



Administrative Investigations Unit

2018 Year End Report

7/2/19
4/30/19

Sergeant Mark Arnold
Investigator Matt Britt
Investigator Lloyd Ackerman
Administrative Coordinator Courtney Driscoll

The Jefferson County Sheriff's Office Mission Statement calls for a partnership with the community, promoting mutual trust and respect. The Administrative Investigations Unit was specifically created to ensure these standards are vigorously maintained.

The unit's interaction with the public offers our citizens an avenue to address complaints regarding allegations of employee misconduct. The Administrative Investigations Unit also allows the public access to information where questions concerning policy and procedures can be resolved, and a contact point where commendations can be received.

The Administrative Investigations Unit ensures that all internal issues are professionally processed in a manner determined by set policy.

One of the Administrative Investigations Unit's responsibilities is to maintain records of complaints and inquiries. These are periodically analyzed by the unit's supervisor and compiled into various reports. Those areas of concern can be used to identify issues to improve services.

Our value statement pledges to the community that as professionals we will be, "honest, forthright and courageous in all we do. We are accountable to the public and ourselves." A professional workforce does not operate in a manner unspecified by policy or with favoritism. The Administrative Investigations Unit operates in accordance with nationally accredited CALEA standards under direct supervision of executive management, assuring employees all lawful rights are afforded to them, as any professional organization must.

This annual report contains information captured by the Administrative Investigations Unit for the year 2018.

The Administrative Investigations Unit is comprised of one sergeant, two investigators, and one administrative coordinator.

Complaints

In 2018, Administrative Investigations investigated 38 complaints. All complaints have reached a final disposition. A new policy that was adopted in 2008 allowed Administrative Investigations to recommend certain complaints for mediation. In 2018, no cases were referred to County Mediation Services.

Complaints received by Administrative Investigations Unit are classified into one of the following six categories: Demeanor, Failure to Perform (FTP), Criminal, Excessive Force, Misconduct, or Dishonesty.

At the conclusion of the investigation, complaints are generally classified as: Substantiated, Unsubstantiated, Exonerated, Misconduct Not Based on Complaint (MNBOC), or Unfounded.

Complaints Received by Classification

TYPE	2016	2017	2018
DEMEANOR	5	7	7
FAILURE TO PERFORM	18	17	5
CRIMINAL	0	0	0
EXCESSIVE FORCE	1	1	6
MISCONDUCT	21	15	19
DISHONESTY	0	0	1
TOTAL	45	40	38

In 2018 there was a decrease in the number of complaints overall when compared to complaints in 2017 and 2016. Three complaints were alleged to be biased based. The investigations did not find bias to be a factor in any of them.

Complaint Dispositions by Division

Division	Personnel Inv. ¹	Substantiated	Unsubstantiated	MNBOC	Exonerated	Unfounded	Under Review	Under Invest.
Patrol	33	7	5	3	10	8	0	0
Detentions	17	11	1	3	1	1	0	0
Investigatio	7	1	3	3	0	0	0	0
Support	5	1	3	1	0	0	0	0
Total	62	20	12	10	11	9	0	0

¹ Multiple employees involved in a single case with different dispositions (18 cases involving 42 employees).

Detentions Division Complaints Received by Source

TYPE	Internal	External
Biased Based Policing	0	0
Criminal	0	0
Demeanor	0	0
Dishonesty	0	0
Failure to Perform	1	0
Misconduct	7	1
Use of Force	1	0
Total	9	1

Patrol Division Complaints Received by Source

TYPE	Internal	External
Criminal	0	0
Demeanor	1	6
Dishonesty	1	0
Failure to Perform	0	2
Misconduct	3	5
Use of Force	2	3
Total	7	16

Criminal Investigations Division Complaints Received by Source

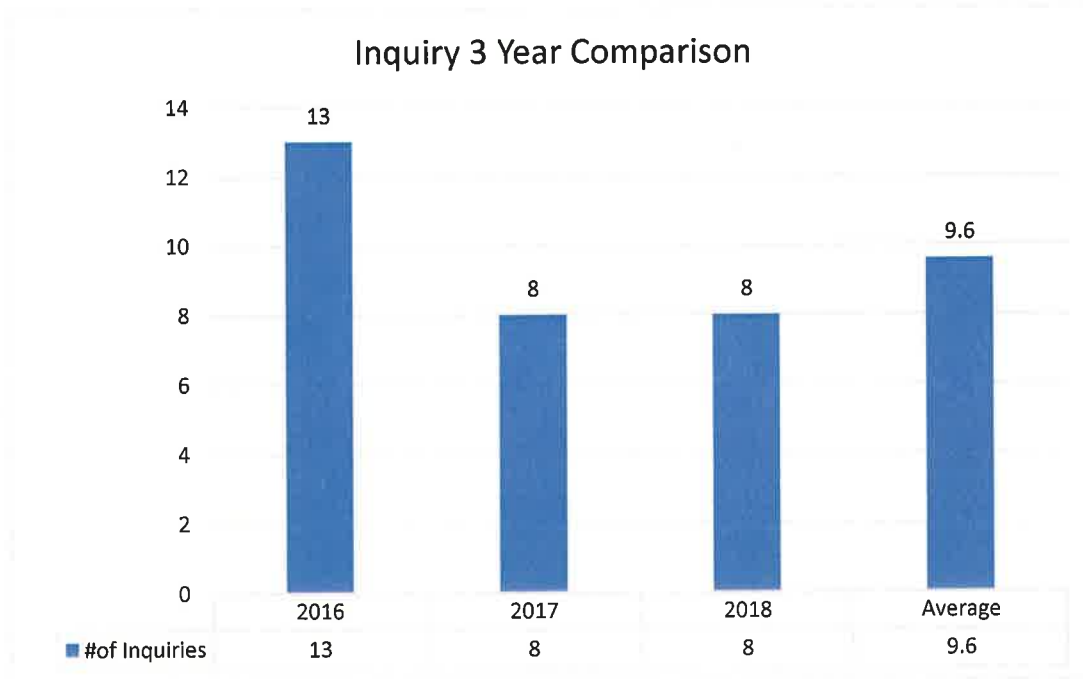
TYPE	Internal	External
Criminal	0	0
Demeanor	0	0
Dishonesty	0	0
Failure to Perform	2	0
Misconduct	1	0
Use of Force	0	0
Total	3	0

Support Services Division Complaints Received by Source

TYPE	Internal	External
Criminal	0	0
Demeanor	0	0
Dishonesty	0	0
Failure to Perform	0	0
Misconduct	2	0
Use of Force	0	0
Total	2	0

Inquiries

Administrative Investigations also processes all inquiries wherein a citizen or employee may have a question about a policy or a procedure of the agency. In 2018, eight inquiries were investigated. All eight inquiry reviews have been finalized.



Dispatch Liability Incidents (PSCAP Std. 2.2.5)

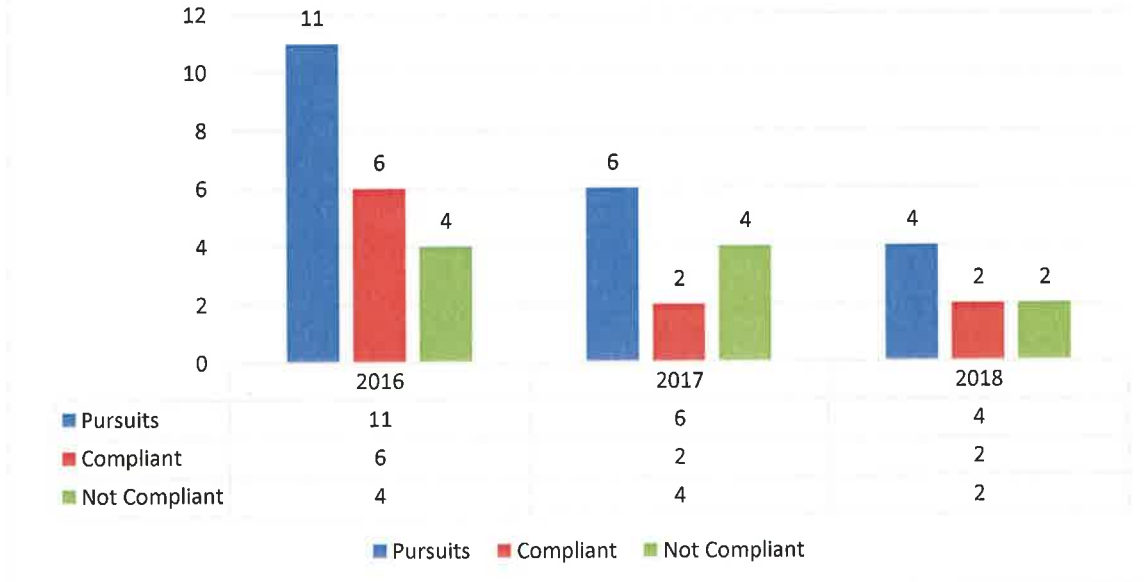
During 2018 there were no incidents involving agency liability within the Communications Unit prior to Jeffcom assuming complete responsibility for law enforcement dispatch services.

Vehicle Pursuits

Four (4) vehicle pursuits were initiated in 2018. All were initiated by Patrol Division deputies. After review by Command Staff, two pursuits were found to be non-compliant with policy and two were found to be in compliance with policy. One of the compliant pursuits was terminated due to increased danger to those involved and citizens of Jefferson County. No deputies were injured in the pursuits. In each of the non-compliant pursuits, the deputies involved received additional training.

A Vehicle Pursuit Review Form was completed for each of the pursuits and reviewed by the involved deputy's sergeant before being forwarded to the Precinct Lieutenant, Precinct Captain, Division Chief, Undersheriff and Sheriff. This process yields an enhanced detailed review of each pursuit.

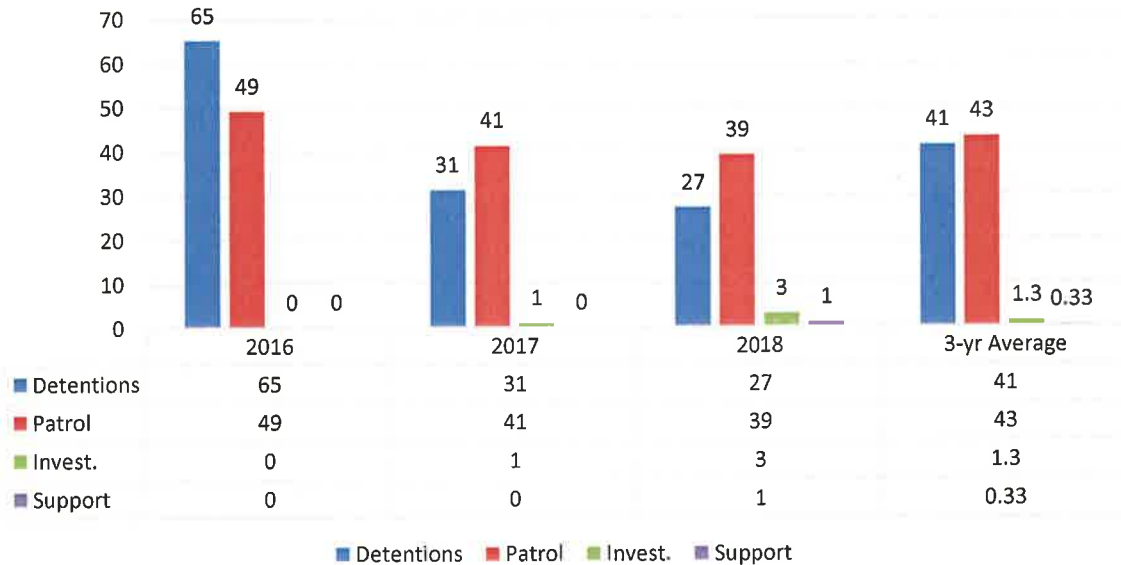
Vehicle Pursuits 3 Year Comparison



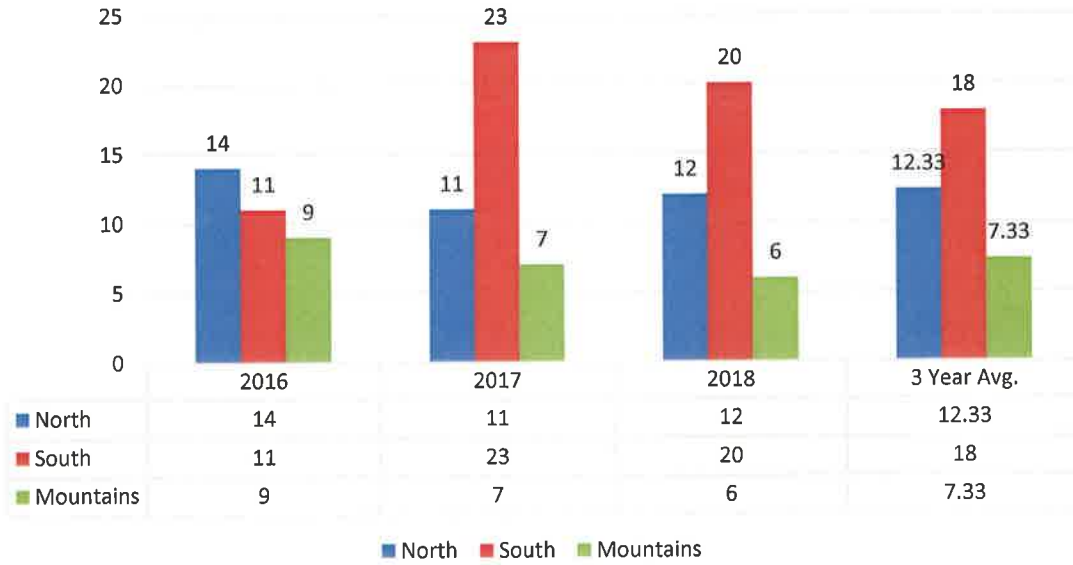
Use of Force

There were seventy-one (71) Use of Force reports tracked by the Administrative Investigations Unit in 2018. The Patrol Division reported thirty-nine (39) uses of force. The Detentions Division reported twenty-seven (27) uses of force. There were three (3) uses of force reported for the Criminal Investigations Division and one (1) for the Support Services Division.

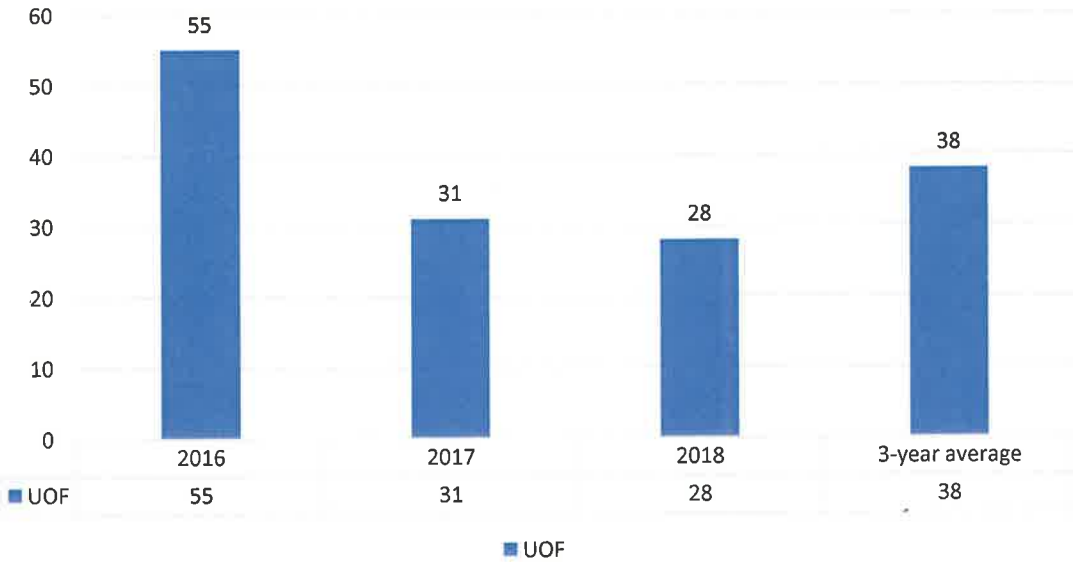
Use Of Force 3 Year Comparison by Division



Patrol Use Of Force 3 Year Comparison



Detentions Division Use Of Force 3 year Comparison



Use Of Force Types Used By Division

Force Type	Patrol	Detentions	Investigations	Support
Control Holds	13	12	0	0
Pressure Points	0	3	0	0
Strikes	2	4	0	0
Kicks	0	1	0	0
Takedowns	7	2	3	0
Taser	8	3	0	0
K-9 Bites	6	0	0	0
Less Lethal	0	2	0	0
Firearm	3	0	0	1

Random Drug Testing

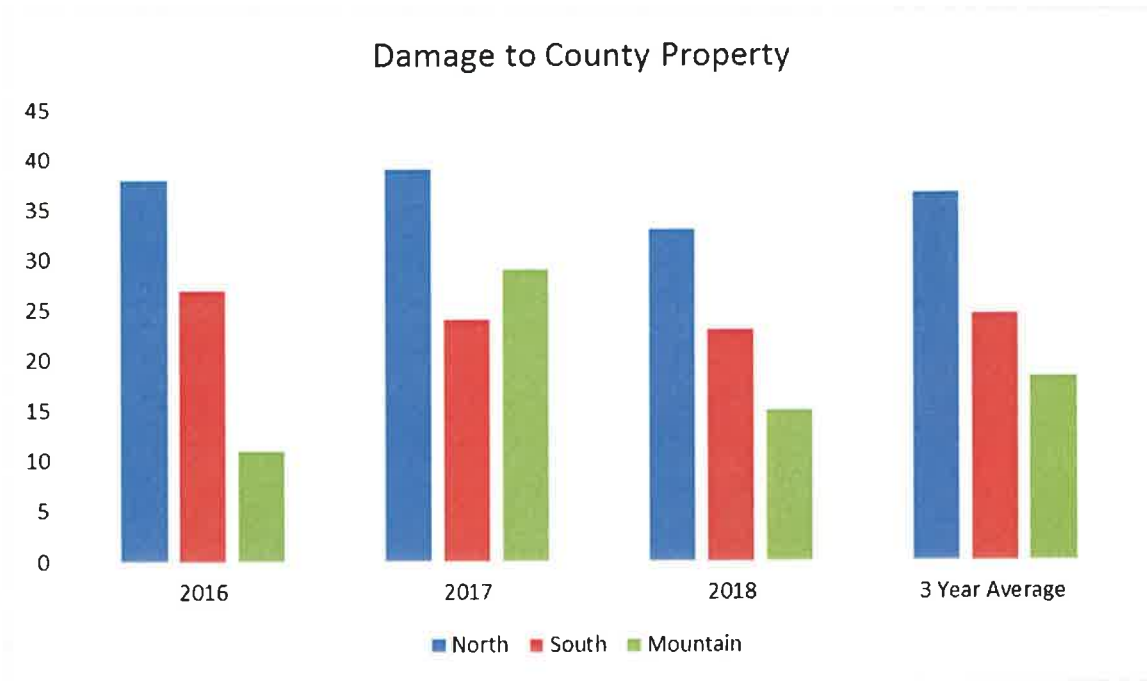
In late 2017, the Sheriff's Office began conducting drug testing on all employees randomly selected by a third-party, non-affiliated laboratory. In 2018, one hundred three (103) employees, from all divisions and ranks within the Sheriff's Office were tested. Of those selected for a drug test, one (1) employee's sample tested positive for narcotic use. The results were confirmed by a medical doctor contracted by the laboratory company; the employee was given a second drug screening. An administrative investigation was initiated and at the conclusion the investigation the employee resigned in lieu of termination.

Damage to County Property

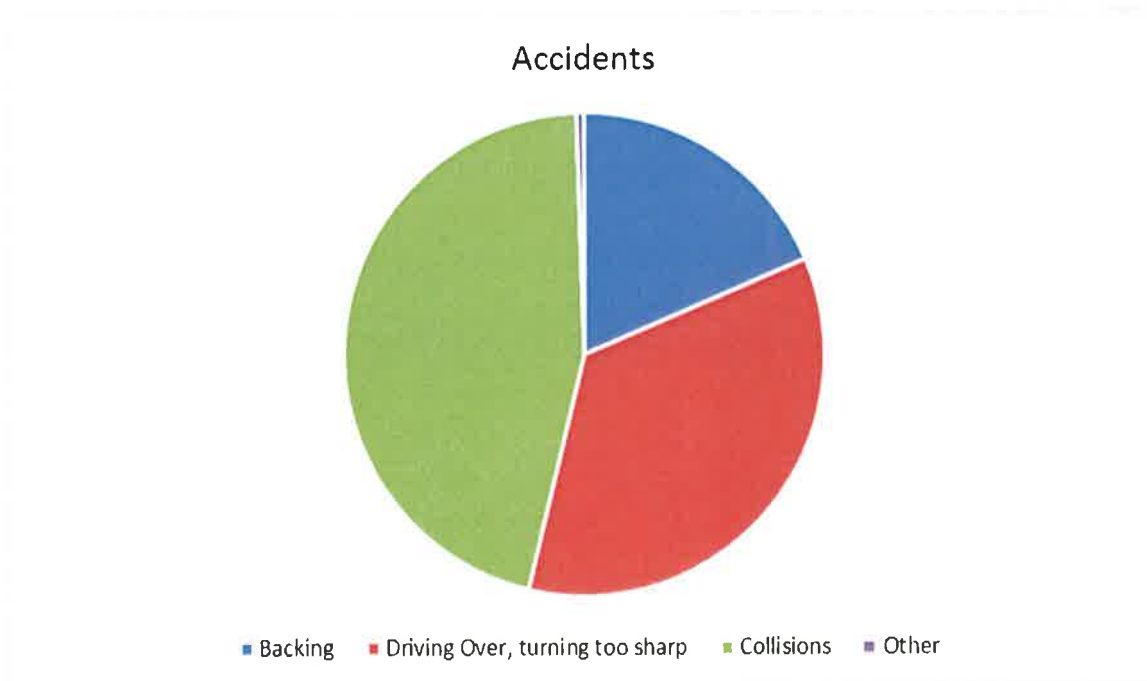
In 2016 there was a total of 76 damage to county property reports. 68 were vehicle accidents, 8 were other incident damage. Of the 68 vehicle accidents 45 were chargeable, 23 were non-chargeable. Of the 8 other incident 1 was chargeable, 7 were non-chargeable. Of the 76 total damage to county property reports, 35 happened in the North precinct, 30 happened in the South precinct, 11 happened in the Mountain precinct.

In 2017 there was a total of 92 damage to county property reports. 71 were vehicle accidents, 21 were other incident damage. Of the 71 vehicle accidents 47 were chargeable, 24 were non-chargeable. Of the 21 other incident 1 was chargeable, 20 were non-chargeable. Of the 92 total damage to county property reports, 39 happened in the North precinct, 24 happened in the South precinct, 29 happened in the Mountain precinct.

In 2018 there was a total of 71 damage to county property reports. 60 were vehicle accidents, 11 were other incident damage. Of the 60 vehicle accidents 32 were chargeable, 28 were non-chargeable. Of the 11 other incident 1 was chargeable, 10 were non-chargeable. Of the 71 total damage to county property reports, 33 happened in the North precinct, 23 happened in the South precinct, 15 happened in the Mountain precinct.



During the last three years there were a total of 199 accidents, 37 of those accidents were due to backing, 70 were due to driving over objects or turning too sharp, 91 were due to collisions, and 1 was other (ATV rolling down a hillside).



Personnel Early Warning System (PEWS)

The Sheriff's Office has a responsibility to its employees and the community to identify and assist employees that show symptoms of job stress and/or performance problems. A Personnel Early Warning System (PEWS) has been set up to provide a systematic review of specific criteria and to highlight tendencies that could otherwise be overlooked.

Policy directs the Administrative Investigations Unit to initiate a Personal Early Warning System (PEWS) form for two or more complaints, Use of Force reports, pursuit review reports, vehicle accidents in sheriff's office vehicles, any civil actions, or disciplinary actions within a 60-day period. An employee's supervisor for other job performance issues, such as negative log entries, excessive sick leave usage, work comp claims, adverse personality changes and negative performance evaluations, may also initiate the PEWS report. PEWS allows the employee and his/her immediate supervisor to meet and openly review the triggering mechanism, as well as any underlying issues such as financial difficulties or relationship problems that may play a role in the employee's conduct. In 2018 there were a total of twenty-one (21) PEWS evaluations department wide concerning nineteen (19) Sheriff's Office employees.

Mediation

In 2018, no cases was referred to County Mediation Services. The Administrative Investigations Unit does not track mediation cases after referral.

Civil Summary

Administrative Investigations is the collection point for all civil actions filed against the sheriff's office. In 2018, there were 25 new notices of claims. Currently there are 45 pending civil actions being tracked by the County Attorney's Office, dating back to 2015.

Commendation and Award Summary

The Administrative Investigations Unit is the collection point for all commendations. In addition to commendations for employees, commendations for citizens are accepted. An annual Awards Recognition Ceremony is held in the spring. Below is a summary of the commendation awards for 2018.

Citizen Coin Award:

The citizen coin project allows deputies to immediately recognize citizens who willingly lend their assistance. The award is a coin that is given at the time of assistance. Once the coin is awarded the deputy notifies the sheriff and a follow up thank you letter is sent to the citizen. The citizen may also be nominated for a higher award that will be presented at an Exemplary Awards Ceremony. There were 36 coins awarded by employees to citizens during 2018.

Superstar Awards:

Also known as an Excellence of Service Certificate, a Superstar Award is given to an

employee who performs a single job function that, while commendable, does not rise to the level of other awards. Superstar Awards are usually awarded by an immediate supervisor and consist of gifts valued at approximately \$25.00. Thirty two of these awards were redeemed in 2018.

Commendations:

All commendations for employees are tracked in Administrative Investigations. Commendations are accepted in all forms with most coming in as letters, phone calls or emails. A total of 265 commendations for employees were processed in 2018.

Exemplary Awards:

Any employee can nominate someone for an exemplary award in writing to the Exemplary Awards Committee. After committee approval, the sheriff's office executive staff must approve the nomination. After this final review, those approved are awarded Exemplary Awards based upon the service performed. For deeds in 2018, awardees will be recognized at an annual Exemplary Award Event scheduled for March 7, 2019:

Life Saving	6 Awards	Active Combat	2 Awards
Professional Conduct	43 Awards	Commander/Manager of the Year	1 Award
Citizen Citation of Merit	2 Awards	Paul Miller Commendation	1 Award
Sheriff's Innovation Award	1 Award	Divisional "of the Year" Awards	13 Awards
Leadership Excellence	1 Award	Community Partnership	3 Awards
Community Service	1 Award	Of the Year Award	2 Awards
Citizen Commendation	3 Awards	Distinguished Service	4 Awards
Sheriff's Star	1 Award	Medal of Valor	5 Awards

Years of Service Awards:

All sheriff office employees are recognized for years of service. Starting at twenty-five years of service, employees are recognized at a yearly Exemplary Awards Ceremony.

In 2018, the Sheriff's Office had 19 employees meet this milestone in their careers for a combined 545 years of service.

- 25 Years of Service: 8 Employees
- 30 Years of Service: 8 Employees
- 35 Years of Service: 3 Employees
- 40 Years of Service: 0 Employees

Promotions:

Eight (8) employees were promoted in 2018.

J.D. Jepkema to Division Chief	Dave Whetstone to Sergeant
Heather Carmosino to Captain	Mike Kehl to Sergeant
Chad Bingham to Lieutenant	John Burkard to Sergeant
Jenny Fulton to Director of Public Information	Kim Moschetti to Inmate Services Supervisor

END OF REPORT

REVIEW/APPROVAL

Undersheriff: For [Signature]

Date: 4-30-19

Sheriff: [Signature]

Date: 4/30/19