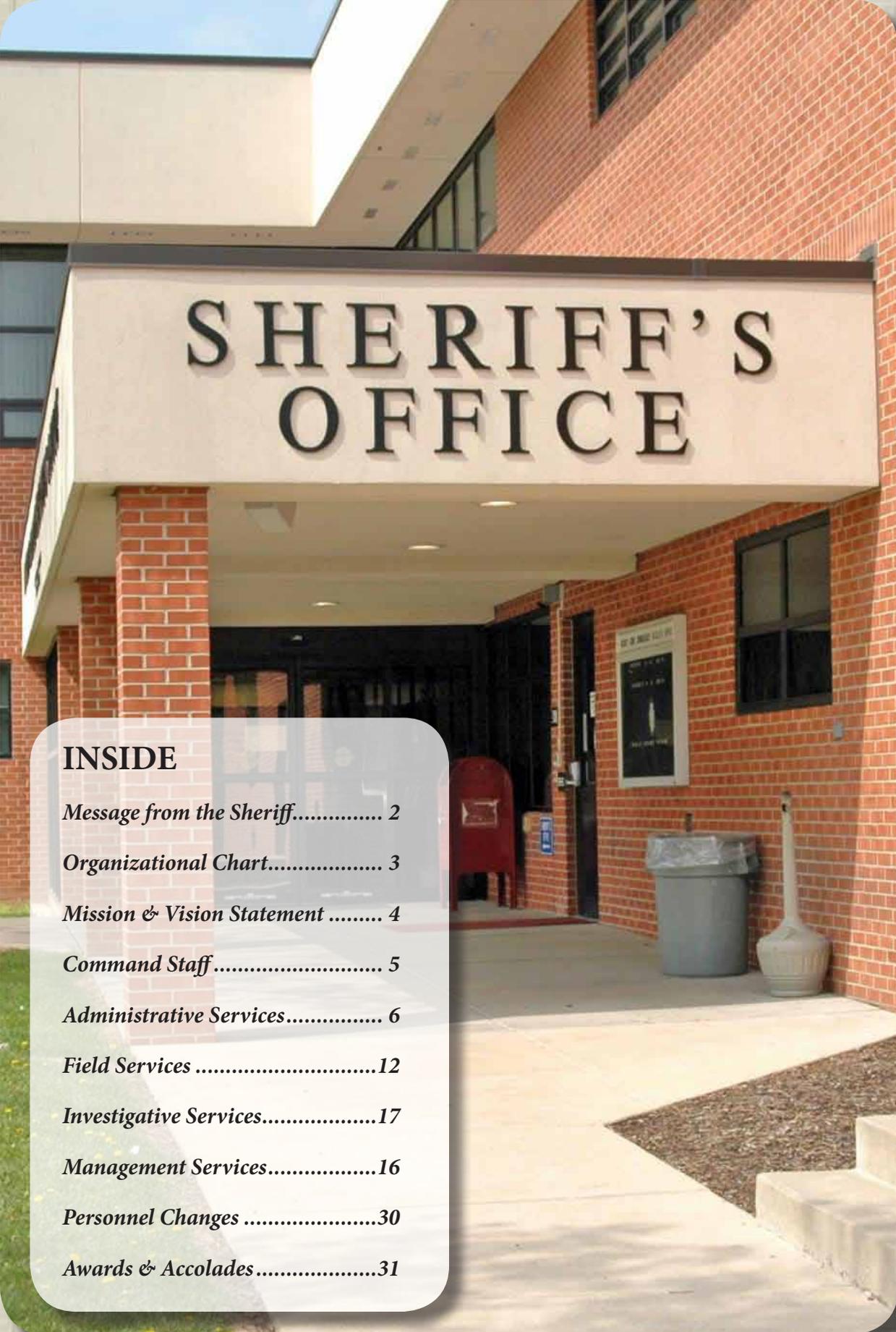


# 2011 Annual Report

Kenneth L. Tregoning, Sheriff



*The Road Ahead*



# SHERIFF'S OFFICE

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## MESSAGE FROM THE SHERIFF

*I am pleased to submit this ninth annual report and proud to announce that the second year of the transition as the primary law enforcement agency for Carroll County is progressing very well. We welcome the expansion of operational responsibilities that enables us to serve the citizens of Carroll County in a greater capacity. We will continue to partner with all law enforcement agencies to improve public safety and the quality of life for everyone. I salute our sworn and civilian personnel in Corrections and Sheriff Services for their dedication and commitment to the law enforcement profession.*

*The Carroll County Sheriff's Office 2011 Annual Report highlights programs and activities throughout this past year and is a resource document. We are committed to a cooperative partnership with all Carroll County Law Enforcement in an endeavor to prevent crime, protect life and property; preserve the peace, enforce laws and ordinances; and safeguard the constitutional guarantees of our citizens. As a CALEA internationally accredited agency we are dedicated servants to all Carroll County citizens, and insist on a level of professionalism commensurate with the expectations of the community.*

*All Sheriff's Office personnel strive to enhance the quality of life through community partnerships that promote a secure environment. The Office fosters public trust by sustaining the highest standards of performance and ethics. Service is provided in a fair and impartial manner while incorporating the highest standards of personal conduct and performance. Employees serve the public while being accountable for the mandates of the office, acknowledging that respect for individual rights and freedoms are essential to serving our country, state and county governments.*

*I am proud of the accomplishments and successes we achieved together in 2011 including, our advancement in promoting interoperability supported by grant funding. Eventually, all law enforcement agencies will be able to store, share and access information in a central record management system. By procuring the necessary technological equipment, officer safety, response to calls and delivery of services will improve significantly. I want to express my personal appreciation to our citizens, the county's elected officials, and the members of the Carroll County Sheriff's Office for their continuing dedication to making Carroll County a great place to live, work, learn and play.*

*Kenneth A. Topping*

# ***CITIZENS OF CARROLL COUNTY***

## **Carroll County Sheriff's Office**

### **Administrative Services Bureau**

**Professional Standards**

**Technical Services**

### **Field Services Bureau**

**Patrol Division**

Patrol Squads 1 thru 4

**Civil Division**

Evictions/Attachments  
Civil/Criminal Process & Police Services

### **Investigative Services Bureau**

**Judicial Services**

Court Security  
Family Services  
Warrant/Fugitive

**Criminal**

Major Crimes  
Special Investigations  
Sex Offender Registry

### **Management Services Bureau**

**Support Services**

In-Service Training  
Training Academy  
Auxiliary Patrol

**Resources Services**

Logistical Services  
Fiscal Management/Grants  
Personnel Services/Recruitment



## ***VISION***

The Carroll County Sheriff's Office is a model Criminal Justice Agency accountable to the Public Trust. We are committed to excellence in delivering comprehensive police services focused on preventing and reducing crime, fear and disorder. We are diligent in securing the integrity of the judicial process. We are proactive, seeking innovative correctional and rehabilitative practices that hold offenders accountable, enabling them to be productive members of society. The application and management of our resources, including the professional development of all employees, is a shared priority. Together with our community and professional partners, we will augment resources, improving the quality of life and promoting the best environment to live, learn and work.

## ***MISSION***

We dedicate ourselves to work in partnership with the citizens of Carroll County toward providing a safe environment and enhancing the quality of life consistent with the values of our community.

To accomplish this, through consistent application of Trust, Fairness and Commitment, members of the Carroll County Sheriff's Office will realize the Office Vision, promoting pride, service and public safety

## ***VALUES***

### **TRUST...**

Carroll County Sheriff's Office members embrace responsibility for fulfilling the commitment to safeguarding constitutional freedoms and the quality of life. The Office will sustain public trust by holding members accountable to the highest standards of honesty, ethics and integrity.

### **FAIRNESS...**

Office members will treat everyone in an unbiased, dignified and respectful manner without regard to human traits, characteristics or status.

### **COMMITMENT...**

Carroll County Sheriff's Office members are committed to partnerships with community, professional and government associates promoting the quality of life.



## ***Command Staff***

The Carroll County Sheriff's Office Command Staff from left: Sheriff Ken Tregoning; Bureau Chief Dani Schubert, Management Services; Captain Clarence Lust, Assistant Bureau Chief of Investigative Services; Major Nick Plazio, Bureau Chief of Investigative Services; Major Tom Long, Bureau Chief of Field Services; Ms. Sue Hohman, Administrative Secretary to the Sheriff; Captain Vince Maas, Assistant Bureau Chief of Field Services; Major Phil Kasten, Bureau Chief of Administrative Services.

## **Law Enforcement Transition Progress Report**

On July 1, 2011 at 0001 hours, the Carroll County Sheriff's Office assumed full authority as the County's primary law enforcement agency. During the process to establish our transitional agreements with Carroll County Government and the Maryland State Police, several models were utilized to project resource operational allocations and procedural changes to facilitate a smooth transition.

Inasmuch, the following information illustrates the operational increases for police calls for service since the beginning of the transition. On average, our daily number of calls for service has increased from approximately 12 to 50. Usually, 12 to 15 daily calls for service require a written report encompassing an extensive follow up investigation. A random sampling of response times indicate that our deputies arrive at the scene in approximately 11 minutes.

The distribution of serious crimes and the ratio of Part 1, or serious crimes reported to the Sheriff's Office is consistent with the ratio of serious crimes reported to the State of Maryland Uniform Crime Reporting Program during the most recent reporting cycle.

### ***Arrests***

Similarly, monthly custodial arrests continue to exceed pre-transitional statistics by approximately 35 percent. While most arrests are related to misdemeanor offenses, deputies respond daily to investigate serious criminal offenses. While the average number of calls for police service remain within the projections foreseen during pre-transition planning, there has been a significant increase in a deputies obligated time for investigations.

With the increase in reported offenses which require investigative follow-up, and during the more serious crimes against persons, we have researched options to insure adequate investigative staffing is available in those rare circumstances, and as a result have entered into an agreement with the Maryland State Police Homicide Unit to cooperatively investigate homicides and attempted homicides until we are fully staffed or near the close of the transition period.

In summation, the commitment of our personnel and professionalism of staff at the Emergency Communications Center and our allied police agencies has been outstanding thus far. Continuing forward in the transition, we are on schedule to complete the full transition in 2013.

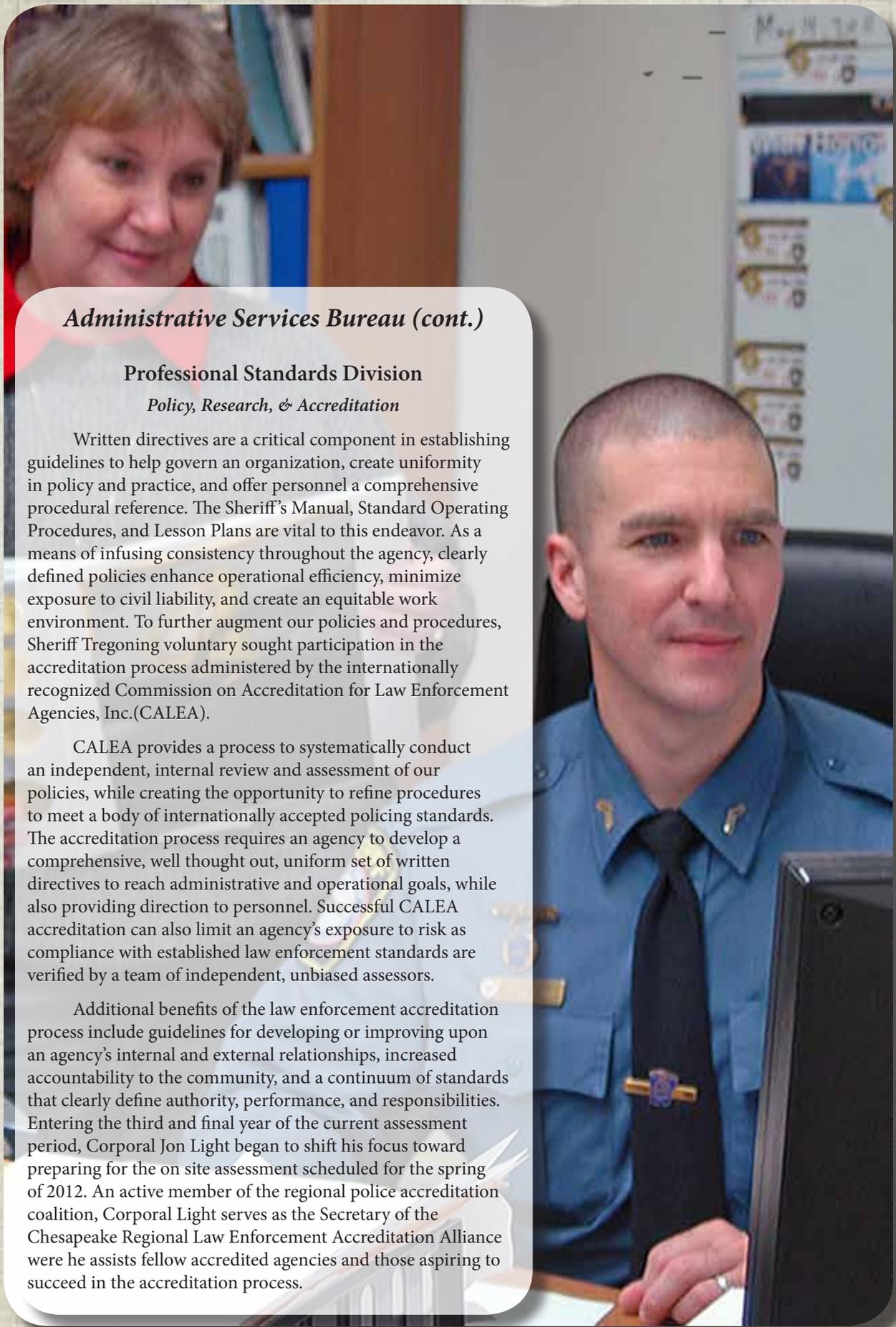


### ***Administrative Services Bureau***

The Administrative Services Bureau is responsible for monitoring the overall progress of the agency mission and directives while insuring the Sheriff's Office vision, mission and values are communicated in a clear and concise manner. Inasmuch, the Administrative Services Chief serves as the primary Public Information Officer, and Internal Affairs Commander.

Together, the Administrative Services team develops policy, procedures and practices that align with modern, professional standards. Administrative investigations are performed to screen prospective applicants, identify misconduct and improve performance. Staff is also responsible for oversight of agency Automated Information Systems including hardware and software, cellular telephones, desktop and in-car computers, and the agency website. Bureau personnel are instrumental in the research and implementation of major agency initiatives, including planning and monitoring of the local policing transition, continued development of the countywide law enforcement Records Management System and management of the Law Enforcement Accreditation process.

The Administrative Services Bureau is commanded by Major Phil Kasten and comprised of the Professional Standards (Brian Horton and Cpl. Jon Light) and Information Services Divisions (Mrs. Linda Lyons).



## ***Administrative Services Bureau (cont.)***

### **Professional Standards Division**

#### ***Policy, Research, & Accreditation***

Written directives are a critical component in establishing guidelines to help govern an organization, create uniformity in policy and practice, and offer personnel a comprehensive procedural reference. The Sheriff's Manual, Standard Operating Procedures, and Lesson Plans are vital to this endeavor. As a means of infusing consistency throughout the agency, clearly defined policies enhance operational efficiency, minimize exposure to civil liability, and create an equitable work environment. To further augment our policies and procedures, Sheriff Tregoning voluntarily sought participation in the accreditation process administered by the internationally recognized Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA).

CALEA provides a process to systematically conduct an independent, internal review and assessment of our policies, while creating the opportunity to refine procedures to meet a body of internationally accepted policing standards. The accreditation process requires an agency to develop a comprehensive, well thought out, uniform set of written directives to reach administrative and operational goals, while also providing direction to personnel. Successful CALEA accreditation can also limit an agency's exposure to risk as compliance with established law enforcement standards are verified by a team of independent, unbiased assessors.

Additional benefits of the law enforcement accreditation process include guidelines for developing or improving upon an agency's internal and external relationships, increased accountability to the community, and a continuum of standards that clearly define authority, performance, and responsibilities. Entering the third and final year of the current assessment period, Corporal Jon Light began to shift his focus toward preparing for the on site assessment scheduled for the spring of 2012. An active member of the regional police accreditation coalition, Corporal Light serves as the Secretary of the Chesapeake Regional Law Enforcement Accreditation Alliance where he assists fellow accredited agencies and those aspiring to succeed in the accreditation process.



**Professional Standards Division (cont.)**  
*Administrative Investigations: Screening for Quality*

While the establishment of sound policy and professional standards are essential, qualified personnel are the foundation on which we build the organization. Applicants for a position with the Carroll County Sheriff’s Office undergo a comprehensive pre-employment screening process, which includes an extensive background investigation and a lengthy polygraph examination. The process is structured to identify Applicants who demonstrate a genuine desire to serve the citizens of Carroll County governed by the principle tenets of trust, fairness, and commitment.

The Maryland Police & Correctional Training Commission (MPCTC) establishes minimum standards for every law enforcement applicant seeking employment within the state. The background investigation includes verification of identity, confirmation of education, employment, military service, driving and credit histories, and a criminal record check via federal and state fingerprint submissions. Exhaustive interviews are also conducted with family members, present and past friends, employers, coworkers, school administrators, neighbors, property owners, and local law enforcement to screen for participation in illegal acts.

Mandated by the MPCTC and in conformance with American Polygraph Association standards, a polygraph examination covers a broad spectrum of categories and assists in further screening aspiring law enforcement officers. The background inquiry coupled with the polygraph examination allows the agency to recruit only the most qualified candidates.

In addition to pre-employment processing, the polygraph has been successfully used in criminal cases to supplement the investigative efforts of personnel both within the Carroll County Sheriff’s Office and to assist allied agencies. The examinations streamline investigations by narrowing the number of viable suspects and confirming the veracity of information supplied to investigators.

<b>2011 Polygraph Examinations &amp; Background Investigations</b>				
Applicant Polygraphs Administered	Criminal Polygraphs Administered	Deputy Backgrounds Completed	Court Security Officer Backgrounds	*Other* Backgrounds Completed
30	2	32	2	12
** Other Category Includes: Auxiliary Patrol Officer (5), ECC Dispatcher (5), and Police Services Assistant (2).				



**Professional Standards Division (cont.)**  
*Community Input: Providing Quality Service*

Once quality Applicants are hired, input from our citizenry is actively solicited as a means of gauging the quality of service being provided. Residents are encouraged to commend deputies for exceptional performance and question actions that are deemed inappropriate. Where contravention of policy is alleged, a fair and impartial internal investigation is conducted to determine the validity of the accusation. Those accused of violating agency guidelines may receive preemptive training, counseling or discipline as a means of averting future difficulties.

While direct communication with supervisory personnel is the preferred means of contact, citizens can convey compliments and complaints to the Carroll County Sheriff’s Office in a number of ways:

- Forward written correspondence via letter addressed to the Sheriff
- Contact any on duty supervisor via telephone
- In person at the Carroll County Sheriff’s Office
- Complete a “Citizen Complaint Form” via the Sheriff’s Office website. After completion, the form can be submitted in person, by fax, postal service, or electronic email.

Public feedback is invaluable, as complaints identify personnel in need of enhanced supervisory direction, needed policy enhancements or training topics. Complaints involving members of the Sheriff’s Office are investigated in accordance with the Law Enforcement Officers Bill of Rights and strict internal policy. Infractions requiring internal investigations are conducted fairly and impartially and can become catalyst for positive change within the organization. The below table reflects complaints received and the subsequent investigative outcomes for the 2011 calendar year.

<i>RULES</i>	<i>SUSTAINED</i>	<i>NOT SUSTAINED</i>	<i>UNFOUNDED</i>	<i>OPEN</i>	<i>TOTAL</i>
1. Conformance to Rule/Law	2	1	1	1	5
5. Unbecoming Conduct	1	2			3
8. Neglect	2	1	1		4
22. Courtesy		2			2
27. Agency Equipment	7				7
33. Report Complete/Submitted		2		1	3
Other Complaints	1	1	2		4
<b>TOTAL</b>	<b>13</b>	<b>9</b>	<b>4</b>	<b>2</b>	<b>28</b>

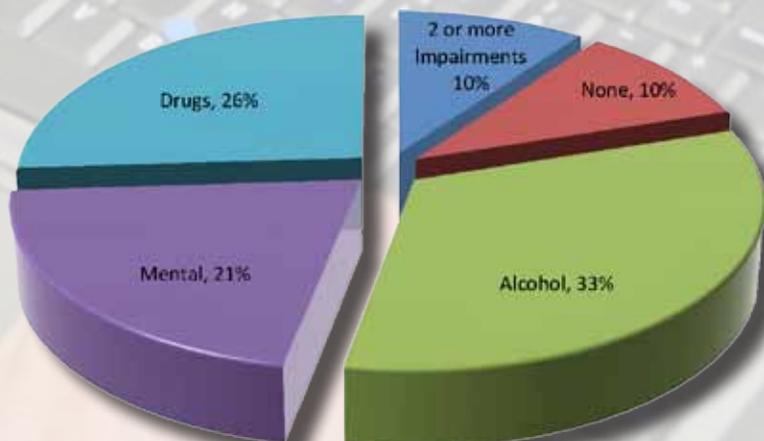
### *Community Input: Providing Quality Service (cont.)*

In addition to investigating supervisor and public complaints, the Sheriff's Office reviews each pursuit and use of force by agency personnel. For the second year in a row, there were ten (10) reported incidents where agency personnel engaged in a vehicle pursuit during 2011 in the performance of their duties. All but three (3) were terminated by the violator's surrender or abandonment of the vehicle. One (1) ended when a deputy successfully deployed a forcible stopping technique, one (1) terminated after the driver collided with a curb, and the third violator escaped when the deputy's vehicle became disabled after striking an embankment. There were no patterns or complaints of wrongdoing. Two of the pursuits resulted in damage to agency vehicles, prompting an update of agency procedures related to vehicle pursuits to provide personnel with additional guidance.

During 2011 there were twenty-five (25) reported incidents where on-duty personnel used force in the performance of official duties. While this represents a sixty-six (66) percent increase over the previous year when deputies used force just fifteen (15) times, the increase is consistent with a similar increase in overall police workload as a result of the Sheriff's Office July 1, 2011 designation as the County's primary law enforcement agency and the addition of fourteen (14) new deputies. Consequently policing activities, both citizen and deputy initiated doubled from 11,543 during 2010 to 23,152 during the same time period of 2011. Each application of force by on-duty personnel was reviewed at the supervisory and management level and found to be in conformance with departmental policy.

An assessment of the subject's actions, demeanor and physical/emotional condition immediately prior to each use of force reveals one significant commonality. For the second year in a row, follow-up investigation has shown that ninety (90) percent of the subjects restrained by deputies using elevated levels of physical force possessed a mental illness or impairment, or were under the influence of alcoholic beverages, illicit drugs, or influenced by a combination of two or more of these factors at the time of arrest. Although these arrests represent just nine percent of the (270) arrests for driving impaired or under the influence of alcohol/drugs made by deputies this past year – the latter requiring no force during arrest. Just four (4) of the twenty-five persons restrained by physical force during 2011 possessed an unaltered judgmental ability at the time of the incident.

### **Suspect Factors during Use of Force**





# Field Services Bureau



## *Field Services Bureau*

The Field Services Bureau is the primary workforce of the Carroll County Sheriff's Office. It is commanded by Major Thomas H. Long, with the Assistance of Captain Vincent L. Maas, and Ms Roxann Yeager (Administrative Assistant). Together, they ensure that exemplary service is provided to the citizens of Carroll County and that the demands of a full service police agency are met on a daily basis. Major Long and Captain Maas's combined tours of duty serving in the Maryland State Police Command, criminal investigations, and internal affairs is complimented by the Executive Secretary Status enjoyed by Ms Yeager.

During 2011, the bureau increased by twelve (12) more uniformed road deputies, bringing the current total to fifty-seven. This increase in approved resources verifies the strong commitment made by Sheriff Tregoning and the Carroll County Commissioners to properly meet the ever changing needs of the county law enforcement initiative.

Since the beginning of the law enforcement transition regarding primary law enforcement duties being transferred from the Maryland State Police to the Carroll County Sheriff's Office, the Sheriff has focused on streamlining police resources to reduce expenses. Once the transition is completed in the summer of 2013, forty five (45) Maryland State Troopers will be replaced by only forty two (42) Carroll County Sheriff's Deputies. At this juncture, the overall plan of action has been very successful.



## ***Field Services Bureau (cont.)***

### **Patrol Division**

Whenever a citizen calls 911 for police assistance, chances are that any incident requiring police response on or near a county roadway will be handled by a sworn, uniformed deputy assigned to the patrol division. It is the largest and most visible complement within the Sheriff's Office responsible for emergency and routine calls for service. Currently, the Bureau consists of 4 patrol squads, each supervised by an officer in charge, holding the rank of Lieutenant. He/she is assisted in those duties by the patrol sergeant, and together they form the basis of leadership, experience, and tutorage demanded by these positions of trust.

To enhance the delivery of law enforcement servicers, the Field Services Bureau has several specialized units designed to meet the demands of a full service law enforcement agency. These include:

#### ***Community Deputy Program***

Through a contract with the town of New Windsor, a deputy is assigned to provide basic police coverage to this specific jurisdiction. Corporal Mark Tausen has served in that capacity as the resident deputy of New Windsor for over 8 years, and is fully supported in his duties by the town management. He routinely answers all calls for service, orchestrates the National Night Out Program that is well received by residents, and settles many a dispute before the situation escalates.

#### ***Special Enforcement Team:***

In order to better utilize current resources, the Field Services Bureau increased the number of S.E.T. Team members to four 2011. Previously only 2 deputies were available to handle the numerous speed complaints, or special details requiring their services, and the number was insufficient to keep pace with demands of the public. Original Set Team members were Corporal's Brant Webb and Conrad Dill. They welcome the addition of Corporals Mario DeVivio and Brittney Powell to their ranks.



## Patrol Division (cont.)

### *License Plate Recognition Program*

Through monies received from the Federal Urban Area Security Initiative (UASI), the Sheriff's Office was able to acquire a second License Plate Recognition System in 2011. This device instantly detects wanted, stolen, expired, suspended, and suspicious registration plates that have been entered into the system by law enforcement or the motor vehicle administration. The additional unit has permitted the scanning of over 50,000 more vehicles than the previous year and has netted 50 suspended license arrests, 56 tag violations, and one arrest by warrant that would have gone undetected.

### *K-9 Program*

The Carroll County Sheriff's Office K-9 Program is proud to announce another graduate of the prestigious Pennsylvania Castle K-9 School for Patrol Dogs. On June 17, 2011, Deputy First Class Matthew S. Wilson graduated with his trusted partner K-9 Buhl. They have been a welcomed addition to the force and great things are expected from them in the future. Other members of the K-9 Team are Corporal Douglas Carr and Deputy First Class Kathleen Yox.

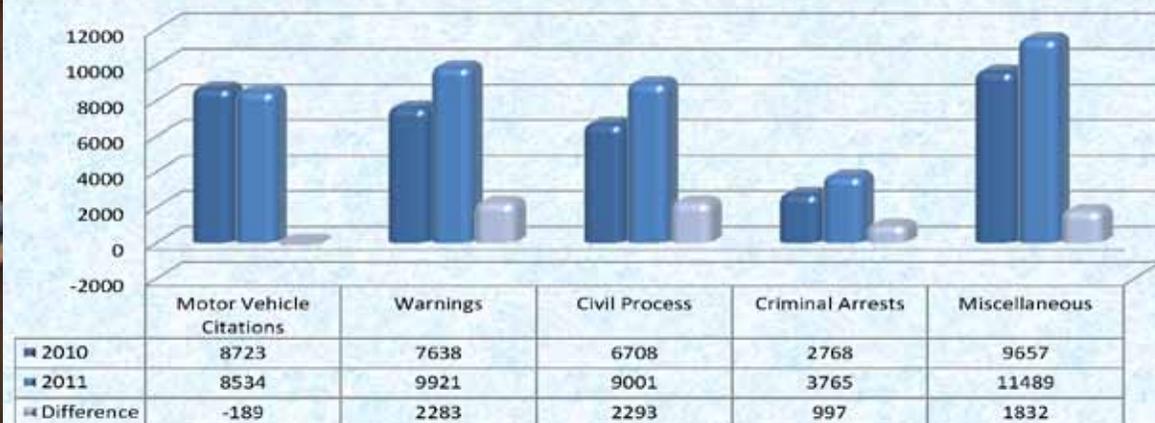
### *Critical Response Team*

This highly trained and experienced team of professionals responds to emergency calls for service involving the need for special weapons and tactical equipment (SWAT) or hostage negotiations. Routinely, they assist covert drug investigators during controlled entry into a residence in the process of executing a search warrant. They truly go where others fear to tread, without thought of praise or additional compensation. Sheer dedication to duty drives this elite team and their services are truly appreciated by all County Law Enforcement Leaders.

During 2011, the Field Services Bureau responded to numerous requests for special appearances. This is the first year that the CCSO was chosen as the primary law enforcement handler for security and traffic direction relative to the Carroll County Wine Festival and Fourth of July Celebration. Prior to this year, the Maryland State Police handled all such assignments, and we are pleased to announce that both events were completed without any complications.



## Enforcement Activity Summary



## Patrol Division (cont.)

### Special Events handled in 2011

- Jan. 11th — Speak to Catherine's Cause Victim Impact Meeting @ Johansson's,
- Jan. 14th — Carroll Community College Grant writing Forum
- Jan. 20th — Brownie troop talk @ Winfield Elementary School
- March 13th — St Patrick's Day Duathon in Hampstead
- March 19th — Celtic Canter in Westminster, assist MSP & WPD
- April 7th — Honor Guard & display at McDaniel College Special Olympics
- April 8th thru 13th — Carnival at Carrolltowne Center
- April 10th — MS Walk at Farm Museum money guard: Honor Guard West VFW - Nat'l Crime Victims' Rights Week
- April 14th — Airport meeting with probable demonstrators
- April 17th — Ag Center Tractor Pull
- April 27th — Honor Guard, Special Olympics @ Westminster High School: Special Olympics traffic detail
- April 28th — Carroll County Teachers Association budget demo @ County Office Building
- April 30th — Winfield Youth Softball Parade @ South Carroll High School SCHS: Manchester Baseball Parade
- April 13th & 14th — American Cancer Society Relay for Life
- April 17th — Carroll Community College Budget hearings/Airport expansion
- May 19th — Big Truck Night - Career & Tech Center
- May 20th — Prom Promise at Manchester Valley High School: Fallen Heroes Memorial @ MPCTC
- May 21st — Hampstead Days
- May 28th — Shane Evans Car Show @ Carrolltowne Mall
- May 29th — Eagle Scout awards ceremony in Winfield
- May 30th to June 4th — St John's Carnival
- June 1st — Union Bridge VFD Parade
- June 4th — Celebree Learning Center 5K: Kingsdale Antique Engine and Tractor Club Parade
- June 8th — New Windsor VFD Parade
- June 12 — FSK High School 5K Run: Street Cars of Desire Car Show @ Taneytown Park
- June 18th — Manchester Valley 5K
- June 19th — Win-The-Fight Triathlon @ South Carroll Swim Club
- June 25th — River Valley Ranch Fireworks
- July 4th — Farm Museum Fireworks
- July 12th — Winfield VFD Parade
- July 15 — Winfield VFD Fireworks
- August 6th — Union Mills Corn Roast
- August 13th — River Valley Ranch 5K & 10K
- August 20th — Hampstead VFD Carnival Parade
- August 31st — Manchester Valley HS Stampede Run
- September 17th & 18th — Maryland Wine Festival @ Farm Museum
- September 25th — Bachman Valley Half Marathon: M/C Ride for Kids - Pediatric Brain Tumor Foundation
- October 1st — Westminster Band Boosters @ Westminster High School: Fall Harvest Days @ Farm Museum
- October 2nd — Fall Harvest Days @ Farm Museum
- October 14th — Liberty High School Parade
- October 18th — Sandymount Elementary School
- October 22nd — St George's Episcopal Church 5K at Cape Horn Park
- October 26th — Jail n Bail for Muscular Dystrophy Foundation
- October 27th — Cub Pack 395 at Sandymount United Methodist Church
- October 28th — South Carroll High School Homecoming Parade
- November 2nd — Cub Pack at Mormon Church
- November 4th — North Carroll High School Homecoming Parade
- November 13th — Winfield VFD Holiday Open House
- November 24th — Thanksgiving Day Turkey Trot by Charm City Run
- December 1st — Catherine's Cause Remembrance Ceremony @ St John's
- December 2nd — Cub Pack 631 @ Westminster United Methodist Church
- December 24th — Traffic Assistance for services at the Lifepoint Church

## Civil Division

### *Evictions / Attachment Unit*

Unfortunately, when residents are unable to pay the rent and have exhausted all other means to satisfy their landlord, the eviction officer of the Sheriff's Office receives orders from the Court to assist in evicting the delinquent offender. Though this is one of the more unsavory responsibilities, it must be performed and completed in a thorough professional manner. Sergeant Fran Reda currently is assigned to carry out this daunting task and so far has kept pace with the increasing workload usually performed by several individuals in neighboring jurisdictions. Due to his exceptional time management skills and knowledge of the law, he performs the work unassisted but this could change if evictions increase in the future.

### *Civil Process*

Constables John Stultz and Steve Zimmerman are charged with carrying out court mandated evictions as well as serving writs and summonses issued by the court. They are responsible for the service of the thousands of summons received by the Sheriff's Office on an annual basis. The Constable Unit is an invaluable tool for keeping deputies on patrol that would normally be charged with this responsibility.

Police Services Assistant Janice Dougherty is responsible for processing all the Civil papers from the Court. Ms. Dougherty came to us in August 2011 as a transfer from the State's Attorneys Office. Along with Civil Process, Ms. Dougherty is also responsible for logging in the Deputy court summons, issuing court identification badges to lawyers and answering the phones at the front desk. She is an asset to the team and we are happy with her performance.





### ***INVESTIGATIVE SERVICES BUREAU***

Major Nicholas A. Plazio, Captain Clarence W. Lust, and Administrative Assistant Ms. Judy McGee are the administrative team responsible for ensuring that all criminal related issues brought to the attention of Sheriff's Office are thoroughly investigated consistent with all statutes, rules, and regulations. Though singular in purpose, the bureau is divided into specialized areas that were reorganized in 2011 to meet the dynamic needs of the Sheriff's Office though the period of transitioning primary County law enforcement responsibility from the Maryland State Police to the Sheriff's Office.

Formerly, the bureau only consisted of those deputies and civilians assigned to the criminal investigation section, fraud/white collar/internet crimes section, drug task force, child advocacy and investigation center, domestic violence section, warrant and fugitive section, D.A.R.E. (drug and alcohol resistance effort) program, child support section, circuit and district court security teams, and the mobile crime lab. However, during 2001, thanks to the support of the Carroll County Commissioners, two more detectives and a mobile crime lab technician were added to the bureau. This freed up one position to assume management of the newly acquired Sex Offender Registry, and the added crime scene technician provided an additional trained professional to assist all county law enforcement in crime scene processing. Additionally, due to the added personnel, one detective can now utilize his crime analysis training to focus on preventing crime before it occurs.

## **INVESTIGATIVE SERVICES BUREAU (cont.)**

### **CRIMINAL DIVISION**

Due to the uniqueness of the overall investigative operation, teams of detectives and support personnel are assigned to various locations throughout the county. Personnel assigned to the Carroll County Drug Task Force work in anonymity for their protection, and that of their friends and family. However, their covert operations are critical to conducting involved drug investigations that are time consuming and demand additional levels of expertise. The remainder of the detectives are assigned as previously captured. All sworn personnel, civilians, and mobile crime lab personnel assigned to the bureau work cohesively to investigate the more time-consuming felony investigations requiring extensive fieldwork. Their pursuits frequently lead them to neighboring counties and states to apprehend the perpetrator(s) and bring them before a court of record for prosecution.

#### ***Criminal Investigations***

The Criminal Investigation Section is supervised by Lieutenant Richard L. Hart, who has a team of seven highly trained detectives assigned strictly to the field of criminal investigation. Lieutenant Hart personally responds to many crime scenes to oversee the investigation or assist as needed. In total, the Sheriff's Office C.I.D. section has in excess of 100 years of law enforcement experience, and they use this combined knowledge to assist road patrol deputies who simply do not have enough time available to devote towards the more complex investigations. In these instances, and many others where the investigation requires additional experience, expertise, specialized training and specialized equipment, the criminal investigators are called. In 2011, the section was comprised of detectives; Lieutenant Richard Hart, Sergeant Jesse Dimura, Sergeant Bradley Brown, Corporal Douglas Epperson, Corporal Carlos Bustos, and Corporal Water Dayton, Corporal Mark Devilbiss, Deputy First Class Fred Timms and Administrative Assistant Gwen Bell.





## **CRIMINAL DIVISION (cont.)**

### ***Child Advocacy and Investigation Center (CCAIC)***

In 2011, Detectives Michael Lare and Michael McMillion assigned to the Child Advocacy and Investigations Center continued their efforts under the management of Walter Akers of the Carroll County States Attorney's Office. Along with the Maryland State Police and the Westminster Police Department employees detailed there, investigate all physical and sexual child abuse occurring in Carroll County. The unit is also primarily responsible for the investigation of all adult sex crimes. Detectives assigned to this specialized unit are hand chosen and must possess special skills unique to the assignment. Many times, the detectives are the first to encounter traumatized victims, and their initial actions determine how well the victims are able to cope with their ordeal. They also must carefully extract details of the attack from the victim without adding to their fragile emotional state, and consequently require additional specialized training on a continual basis.

### ***Computer Crimes and Fraud***

A sub-unit of the criminal investigation section, the computer crimes and fraud unit focuses attention on internet crimes against children, white collar crimes, identity theft, and fraud investigations. Thanks to the efforts of the two detectives specially trained in these matters, many perpetrators were brought to justice. Additionally, in 2011, one of the detectives assigned to the unit was given the task of assuming crime prevention analysis so that the Sheriff can be more fully apprised of evolving crime patterns for better distribution of personnel. Sergeants Jesse Dimura and Corporal Douglas Epperson work closely with the Carroll County States Attorney's Office and allied law enforcement professionals in the field to ferret out these oft-times complicated and sophisticated criminal matters for prosecution.

### ***Drug Task Force***

At the Carroll County Drug Task Force, Sheriff's covert investigators participate in a multi-disciplinary team of County, State, and Municipal police officers responsible for combating illegal possession, transportation, and distribution of narcotics, hallucinogens, barbiturates, amphetamines, cannabis, etc. These specialized groups of dedicated employees work behind the scenes to infiltrate, expose, investigate, and arrest offenders responsible for drug trafficking occurring in Carroll and surrounding counties. They work very closely with all law enforcement entities throughout Maryland to attack any drug issues that might affect Carroll County Residents, as well as the citizenry of Maryland. Though their identities must remain anonymous, their efforts are greatly appreciated by the citizenry of Carroll County, the Board of Carroll County Commissioners, the Carroll County State's Attorney, the Sheriff, all allied police personnel, and Task Force Executive Board Members. During 2011, in addition to numerous other investigations related to drugs, the task force had five major cases that produced arrests of drug dealers, and the seizure of 18 Kilos (39.7 lbs) of marijuana, 376 marijuana plants, 93 grams of cocaine, 7.7 grams of heroin, 93.0 grams of crack cocaine, and forfeited \$48,000 in U.S. Currency.

## CRIMINAL DIVISION (cont.)

### *Sex Offender Registry Program*

In 2011, the Carroll County Sheriff's Office was designated as primary law enforcement agency by the Carroll County Commissioner's regarding all aspects of the Sexual Offender Registry Program. Consequently, two personnel from the Criminal Investigation Section were assigned the responsibility. The program is managed by Sergeant Bradley Brown, with clerical assistance from Ms Gwen Bell. As a team, they ensure that all of the statutory requirements are met regarding the program. Currently, Maryland law requires that all sex offenders, "if they are going to live, work, or attend school in the State, must register with state or local authorities upon their release from incarceration, once a year thereafter, and when they change their place of residence." For Sergeant Brown and Ms Bell, they must also monitor the various classes of sex offenders ranging from those deemed by the courts as a class 4 offender through the most serious offender classified as a sexually violent predator. If a violation of the law is encountered, Sergeant Brown follows up by securing a warrant and arresting the offender expeditiously.



### *Evidence Collection and Processing Unit*

Ms. Jessica Bullock is a multi-talented individual who currently oversees the Sheriff's Office Mobile Crime Lab, evidence and property room, and collection of all medications from the prescription drug disposal program. In 2011, Ms Bullock was joined in her efforts by Ms Brittany Cable, a new crime scene technician, and the acquisition of another fully equipped mobile crime lab. Properly equipped, they address the increasing number of Sheriff's Office cases and mobile crime lab requests from allied police jurisdictions for more timely and professional crime scene processing. In 2010, that represented 172 calls for service and the forensic examination of 39 surveillance videos. In 2011, those numbers changed to 229 and 45 respectively.

This Unit is also accountable for collecting, processing, categorizing, maintaining chains of custody, and final disposal of all evidence and prescription drugs seized by the Sheriff's Office or turned over by citizens. In the Sheriff's Office alone, that accounts for more than 8,574 pieces of evidence, and after over 2000 items no longer needed were destroyed with the approval of the Carroll County States Attorneys Office. Crime Lab technicians also witnessed a significant increase in the number of prescription drugs disposed of through the existing program which rose to 1017 lbs destroyed in 2011, up from the previous year total of 686 lbs.



## JUDICIAL SERVICES DIVISION

### CHILDREN AND FAMILY SERVICES

#### *Domestic Violence*

The Domestic Violence unit is supervised by Sergeant Brian Geiman. He is assisted in his assignment by a dedicated group of police and civilian personnel consisting of Corporal Robert Isenock, Ms. Betsy Saylor, and Ms Jennifer Mills. The Unit exists expressly to address the needs of victims who frequently have nowhere else to turn when they are brutalized. This team of specialists is responsible for interviewing the victims, eliciting facts, providing guidance to secure court orders or arrest warrants, and service of all related judicial documents. With the assistance of a grant from the Governor's Office of Crime Control and Prevention, the Carroll County Sheriff's Office continues to enhance the safety and security of all domestic violence victims. In the upcoming year, grant monies will help to pay for additional assistance on the understaffed weekend hours of operation.

#### *D.A.R.E.*

Corporal Worthy Washington is currently the Sheriff's Deputy responsible for conducting the drug education efforts to students enrolled in Carroll County Schools. He routinely visits schools to convey the message of a drug free environment. Working with parents, school officials, community organizations, and students, Corporal Washington provides lectures, training, and advice to those students or interested parties exposed to drug and alcohol problems in Carroll County. He is a credit to the office, and an asset to this unique educational program. In an effort to work even more closely with the students from the Carroll County Schools, Corporal Washington participates in the well known student development program (Camp KOPS). This outdoor activity program endorsed by the Carroll County Commissioners and held at the Carroll County Farm Museum exposes the children to friendly competition, basic forms of leadership, camaraderie, and just plain fun. It permits students to see the humanistic side of police work and instills a sense of trust.

## JUDICIAL SERVICES DIVISION (cont.)

### COURT SECURITY

#### District & Circuit Courts

The Carroll County Sheriff's Office, by constitutional mandate, is responsible for providing security in the Carroll County Circuit Court Facilities while maintaining custody and supervision of prisoners attending all judicial proceedings. The Sheriff's Office also oversees operation of the court holding facility in the District Court. It is the Sheriff's duty to protect the integrity of court proceedings and ensure the security of judges, jurors and other individuals participating in the judicial process. Sergeant Thomas Hoffa is responsible for overall supervision of the Court Security Teams. Though changes may occur during the year for personnel assigned to the Court Security details, throughout 2011, they were Sergeant Hoffa, Corporals Robert Letmate, Douglas Carr, Michael Bunn, and Court Security Officers Robert Toms, Ronnie Blacksten, John Thomas, William Bair, Jeffrey Myers, Frederick Bohn, Hope Bass, Robert Knectel, Perry Lyons, Oscar Daugherty, and Douglas Kriete. All were specially selected by the Sheriff to provide for the care and custody of prisoners presented to the courts, and the personal security for the judiciary and staff as well as physical security of the Courthouses. All personnel receive specialized training in every aspect of their assignment, to include operations of the prisoner holding facilities, handcuffing procedures, handling prisoners, searches, and court proceedings. In addition, Court Security Officers attend specific related in-service training courses with sworn police personnel.

#### Warrant / Fugitive

This important function of the Sheriff's Office involves the processing and service of warrants and criminal summonses to suspects committing criminal offenses within Carroll County. Sergeant James Fisher supervises this unit, and is assisted in his duties by Corporal Rex Scott. The administrative assistants assigned to the unit are Ms. Deborah Reda and Ms. Carol Amoss, both of whom assist in locating wanted subjects. When an out-of-jurisdiction arrest is evident, the Warrant Unit, works closely with the States Attorney's Office and arranges extradition proceedings. Sergeant Fisher and Corporal Scott are then able to bring the suspect(s) back to Carroll County to face trial.



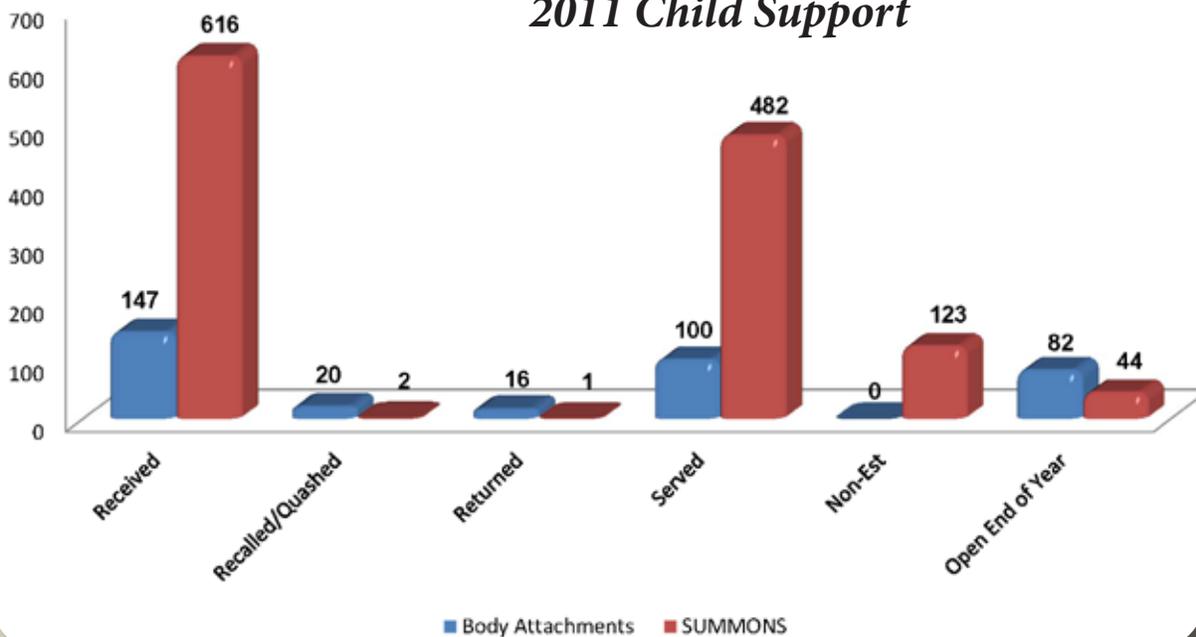
## JUDICIAL SERVICES DIVISION (cont.)

### *Child Support Unit*

Under the supervision of Sergeant James Fisher in 2011, the Child Support Unit worked in cooperation with the Maryland State Bureau of Support Enforcement for the Department of Social Services, the Child Support Division of the States Attorney's Office, and the Master of the Carroll County Circuit Court. This unit is responsible for the execution of all child support arrest warrants and body attachments, serving child support summonses, subpoenas, and administrative actions issued by the Bureau of Support Enforcement. Weekly, the Child Support Unit submits suspect information for Carroll's Most Wanted, which is published in the Carroll County Times, Hanover Merchandizer, and the Mt. Airy Gazette. The unit maintains the Carroll County Child Support Budget and compiles the Annual State of Maryland Cooperative Reimbursement Agreement Grant, as well as detailed monthly and quarterly reports required by the State. The unit is responsible for Circuit Court back payment issues and exchange of monies to the fiscal unit of the Bureau of Support Enforcement. Through ongoing investigative procedures, this unit brings closure to issues involving the innocent children supported in these cases. This is a grant funded position and is currently staffed by Deputy First Class John Ionnone as well as a grant funded part time administrative assistant, Ms. Carol Amoss.



### *2011 Child Support*



## ***MANAGEMENT SERVICES BUREAU***

The Management Services Bureau consists of two Divisions: the Support Services Division that works to provide the best training opportunities possible to all deputies including entry level, in-service and specialty training and the Resource Services Division which encompasses everything from Recruiting, Hiring and Retention, Fiscal responsibility, supplies and equipment, and fleet maintenance.

During 2011, Management Services Bureau continues to direct its focus towards promoting professional development and overall wellness of current employees. Law Enforcement Officers are exposed to death, trauma, and stressful situations on a daily basis, and are expected to adapt to and overcome such difficult working conditions. As a result, MSB decided to concentrate its efforts on cultivating the emotional, physical, and professional health and well being of CCSO Deputies. With the assistance of our Crisis Counselor and our Chaplain, we created a Critical Incident and Stress Management Team, and held an initial training for this team. This team is specially trained to help identify people affected by traumatic situations and direct them to the appropriate helpful resources. This team, in conjunction with the Chaplain program, will be able to serve internal members, as well as residents of the County, that are dealing with the aftermath of traumatic situations. In addition, we are in the process of researching and establishing a wellness program to encourage current employees to stay healthy, through yearly fitness assessments. While this is still in the preliminary stages, the goal is to improve officer safety while simultaneously improving the overall physical health and wellness of each employee.



## Support Services Division

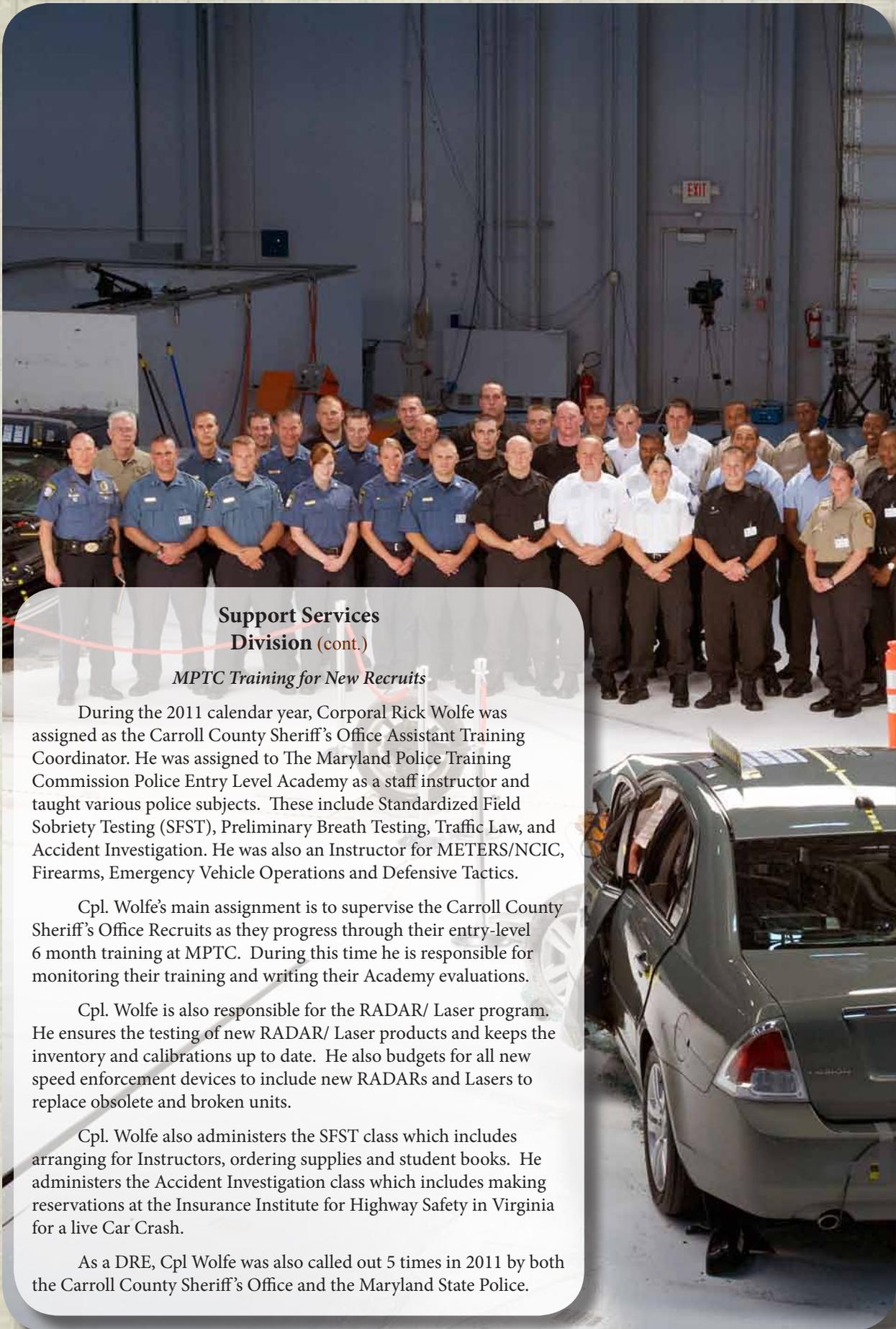
The Support Services Division oversees Sheriff's Services Entrance Level Police Academy Recruits, Annual In-Service Training, Firearms Training, Emergency Vehicle Operator Training, Auxiliary Volunteer Patrol Program, Logistical Services Unit and the Sheriff's Office Specialty Vehicles, which includes the Sheriff's Office Mobile Command Center and All Terrain specialty vehicles. Commanded by Sergeant David Valentine, Support Services is a dynamic division, responsible for the research and implementation of recommendations made by the Sheriff's In-Service Training Committee.

A seasoned police instructor and resource for Maryland Police and Correctional Training Commission certification requirements, Sergeant Valentine coordinates all Sheriff's Office In-Service and specialty training. Additionally, Support Services maintains all Sheriff's Office training records, communicating completion of all In-Service Training requirements to the Maryland Police and Correctional Training Commission through the computerized "Skills Manager Network".

Designated as the Sheriff's Office Auxiliary Volunteer Program Coordinator, Sgt. Valentine drafts special event plans and schedules Auxiliary personnel to provide support for many community and special events. In addition to supervising the Auxiliary Program, Support Services Division conducted monthly volunteer meetings and training. In cooperation with the Sheriff's Office Critical Incident Commander and the Carroll Office of Public Safety Support Services, the Support Services Division represents the Sheriff's Office as a member of the Baltimore Urban Area Workgroup and coordinates Sheriff's Office interest under the Law Enforcement Terrorism Prevention and UASI Mobile Command Center grants.

In 2011, Sheriff's Office sworn and civilian personnel received a total of 18,728 hours of training to include, but not limited to, entrance level police academy, annual in-service, firearms, EVOC, supervisor and other specialized training. Also in July, 2011, the Sheriff's Office had nine new deputies graduate from the Maryland Police Training Commission Police Academy. Training for these new deputies accounts for 11,988 hours of the total 18,728. This averages 70.9 hours of training per personnel and 1,332 hours of training per each new deputy.





## Support Services Division (cont.)

### *MPTC Training for New Recruits*

During the 2011 calendar year, Corporal Rick Wolfe was assigned as the Carroll County Sheriff's Office Assistant Training Coordinator. He was assigned to The Maryland Police Training Commission Police Entry Level Academy as a staff instructor and taught various police subjects. These include Standardized Field Sobriety Testing (SFST), Preliminary Breath Testing, Traffic Law, and Accident Investigation. He was also an Instructor for METERS/NCIC, Firearms, Emergency Vehicle Operations and Defensive Tactics.

Cpl. Wolfe's main assignment is to supervise the Carroll County Sheriff's Office Recruits as they progress through their entry-level 6 month training at MPTC. During this time he is responsible for monitoring their training and writing their Academy evaluations.

Cpl. Wolfe is also responsible for the RADAR/ Laser program. He ensures the testing of new RADAR/ Laser products and keeps the inventory and calibrations up to date. He also budgets for all new speed enforcement devices to include new RADARs and Lasers to replace obsolete and broken units.

Cpl. Wolfe also administers the SFST class which includes arranging for Instructors, ordering supplies and student books. He administers the Accident Investigation class which includes making reservations at the Insurance Institute for Highway Safety in Virginia for a live Car Crash.

As a DRE, Cpl Wolfe was also called out 5 times in 2011 by both the Carroll County Sheriff's Office and the Maryland State Police.



### **Support Services Division (cont.)**

#### *Auxiliary Patrol*

The Auxiliary Patrol program was created in 2006 to assist our deputies and other law enforcement agencies with traffic control at accidents, road closings, business, school and residential checks and to assist with traffic control at special events.

In 2011, Auxiliary Patrol Volunteers welcomed two reinstated members to our program, Victor Kreis and Carl Luksic.

Auxiliary Patrol Volunteers successfully completed in-service training which included Traffic Control, Speed Awareness Trailer deployment, Radio communication, ATV, Ethics, Defensive Tactics, MINS 700, and MINS 100 certification.

The Auxiliary Patrol Volunteers volunteered a total of 2,745.5 hours of service to the Sheriff's Office and the residents of Carroll County in 2011. They handled 50 special event assignments, five emergency activations and fingerprinted over three hundred people.

From January 1, 2006 to December 31, 2011, the Auxiliary Patrol Volunteers dedicated 16,760 hours to the Sheriff's Office and the residents of Carroll County.

Auxiliary Patrol Volunteers received the following service awards in 2011: James Hiler 2,000 hours, Chaplain Pat Geyer 500 hours and Barry Andrews 200 hours.

## Resources Services Division

### *Logistical Services*

During 2011, Logistical Service Assistant Mr. Terry Brown took on significant additional work directly associated with the 14 new positions added for the second year of the transition to the Sheriff's Office as primary county law enforcement.

Mr. Brown spent his 5th year as an employee of the CCSO outfitting 19 new vehicles, equipping 14 new Deputies, installing many consoles associated with the new mobile data terminals being put in all vehicles and ensuring the continued professional appearance of 81 Deputies.

The LSA ensured continued maintenance of equipment and vehicles, certified the suitability of an aging building, and properly equipped a multitude of office machines and supplies. As the agency grows so will the duties of the LSA. Luckily for the CCSO, Mr. Brown always manages to meet and exceed the demands put on him by all 116+ "customers."

### *Fiscal Management / Grants*

The responsibilities of Fiscal Coordinator Mr. Doug Abbott, increased significantly when in July 2011, the Carroll County Sheriff's Office began its transition to primary police force in the county. New grant funding was obtained such as the Sex Offender Monitoring and Compliance grant, increasing the Sheriff's Department's grant funding to nearly \$862,000.

In turn, the volume of civil process also increased to over 5,000 documents processed. Finally, the procurement for additional equipment & supplies has increased proportional to the additional Law Enforcement Equipment & supplies in support of the increased number sworn deputies.



## Resource Services Division (cont.)

### *Personnel Services*

As a result of the decision by the Carroll County Board of Commissioners to make the Carroll County Sheriff's Office the primary Law Enforcement Agency in Carroll County, Personnel Services faced the challenge of staffing this transition. While the transition into taking the primary role didn't officially transpire until July 1, of 2011, the county commissioners approved putting 9 recruits through the academy prior to the July 1 switch in order to alleviate some staffing deficiencies associated with the transition. In January, 9 recruits started the MPCTC Police Academy in Sykesville, commencing their law enforcement career and marking the beginning of this historical transition. These 9 recruits have since successfully completed their entry level academy, and assimilated into road patrol. In addition to the 9 new recruits, 5 Certified Candidates began employment in July at the start of the official transition. Additionally, the addition of a new unit, and movement within the agency, opened the Police Services Position and a Crime Scene Technician position. The Carroll County Sheriff's Office prides itself on hiring and maintaining quality employees who conduct themselves with the highest caliber of professionalism and skills. While the economic downturn has been a heavy burden for our employees and the agency as a whole, the Management Services Bureau has attempted to alleviate that burden by keeping compensation and benefits as a primary concern. We continue to advocate for improved employee compensation with county government and brainstorm ways to help our employees in this area. In addition, several new positions offered an opportunity for several employees to assess their career track and professional development.

The Personnel Division of the Management Services Bureau also participated in numerous community outreach and recruiting events in order to promote the agency. In 2011, our Personnel Services Specialist, Ms. Amanda Dell represented the agency at the following events:

*County Government Outreach, Stevenson University Career and Internship Fair, FSK High School Interviewing Skills Presentation, FSK High School Mock Interviews, BERC Spring Job Fair, National Police Week County Outreach, Fallen Heroes Memorial, Carroll County 4-H and FFA Fair, Eldersburg National Night Out, McDaniel College Law Enforcement Panel Discussion, McDaniel College Career and Internship Fair, Carroll County Career and Tech Center Mock Interviews, Carroll County Public Schools Career Fair, Stevenson University Career and Internship Fair, and the Baltimore City School Outreach.*

Management Services Bureau also facilitates four different recruitment and selection processes for all applicants. Personnel Services coordinates the process for Civilian positions, Courthouse Security Officers, Deputy Sheriff Recruit Candidates, and Certified Applicants. Each process is specifically geared toward the job description and has various levels of qualifications. The largest component of the pre-employment process is the Physical Fitness and Written Exams for recruit candidates. Recruit Candidates are required to successfully complete both tests in order to begin the selection process. Management Services Bureau held a test in the spring of 2011 to screen recruit applicants, in anticipation of vacancies in January. This was our largest turnout to date, with over 300 applicants interested in applying for a law enforcement position and 124 actually showing up to test.

Besides the recruit processing, we had a record number of Certified Candidates apply this year. Over 124 Certified Candidates with diverse backgrounds and levels of experience applied and were considered in 2011. Of the eligible certified candidates, 6 were hired.



## *New Hires*

NAME	CCSO POSITION	DATE OF HIRE	PREVIOUS AGENCY
Wm. Kyle Barget	DS Recruit	1/6/2011	Dental Office
Stephen Corey Hensley	DS Recruit	1/6/2011	USMC / Aramark Vending
Lindsay Smith	DS Recruit	1/6/2011	Home Depot
Kelsey Corter	DS Recruit	1/6/2011	KMart Loss Prevention
Steven Rager	DS Recruit	1/6/2011	Baltimore Co. PD
Brian Moore	DS Recruit	1/6/2011	CCDC
Brian Colussy	DS Recruit	1/6/2011	Computer Operator
Douglas Kriete, Jr.	Court Security Officer	1/20/2011	Construction
Jeremy Becker	Deputy First Class	7/7/2011	Adams Co. Sheriff's Office
Brantley Parks	Deputy First Class	7/7/2011	Baltimore Co. Police
Glenn Day	Deputy First Class	7/7/2011	Montgomery Co. Police
Michael Dutton	Deputy First Class	7/7/2011	Md Transit Authority
Timothy Chrismer	Deputy Sheriff	7/7/2011	PA Certified / Shipley Energy
Janice Dougherty	Police Services Assistant	8/5/2011	State's Attorney Office
Robert Trimper	Deputy First Class	8/17/2011	Baltimore City Police
Brittaney Cable	Crime Scene Technician	8/26/2011	Student / Sales Associate

## *Reclassifications and Reassignments*

NAME	FORMER ASSIGNMENT	NEW ASSIGNMENT
Cpl. Mike McMillion	Drug Task Force - ISB	Patrol - FSB
Jennifer Mills	Police Services Assistant - FSB	Crime Scene Technician - ISB
DFC Sean Buenger	Patrol - FSB	Drug Task Force - ISB
Gwen Bell	Domestic Violence (County) - ISB	Sex Offender Registry - ISB
Betsy Saylor	Domestic Violence (Grant Funded) - ISB	Domestic Violence (County) - ISB
Amanda Dell	Administrative Assistant I - MSB	Personnel Services Specialist - MSB
Linda Lyons	Administrative Assistant II - ASB	Information Services Specialist - ASB
Jennifer Mills	Crime Scene Technician - ISB	Domestic Violence (Grant Funded) - ISB
DFC Fred Timms	Patrol - FSB	Criminal Investigations - ISB
DFC Mark Devilbiss	Patrol - FSB	Criminal Investigations - ISB
Cpl. Gunnar Burdt	CCAIC - ISB	Patrol - FSB
Cpl. Mike McMillion	Patrol - FSB	CCAIC - ISB
Major Nick Plazio	Bureau Chief - ISB	Bureau Chief - FSB
Major Tom Long	Bureau Chief - FSB	Bureau Chief - ISB

## *Separations*

NAME	SEPARATION CONDITION	DATE OF SEPARATION
DFC Brantley Parks	Resignation	8/5/2011
Cpl. Sherri Warner	Resignation	10/11/2011

## *Awards & Accolades*

### **2011 Deputy of the Year Detective Corporal Juan (Carlos) Bustos**

Detective Juan (Carlos) Bustos always exceeds expectations when assigned a mission or task. He has a significant number of cases but always volunteers for additional assignments to relieve internal Investigative and Field Services Bureau operations. Detective Bustos took the initiative to develop and implement the use of a newly acquired Rack2file case management system that allows investigators to download case files in a shared folder that can be accessed by everyone in the unit. In addition to his investigator duties, Detective Bustos is a board member in the selection and hiring process of new deputies. He is an in-service instructor that organizes and teaches CapWin and NCIC classes. Detective Bustos' command of the Spanish language is an important skill that enables him to interact with the Latino community which contributes to solving crime and improving community relationships. Detective Bustos is a dedicated investigator who is committed to his profession that is exemplified by his exceptional work ethic and personal characteristics. Detective Bustos demonstrates and shares his investigative knowledge by mentoring, guiding, and coaching other Office personnel.



### **2011 Civilian of the Year Ms. Roxann Yeager**

Ms. Roxann Yeager constantly finds initiatives to improve the Carroll County Sheriff's Office through procedural recommendations thereby demonstrating exceptional work ethics. She frequently volunteers to work on extra projects that supplement Field Services Bureau operations. Ms. Yeager performs her job responsibilities with a strong sense of commitment and dedication. She is devoted to helping others with a variety of duties and interrupts her work to respond to requests from within and outside the Office. As the Bureau Administrative Assistant she displays unquestionable integrity, and maintains confidentiality and trust in all law enforcement issues. Ms. Yeager exemplifies work qualities and personal characteristics associated with professional performance.



## *Awards & Accolades (cont.)*

### **2011 Volunteer of the Year Auxiliary Patrol Sergeant Wayne Hollenbaugh**

Auxiliary Sergeant Wayne Hollenbaugh's integrity and personal conduct has been above reproach during his tenure with the Carroll County Sheriff's Office. His leadership skills exemplify those qualities he promotes to all Auxiliary Officers. His performance exceeds the call of duty and demonstrates his commitment, dedication and service to the Sheriff's Office and the Auxiliary Program. His professional and personal characteristics foster honesty, commitment and dedication to the mission of the Auxiliary Program. Sgt. Hollenbaugh is a model volunteer who sets the standards for volunteers to emulate.



### **Maryland Sheriff's Association 2011 Deputies of the Year DFC Kathleen Yox, Cpl's. Jason Ehrhart & Brant Webb**



DFC Kathleen Yox and Corporal Jason Ehrhart were presented with the Maryland Sheriff's Association 2011 Deputy of the Year award at the MSA/Chief's of Police conference in Ocean City, MD in September 2011. Unable to attend the conference, Corporal Brant Webb received his later from Major Tom Long and Sheriff Ken Tregoning.

## Awards & Accolades (cont.)



### MSA's Honorable Mention for 2011 Deputy of the Year

Corporal Mark Tausen receives his 2011 Deputy of the Year Honorable Mention certificate from Major Tom Long and Sheriff Ken Tregoning.



### Lieutenant Commander Richard Hart graduates from National Academy

On December 16, Lieutenant Richard Hart, Commander of the Criminal Investigation Division, became the Sheriff's Office second graduate from the FBI's prestigious National Academy for law enforcement leaders located in Quantico, Virginia.

Internationally known for its academic excellence, the National Academy Program consists of ten weeks of advanced investigative, management and fitness schooling for selected police executives having proven records as professionals within their agencies.

### DFC Kathleen Yox honored with Spirit Award



This award is gifted to a female law enforcement professional with five years of service or less who has excelled during her short tenure and embodies the spirit of Tpr. Jessica Cheney. This prestigious award is presented by the Mid-Atlantic Association of Women in Law Enforcement in recognition of the professional achievements and sacrifices of female officers throughout the Mid-Atlantic region.

## *Awards & Accolades (cont.)*

### **Maryland Law Enforcement Challenge Category B**



**Carroll County Sheriff's Office was recognized for its traffic enforcement efforts during the Maryland Law Enforcement Challenge.**



**Corporal Mario DeVivio & DFC Mike Fitzgerald were each recognized for three (3) years of outstanding aggressive and impaired driving enforcement efforts as part of the Law Enforcement Challenge "Smooth Operator Campaign."**

## *Awards & Accolades (cont.)*

SHERIFF'S COMMENDATION	
Corporal Douglas Epperson	Sheriff's Services ISB
Corporal Mike Fitzgerald on	Sheriff's Services FSB
Deputy First Class Steve Rager on	Sheriff's Services FSB
Deputy First Class Robert Trimper	Sheriff's Services FSB
Administrative Secretary Gwen Bell	Sheriff's Services ISB
Private First Class Eric Immler	Westminster City Police Department



Deputy First Class Robert Trimper receives a Sheriff's Commendation for his attention to duty and powers of observation that subsequently led to the capture and arrest of suspects involved in numerous vehicle thefts occurring in neighborhoods in Sykesville.

The arrest resulted in the closure of numerous criminal cases and recovery of stolen property.

SHERIFF'S RECOGNITION	
James Hiler - 2000 hours of service	Auxiliary Patrol
Newin Shaffer - 500 hours of service	Auxiliary Patrol
Chaplain Patricia Geyer - 500 hours of service	Auxiliary Patrol
Barry Andrews - 200 hours of service	Auxiliary Patrol
Charles England	County Roads Department / Fleet
Thomas Battaglia	County Roads Department / Fleet
David Reese	County Roads Department / Fleet
Dennis Strine	Detention Center
Melissa Price	Detention Center
Kimberly Millender	County Attorney's Office
Addie Underwood	Westminster State Police

Sheriff Ken Tregoning presents Fleet Manager from the Carroll County Roads Department with the Sheriff's Recognition for his dedication, commitment and outstanding service to Carroll County and support of the Sheriff's Office. Also awarded from County Roads was Bureau Chief of Fleet Management Dave Reese and Police Fleet Specialist, Tom Battaglia.



## *Awards & Accolades (cont.)*

CERTIFICATE OF APPRECIATION	
David W. Nelson	Emergency Operations Center

SHERIFF'S SALUTE	
Field Services SQUAD 2	Deputy First Class Greg Bonn
	Deputy First Class Mark DeBord
	Corporal Chris McMillen
	Corporal Brant Webb
	DFC Sean Buenger
	Corporal Phil Lawrence
	DFC Vince Pacelli
	DFC Fred Timms
	Corporal Mike Zepp
	Investigative Services CJIS TEAM
Administrative Assistant Roxann Yeager	
Administrative Assistant Carol Amoss	
Administrative Secretary Gwen Bell	
Administrative Secretary Betsy Saylor	
Sergeant Jim Fisher	
Investigative Services Drug Task Force	DFC Sean Buenger
Field Services SQUAD 4	DFC Brandon Holland
	DFC Dustin Boone
	Corporal W. Gunnar Burdt
	Corporal Russ Fritz
	Corporal Jeff Miller
Sykesville Police Department	PFC Shane Stevenson



DFC's Dustin Boone and Brandon Holland from Field Services Squad 3, display their Sheriff's Salute with FSB's Assistant Bureau Chief Captain Vince Maas.

*“The road of life twists and turns and  
no two directions are ever the same.  
Yet our lessons come from the journey,  
not the destination.”*

— Don Williams, Jr.



*A  
Nationally  
Accredited  
Agency*