlet to each victim. Victim Advocacy is accomplished through the office of the Hamilton County Prosecuting Attorney who has received grant funding to providing crime victim advocacy. Online victim notification Networks such as VINELINK afford the victim with up to date victim service and resource information. The agency has a clear policy on Next-of-Kin-Notification. As mentioned in a prior section, the agency conducts a weekly "Family Justice Center" through its Community Resource Center. During the times that the Justice Center is open, victims of crime/domestic violence may consult with various support groups who come together to offer various forms of assistance. In speaking with Det. Dave Hubbard, it was determined that participating groups include, "Legal Aid," "Women helping Women," and members of the victims advocacy program which emanates from the Office of the Hamilton County Prosecuting Attorney.

Critical Incidents & Special Operations

Colerain Police Department has an extensive Emergency Operations Plan both at the department and Township level. After action reports were found in file that reviews large events. The agency is tasked with providing security for the Annual "Taste of Colerain" and fireworks. Although the Incident Command System is well defined and all facets of the Incident Command System have been detailed in the written directives, there have been no incidents throughout this accreditation cycle which would warrant the activation of the comprehensive ICS System. The agency has a mobile Emergency Command vehicle which is well equipped for on scene critical incident support. Inspections for operational readiness regarding critical incidents equipment are conducted on a monthly basis and exceed the quarterly inspections as required by standard. The SWAT team includes officers selected from a consortium of police agencies participating in the Hamilton County Police Association.

Detainee and Court Related Activities; Auxiliary and Technical Services (chapters 70-84)

Communications & Central Police Records

The Central Police Records function has experienced a significant and expanded role throughout this cycle. The unit supervised by Ms. Nancy Spears, has been enhanced from a part time work unit to a nearly full time function of the police department. In addition to the records function, this unit now staffs the front office area where residents are greeted and non-emergency calls for service are received. Although the agency utilizes the services of the Hamilton County Communications Center for emergency dispatch, it became necessary to reduce the costs of communications services. A fee of $18.00 is charged for each call dispatched by The Hamilton County Communications Center. By tasking the records staff with processing the non-emergency calls for service, and advertising the agency's non-emergency phone number, the agency has realized a significant cost savings.

The Hamilton County Communications Center is a state of the art communications facility. The Colerain Police Department has a clear contractual agreement which assures that all accreditation standards will be maintained on behalf of Colerain's continuing efforts to retain accreditation through CALEA. Both Assessors toured the Communications Center and verified that all standards relative to communications are in compliance.

Processing & Temporary Detention

During the last onsite, it was determined by the assessors that the agency did in fact provide this function and therefore should comply. As a result, during this onsite, even though this was a Gold Standard, assessors reviewed each related standard for compliance. The agency did a good job ensuring that all inspections and related

standards were accomplished. Detainees are under direct observation by camera and are never left alone. In fact, detainees are merely brought to the Colerain's Temporary detention area to complete paperwork that must be done prior to being placed in the Hamilton County Jail, operated by the Hamilton County Sheriff's Office.

The Colerain Police Department does not have a holding facility and therefore Chapter 72 is assessed as N/A by Function.

The agency is not charged with any court related security function. This is accomplished through the Office of the Hamilton County Sheriff. As a result, Chapter 73 is assessed as N/A by function.

The Colerain Police Department does not serve Civil Process. As above, this is the function of the Hamilton County Sheriff's Office.

Collection & Preservation of Evidence

The Colerain Police Department is responsible for the processing of crime scenes as well as the collection and preservation of evidence. Through interview with Sgt. Scott Owen, Supervisor of Criminal Investigation, it was learned that each patrol squad has one or two basic crime scene officers assigned. Each of these officers have attended basic crime scene training and are adept at photography, fingerprinting and other general crime scene processes.

For more serious crime scenes, Detective Denny Deaton serves as the agency's advanced crime scene investigator and has been certified as such.

Once evidence is collected, it is introduced into the Colerain Police Department's Property & Evidence Control Unit. If laboratory analysis is required, the agency has contracted with the Hamilton County Coroners Lab or may use at no cost, the crime lab of the Ohio Bureau of Criminal Investigation.

Property and Evidence Control

A clear and new found strength of the Colerain Police Department is its property and evidence control section. Sergeant Jerry Grayson has taken personal pride in assuring that this function is among the most professional bureaus in the department. During this accreditation cycle, the Colerain Police Department assumed the evidence & Property Control Function from the Hamilton County Sheriff's Office. The evidence room is equipped with temporary, secure storage lockers that introduce evidence/property into the unit during times when the custodian is off duty. The evidence room itself is very neat and secure, requiring admittance through electronic entry. Each person who enters the evidence room proper must sign in and sign out. There are two deep levels of security for guns, money and drugs. The agency has a process in place to verify that evidence/property is properly documented. This includes a manual log and filed evidence receipts. Evidence that has no additional evidentiary value is destroyed within

six months of being so designated. Found property is returned to the owner as soon as the rightful owner can be located/determined. Each of the inspections, reports and audits required by standard were found to have been completed and represented in file. In fact, during this accreditation cycle, as a result of assuming the Evidence & property function from the Hamilton County Sheriff, it triggered an extended audit/inventory that was found in file completed in fine fashion. An abbreviated sampling audit by assessor's onsite found all articles selected to be easily tracked and located. This function is truly a new found strength of the agency.

The Colerain Police Department has also assumed the vehicle impound function. The agency has obtained a facility some ½ mile from the police department that is appropriate for the safe keeping of seized motor vehicles and/or larger items of evidence. Assessor Connelly toured the facility and interviewed Lt. Angela Meyer concerning its function. During that tour, it was learned that the facility is spacious with plenty of room for vehicle storage. Vehicles are primarily placed in the impound lot as a result of driving while suspended and/or those being held in fatal accident investigations. The facility is surrounded by a high fence and has an alarm system in place that notifies the agency should intrusion occur. In addition, there are strategically placed cameras that keep the lot under constant surveillance. Located within the impound lot is an enclosed facility which can hold numerous vehicles and/or large items of evidence. This allows those items of significant evidentiary value to be protected from the elements until such time as the investigation is concluded. There are fenced in areas within the enclosed garage that maintains added levels of security. The agency staffs the lot each day and personnel conduct daily inspections and verification of items held in evidence. Clear written directive is in place which identifies procedures for when items are introduced into the impound lot and regarding how items may be released. The facility was found to be well ordered and in compliance with all related evidentiary inspection standards.

H. Applied Discretion Compliance Discussion:

This section provides specific information on standards found to be in compliance after on-site "adjustments" were made. Adjustments may include modifying agency policies and directives, creating documentation, and an alteration of the physical plant.

The agency had no standards in applied discretion.

I. Standards Noncompliance Discussion:

This section does not apply.

J. 20 Percent Standards:

CALEA agencies must be in compliance with at least 80% of applicable other than mandatory (O) standards. The agency is free to choose which standards it will meet based on their unique situation.

The agency was in compliance with 90.6% of applicable other than mandatory (O) standards.

K. Future Performance / Review Issues

This section reports on directives that appear to meet the intent of standards but the directives initial established time line for completion of required activities has not be met ("wet ink"). These requirements are reported to emphasize that these activities must be completed in the appropriate time frame.

This section does not apply.

L. Table: Standards Summary:

	TOTAL
Mandatory (M) Compliance	302
(M) Noncompliance	0
Waiver	0
Other-Than-Mandatory Compliance	77
(O) Noncompliance	0
(O) Elect 20%	8
Not Applicable	96
TOTAL	483

M. Summary:

The assessment team reviewed 53 files during the mail off portion of the assessment. Assessors made contact with a majority of the employees during briefings, ride alongs, public hearings, interviews and just causal contact walking through the building. All employees were very supportive of the accreditation process and were found to be very knowledgeable. Agency files were found to be well constructed. Although they keep their files in the CACE program, their files were electronic documents stored as pdfs and presented through the use of a PowerPoint presentation. No files were returned for additional proofs. No files were found to be in applied discretion which is an improvement from the three during the last assessment. While all agency files were not reviewed during this Gold Standard assessment, the team is confident that the Colerain Police Department is operating in compliance with the spirit and intent of the remaining standards. The agency annual reports were submitted to CALEA on time and this assessment was not problematic.

The Colerain Township Police Department is an excellent example of a professional law enforcement agency. They strive to get better with each day. They are willing to be innovative, flexible, and responsive. They are setting the example in the area. They believe that staying in the process of accreditation aids them in this endeavor because they know they will be reassessed every three years. They are constantly redefining

how they will interact with their diverse populations as indicated by the plethora of programs they offer.

John W. Bruce

John W. Bruce
Team Leader