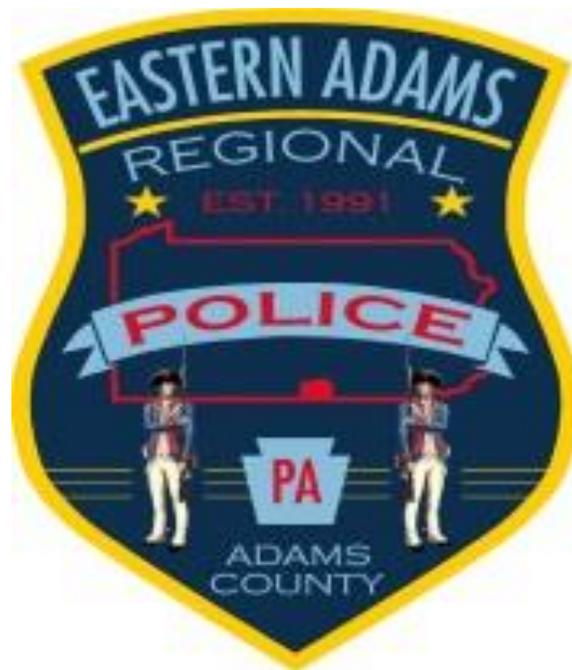


# **EASTERN ADAMS REGIONAL POLICE DEPARTMENT**

## **2015 ANNUAL REPORT**



### **OXFORD TOWNSHIP**

**Harry McKean  
Mario Iocco  
Jim Lafferty**

### **NEW OXFORD BOROUGH**

**Dorothy Robinson  
Patrick Sullivan**

---

**Francis Staab  
Chief of Police**

# TABLE OF CONTENTS

Introduction _____	4
Staffing _____	8
Municipal Units of Service _____	8
Organizational Chart _____	11
Personnel _____	12
Field Services Division	
Patrol Section _____	13
Calls for Service _____	13
Activity – Department _____	14
Overall Criminal Activity _____	15
Activity – Municipal by Geographic Zone _____	15
Serious Crime _____	16
Less Serious Crime _____	17
Service Calls _____	18
School & Community Safety Initiatives _____	18
Alarms _____	20
Vehicle Accidents _____	21
Administrative Areas of Specialization	
Training _____	26
Fleet Report _____	26
Social Media _____	27
Conclusion _____	28

## Directory of Tables and Charts

Table I	Municipal Units of Service _____	8
Table II	Activity by Municipality _____	15
Table III	Part I Crimes _____	16
Table IV	Municipal Crime Rate _____	17
Table V	Part II Crimes _____	17
Table VI	Municipal Calls for Service _____	18
Table VII	Municipal Accident Activity _____	21
Chart I	Part-time Expense _____	9
Chart II	Overtime Hours by Category _____	10
Chart III	Overtime Hours Pie Chart _____	10
Chart IV	Case Management Report _____	24

**TO: CHAIRMAN AND MEMBERS OF THE EASTERN ADAMS REGIONAL POLICE BOARD OF COMMISSIONERS**

**FROM: CHIEF FRANCIS STAAB**

**SUBJECT: ANNUAL REPORT 2015**

## **INTRODUCTION.**

Since its inception in 1991, Eastern Adams Regional Police Department has made a commitment to the philosophy of community policing and has made significant strides in implementing this philosophy throughout the organization.

Community Policing is based on the concept that the police need to establish a partnership with the community they serve and work closely with citizens on crime and disorder problems that impact the quality-of-life in the community

Police departments that implement the philosophy of community policing with the strategy of problem-solving are more prepared to address the full range of social disorder, and/or crime problems that may exist with the goal of enhancing the quality-of-life in the community. By identifying these conditions in advance, the department can prepare strategies and responses that are more likely to solve the problem. The problem-solving process S.A.R.A. (scanning, analyzing, response, and assessment) is made more effective through the relationship between citizens and officers.

In 2015, the Department changed the manner in which we report and calculate service delivery to our municipalities. We implemented a new “unit of service concept” in which municipalities purchase time measured by a formula of 10 hours equals one unit. Time is monitored in (15) fifteen-minute increments on a daily, weekly, and annual basis. We have also incorporated a new reporting system to help us track crime more efficiently.

### **Definition of Police Protection Unit Cost**

The responsibility of the Board of Commissioners is to insure that large municipalities and small municipalities are compensating the police department at the same rate; having said that, the operational component (the police department) of the Board of Commissioners is tasked with insuring that each of the municipalities receives the police services they purchase.

Simply put, no member municipality should pay for services they do not receive. **Every municipality, including the largest and the smallest, purchase units at the same cost .**A unit (properly called a police protection unit or PPU) is an increment of time based on 10 hours of

police service per week X 52 weeks in a year. **Note:** Notwithstanding, each of the two participating municipalities enjoys 24 hours per day, 7 days per week response to calls for police assistance. The hours purchased by a municipality include all administrative (vacations, sick leave, training etc.), investigative, patrol and community policing time. All time purchased is tracked daily and weekly to ensure each municipality is receiving their allotted time

## **Cost Containment Advantages of Regional Policing**

In microeconomics, economies of scale are the cost advantages that enterprises obtain due to size, with cost per unit of output generally decreasing with increasing scale as fixed costs are spread out over more units of output. Often operational efficiency is also greater with increasing scale, leading to lower variable cost as well. Economies of scale apply to a variety of organizational and business situations and at various levels, such as a business or manufacturing unit, plant or an entire enterprise. This accounts for the stabilization and containment of costs associated with the administration of police services on a regional basis.

Eastern Adams Regional Police Department has engaged in a series of budget review and pension oversight activities throughout the fiscal year, the results indicate a savings for the participating municipalities

## **Advantages of Regional Policing**

- Increased police service providing
- Increased police staffing levels
- Increased specialization of services
- Focused police response to problem solving
- Cost containment
- Budget development and examination as an ongoing process
- Reduction/ Elimination of duplicated services
- Uniformity and standardization of policy
- Increased use of technology
- Increased intergovernmental communication
- Increased intergovernmental cooperation
- Increased planning for law enforcement services
- Increased accountability of police service delivery to governmental officials
- Increased training and career development for officers in the agency
- Upgraded equipment and technical applications to increase officer safety margins
- Increased interaction between EARPD agency members and the community / general public
- Increased criminal response capability
- Increased public outreach and media programming
- Decreased risk exposure and agency risk factors
- Increased administrative support and communication with member municipalities

## **Legal Authority**

To comprehend the delivery of police services in the regional policing context, the reader must understand that a legal basis exists for such an organization and what these types of organizations are considered under the rules for government in the Commonwealth of Pennsylvania

**Definition** - Consolidation of police services requires the abolishment of political subdivision boundaries for police services and the unification of existing police forces into one regional police department. The distinctive characteristic of this method of policing is that the operation of the police agency is outside the direct control of any one municipality. The police department operates under the guidance of a newly formed regional police commission consisting of elected officials from each of the participating municipalities

**Legal Authority for Police Consolidation** - Section 5 of Article IX of the Constitution of the Commonwealth of Pennsylvania serves as the legal and constitutional basis for consolidation of police services in the state. Section 5 of Article IX states: A municipality by act of its governing body may, or upon being required by initiative and referendum in the area affected shall, cooperate or agree in the exercise of any function, power or responsibility with or delegate or transfer any function, power or responsibility to, one or more other governmental units including other municipalities or districts, the federal government, any other state or its governmental units, or any newly created governmental unit.

**Act 180**, as passed by the General Assembly and signed into law by the Governor on 7/12/76, serves as the enabling legislation that makes cooperation of public services in the Commonwealth a legal process. Contained in the Act are the provisions for initiating the cooperation and identification of the necessary contents of the agreement. Section 1202, clause 34 and 35 of the Borough Code; Section 1502, Section 702, clause 40 of the Second Class Township Code also bestow authority upon municipal governments to enter into agreements for the purpose of intergovernmental cooperation.

Eastern Adams Regional Police Department is governed by a body identified as the ***Eastern Adams Regional Police Commission***. The governing body (the Commission) is comprised of three elected officials from Oxford Township and two from New Oxford Borough. Oxford Township is represented by Harry McKean, Mario Iocco, and Jim Lafferty. New Oxford Borough is represented by Dorothy Robinson who serves as the Chairman and Patrick Sullivan. Mr. Joseph Rudolf from Clark Hill LLP in Philadelphia, PA represented our Department and Commission as solicitor. Kochenour, Earnest, Smyser, and Burg conducted an audit of our financial records

The Chief of Police reports directly to the EARPD Police Commission, and is responsible for providing accurate and timely reporting of the direction of the agency. This reporting is completed prior to the monthly meeting of the Commission and entails statistical, operational, municipal time tracking and fiscal reporting

This year, our Department continued to provide services for Oxford Township and New Oxford Borough. The two municipalities together encompass approximately 10 square miles in Adams County. In accordance with generally accepted population figures, service is provided to about 7,665 citizens. The population, by municipality is Oxford Township – 5,838 and New Oxford Borough – 1827.

## **EARPD Policy Objectives & Formulation**

Police policies and procedures organize the daily work of a police department and provide guidance for officers' decision-making in the field. Courts and the public look to departmental policies and procedures to determine whether an officer's actions were lawful and appropriate. All of the EARPD policies have been reviewed revised and disseminated to the agency members since August 2015 and are current with revisions and memorandums of understanding. The EARPD is compliant with the best standards and practices of law enforcement agencies.

The EARPD adheres to the practice of updating and drafting policies and procedures thoughtfully to encourage a law enforcement environment which meets community needs and withstands public and legal scrutiny. Policy review and formulation is an active and ongoing process. **The process is critical to the professional development of officers to assure guidance and compliance with the most recent case law, legal standards, and best practices in risk management and reduction.** In assessing appropriate objectives and priorities for police policy formulation and service delivery to local communities it should be recognized that most police agencies are currently given responsibility, by design or default, to:

- (a) Identify criminal offenders and criminal activity and, where appropriate, to apprehend offenders and participate in subsequent court proceedings;
- (b) Reduce the opportunities for the commission of some crimes through preventive patrol and other measures;
- (c) Aid individuals who are in danger of physical harm;
- (d) Protect constitutional guarantees;
- (e) Facilitate the movement of people and vehicles;
- (f) Assist those who cannot care for themselves;
- (g) Resolve conflict;
- (h) Identify problems that are potentially serious law enforcement or governmental Problems
- (i) Create and maintain a feeling of security in the community;
- (j) Promote and preserve civil order; and
- (k) Provide other services on an emergency basis

We also instituted a new recording procedure for tracking crime and calls for service. As a result of these changes, calls for service will be dramatically reduced from previous years due to duplication of previous recording procedures. The Department was audited for the first time by

Kochenour, Earnest, Smyser, and Burg of our financial records and found to be in compliance with all acceptable accounting procedures.

## **STAFFING**

### **Units of Service**

In keeping with the dictates of the "Articles of Agreement", municipalities purchase time by using a "unit of service" concept. Units are currently measured by a formula of 10 hours equaling one unit. Time is monitored in fifteen-minute increments on a daily, weekly and annual basis. In 2015, the Department managed 10,608 hours of service to the Municipalities.

**TABLE I  
MUNICIPAL UNITS OF SERVICE**

Municipality	Week Hours	Year Hours	Hours	Percent
Oxford Township	142	7425	-17.04	-0.161
New Oxford Borough	62	3183	2.79	0.026
EARP	204	10,608	-14.25	-0.135

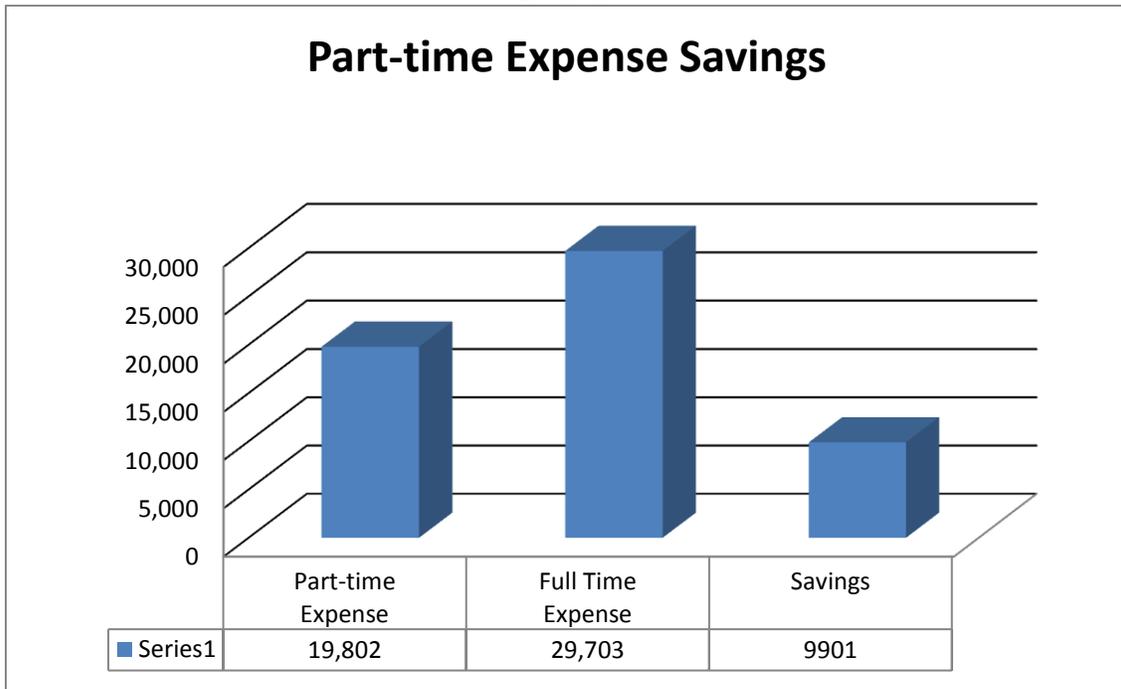
The negative hours for the Department reflect the two shifts that were not filled during the current year.

In addition to the unit time, another 185 hours of overtime was worked throughout the year. This was comprised from two overtime duty details consisting of DUI enforcement and Buckle UP Grant completed for a total reimbursement of \$3,705.55.

In 2015, the Department continued to utilize the staffing of part-time patrolman to supplement the full time staff to fill open shifts and special events such as Harvest Day, Antiques Flea Market, World War II Reenactment, etc... These professional part-time patrolmen are used to reduce the costs associated with the staffing of open shifts where full time personnel would require overtime. This is an efficient and effective economic means of reducing costs.

For the budget year 2015, Eastern Adams Regional expensed \$19,802.00 for part-time patrolman. This is a savings of \$9,901.00. If full time personnel were utilized to cover these shifts, the total costs would have been \$29,703.00

**Chart I**



**Overtime Expense**

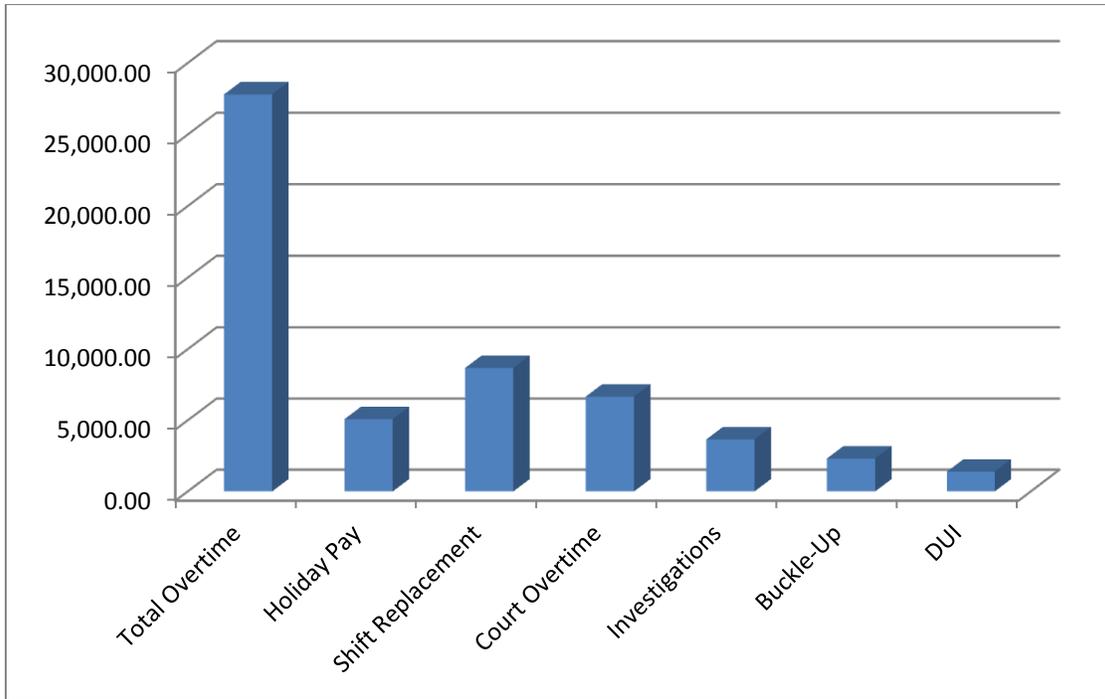
In the budget year 2015, Eastern Adams Regional Police Department was allocated \$13,055.00 for its overtime expenditures. The Department spent \$27,802.00 for the year on overtime expenditures which was a deficient of \$14,747.00 over budget.

A breakdown of the overtime expense is as follows:

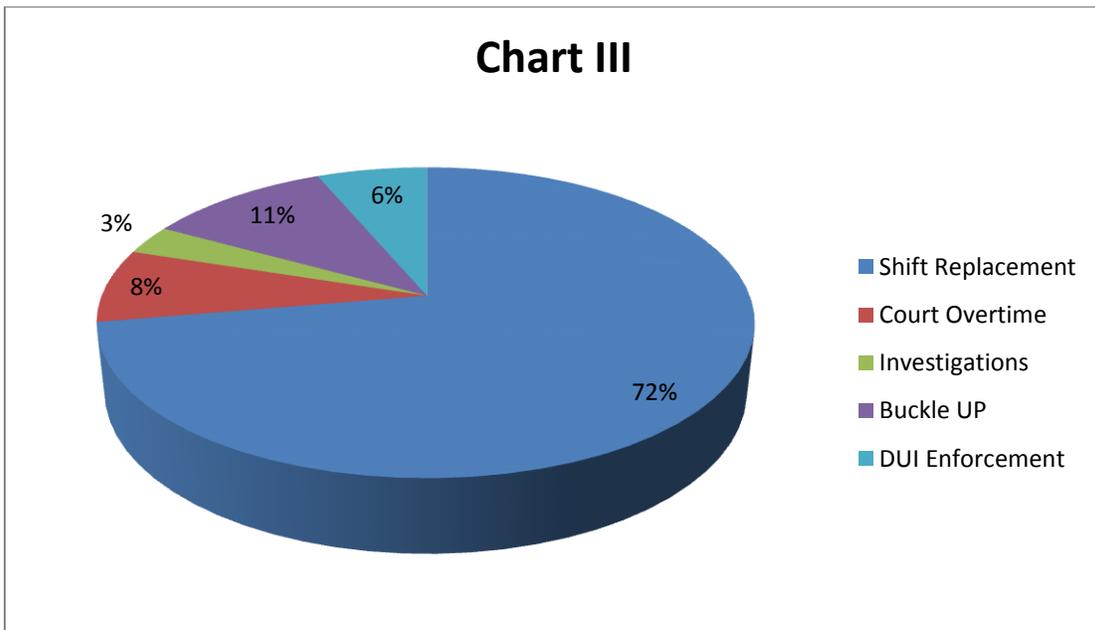
- Holiday pay \$5,084
- Shift Replacement \$15,762.00
- Court Overtime \$1,667.00.
- Investigations \$659.00
- Buckle-Up \$2,315.00
- DUI Enforcement \$1,391.00

**Chart II**

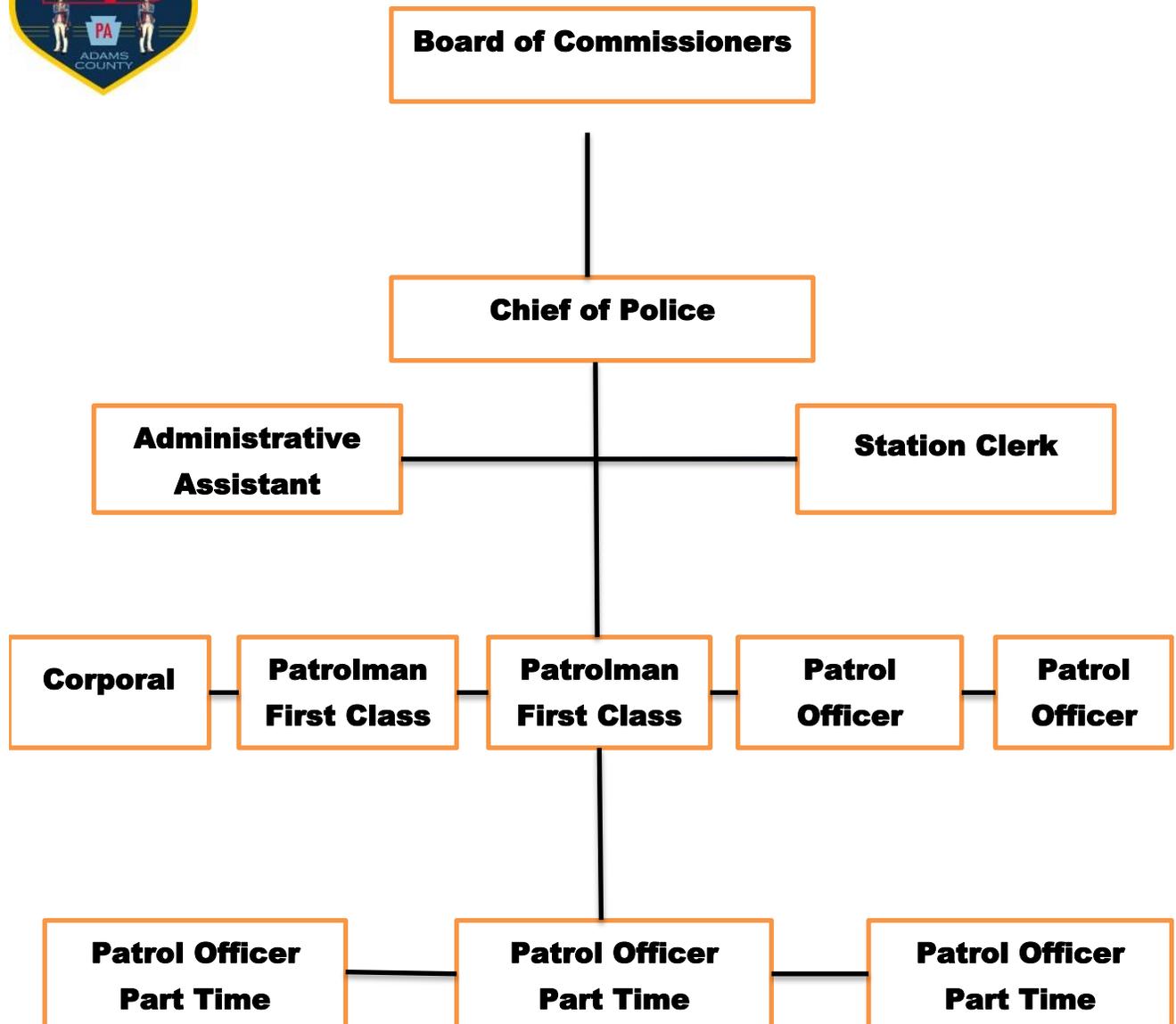
**2015 Overtime Expenditures**



**Chart III**



# EASTERN ADAMS REGIONAL POLICE DEPARTMENT ORGANIZATIONAL CHART



## Personnel

<u>Name</u>	<u>Rank</u>
Francis Staab	Chief of Police
David Ogle	Corporal
Todd Dunlap	Patrolman First Class
Shawn Cuffley	Patrolman First Class
Timothy Mulder	Patrolman
James Brunner	Patrolman
Larry Kitzmiller	Patrolman Part-Time
Dirk Hough	Patrolman Part-Time
Douglas Fishel	Patrolman Part-Time
Vita Iocco	Administrative Assistant
Michael Weaver	Station Clerk

This year we experienced **no** Worker's Compensation claims.

The Department and its members received 1 commendation this year. Three commendations recognized individual officers. The Officers and the Department were commended for a job well done by:

Patrolman James Brunner was recognized by the Red Cross as Adams's County Life Saver of the Year for rescuing a motorist whose vehicle was on fire.

Corporal David Ogle helped residents out of a burning building

Patrolman Timothy Mulder gave CPR to an individual to help save her life.

We are very proud of this recognition by our peers and the public.

The Department investigated one conduct complaint that resulted in the officer being exonerated by video evidence of no wrong doing. Three other infractions occurred and were investigated that resulted in discipline less than a suspension. In this area, we will continue to focus our efforts on improving.

# Patrol Section

## Calls for Service

In order to understand the workload demands placed on the Department, it is important to have a historical perspective. In other words, where have we come from and where might we be going. To that end, we offer the following five-year recap of activities. Our base year for this purpose is 2010.

<u>Year</u>	<u># Calls</u>	<u>% Increase/Decrease</u>
2010	3421	
2011	3673	6.84
2012	3029	-17.52
2013	2682	-11.43
2014	2566	-4.42
2015	2051	-20.15

As observed in the five year recap for calls of service, we see a steady decline in calls for service. This is attributed to the loss of municipalities serviced by the Eastern Adams Regional Police Department.

This year our call load showed a decrease of 20.15% due to a new reporting system and calculation. In 2015, we serviced 2051 calls for police assistance, which are 515 less calls than the previous year.

At this point, we will discuss, in some detail, the 2051 calls serviced. As you review this information, it might be beneficial to understand how authorities look at police activity. "Experts report (and authorities generally agree) that of all the calls received for police assistance, approximately 20% will be "Criminal" in nature and 80% will be "Service" in nature". Our figures indicate that 11.03% (186) of our total calls (2051) were criminal in nature and 88.97% (1865) were service in nature. Therefore, we appear to be experiencing a less than average amount of criminality and a higher than average amount of service activity in our jurisdiction when compared to the norm.

A breakdown of our total activity has been charted in five general areas. Calls that are criminal in nature, as defined by the Uniform Crime Report, are a combination of 18 Part I offenses and 95 Part II offenses. Calls that are service in nature are a combination of 253 traffic accidents investigated, 73 ordinance violations and 1865 incidents that have not been classified as criminal in nature and may best be described as service calls.

## **Activity**

Patrol Section, issued 511 traffic citations this year. This is an increase of 83 compared to 2014. For historical reference, our traffic enforcement index has, in the past years, moved both higher and lower.

The Board should know that the enforcement index is determined by dividing the number of injury/fatal accidents into the number of citations issued. An optimum enforcement index is 10-20 citations for every injury accident according to authorities in the field. A three year overview is as follows:

<b><u>Year</u></b>	<b><u>Citations</u></b>	<b><u>Injury Accidents</u></b>	<b><u>Traffic Enforcement Index</u></b>
2015	511	14	36.5
2014	428	9	47.6
2013	691	18	38.4

In addition to the 511 citations, officers issued 87 written warnings, up from 10 last year, 93 faulty equipment cards, which is up from the 18 issued in 2014, 81 parking tickets, down from 95 last year and 73 non-traffic citations, down from 85 last year and 1 parking warning. Therefore, patrol conducted no less than 831 traffic-related investigations in 2015 or more than 2.5 per day. None of this activity is classified as a reportable case and, therefore, is not tallied in the call-load figures expressed elsewhere on this report. Again, the Board should understand that this is self-initiated activity and not counted as a call or calls.

The average Patrol Officer did the following during the year:

- Response to incidents and supplemental reports – 97
- Responds to traffic accidents - 41
- Arrests felons, misdemeanors and summary violations - 20
- Contacts traffic violators – 166
- Drives miles on patrol – 14,517

In 2015, 6 persons were charged with “Driving Under the Influence” (DUI), which decreased from 15 DUIs effected in 2014. Eastern Adams Regional Police officers continue to arrest intoxicated drivers at an average rate as their counterparts across the state. A three-year recap illustrates the efforts made to keep our citizens safe.

There were 3 drunk drivers involved in motor vehicle accidents, which reflects 50% of the total drivers charged with DUI. Those arrested for DUI, on average, had a blood alcohol concentration of .171% more than two times the legal limit. The highest blood alcohol reported in 2015 was .397% or 4.96 times the legal limit.

## Overall Criminal Activity

For reporting purposes, each municipality's geographic area is identified as a "zone". The zone concept is what allows us to track specific issues or trends in smaller geographic regions of a municipality.

Each municipality's zones(s) are included in this report along with five general types of activity-- Part I Crimes, Part II Crimes, Motor Vehicle Accidents, Municipal Ordinance Violations, and All Other Incidents. This will show the activity type and the percentage as it pertains to each zone in your municipality.

Table II reflects each municipality's overall activity by total number and percentage

**TABLE II  
ACTIVITY BY MUNICIPALITY**

Municipality	Part I Crimes	%	Part II Crimes	%	Traffic Citations	%	Ordinance Violations	%	All Other Calls	%	Total Calls
Oxford Twp	11	.01	59	.05	398	.31	47	.04	751	.59	1266
New Oxford	7	.01	36	.05	113	.14	26	.03	603	.77	785
EARP	18	.01	95	.05	511	.25	73	.03	1354	.66	2051

### **2015 Oxford Township Statistics**

Felony Arrest	11	Traffic Citations	398
Misdemeanor Arrests	59	Parking Tickets	15
Non-Traffic Citations	47	Written/Verbal Warnings	512
Incident Reports	1266	Accident Reports	106
Supplemental Reports	305		

### **2015 New Oxford Borough Statistics**

Felony Arrest	7	Traffic Citations	113
Misdemeanor Arrests	36	Parking Tickets	66
Non-Traffic Citations	26	Written/Verbal Warnings	238
Incident Reports	785	Accident Reports	47
Supplemental Reports	180		

## **Serious Crime**

The 53 reported crimes classified as Part I Offenses under the FBI Uniform Crime Report System are the most serious crimes. Serious crime was up 35.89% (53 incidents) in our entire jurisdiction. Part I crimes include: Homicide, Manslaughter, Rape, Robbery, Aggravated Assault, Burglary, Theft, Auto Theft and Arson. Serious crimes were reported to municipalities numbering 37 cases in Oxford Township (12 more than last year), 16 cases in New Oxford Borough (2 more than last year)

An analysis of the Part I crime indicates an increase due to a spike in thefts from auto which occurred mainly in August and September of 2015.

\*Figures for state and county averages based on the most current UCR Data, which is 2014.

A breakdown of the Part I crimes over three years reported to our Department can be viewed on Table III.

**TABLE III  
PART I – CRIMES**

---

Crime Classification	2013	2014	2015	2014/2015 Inc/Decrease
Homicide/Inv Man	0	0	0	0
Rape	0	1	0	-1
Robbery	0	2	0	-2
Aggravated Assault	0	0	1	1
Burglary	3	4	8	4
Theft	44	31	43	12
Auto Theft	1	0	1	1
Arson	0	1	0	-1
EARP	48	39	53	14

A formula is available to numerically chart or indicate a municipality's crime rate in finite terms. The rate is determined by dividing 100,000 by a municipality's population; times the Part I reported crimes. The overall regional jurisdiction experienced an annual decrease (18.27%) in the crime rate. Municipal crime rates appear for review on Table IV.

**TABLE IV  
MUNICIPAL CRIME RATE**

Municipality	Population	Part I Crimes			Crime Rate 2015	2014/2015 Inc/Dec
		2013	2014	2015		
Oxford Twp.	5,838	27	25	37	428.23	12
New Oxford	1827	21	14	16	766.29	2
EARP	7665	48	39	53	508.81	14

**Less Serious Crime**

The 148 reported crimes, classified as Part II offenses under the FBI Uniform Crime Report Systems are less serious crimes. Part II Crimes increased (121 cases) or 448.26% in 2015. A three-year review of these crimes appears on Table V.

\*Figures for state and county averages based on the most current UCR Data, which is 2014.

**TABLE V  
PART II CRIMES**

Crime Classification	Reported Cases			2014/2015 Inc/Dec
	2013	2014	2015	
Simple Assault	45	12	18	4
Forgery	0	0	0	0
Fraud	0	0	20	20
Rec. Stolen Property	0	0	0	0
Vandalism	0	0	26	26
Poss. of Weapons	0	0	2	2
Prostitution	0	0	0	0
Sex Offenses	0	0	1	1
Drug Laws	0	0	7	7
Gambling	0	0	0	0
Family Offenses	0	0	7	7

<b>DUI*</b>	<b>12</b>	<b>15</b>	<b>6</b>	<b>-9</b>
<b>Liquor Laws</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Public Drunkenness</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>5</b>
<b>Disorderly Conduct</b>	<b>0</b>	<b>0</b>	<b>50</b>	<b>50</b>
<b>Others**</b>	<b>0</b>	<b>0</b>	<b>17</b>	<b>17</b>
<b>EARP</b>	<b>57</b>	<b>27</b>	<b>148</b>	<b>121</b>

\*\* See Appendix "A" (all other classifications under UCR; does not include township/borough ordinances)

A three year review of Part I and Part II offense history is reflected on Chart IV. Also Part II Crimes are skewed due to crime reporting issues in 2013 and 2014

### **Service Calls**

As mentioned earlier, national averages indicate that approximately 80% of all calls received by police will be "service" in nature. We found ours to be 78.16% this year. Municipalities as shown on Table VI generated these 2051 calls.

**TABLE VI  
MUNICIPAL CALLS FOR SERVICE**

MUNICIPALITY	TOTAL CALLS			SERVICE CALLS			% of TOTAL	
	2013	2014	2015	2013	2014	2015	2014	2015
<b>Oxford Twp.</b>	<b>2943</b>	<b>2147</b>	<b>1266</b>	<b>2660</b>	<b>1861</b>	<b>963</b>	<b>.87</b>	<b>.76</b>
<b>New Oxford</b>	<b>1344</b>	<b>1199</b>	<b>785</b>	<b>1183</b>	<b>1007</b>	<b>604</b>	<b>.84</b>	<b>.77</b>
<b>EARP</b>	<b>4352</b>	<b>3346</b>	<b>2051</b>	<b>3860</b>	<b>2868</b>	<b>1603</b>	<b>.86</b>	<b>.78</b>

### **School & Community Safety Initiatives**

As an important part of the EARPD patrol services best practices, officers are encouraged and expected to stop at each school within their assigned patrol zone and enter the building to conduct a safety / patrol check. In addition the officers are stationed in school zones for traffic safety purposes during the arrival and departure of students while the school safety zones are active.

**Lethality Assessments** In 2015 the department was one of several departments selected throughout the Commonwealth to participate in a Domestic Violence reduction effort by using a Lethality Assessment Program to screen potential high risk victims and direct them to victim services. The survey tool is used by officers and if the victim screens in, the officer attempts to make an immediate direct contact with victim services. The department conducted 5 Lethality Screens in 2015 This is seen to be a very effective approach to violence reduction in domestic violence.

**Ride-Along** The Eastern Adams Regional Police continues a ride along program for individuals who are aspiring law enforcement officers and who are interested in getting a feel for what it is like to be on patrol. With the Chief's approval, high school (partnered with Gettysburg Prep) and college students from within our jurisdiction spend up to eight hours on patrol with a EARP officer responding to emergencies and calls for service. EARP continues to do have several ride a-longs throughout the year. We also encourage stakeholders of our community to ride-along with our officers to promote community awareness of the services provided by our Department.

### **Safe Drug Disposal With Med Return Collection Unit**

You can dispose of excess & expired prescription and over-the-counter medications safely at the Eastern Adams Regional Police Department.



The Department was presented by the Adams County District Attorney's Office with a permanent drug take back box for our lobby. The drug box is accessible to the public during business hours. During 2015, we collected more than 561 pounds of prescription medication for destruction

## **Alarms**

Response to alarms is classified as a service call.

In 2015, total alarm dispatches accounted for 67 of the total call load or 6.65%.

A municipal alarm overview, which compares the number of alarms to the total number of calls in each municipality, finds that we handled in 32 Oxford Township and 35 New Oxford Borough.

## **Vehicle Accidents**

Accident investigations are also classified within the concept of a service call. This year we experienced a slight increase in the accidents we investigated. The 220 accidents reflected an increase of 9 crashes or 4.26% compared to 2014. Injury accidents investigated were 14, which increased by 5 from 2014. In addition, we investigated 0 fatal accidents.

(A municipal breakdown of this information is shown on Table VII.)

**TABLE VII  
MUNICIPAL ACCIDENT ACTIVITY**

MUNICIPALITY	Accidents			Injury Accidents			Fatal Accidents		
	2013	2014	2015	2013	2014	2015	2013	2014	2015
Oxford Township	135	142	153	12	7	10	0	0	0
New Oxford	54	69	67	4	2	4	0	0	0
Totals	189	211	220	16	9	14	0	0	0

## **Part I Crimes and Investigations**

In the paragraphs that follow provide a brief synopsis of major crimes investigated within each municipality during 2015:

### **Oxford Township**

On 01/21/2015, a report of a burglary occurred on Lincoln Way East in which a neighbor was apprehended through Police investigation.

On 02/07/2015, A ped stop on Hanover St of Aaron SANDERS who is known to be on probation led to Possession of Marijuana and Resisting Arrest charges. Only minor injuries were suffered by the officer. SANDERS was transported to Adams County Adult Correction Facility.

On 02/7/2015, a report of a theft from vehicle with no forced entry was reported and taken was a Kenwood radio/CD player valued at \$200.00. An investigation was conducted with negative results.

On 03/21/2015, a vehicle theft was reported of a 1995 Ford F-150 which was not operational with no registration plate.

On 03/31/2015, A theft of a gas grill was reported on Fiddler Drive and is currently under investigation.

On 05/05/2015, Police responded to a theft along Red Hill Road. A man reported that his tools had been stolen from his shed.

On 05/17/2015, A theft was reported along Fish and Game Road. Persons entered a shed and removed an air conditioner valued at \$250.00

On 07/07/2015, A burglary occurred at 1365 Red Hill Road. Unknown person(s) forcibly entered the house and removed items including a washer, dryer, refrigerator, and air conditioning units. Police are investigating

On 09/29/2015, A burglary was reported along Hanover St. A trailer was broken into by force and several items were stolen. Police apprehended two offenders

On 10/01/2015, A second burglary was reported along Hanover St. A trailer was broken into by force and several items were stolen. Police apprehended two offenders

On 10/27/2015, A burglary was reported along Oxford Rd. Police investigated the incident and found that the complainant fabricated the story. Andrew RHODES is being charged with false reports to a police officer, as well as other charges.

On 11/01/2015, Police responded to a theft on Mt Misery Road. Several items were taken from a home. Specifically a gas operated power washer (POWER STROKE) 2200 PSI pressure washer. Upon investigation Police arrested Amanda WIGFIELD and Joshua SAUTER for theft and drug charges

On 11/17/2015, An unknown male broke into the Hanover Toyota Dealership located on Carlisle Pike through the rear. Entry was made through a locked window by force. The suspect appears to be a black male, or possibly Hispanic, with a mustache wearing baggy pants and a white sweatshirt. He is seen walking around the parts area. He attempts to cover his face with his jacket but leaves his face uncovered momentarily in front of the cameras. Taken was a lap top computer, license tag JXL-1252, One set of keys to a Sienna minivan, and a 2009 Toyota Rav4 with no plate.

On 11/24/2015, Police are investigating a report of a Burglary which occurred on the 1500 block of Carlisle Pike which occurred between May 2015 and November 20, 2015. An unknown amount of items are reported missing at this time.

### **New Oxford Borough**

On 01/22/2015, a report of a theft from vehicle was reported by unknown persons without forced entry. Taken was \$980:00 USC and a \$380:00 check which was in her wallet in the vehicle.

On 02/27/2015, a report of a burglary was reported at the coffee shop. No forced entry to the premises was observed. An Investigation provided a suspect which was unable to be substantiated.

On 04/07/2015, A Vehicle theft from vehicle was reported along West High Street.

On 05/20/2015, A theft was reported along at 330 South Water Street. Police responded and found a HP10 Tablet was taken from a bag in the break room

On 06/22/2015 a report of a burglary from the rear barn of this location was taken. The property has been vacant for some time. The door was kicked in causing damage to the door frame. Taken were several cast iron pots along with other unknown antiques.

On 06/26/2015, a report of burglary was reported with no forced entry. Taken was \$19,000 USC and a Ruger LCP 380 pistol. An investigation was conducted with a suspect being identified.

On 07/03/2015, A theft of a bicycle was reported along Hanover Street. Police are investigating. The value of the bicycle was valued at \$175.00

On 09/07/2015, – Theft was reported along Center Square. Four video games were reported stolen. Police discovered that Zachary Murphy, age 21, had taken the games and sold them at Gamestop. Murphy is being charged with Theft and Receiving Stolen Property

# 2015 Annual Case Management Report

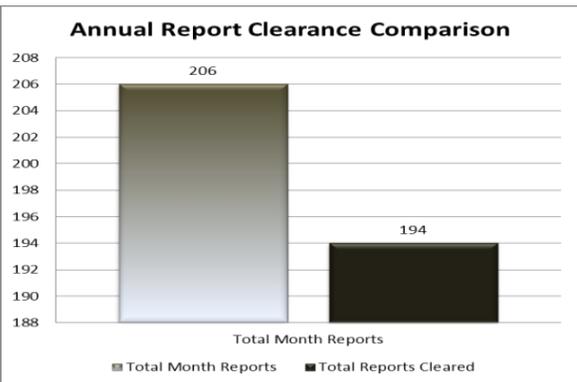
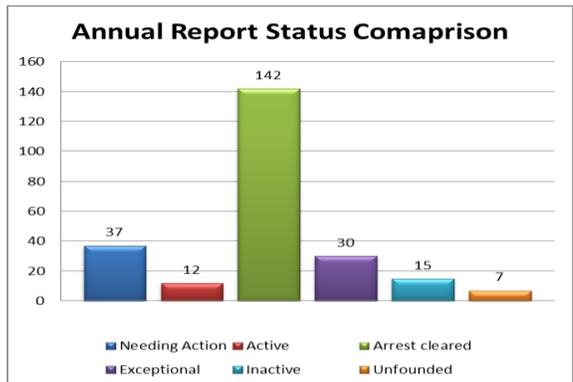
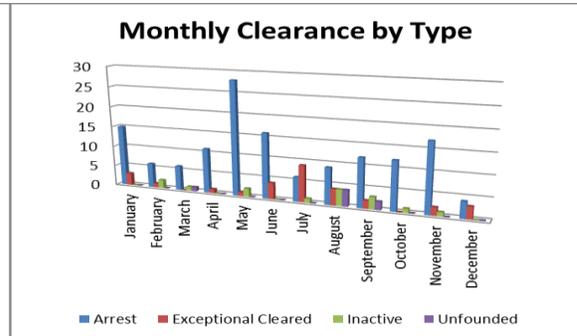
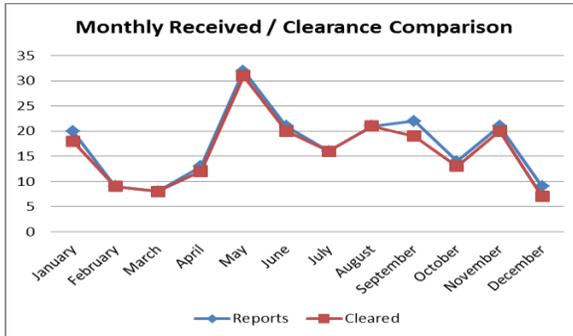
Chart reflects Part I & Part II Crimes investigated by Personnel

## Chart IV

### CASE MANAGEMENT MONTHLY REPORT

#### Annual Report

	Total Month Reports	Total Reports Cleared	Reports Needing Action	Active	Arrest Cleared	Exceptional Cleared	Inactive	Unfounded
January	20	18	3	2	15	3	0	0
February	9	9	2	0	6	1	2	0
March	8	8	1	0	6	0	1	1
April	13	12	2	1	11	1	0	0
May	32	31	3	1	28	1	2	0
June	21	20	1	1	16	4	0	0
July	16	16	3	0	6	9	1	0
August	21	21	10	0	9	4	4	4
September	22	19	4	3	12	2	3	2
October	14	13	6	1	12	0	1	0
November	21	20	2	1	17	2	1	0
December	9	7	0	2	4	3	0	0
<b>Totals</b>	<b>206</b>	<b>194</b>	<b>37</b>	<b>12</b>	<b>142</b>	<b>30</b>	<b>15</b>	<b>7</b>



## **Administrative Areas of Specialization**

The EARPD employs a part-time Administrative Assistant that reports directly to the Office of the Chief of Police. This professional is responsible for the execution of process as directed by the Chief of Police. This includes all aspects of generally accepted business and accounting practices consistent with best practices for both business and government.

We also employ a part-time Station Clerk who is responsible for our Records Section. The role of the Records Section is to insure and coordinate the rapid and orderly flow of information between the various components of the police department. One of the many integral functions is to provide data entry into the automated information system. The members also provide other varied services, including the greeting of all visitors to departmental headquarters and processing all insurance or other outside requests for information. The staff assigned to Records processed nearly fifteen hundred records in 2015.

The information from the automated database continues to be vital in many tasks essential to department effectiveness and efficiency. These tasks include identification of crime patterns and trends, providing information to assist in the scheduling and distribution of manpower and the cohesive exchange of information with other agencies for the solution of crime.

### **Pennsylvania's Right to Know Law (Act 3 of 2008)**

An added responsibility was placed on the Station Clerk in the last five years that has become very time consuming. The "Right to Know" law requires an "Open Records Compliance Officer" (ORCO), which currently is the station clerk.

Throughout the year, there are many requests for documents by the public and other entities. These requests are handled by the ORCO. The process to respond to the requests is as follows:

- Department receives written request for document
- Document is researched and located
- Document is reviewed to determine what information can be released
- Redact all information that must be excluded
- Provide a written response to the requestor
- Maintain a written log of all requests and actions taken

In 2015, we processed 176 "Right to Know" requests compared to 75 in 2014. Also, 1 court ordered record was expunged during the year.

## Training & Career Development – Philosophy

The EARPD understands the need to train officers beyond the minimal required standards as established by the Commonwealth of Pennsylvania for basic training of certified police officers, this agency level of commitment extends far beyond the minimal in-service annual training update. The EARPD adheres to the philosophy of providing officers meaningful training that will enhance both the career development of the officer and extend to meeting the needs of the community for the quality and scope of police services being delivered. The EARPD strongly believes that minimal training equates to minimal performance and substandard outcomes, both of which are repugnant to EARPD agency members

## FLEET REPORT

### Eastern Adams Regional Police Department



### Fleet Deployment

During 2015 the Department deployed six vehicles during its operations.

Patrol Vehicle	Mileage	Repair Costs	Mileage per yr.	Fuel Used
2014 Dodge Charger	13,519	\$65.95	13,019	1,547.6
2014 Ford Explorer	37,484	\$768.57	20,706	1,309.6
2010 Ford Crown Vic	107,200	\$3,360.71	13,538	1,648.44
2010 Ford Crown Vic	92,898	\$2,991.17	13,751	1,632.44
2008 Dodge Charger	164,935	\$3,309.91	13,909	1,101.9
2002 Ford Explorer	173,700	\$6,408.13	2,652	23
Totals		\$16,904.44	72,589	7,263

## **RETIRED VEHICLES**

There was one (1) vehicle (2007 Ford Crown Vic) decommissioned and is awaiting sale. This vehicle had an average mileage of 162,444 and an average service life of 8.3 years as a patrol vehicle. The vehicle received \$1,399.07 in maintenance for 2015.

## **VEHICLE DAMAGE**

### **AT-FAULT ACCIDENTS**

During 2015, the Department experienced a total of zero (0) accidents in which the officer were culpable. There was no monetary loss due to accidents.

### **PRISONER DAMAGE**

Occasionally, suspects who are in custody and secured within a patrol vehicle, intentionally inflict damage to the vehicle. Most often this results from suspects kicking the interior door panels or windows. During 2015, we experienced no prisoner damage. The officers did an exceptional job at securing and controlling prisoners while in Department vehicles.

## **WEBSITE**

<http://police@eadamsregionalpd.net>

In early 2015, we recognized the need to improve upon our Department website. Our goal was to create a user-friendly site that could be used by the community, media, law enforcement, and others as a means to provide accurate and timely information.

The website provides easily accessible ways to contact the Department. Visitors can provide information to specific units such as traffic, criminal, and community policing. Department forms commonly requested by the public are printable from the website.

Below is a description of the activity added to our website in 2015

- 125 Press Releases
- 18 Department News
- 3 Crime Prevention tips/Scam Alerts
- 1 Wanted Persons
- 1 Megan's Law Notification:

## CONCLUSION

The department will continue its efforts to provide improved police service and protection balanced with the continued focus on traditional crime and the increased demands on traffic enforcement. The top priority of every officer of the Eastern Adams Regional Police Department continues to be providing the highest quality of service to the citizens of New Oxford Borough and Oxford Township.

Our goals in 2016 are to prioritize adequate shift staffing to sustain optimal levels of officer safety while encouraging a more proactive level of community policing. We will also continue to provide quality training for employees to enhance the department's growth. The department will continue to build strong partnerships with our communities, school district, and neighboring law enforcement agencies. The Department is looking to achieve accreditation through the PA Chiefs of Police Association.

The department has been recognized by many organizations across the state and we will continue to make every effort to improve the quality of services offered to the community. It is a credit to the elected and the appointed officials of the municipalities involved that they have recognized the need to cooperatively provide for the safety of the citizens and visitors of the community. The Commission's commitment to the Regional Police Department requires a great deal of effort and they have come together to accomplish this task.

It is also important to recognize the officers and employees of the Department who have continued to perform the duties required of them in an ever changing environment. Each employee has strived to meet and exceed the department's mission.

We continue to acknowledge the need for maintaining high ethical standards and are committed to professional standards that ensure us a place of trust and respect within the community

Respectfully submitted,

Francis Staab  
Chief of Police

**CAVEAT:** Although the year-end report is historically submitted and signed by the Chief of Police, it clearly represents the efforts of others. To wit, this report was generated with the assistance of several members of the Department, including: Corporal Ogle, PFC Dunlap, PFC Cuffley, PO Mulder, PO Brunner, Station Clerk Michael Weaver, and Administrative Assistant Vita Iocco

## **APPENDIX A**

ALL OTHER CLASSIFICATIONS UNDER UCR  
HARASSMENT  
HARASSMENT BY COMMUNICATION  
TERRORISTIC THREATS  
TRESPASS  
PUBLIC NUISANCE  
FALSE REPORTS  
FIREWORKS  
RECKLESS ENDANGERING  
CRUELTY TO ANIMALS  
SCATTERING RUBBISH  
OPERATING WITHOUT CONSENT  
FALSE IMPRISONMENT  
BLUE LAWS  
SALE OF STARTER PISTOLS  
PROJECTILES  
IMPERSONATING PUBLIC SERVANT  
OBSCENITY  
RESISTING ARREST  
CAUSING CATASTROPHE  
FALSE ALARMS  
OBSTRUCTING HIGHWAYS  
UNLAWFUL RESTRAINT  
TAMPERING WITH PUBLIC RECORDS  
WITNESS TAKING BRIBE  
FUGITIVE FROM JUSTICE  
OBSTRUCTING ADMINISTRATION OF GOVERNMENT FUNCTION  
PUBLIC UTILITIES  
TAMPERING WITH WITNESSES  
KIDNAPPING  
TAMPERING WITH FIRE APPARATUS  
CRIMINAL CONSPIRACY