

# MILFORD POLICE DEPARTMENT



## ANNUAL REPORT 2010



AN INTERNATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

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## INTRODUCTION

This annual report charts a review of 2010 in the Milford Police Department. It is intended to describe the issues related to public safety that have affected the community in 2010. This report serves as a means for the community to learn how the Milford Police Department has served you in 2010. While it is impossible for us to report on every matter that has been addressed by the Police Department in the last year, we will present understandable information to enhance the community's knowledge of how we measure as an organization. At the heart of our report is the goals we set for ourselves and how we accomplished them in 2010.

The City of Milford is a small city situated in Northwest Clermont County and is a link around the I-275 corridor. The city covers approximately four square miles and has a current population of approximately sixty five hundred residents. The Milford Police Department is accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA). The Department was initially accredited in 1989 and was distinguished as the smallest agency in North America to be granted accredited status at that time.



## ORGANIZATIONAL PRINCIPLES

The Milford Police Department was formed to protect and serve the expanding residential and business community of the City of Milford. The Milford Police Department can be characterized as a full service police agency that's committed to excellence and responsive to the community needs. We are a value driven organization that is devoted to our core values and committed to asking ourselves "Am I doing the right thing, at the right time, in the right way, and for the right reason?"

We will seek to understand the community we serve and be responsive to their needs. We are in the business of reassurance, providing a sense of security, and in doing so, maintaining and improving the quality of life for the public in the City of Milford. Improving the quality of life depends upon a long-term strategy for reducing crime and disorder. Because of this, we have included our mission, creed and value statements in our annual report. This is the kind of police service the Milford Police Department intends to be. It is also the desired image we want to continue to portray to our community.

### Mission

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*We, the Milford Police Department, exist to serve all people within our jurisdiction with respect, fairness, and compassion.*

*We are committed to the prevention of crime and the protection of life and property; the preservation of peace, order, and safety, the enforcement of laws and ordinances; and the safeguarding of constitutional guarantees.*

*With community service as our foundation, we are driven by goals to enhance the quality of life, investigating problems as well as incidents, seeking solutions and fostering a sense of security in the community and individuals. We nurture public trust by holding ourselves to the highest standards of performance and ethics.*

*To fulfill its' mission, the Milford Police Department is dedicated to providing a quality work environment and development of its' member's through effective training and leadership.*



Creed

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**I**

*We shall* serve the community to the best of our ability. The community is our customer and our reason for being here.

**II**

*We shall* maintain an outstanding reputation. It may take days, weeks, months, or years to build a sound reputation. However, it only takes seconds to lose it.

**III**

*We shall* always be courteous, polite, and professional when dealing with citizens while performing our duties.

**IV**

*We shall* always attempt to do more than expected when providing our service.

**V**

*We shall* never promise more than we can give. However, we will give all we promise.

**VI**

*We shall* continually strive for more ways to improve ourselves. We will attempt to improve quality and to provide an efficient, effective, safe, and secure environment for all.

## Values

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We, the professional men and women of the Milford Police Department, are committed to serve our community and protect its' citizens. This mission is based on a foundation of *integrity, professionalism, co-operation and commitment.*

We are dedicated to:

### INTEGRITY

*We believe in integrity.* We pledge to maintain the courage to serve without bias, and to adhere to the highest professional ethical standards.

### PROFESSIONALISM

*We believe in professionalism.* We pledge to provide quality, efficient, and courteous service through innovative and dedicated teamwork.

### COOPERATION

*We believe in cooperation.* We pledge to provide assistance and support by working together in a spirit of trust and mutual respect.

### COMMITMENT

*We believe in commitment.* We pledge ourselves to excellence, responsibility, and personal sacrifice.

## HUMAN RESOURCES

The Milford Police Department is authorized by ordinance to have fifteen (15) full time police officers and six (6) part time officers. During 2010, we were staffed by fourteen (14) full time and three (3) part time police officers. There is one full time position that is currently vacant due to budget constraints.

We also have one (1) full time Police Clerk, and one (1) full time Mayor's Court Clerk. The duties of these positions are separated in the following manner:

- (1) Mayor's Court Clerk.
- (1) Police Clerk-Designated Operations and Records.

The following lists the 2010 structure of the Milford Police Department:

Chief of Police	1
Detective	1
Sergeants	4
Full time police officers	8
Part time police officers	3
Full time police clerk	1
Full time court clerk	1

## 2010 DEPARTMENT ROSTER

### POLICE CHIEF

Mark A. Machan, CLEE

### SERGEANTS

Asa Burroughs, CLEE

Jamey Mills, CLEE

Ron Crider, CLEE

Terry Sparks

### POLICE CLERK

Patricia Banks

### COURT CLERK

Kim Sheangshang

### POLICE OFFICERS

Ralph Hodges

Keith Belcher

Paul Lane

Kevin Heller

Bob West

Julie Liming

Russell Kenny

Margaret Bovenzi

### PART TIME POLICE OFFICERS

Adam Yeary

Kristopher Mell

Stephan Bogan

### DETECTIVE

Sean Mahan



# Milford Police Department 2010 Organizational Chart



## 2010 Command Staff

The 2010 command staff consisted of five managers whose backgrounds compile over 100 years of police experience. Each member of the command staff is a graduate of the Police Executive Leadership College (PELC). Four of the command officers are also graduates of the Certified Law Enforcement Executive's Course (CLEE). Both courses are sponsored by the Ohio Association of Chiefs of Police. In addition to supervising police personnel, each manager is responsible for a variety of operational functions.

### In-House Management Team

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**CHIEF MARK A. MACHAN, CLEE**  
**SERGEANT ASA BURROUGHS, CLEE**  
**SERGEANT RON CRIDER, CLEE**  
**SERGEANT JAMEY MILLS, CLEE**  
**SERGEANT TERRY SPARKS**



## ORGANIZATIONAL ACTIVITIES

The Milford Police Department has established a structure to efficiently deliver services and achieve the goals of the agency. As these goals change with the role of police and society, the agency's organization must also change. The organizational responsibilities have been divided into three main divisions:

### Patrol Operations

The Patrol Division is the largest component of the agency and is commanded by four patrol sergeants who supervise their respective shifts. This division provides basic police services twenty-four hours a day, handling routine service calls, conducting preliminary case investigations and complete investigations of crimes of a misdemeanor nature. The following functions are also carried out by patrol officers.

1. Mountain Bike/Segway Patrols: A part time function consisting of specially trained officers who are assigned on an as needed basis to patrol areas by bicycle and/or Segway.
2. Traffic Enforcement and Education: There is a direct relationship between the quality of enforcement and the degree of safety with which citizens use the streets and highways. Enforcement efforts are concentrated against those violations and at the times and places which cause the greatest number of accidents. Conspicuous patrol by officers in marked cars is the primary means of accomplishing the objective of promoting good driving behavior.
3. The Training Section: A group of selected officers who are either certified instructors or field training officers. This section is responsible for conducting basic in-service training covering topics related to officer safety. This section also handles the basic field training that all newly appointed officers must successfully complete.
4. Crime Prevention Section which includes DARE, community policing, and juvenile programs.

### Support Services

The Support Services Division consists of non-sworn personnel responsible for record keeping. The Mayors Court Clerk is responsible for supervising the mayor's court operations, including, security, and maintenance of all computers, software and other automated systems. The Operations Clerk is responsible for department statistics, record keeping and developing and maintaining department policies and procedures in compliance with the Commission on Accreditation for Law Enforcement Agencies (CALEA).

### Criminal Investigations

The Investigations Section is responsible for investigating all unsolved felonies and serious misdemeanors. This section also handles crime scene processing, case management, truth verification exams, criminal intelligence and vice and organized crime.

## 2010 Annual Retraining Summary

During the year members of the Milford Police Department received in-service and advanced training. Some training courses were mandatory for all members of the Department, while other trainings were assignment specific. Many officers received advanced training for career development that is reflected in their training file but not in this retraining summary.

Ohio Revised Code sections 109.802 and 109.803 require that sworn officers complete up to twenty-four (24) hours of CPT per year. The actual number of required hours is determined annually by the Ohio Peace Officer Commission based upon funding availability. For 2010, the Commission only required one (1) hour of CPT, however, members of the Milford Police Department received far more training hours than required. Retraining is provided through a variety of resourced including:

1. Monthly on-line training through The Police Law Institute
2. The Back Up Training Corporation compact discs
3. E-O.P.O.T.A. (Electronic Ohio Peace Officer Training Academy) courses
4. L.E.A.D.S. newsletters
5. Training videos
6. Policy reviews
7. Electronic mail newsletters, Power Point presentations, bulletins, etc.
8. Lecture/Practical in-service training courses
9. Advanced training courses

### **I. 2010 Monthly On-Line Training through the Police Law Institute**

1. Criminal Stalking
2. Anonymous Tips
3. Observing Suspicious Activity
4. Miranda Warnings – Following a Break in Custody
5. Vehicle Inventories
6. Operating Emergency Vehicles (Pursuits)
7. Miranda Warning – Ambiguous Assertion
8. Search & Seizure of Passengers
9. Legal Aspects of Traffic Stops
10. Domestic Violence
11. Landlord Tenant Disputes
12. Suspects Residing in Hotels

### **II. The Back Up Training Corporation Compact Discs**

1. OVI Arrests
2. Mental Illness

**MILFORD POLICE DEPARTMENT IN-SERVICE TRAINING**

**III. E-O.P.O.T.A. On-Line Courses**

1. Frauds Against Seniors

**IV. L.E.A.D.S. Newsletters**

1. All L.E.A.D.S. operators read and signed off on the quarterly newsletters

**V. Training Videos**

1. Professional Traffic Stops (Biased Based Profiling)

**VI. Policy Reviews**

1. All Hazard Plan
2. Mental Illness
3. Biased Based Profiling
4. Chapter 41 Patrol
5. Chapter 84 Property Control

**VII. Electronic Mail Newsletters, Power Point Presentations, Bulletins, etc.**

1. Senate Bill 77

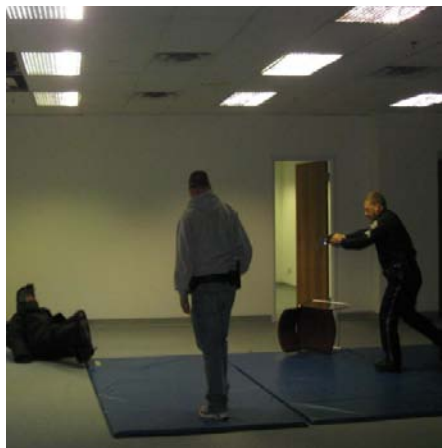
**VIII. Lecture/Practical In-Service Training Courses**

1. Bike Patrol
2. E.R.D. (Taser) Recertification
3. Firearms Qualification

**IX. Advanced Training Courses**

1. P.E.L.C. Re-trainer (Supervisors)
2. FMLA and ADA Update (Supervisors)
3. Firearms Instructor Recertification
4. Emergency Response Operators Course

Legal Updates	Monthly	2010	2011	2012	2013	2014	2015
Firearms (Use of Force)	Annual	2010	2011	2012	2013	2014	2015
Taser	Annual	2010	2011	2012	2013	2014	2015
BAC Operator	Annual	2010	2011	2012	2013	2014	2015
All Hazard Plan	Annual	2010	2011	2012	2013	2014	2015
LEADS Operator	Annual	2010	2011	2012	2013	2014	2015
Biased Based Policing	Annual	2010	2011	2012	2013	2014	2015
J.U.F.T.S.	Annual	2010	2011	2012	2013	2014	2015
Less Lethal Use of Force	Biennial	2010	2012	2014	2016	2018	2020
Mental Illness	Biennial	2010	2012	2014	2016	2018	2020
Ethics	Biennial	2010	2012	2014	2016	2018	2020
Accreditation	Triennial	2012	2015	2018	2021	2024	2027



## Juvenile Programs

The Milford Police Department is committed to the development and perpetuation of programs designed to prevent juvenile delinquency and provide a positive connection between juveniles and law enforcement. The School Liaison Program provides a forum through which students, parents, faculty, and law enforcement officers become acquainted and, as a result, earn a mutual respect. The Milford Police Department is also involved in D.A.R.E. and The Coalition for a Drug Free Milford Miami Township.



## Criminal Investigation Section

The criminal investigation section is responsible for conducting follow-up investigations that would unduly strain the resources of the patrol division or cases that require specialized skills. The section also compiles intelligence information on possible criminal behavior and serves as the Department's homeland security liaison.

The investigation of crime and the prosecution of offenders require that information be obtained through the application of scientific knowledge and methods. In order to effectively use laboratory support services, physical evidence must be identified, collected, preserved properly and transmitted to the laboratory. The Milford Police Department maintains a crime scene unit consisting of officers specially trained in forensic methods of collecting and processing evidence.

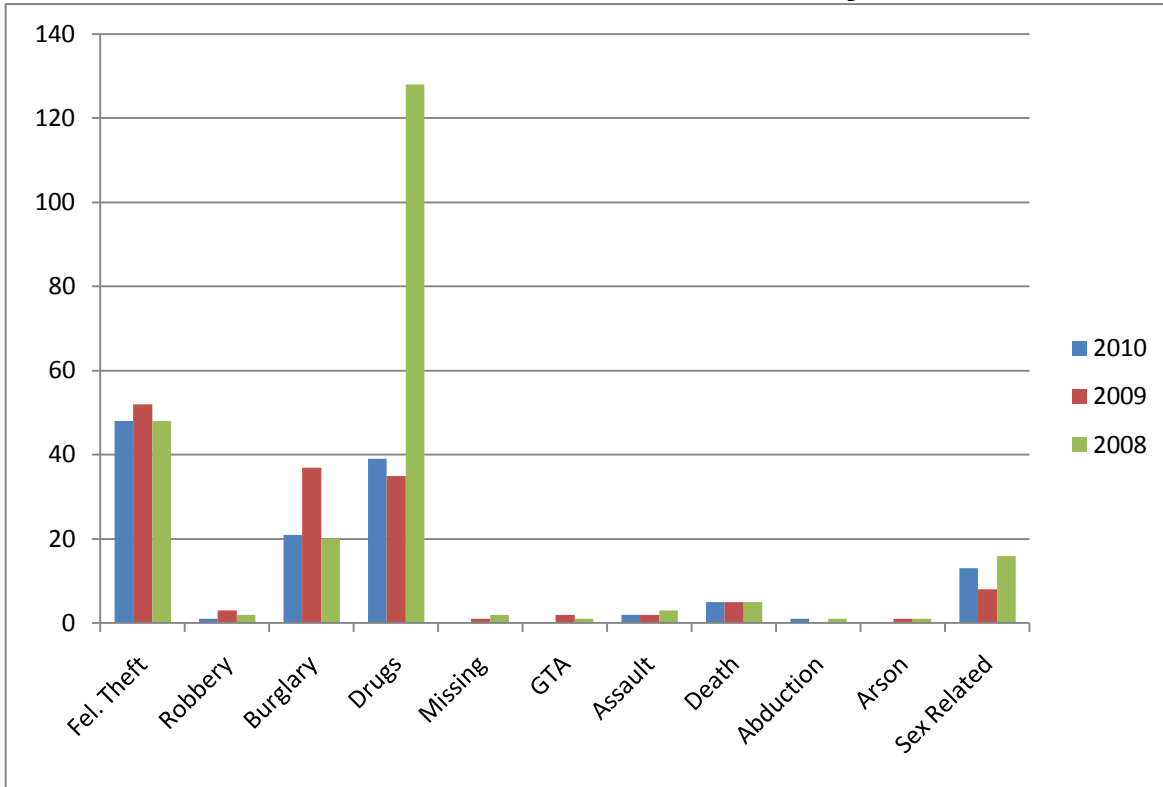


**Figure 1 Evidence Laboratory**



**Figure 2 Crime Scene Unit**

## CIS Annual Summary



2010 Criminal Activity			
<b>Felony Theft*</b>	48	<b>Background Investigations</b>	00
<b>Arson Investigations</b>	00	<b>Sex Related **</b>	13
<b>Robbery</b>	01	<b>Child Endangering</b>	02
<b>Fugitive Recovery</b>	02	<b>Missing Person</b>	00
<b>Burglary and B &amp; E</b>	21	<b>Grand Theft Auto</b>	00
<b>Abduction</b>	01	<b>Felonious Assault</b>	02
<b>Vice (Drugs)</b>	35	<b>Threats/Menacing</b>	00
<b>Vandalism</b>	02	<b>Death Investigation</b>	05

\* Includes identity fraud, passing bad checks, criminal simulation (counterfeit currency), quick change, and misuse of credit.

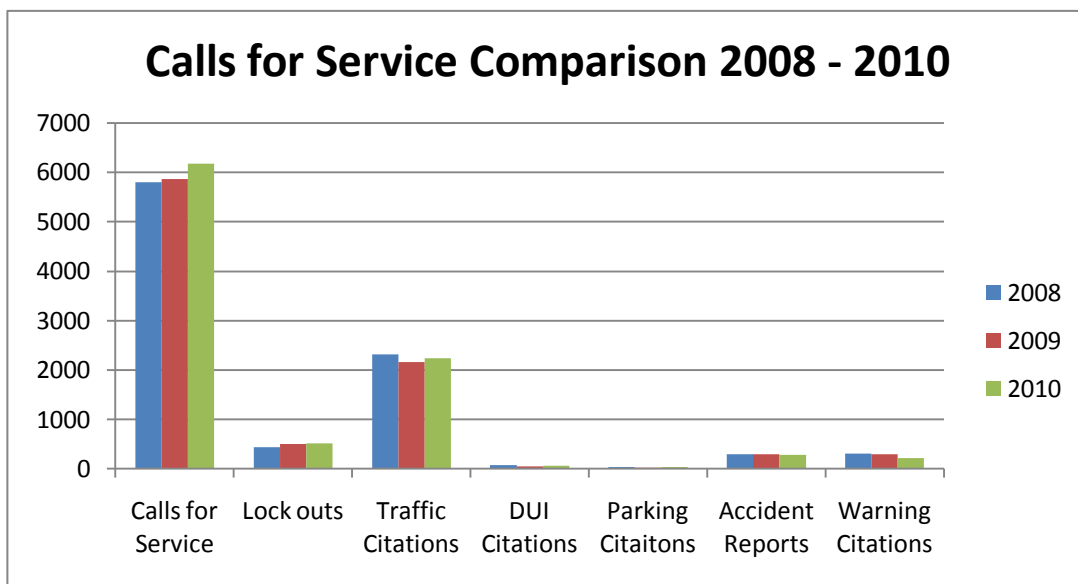
\*\* Includes rape, gross sexual imposition, sexual imposition and indecent exposure.

## 2010 CRIME ANALYSIS

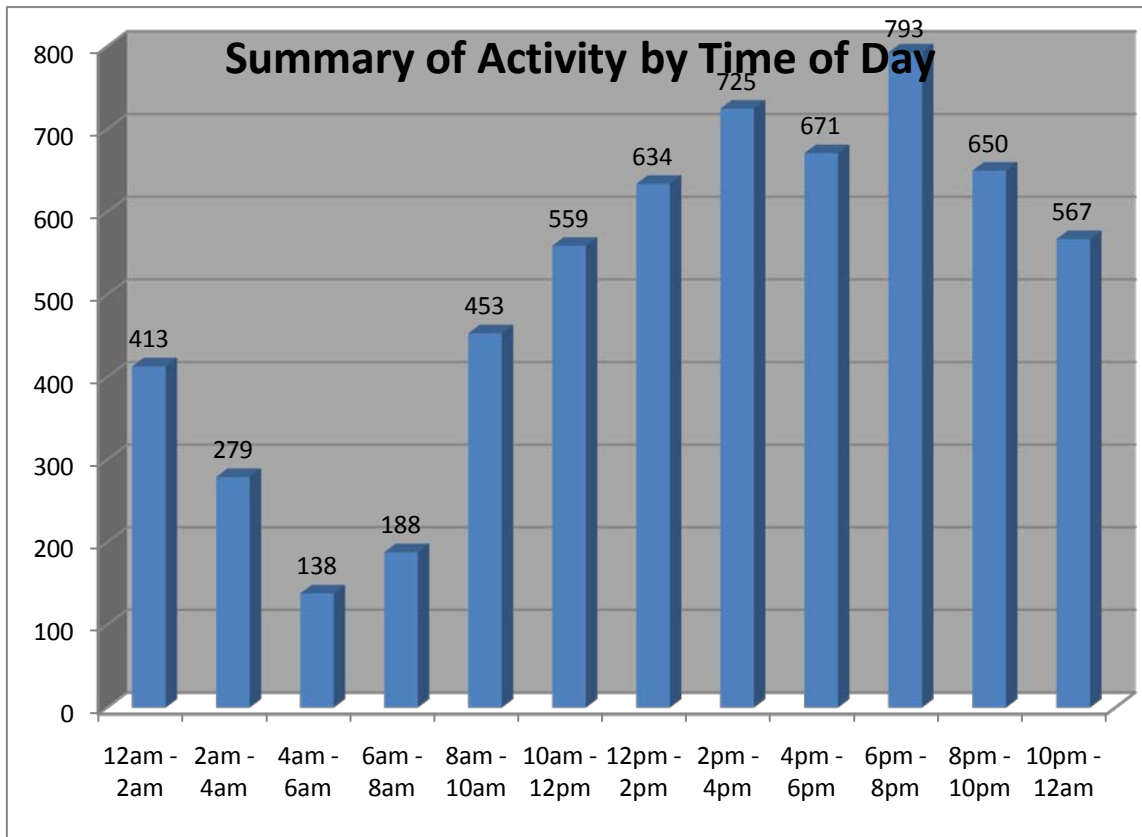
	2009 Actual	2010 Actual	Percent Change
Missing Person	10	5	-50.0%
Family Problems	179	185	3.4%
Robbery	4	5	25.0%
Burglary	40	27	-32.5%
Larceny	326	360	10.4%
Auto Theft	18	11	-38.9%
Assault	55	33	-40.0%
Criminal Damaging	22	8	-63.6%
Domestic Violence	40	38	-5.0%
Sex Offense	12	17	41.7%
Juvenile Problems	162	148	-8.6%
<b>Total</b>	<b>868</b>	<b>837</b>	<b>-3.6%</b>
<b>Part I Crime</b>	<b>2009</b>	<b>2010</b>	
Homicide	0	0	
Rape	1	4	300.0%
Robbery	3	4	33.3%
Burglary	42	37	-11.9%
Larceny	328	333	1.5%
Auto Theft	7	2	-71.4%
Assault	49	29	-40.8%
<b>Total</b>	<b>430</b>	<b>409</b>	<b>-4.9%</b>
<b>Officer Activity</b>	<b>2009</b>	<b>2010</b>	
Arrests	656	565	-13.9%
Citations	2135	2246	5.2%
Warnings	294	218	-25.9%
DUI	57	69	21.1%
Field	40	41	
Accidents	296	287	3.0%
<b>Total</b>	<b>3478</b>	<b>3426</b>	<b>-1.5%</b>
<b>Warrant Service</b>			
	381	299	

## 2010 STATISTICAL REVIEW OF ANNUAL ACTIVITY COMPARISONS

The Milford Police Department performs a variety of services, including the investigation of criminal activity and the arrests of those who violate the law, the performance of service and community caretaking activities and the investigation of traffic related accidents. The duties of both sworn and civilian members of the police department are carried out by shifts of time.



Allocation of personnel across the community is an important aspect of our strategy. One of the overriding principles of calls for service allocation is that as many police officers as possible should be deployed on operational duties to handle calls when necessary. The charts on page 20 provides a summary of the number of calls for service by the time of day as well as the number of calls for service for the last four years.



2007      2008      2009      2010

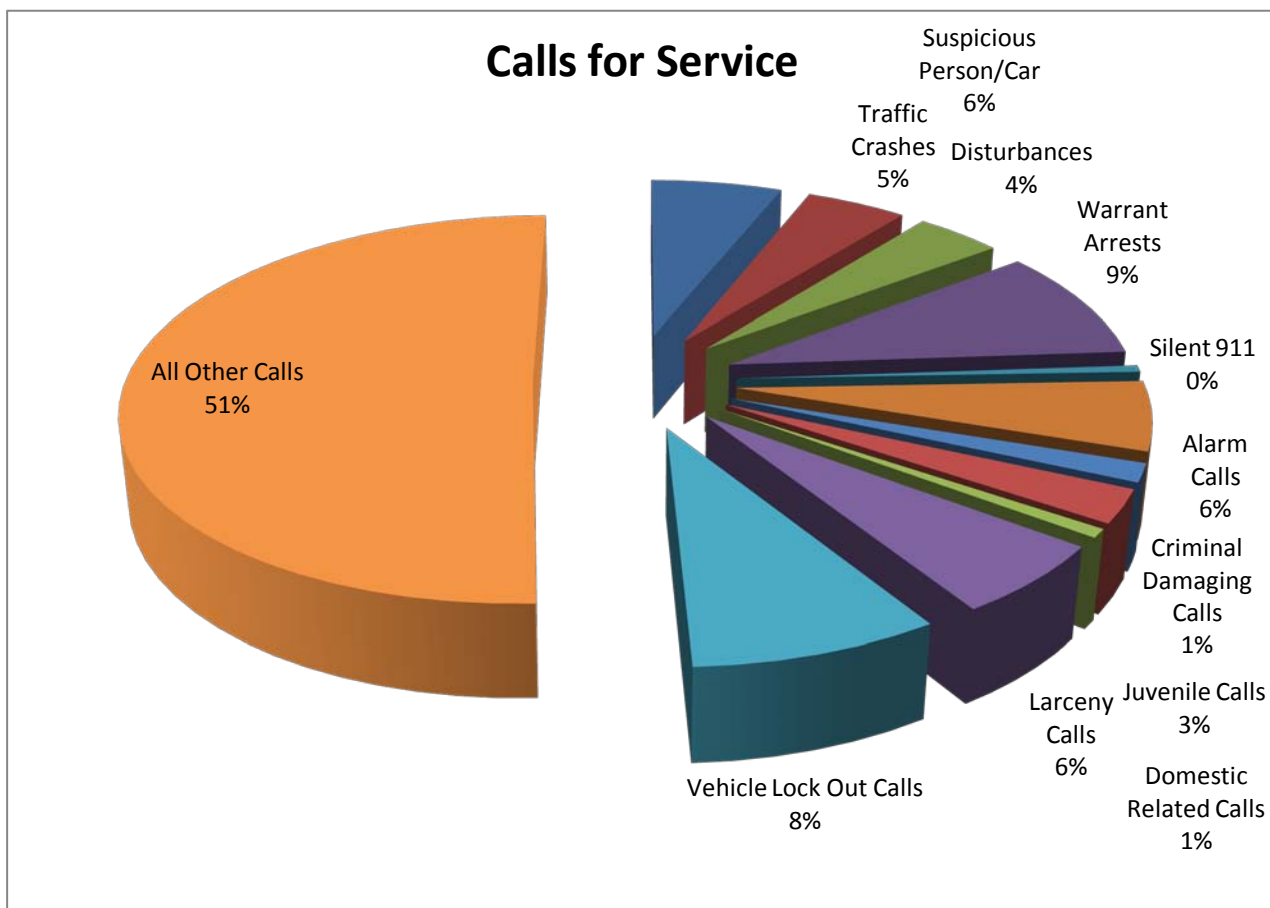
**OFFENSE/INCIDENT**

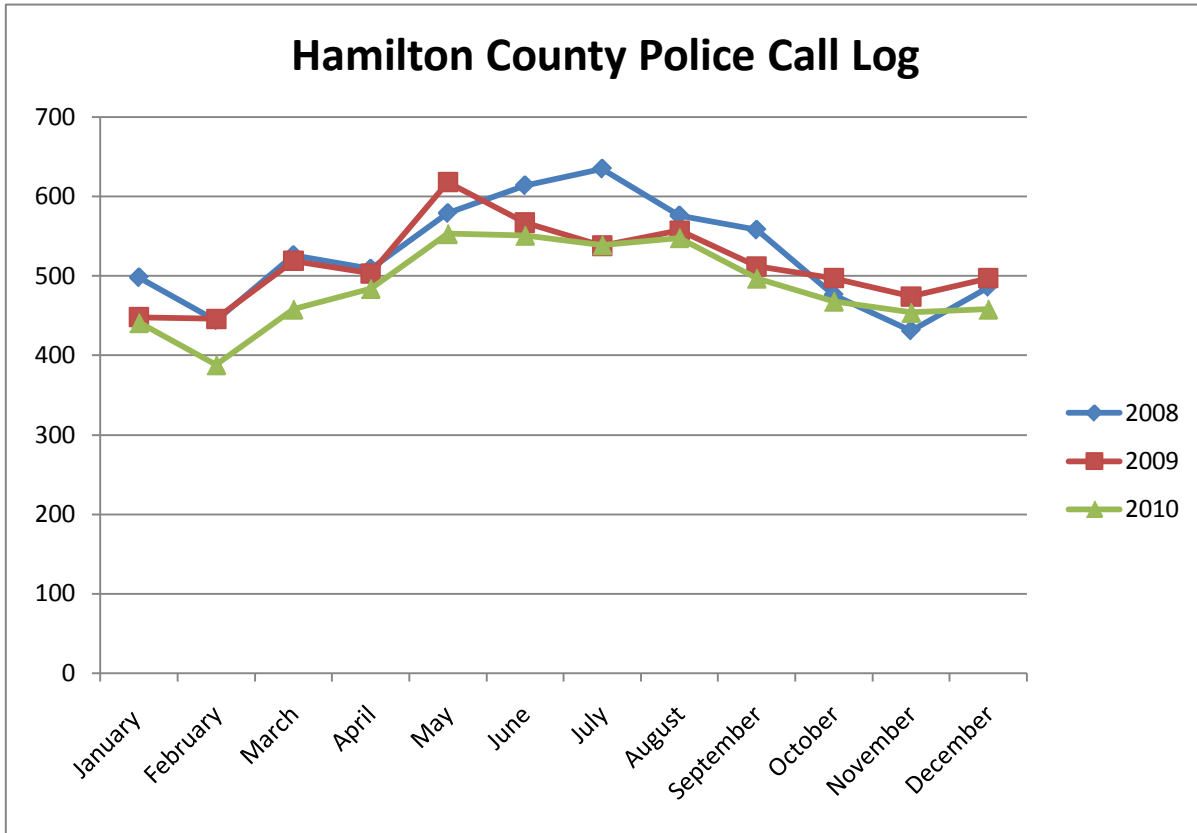
Alarms	338	354	343	353
Animals	127	102	99	215
Assaults	50	41	55	33
Auto/Theft/Rec	10	15	18	11
B/E Attempts	16	15	30	22
Bikes	10	0	2	2
Bomb Threats	0	0	0	1
Burglaries	12	19	40	27
Check the Welfare	130	140	161	140
City	204	124	204	127

Civil	115	94	107	101
Disturbances	236	214	254	246
Domestic	50	43	49	44
Drugs	47	56	35	34
Escort	30	42	62	31
Extra Patrol	9	22	31	17
Family Problems	178	162	179	185
Fights	32	15	12	16
Fires	101	120	127	127
Found Items	72	63	79	69
Fraud/Bad Checks	46	32	46	52
Guns/Weapons	8	9	14	11
Harassment	57	64	73	52
Homicide	0	2	0	0
Info Only	25	78	126	72
Juvenile Missing	8	16	13	22
Juvenile Problems	106	115	162	148
Life Squad	680	773	779	742
Lost Items	51	29	41	33
Mental	34	26	23	33
Message Delivery	2	4	14	9
Miscellaneous	231	168	186	176
Missing Person/Adult	11	7	9	5
Motorcycles	0	2	12	1
Mutual Aid	215	239	197	179

Neighbor	91	80	115	95
Nuisance	46	92	113	79
Open Door/Window	21	39	36	47
Parking/Disabled	61	56	74	96
Parking/Keys/problems	90	91	97	111
Phone Calls/Harassment	28	28	31	22
Property Damage	113	123	139	94
Prowlers	6	11	11	9
Repossession	3	6	12	19
Robbery	2	1	4	5
Sex related	15	17	12	17
Shoplifter	3	0	5	4
Silent 911	68	45	45	34
Suicide/Attempted	6	7	1	6
Suspicious Car	92	98	105	121
Suspicious Person	252	209	253	246
Suspicious Substance	4	1	1	8
Tampering/Vehicle	34	14	3	4
Theft	318	241	326	360
Theft/Failure to Pay	41	110	115	94
Threats	20	28	18	21
Traffic Accidents	28	295	296	287
Traffic Pursuits	1	2	1	5
Trespass	31	38	34	23

Trouble Brewing	58	59	49	43
Vehicle Lockout	430	445	510	516
Vandalism	16	9	22	8

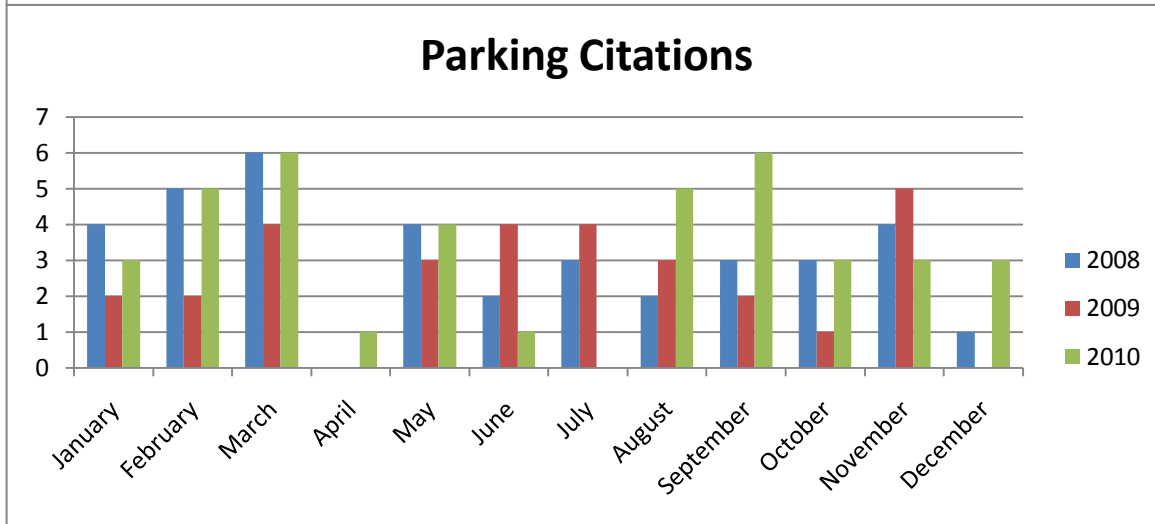
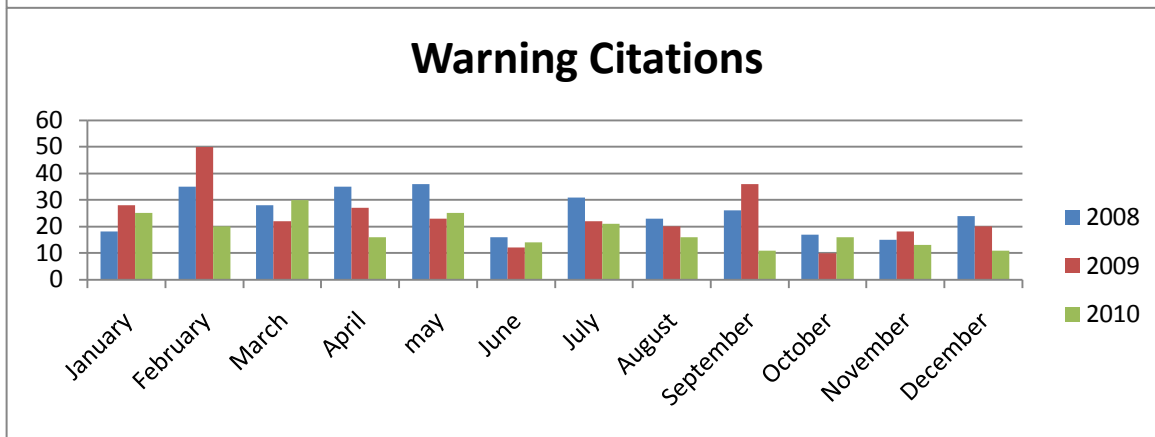
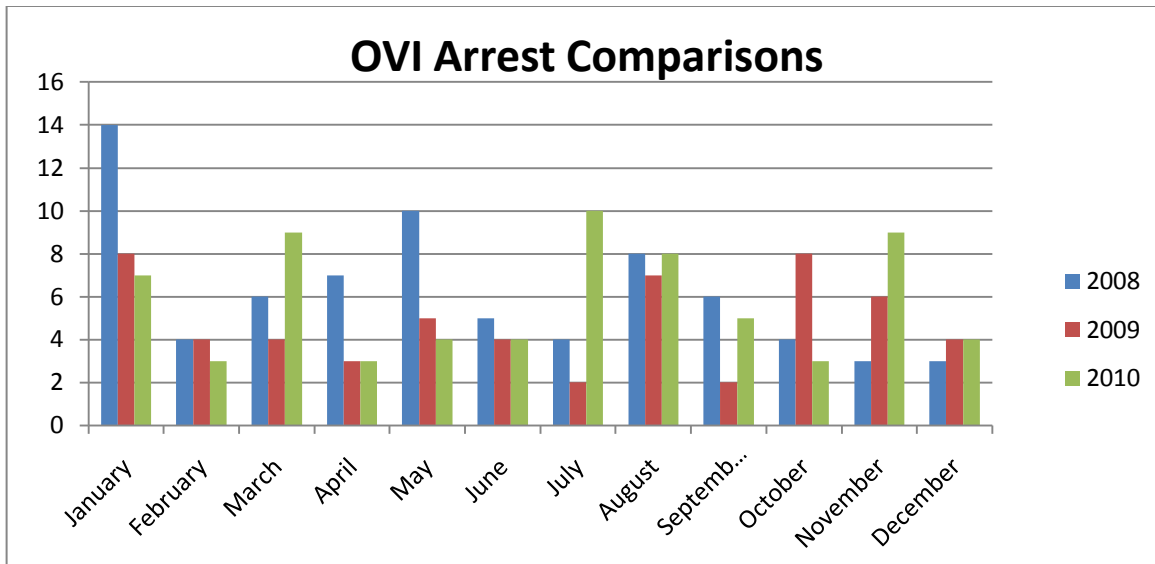




## 2010 Traffic Enforcement

The Milford Police Department continued its commitment to traffic enforcement. Officers observed traffic concerns, targeted complaints of residents and handled traffic crash investigations. As a member of the Hamilton County OVI Task Force we participated in the “Click it or Ticket” and “Over the Limit, Under Arrest” campaigns. In May of 2010, we conducted a seat belt checkpoint with the Clermont County Safe Communities organization and conducted two seat belt compliance surveys. There was a 5.2 % increase in traffic citations and a 21.1% increase in OVI arrests. For our department’s efforts and leadership, we were awarded a gold level status for the second year in row.





Offense	2008	2009	2010
Abandoned Vehicle	2	0	2
Assured Clear Distance/Failure to Yield	75	83	68
Bike/Sled/Attended Vehicle	0	0	0
Brake Equipment	0	0	1
Bumper Requirement	0	1	0
Child Restraint	3	0	4
Display/Expired/No License Plates	225	150	103
Disregard of Safety	1	0	0
Drag Racing	0	0	0
Driving on a Closed Roadway/Sidewalk	1	1	1
Driving over a hose	0	0	0
DUI/OVI	6	15	69
DUS/Court and FRA	47	64	72
Duties at a non working traffic light	0	0	0
Expired/Display/No Operators License	54	49	75
Fleeing/Eluding Police Officers Signal	1	2	1
Following too Close	1	0	1
Headlight/Failure to Dim	3	13	7
Lanes of Travel/Marked Lanes/Left of Center	29	30	42
Lending Vehicle/Unlicensed Operator	0	1	0
Muffler/Defective or Loud Exhaust	1	0	2
No Air Breather	0	0	0
No Helmet	0	4	7

No Thru Trucks	0	0	0
No Turn/Left Turn/U Turn	0	3	5
Obstructing Passage of Vehicles	0	0	0
One Way Street	0	0	0
Open door into Traffic	0	0	0
Overweight Vehicle	0	0	0
Parking Fire Lane/Handicap	13	9	14
Parking Prohibited/Wrong Way/Overtime	30	30	25
Permitting/Unlicensed Operator/Minor	0	0	0
Rear view Mirror	1	0	0
Reasonable Control/Physical Control	14	17	14
Reckless Operation/Also Private Property	3	4	11
Rules Governing Passing	0	0	4
School Bus Regulations	0	1	5
Seat Belt Violations/Driver/Passenger	63	65	85
Short Cutting/Private Property	0	1	2
Speed	779	653	849
Starting/Backing	7	7	7
Stopping After Accident/Leaving the Scene	6	2	5
Stopping/Standing	3	0	1
Tail Lights/License Plate Light	4	1	2
Tinted Windows	0	0	0
Towing Vehicle	0	0	0
Traffic Control Device/Stop Sign/Red Light	152	98	122
Turn Signals	2	0	1

Unauthorized Plates/Fictitious Plates	6	0	9
Unauthorized Use of a Motor Vehicle/Driver	4	1	2
Unnecessary Noise/Tires	4	1	5
Unsafe Vehicle	2	0	2
Unsecured Load/Failure to Tarp	0	1	2
Vehicle Left Unattended	0	0	0
Vehicular Homicide	0	0	0
Windshield Obstruction	0	0	0
Wrongful Entrustment	4	3	6
Miscellaneous	770	802	607
<b>Total</b>	<b>2,320</b>	<b>2,135</b>	<b>2,239</b>
Written Warnings Issued	191	288	218
Field Interrogation Reports	32	39	41

## Traffic Citations Issued Monthly

Officers of the Milford Police Department issued a total of 2239 Traffic Citations in 2010. A breakdown of these citations is shown below for the last three years by month.

<b>Month</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
January	206	195	149
February	210	177	131
March	186	156	290
April	206	153	227
May	260	218	226
June	193	175	171
July	177	161	166
August	167	211	161
September	133	181	171
October	205	161	179
November	201	184	217
December	176	163	151
<b>Total</b>	<b>2320</b>	<b>2135</b>	<b>2239</b>

## 2010 Traffic Accident Review

To complete the 2010 traffic accident review, we compared the number of traffic crashes from the year 2009. The purpose of the review is to identify potential traffic hazards by locating significant increases in traffic crashes in certain locations. The data for the review comes from the PCIS reporting system and the 2009 Traffic Accident Review.

### Comparison

In 2010, the Milford Police Department investigated 287 auto accidents which was a 3% decrease overall compared to 2009.

### Injuries

#### MILFORD PARKWAY

24 % of the traffic crashes on the Milford Parkway resulted in injuries. However, in first quarter of year, the police department notified the city engineer of the increase in injury auto accidents at the intersection Milford Parkway and River's Edge Drive. The city engineer determined that the traffic signal was malfunctioning and had it repaired, resulting in a reduction of injury crashes at that intersection.

#### LILA AVENUE

11% of the crashes on Lila Ave resulted in injuries. Lila Ave continues to have the highest percentage of auto accidents overall.

#### MAIN STREET

8% of the crashes on SR 28/Main Street resulted in injuries.

There was one fatal accident on SR 126 that was investigated by the Ohio State Highway Patrol.

### Day of the Week

Sunday: 7%

Monday: 17%

Tuesday: 18%

Wednesday: 14%

Thursday: 12%

Friday: 19%

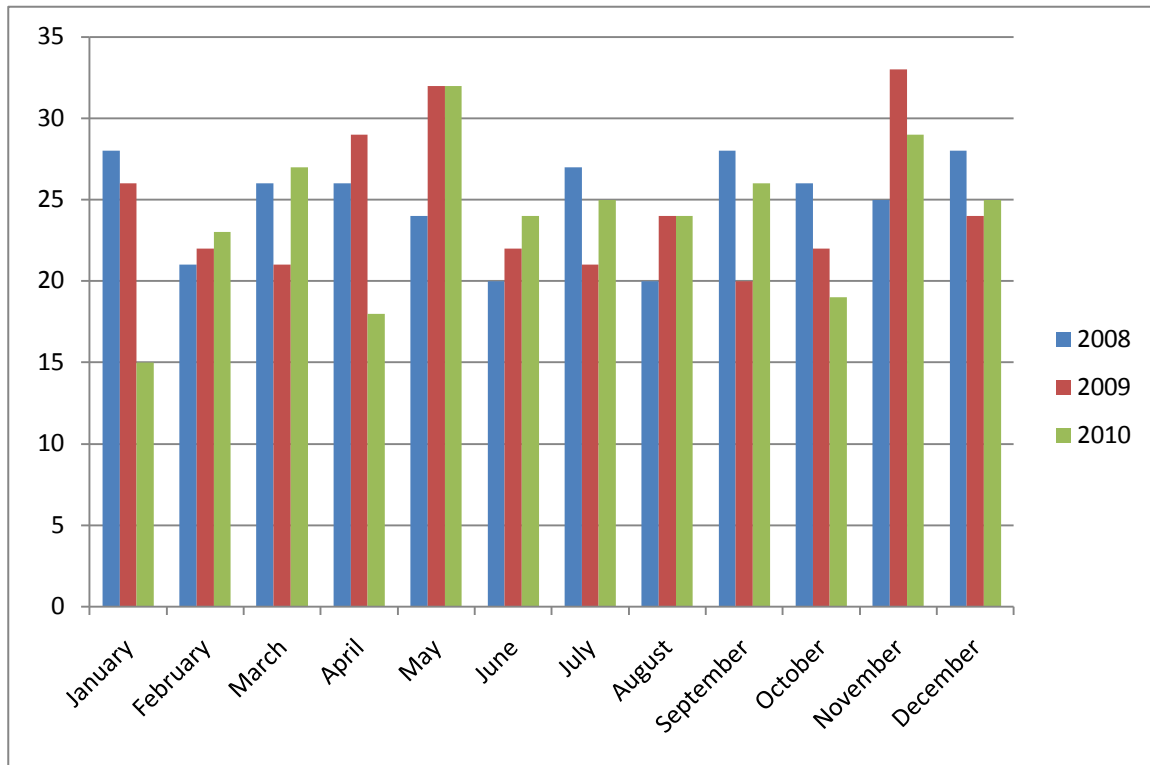
Saturday: 13%

### Conclusion

Speed continues to be the primary causes of auto accidents. The two pole mounted speed signs combined with the increase in traffic citations in 2010 may have led to the 3% reduction in auto accidents. However, enforcement and visibility will be a priority, especially along Lila Ave in 2011.



### Accident Summary 2010



## ORGANIZATIONAL ADMINISTRATIVE REVIEWS

### Vehicle Maintenance Report

The following is a recap of the Milford Police Department vehicle records for 2010:

<i>Car #</i>	<i>Year/Make</i>	<i>Begin Miles</i>	<i>End Miles</i>	<i>Miles Driven</i>
1	98 Crown Vic	94,802	99,812	5,010
2	05 Taurus	133,056	151,665	18,609
3	04 Crown Vic	100,891	119,325	18,434
4	08 Dodg Charger	6,159	11,618	5,459
5	07 Crown Vic	32,430	47,683	15,253
6	07 Dodg Charger	19,941	32,806	12,865
7	03 Crown Vic	106,956	126,845	19,889
8	08 Dodg Charger	13,893	24,280	10,387
9	05 Crown Vic	48,426	60,577	12,151
11	01 Crown Vic	65,005	75,177	10,172
15	02 Expedition	83,698	94,782	11,084
<b>Total miles driven for the 2010 year</b>				<b>139,313</b>

#### Yearly Total Repair Cost

2008	\$ 15,652.80
2009	20,512.15
2010	26,856.93

## 2010 ACCOMPLISHMENTS

The Milford Police Department accomplishes its mission by setting organizational goals and objectives for the following functions: Patrol Operations, Criminal Investigations, Communications, Records and Mayor's Court, and Training. The Department accomplished all of the goals that were set for the year 2010.

### PATROL OPERATIONS

Goal: Establish and increase partnerships between the Police Department & the community

- We increased the number of Neighborhood Watch Groups
- Assigned a part-time officer to work with the Zoning Department

Goal: Increase Preventative Patrols

- 5.2% increase in traffic citations
- 21.1% increase in OVI arrests
- We utilized the bike and Segway patrols in residential areas

Goal: Decrease the number of traffic crashes

- There was a 3% decrease in traffic crashes

Goal: Increase minimal standards of performance for patrol officers

- 5.2% increase in citations for 2010

### CRIMINAL INVESTIGATIONS

Goal: Maintain the above average case clearance rate the Milford Police Department has established

- Case clearance rate for 2010 was 43%
- We conducted an in-service training with members of the Crime Scene Unit

Goal: Continue to work collaboratively with area police agencies

- Detective Mahan worked on several multi-agency investigations
- We remained active in MAGLOCLLEN
- We provided laboratory and CVSA resources to other agencies

## **COMMUNUCATIONS, RECORDS & MAYOR'S COURT**

Goal: Improved and expanded knowledge and expertise in records and information management

- We utilized several local training opportunities

Goal: Progressed further toward a paperless records system

- Scanned and attached all OH-2 reports

Goal: Improve, corrected and maintained the Master Name, Business and Geographic Files in PCIS

- Duplicate street entries were removed
- Developed a forced choice drop down menu for data entry

## **TRAINING**

Goal: Maintain and improved the Department's high standards of training and development

- Utilized a scenario simulator for use of force judgment training
- Completed firearms training and qualification on all of the Department's firearms
- Trained and re-qualified sworn personnel in the operation and use of the Taser
- Utilized various advanced trainings to develop personnel
- Utilized roll call training to enhance officer safety skills
- Utilized monthly on-line training on legal issues in law enforcement
- Completed all required NIMBS training

## 2011 GOALS & OBJECTIVES

### PATROL OPERATIONS

Goal: Increase the number of community projects

- Establish new Neighborhood Watch Groups and schedule meetings with existing groups
- Increase bike and Segway patrols
- Host or contribute to a National Night Out in 2011
- Utilize the pole mounted speed signs in problem areas

Goal: Reduce the number of traffic crashes

- Establish a system to record and identify preventative and directed patrols
- Conduct an OVI checkpoint
- Continue to participate in the Hamilton County OVI Task Force

### CRIMINAL INVESTIGATIONS

Goal: Utilize patrol officers to assist the detective with criminal investigations.

- Select and train certain officers on the use of XOA camera
- Conduct in-service training with members of the Crime Scene Unit
- Provide interview and interrogation training to patrol officers

### COMMUNUCATIONS, RECORDS & MAYOR'S COURT

Goal: Improve the effectiveness and efficiency of the Records Management System

- Purchase and Implement a new RMS that improves storage, retrieval, retention and viewing of records pertaining to law enforcement or judicial proceedings.

## TRAINING

Goal: Provide scenario based training for critical incidents

- Send the remaining officers to the Emergency Response Operation Course
- Conduct simunition training on traffic stops, building searches and active shooters

Goal: Provide in-service training to agency personnel at a reduced cost.

- Continue to utilize the Police Law Institute's monthly on-line training.
- Utilize e-OPOTA free on-line training courses

Goal: Conduct in-service trainings as required by policy

- Biased Based Policing
- Firearms Requalification
- Taser Requalification
- Legal Updates

Goal: Prepare for the 2012 CALEA On-Site

- Send Accreditation Manager Banks to one of the CALEA Conferences

## 2010 JUDICIAL-MAYOR'S COURT

City of Milford Mayor's Court works under the supervision of the Mayor Ralph Vilardo, Jr.. Mayor Vilardo selects a Magistrate to administer both the procedural and punitive functions of the Court. The purpose of Mayor's Court is to ensure prompt, fair and impartial hearing of City of Milford Municipal Ordinances. The budget of the Court is prepared by the Chief of Police. The Mayor's Court is staffed by the Magistrate, Clerk of Mayor's Court and Prosecuting City Attorney.



## MILFORD MAYOR'S COURT

### 2010 ANNUAL REPORT

BEGINNING BONDS	\$ 1,302.00
TOTAL DISTRIBUTIONS	<u>228,701.75</u>
<b>TOTAL</b>	<b>\$230,003.75</b>

#### **Monies to the City of Milford**

Fines	\$117,300.48
Costs	34,834.04
Warrant Fees	4,000.00
Bond Costs	10.00
Miscellaneous	15,405.00
Bond Forfeitures	150.00
<b>Sub-Total</b>	<b>\$ 171,699.52</b>

**Monies to Treasurer of State of Ohio**

Ohio General Revenue	\$ 278.00
Victims of Crime	11,962.00
Seat Belts	2,110.00
Child Restraints	125.00
BMV Reinstatement	-0-
Expungement	-0-
Defense Support	32,752.00
Driver Alcohol	1,968.00
Drug Law Enforcement	4,458.66
Justice Program	131.00

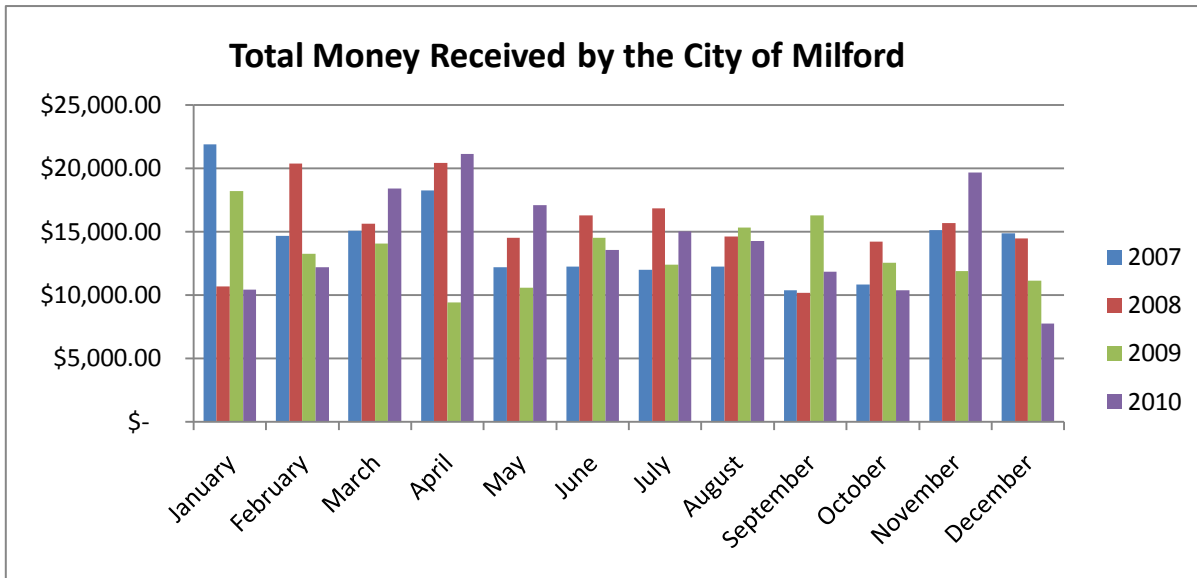
**Sub-Total \$ 53,784.66****Other Monies**

Overpayments	\$ 210.60
Bond Returns	255.00
Outstanding Bonds	1,183.00
Filing Fee Returned	-0-
Bad Check Not Collected	573.00
Restitution	2,072.97
DUI Fund	225.00

**Sub-Total \$ 4,519.57****TOTAL DISTRIBUTIONS****\$ 230,003.75**

## Total Money Received

	2007	2008	2009	2010
<b>January</b>	\$26,594.75	\$12,887.00	\$23,422.00	\$14,230.00
<b>February</b>	\$18,561.00	\$25,332.00	\$17,077.00	\$16,210.68
<b>March</b>	\$19,328.94	\$19,227.00	\$18,128.00	\$24,156.00
<b>April</b>	\$23,196.00	\$25,224.26	\$11,640.00	\$29,346.62
<b>May</b>	\$14,902.00	\$17,607.00	\$13,091.50	\$22,850.00
<b>June</b>	\$15,412.00	\$20,512.00	\$18,434.00	\$18,081.16
<b>July</b>	\$14,248.00	\$19,633.17	\$15,450.00	\$19,627.00
<b>August</b>	\$14,044.00	\$17,833.65	\$19,637.01	\$18,915.46
<b>September</b>	\$12,511.00	\$12,181.85	\$18,739.90	\$15,384.00
<b>October</b>	\$13,506.20	\$17,631.00	\$16,137.00	\$15,249.50
<b>November</b>	\$18,126.80	\$20,780.00	\$15,360.00	\$25,556.33
<b>December</b>	\$17,893.00	\$18,795.92	\$14,506.00	\$10,565.00
<b>Totals</b>	<b>\$208,323.69</b>	<b>\$227,644.85</b>	<b>\$201,622.41</b>	<b>\$230,171.75</b>



	2007	2008	2009	2010
January	\$ 21,920.69	\$ 10,677.00	\$ 18,249.00	\$ 10,436.34
February	\$ 14,676.00	\$ 20,405.10	\$ 13,290.00	\$ 12,199.86
March	\$ 15,104.94	\$ 15,627.23	\$ 14,060.50	\$ 18,451.00
April	\$ 18,276.00	\$ 20,450.00	\$ 9,448.00	\$ 21,180.62
May	\$ 12,200.00	\$ 14,526.76	\$ 10,612.50	\$ 17,127.54
June	\$ 12,255.00	\$ 16,328.15	\$ 14,551.00	\$ 13,560.16
July	\$ 11,993.00	\$ 16,864.00	\$ 12,407.00	\$ 15,045.00
August	\$ 12,263.00	\$ 14,648.01	\$ 15,355.00	\$ 14,261.46
September	\$ 10,412.00	\$ 10,195.85	\$ 16,305.22	\$ 11,833.00
October	\$ 10,826.20	\$ 14,236.50	\$ 12,553.00	\$ 10,396.50
November	\$ 15,158.80	\$ 15,720.00	\$ 11,919.00	\$ 19,673.00
December	\$ 14,877.00	\$ 14,508.00	\$ 11,140.00	\$ 7,760.04
<b>Total</b>	<b>\$ 169,962.63</b>	<b>\$184,186.60</b>	<b>\$ 159,890.22</b>	<b>\$ 171,924.52</b>

**Total Money sent to the State of Ohio**

Month	2007	2008	2009	2010
January	\$ 3,935.00	\$ 2,123.00	\$4,658.00	\$3,426.66
February	\$ 3,170.00	\$2,898.00	\$3,292.00	\$3,578.00
March	\$ 3,075.00	\$3,037.00	\$3,227.00	\$5,347.00
April	\$ 4,027.00	\$4,155.00	\$2,157.00	\$7,778.00
May	\$ 2,344.00	\$2,889.00	\$2,509.00	\$5,860.00
June	\$ 2,787.00	\$2,881.00	\$3,639.00	\$4,320.00
July	\$ 2,130.00	\$3,204.00	\$3,541.98	\$4,437.00
August	\$ 2,155.00	\$2,801.00	\$3,726.02	\$4,354.00
September	\$ 1,819.00	\$1,749.00	\$3,655.00	\$3,318.00
October	\$ 2,100.00	\$3,594.50	\$3,479.00	\$3,155.00
November	\$ 2,938.00	\$4,245.00	\$3,166.00	\$5,893.04
December	\$ 2,713.00	\$3,881.00	\$3,366.34	\$2,317.96
<b>Totals</b>	<b>\$33,193.00</b>	<b>\$37,467.50</b>	<b>\$40,416.34</b>	<b>\$55,784.66</b>

**Seat Belt Violation**

(Ordinance 337.27 and 337.27.2)

Month	2007	2008	2009	2010
January	\$ 80.00	\$ 265.00	\$ 260.00	\$ 90.00
February	\$ 40.00	\$ 90.00	\$ 90.00	\$ 165.00
March	\$ 200.00	\$ 60.00	\$ 120.00	\$ 160.00
April	\$ 250.00	\$ 110.00	\$ 130.00	\$ 350.00
May	\$ 150.00	\$ 90.00	\$ 190.00	\$ 150.00
June	\$ 280.00	\$ 170.00	\$ 380.00	\$ 440.00
July	\$ 120.00	\$ 60.00	\$ 80.00	\$ 180.00
August	\$ 105.00	\$ 80.00	\$ 125.00	\$ 250.00
September	\$ 80.00	\$ 120.00	\$ 200.00	\$ 60.00
October	\$ 90.00	\$ 120.00	\$ 120.00	\$ 110.00
November	\$ 110.00	\$ 210.00	\$ 60.00	\$ 120.00
December	\$ 170.00	\$ 200.00	\$ 150.00	\$ 135.00
<b>Totals</b>	<b>\$ 1,675.00</b>	<b>\$ 1,575.00</b>	<b>\$ 1,905.00</b>	<b>\$2,210.00</b>

## 2010 Mayor's Court Statistics

The following is a statistical breakdown for all activity in Mayor's Court for 2010

<b>Cases Heard:</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
Traffic	1,409	1,571	1,293	1,408
Misdemeanors	86	120	190	70
Minor Misdemeanors	80	28	69	46
Misdemeanor Contempt	232	212	240	252
<b>Totals</b>	<b>1,807</b>	<b>1,931</b>	<b>1,792</b>	<b>1776</b>

### Fines Levied on Cases Heard:

	<u>Fines Levied</u>	<u>Fines Collected</u>	<u>Fines Outstanding</u>
<b>Totals</b>	<b>\$139,799.82</b>	<b>\$ 117,300.48</b>	<b>\$22,499.34</b>

### Other Case Activity:

Cases Transferred To Clermont County (Jury Demand or Appeal) .....	16
Cases Dismissed or Acquitted .....	249
Jail Time Given by Days .....	0
Community Work Given by Days (at \$30.00 per day) .....	0

**Warrants, Summons, or Private Complaints Out of Mayor’s Court:**

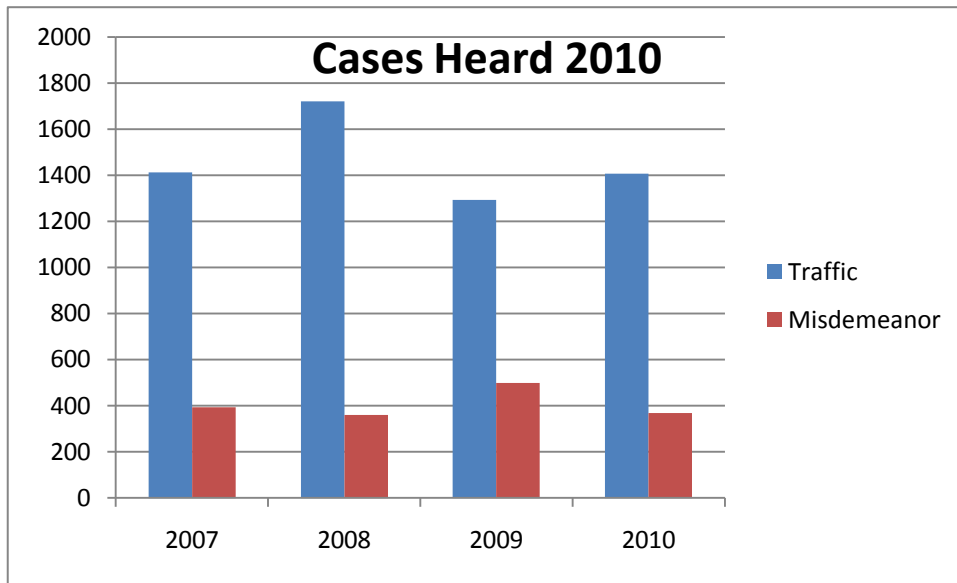
	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Warrants Issued	288	282	318	299
Summons	0	0	0	0
Private Complaints	12	9	5	0
<b>Totals</b>	<b>426</b>	<b>300</b>	<b>323</b>	<b>299</b>

**Arrests Made From Warrants Issued in Mayor’s Court, Cases Dismissed on Warrants, Subjects Entered Into TTY\*\* from Warrants and Cases Purged (Warrants and Summons):**

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Arrests Made	158	168	195	198
Cases Dismissed	64	36	49	28
Subjects Entered into TTY	64	78	74	72
Not Served Yet	<u>12</u>	<u>9</u>	<u>9</u>	<u>1</u>
<b>Totals</b>	<b>426</b>	<b>3004</b>	<b>291</b>	<b>299</b>

1

<sup>1</sup> Note: The increase in dismissed cases was due to the Tax Department sending cases to RITA and having to be cleared out of the Mayors Court system.



## EXECUTIVE SUMMARY

This report has given me the opportunity to reflect on areas where we can improve but it also showcases the hard work and success stories of the dedicated professionals who serve you. The men and women of the Milford Police Department have a sense of “duty” and are passionate about serving. They teamed together to provide quality service to those who live, work, play or visit the City of Milford.

The community is fortunate to have a professional police staff committed to excellence; however, the police department is equally fortunate to have such tremendous support from the community. We will continue to provide modern, flexible police services and build upon our tradition of excellent service to all. It has been a pleasure serving you in 2010.



*Jamey Mills*  
Interim Police Chief

# Appendix

# Milford Police

## *Interoffice Communication*

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Date: January 19, 2011

To: Loretta Rokey, City Manager

From: Jamey Mills, Interim Police Chief

Subject: Use of Force Review & Analysis - 2010

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### Review

There were forty-seven incidents that required the use of force by the Department during the calendar year, however, thirty three of those incidents were the discharge of a department firearm to place a sick or injured animal out of misery.

There were five incidents in which there was a display of a weapon but no other level of force was used to achieve compliance. Out of the original forty six incidents, only nine remain and are listed as follows:

TYPE OF FORCE	NUMBER OF TIMES USED
Use of Physical Force	5
Use of Taser	3
Use of Chemical Aerosol	1

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### Injuries

Three injuries were reported to suspects, two of which were caused by the contact points on the Taser. One suspect sustained minor abrasions to his face while wrestling with the officer. There were no reported officer injuries during any of the incidents in 2010.

### Analysis

In 2010, the Milford Police Department executed 853 arrests. The aforementioned nine uses of force indicate that in 99% of the time officers of the Milford Police Department accomplish their mission without any use of force. Each use of force is investigated by the shift supervisor and forwarded to the Chief of Police for review. There are no identifiable trends and causative factors for concern.

# Milford Police

## Interoffice Communication

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Date: January 21, 2011  
To: Loretta Rokey, City Manager  
From: Jamey Mills, Interim Police Chief  
Subject: Annual Internal Affairs Summary

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	DATE	ALLEGATION	FINDING
10-01	01/21/2010	Discourteous Treatment of the Public	Improper Conduct
10-02	02/12/10	Discourteous Treatment of the Public	Improper Conduct
10-03	04/27/10	Conduct Unbecoming	Improper Conduct
10-04	02/28/2010	Use and Care of City Property	Improper Conduct
10-05	07/29/2010	Insubordination	Improper Conduct

# Milford Police

## Interoffice Communication

Date: January 19, 2011  
 To: Loretta Rokey, City Manager  
 From: Jamey Mills, Interim Police Chief  
 Subject: Annual Pursuit Analysis

The information contained in this report is relative to the Milford Police Department's vehicular pursuit reports filed for the year 2010.

Total number of pursuits: 5

### Reasons for Pursuit Initiation

Traffic Violation	4	(80%)
Mutual Aid	1	(20%)

### Pursuit Dispositions

Violator arrest	2	(40%)
Accidents	0	(0%)
Use of Stop Sticks	1	(20%)
Injuries	0	(0%)
Terminated	2	(40%)

### Distance Pursued

One to five miles	2	(40%)
Five to ten miles	2	(40%)
Over ten miles	1	(20%)

### Times of Day

18:00 – 00:00	2	(40%)
00:00 – 06:00	3	(60%)

Each pursuit was reviewed by the shift supervisor and the Chief of Police during the year. Only one infraction of policy was noted during the year and that officer received re-training on the pursuit policy. The fact that 40% of the pursuits were terminated either by the initiating officer or the supervisor indicates that public safety is a priority. There are no identifiable trends that indicate a need for additional training or equipment.

# Milford Police

## Interoffice Communication

---

Date: January 20, 2011  
To: Loretta Rokey, City Manager  
From: Jamey Mills, Interim Police Chief  
Subject: Administrative Review of Biased Based Profiling

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### Policy Review

I conducted a review of the department's policy on biased based profiling. Random audits of found no unusual patterns of enforcement that would statistically indicate that biased based profiling is occurring. A review of the citizen complaints also indicates a total absence of any such complaints or any indications that such activity has occurred.

### Training

In September all officers received roll call training on General Order 1.2.9 and viewed a tape developed by the Ohio Association of Chiefs of Police. The tape titled *Professional Traffic Stops* stresses the requirements of making a legal traffic stops and field contacts that is not biased based.

### Corrective Measures

Due to the fact that there were no complaints or indicators of racial or any other biased based profiling, there were no corrective measures taken during the year 2010.

### Policy Changes

No policy changes are recommended.

# Milford Police

## Interoffice Communication

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**Date:** January 21, 2011  
**To:** Loretta Rokey, City Manager  
**From:** Jamey Mills, Interim Chief of Police  
**Subject:** 2010 Annual Review of the Personnel Early Warning System

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The Milford Police Department Personnel Early Warning System is designed to provide supervisory personnel with objective guidelines and specific criteria for identifying employees who may benefit from agency intervention efforts. This system provides specific and consistent procedures for tracking, evaluating and responding to employee needs. Intervention occurs in circumstances that indicate a potential for negative consequences to the Department, its members or the community.

In 2010, one employee received intervention after being disciplined twice in one week. Another employee qualified for intervention after three internal affairs investigations in three months with a finding of improper conduct. Both employees received discipline but also voluntarily agreed to PEAP counseling. Neither employee has received any discipline since the interventions.

It is apparent that that the Personnel Early Warning System is an effective management tool.

# Milford Police

## Interoffice Communication

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Date: January 6, 2011  
To: Loretta Rokey, City Manager  
From: Jamey Mills, Interim Police Chief  
Subject: Annual Special Assignment Review

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Annually, the Department reviews the special assignments by listing the positions, indicating the purpose for each position, and evaluating the initial problem or condition that required the position.

### Special Assignments

During 2010, the detective position was the only special assignment.

### Position Responsibilities

The primary function of the **detective** is to conduct follow up investigations on felony and serious misdemeanor offenses. The detective also serves as property room custodian and primary crime scene technician. Additional responsibilities include submitting evidence to the laboratory, conducting pre-employment background investigations and performing voice stress examinations.

### Evaluating Department Needs

The investigation of felonies and serious misdemeanors often requires specialized skills training and abilities such as crime scene processing, interviewing and interrogation, CVSA certification, and an understanding of the principles of surveillance and the federal guidelines on criminal intelligence. Additionally, active membership in organizations such as MAGLOCLIN, PICA, FIA, NWC3 and the Southwest Ohio Police Intelligence, enhance an investigator's ability. Since it would be impossible to train all sworn officers in these areas the criminal investigation section was created.

The criminal investigation section also serves as a resource to the patrol division by offering investigative guidance, CVSA exams, interviews and interrogations, locating a suspect's current address, transporting evidence, enhancing video evidence, preparing photo line ups and wanted/missing fliers.

Case load

During the year 2010, the criminal investigations section conducted 136 investigations, resulting in 9 CVSA examinations, 4 search warrants, processing 40 crime scenes, forwarding 36 cases to the Clermont Co. Drug Task Force and made 47 arrests which equates to a 43% clearance rate.

2010 Accomplishments

Upon completing an investigation of several B&E's in January of 2010 investigator identified suspect involved in another breaking and entering that occurred in March of 2009. Suspect was identified through the use of enhanced video surveillance and charged for the offense.

In March of 2010 investigations assisted Cincinnati Police with a case involving child pornography. Suspect responsible for producing the video was identified and charged through Clermont County Common Pleas.

In August of 2010 investigations was advised of a subject that had been going to several Wal-Mart and Meijer's stores in the area. Investigator located a lost purse report from Wal-Mart in Milford and with the assistance of loss prevention was able to locate video showing the subject in the store and removing the purse from the victim's cart. Subject was later located and arrested.

Investigations participated in D.E.A.'s National Take Back Program. This program is for the safe disposal of prescription and non-prescription medication. The Take Back Initiative took place at Target, on River's Edge, on September 25 and a total of one hundred and seventy six pounds of medication was taken in for proper disposal.

In October investigations received a report of the theft of sterling silver silverware. The victim had reported the silver being approximately one hundred years old. Investigations was able to quickly identify a suspect and bring to the attention of the victim other items that had been removed from the home. Suspect was charged through Clermont County Common Pleas Court.

Recommendation

I feel the citizens of Milford and the Milford Police Department are well served by criminal investigation section and recommend that we continue to staff the detective position.

# Milford Police

## Interoffice Communication

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**Date:** January 18, 2011

**To:** Chief Mills

**From:** Sean Mahan

**Subject:** F.O.P. Grievances

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There were no formal grievances filed during 2010. All issues were resolved through labor management meetings.

# Addendum

# Milford Police

## Interoffice Communication

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**Date:** February 3, 2011  
**To:** Loretta Rokey, City Manager  
**From:** Jamey Mills, Interim Chief of Police  
**Subject:** Corrections to the 2009 Annual Report

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While comparing data from the 2009 Annual Report I noticed an error in the 2009 Annual Pursuit Analysis. I also noted that there was no annual review of the Personnel Early Warning System conducted for 2009. I have conducted and attached revised analysis and review.

# Milford Police

## Interoffice Communication

Date: JANUARY 20, 2011  
 To: LORETTA ROKEY, CITY MANAGER  
 From: JAMEY MILLS, INTERIM CHIEF OF POLICE  
 Subject: ADDENDUM TO 2009 ANNUAL PURSUIT ANALYSIS

Clerk Banks brought it to my attention that the 2009 Annual Pursuit Analysis conducted by Chief Machan did not include three pursuits. It appears that that oversight was a result of confusion over the order of review and approval of pursuit reports. I have clarified the procedure with my staff and conducted a new analysis that takes all five pursuits from the year 2009 into consideration.

Total number of pursuits: 5

### Reasons for Pursuit Initiation

Mutual Aid	1	(20%)
Suspicious Vehicle	1	(20%)
Equipment Violation	1	(20%)
Traffic Violation	1	(20%)
Wanted Person	1	(20%)

### Pursuit Dispositions

Use of Stop Sticks	1	(20%)
Foot Pursuit	1	(20%)
Surrendered	2	(40%)
Minor Auto Accident	1	(20%)
Injuries	0	(0%)

### Distance Pursued

One to five miles	5	(100%)
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### Times of Day

18:00 – 00:00	1	(20%)
00:00 – 06:00	4	(80%)

### Officer

Lane	2	(40%)
Yeary	3	(60%)

Analysis

Each pursuit was reviewed by the shift supervisor and the Chief of Police during the year. Only one infraction of policy was noted during the year and that officer received re-training on the pursuit policy. The fact that all of the pursuits ended in less than 5 miles without injury indicates that public safety is a priority. There are no identifiable trends that indicate a need for additional training or equipment

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# Milford Police

## Interoffice Communication

---

**Date:** January 21, 2011  
**To:** Loretta Rokey, City Manager  
**From:** Jamey Mills, Interim Chief of Police  
**Subject:** 2009 Annual Review of the Personnel Early Warning System

---

The Milford Police Department Personnel Early Warning System is designed to provide supervisory personnel with objective guidelines and specific criteria for identifying employees who may benefit from agency intervention efforts. This system provides specific and consistent procedures for tracking, evaluating and responding to employee needs. Intervention occurs in circumstances that indicate a potential for negative consequences to the Department, its members or the community. However, there were instances that qualified for invention during the year.