

2012

Portales Police Department Annual Report



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Letter From Chief C. Douglas Jones

March 11, 2013

Mayor Sharon King
Members of City Council
City Manager
Citizens of Portales, New Mexico

The Men and Women of the Portales Police Department present to you the 2012 Annual Report.

You will immediately notice the report has a new format and has been modernized for easier reading and comprehension.

In 2012, the Department's Communication Center received 14,844 calls for service and operated exceptionally well under its Director. The Investigations Division under the excellent leadership of a new Lieutenant handled an enormous number of investigations, (both normal criminal and narcotics matters) as well as animal control and code enforcement matters. The Patrol Division answered calls 24 hours a day, 7 days a week and operated efficiently without a full complement of officers. The Records Division added a new supervisor and under the guidance of our compliance Sergeant, assisted daily with the compiling of records and assisting the public in requests for records and fingerprinting.

In this report we will be candid with you regarding statistics that were available. I should also note that some statistics are incomplete as they were not available. Code Enforcement will be an example where not all statistics were recorded. Enforcement Officers were changed and lack of training of the new Code Enforcement Officer resulted in some statistics from even being recorded, therefore, they are not available.

We thought it necessary to furnish organizational information for 2012. Also included are **current** organizational and staffing information that we are working hard to fill -- to authorized complement. You will note numerous vacant slots in the Communications Center, Investigations and Patrol Divisions. This year the Department had a total of three Police Service Aides. Although their service did complement the department their positions took up valuable slots that should be assigned to certified police officers. Two of the aides resigned for various reasons, one was terminated. Upon re-evaluation of this program a decision was made to replace those aide positions with future certified police officers. This will place additional police officers in patrol positions that will better serve the citizens of Portales. Again the Department is working hard to recruit and fill vacant slots.

Our accomplishments were many, in light of the difficulties in the early months of the year. Adopt-A-Cop, Santa Cop and G.R.E.A.T. highlighted the year's activities. They will be discussed in the contents of the report.

Letter From Chief C. Douglas Jones (cont.)

There were no homicides in 2012. Reported rape cases increased from 4 to 18. Investigators cleared nine, two were determined to be unfounded, four remain active and three are inactive. Auto burglaries increased significantly. A major arrest late in the year cleared most of the auto burglaries. There were 819 "All Other Offenses" which were responded to by the Department's officers. They are not allowed to be reported as Part 1 Violent or Part 1 Property crimes in the Uniformed Crime Reports. Examples of these offenses include criminal mischief, criminal trespass, loud music, animal nuisance calls, etc.

Clearance rate comparisons (reported in previous annual reports) cannot legitimately be reported because in fact, "FBI National Crime Statistics" for 2012 will not be available until late 2013. Speaking of records, our Records Management System (RMS) known as "Sleuth" is 13 years old, antiquated, fails repeatedly on a daily basis and is dire need of replacement.

Just under four months ago, I took over the reins of the Police Department. I have absolutely enjoyed being part of this hard working law enforcement agency.

In conclusion, the members of your Portales Police Department, both sworn and support are enthusiastic about their service to the Citizens of our City. They work hard and will continue to do so in 2013.

With kind regards,

C. Douglas Jones
Chief of Police

Copies:

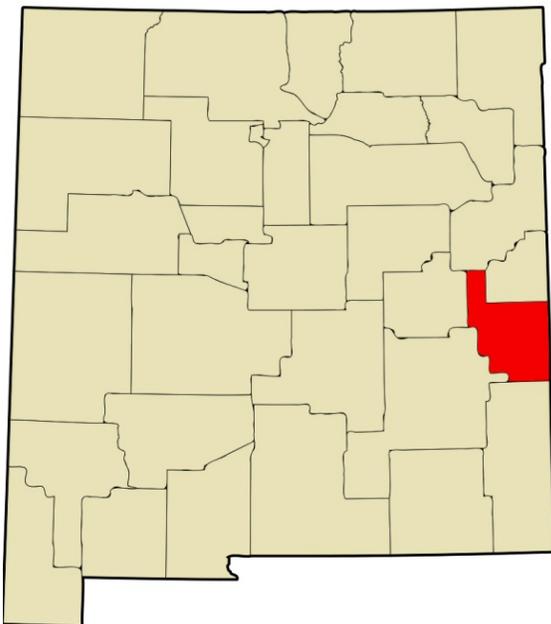
1 – City Attorneys

City of Portales Service Area and Population

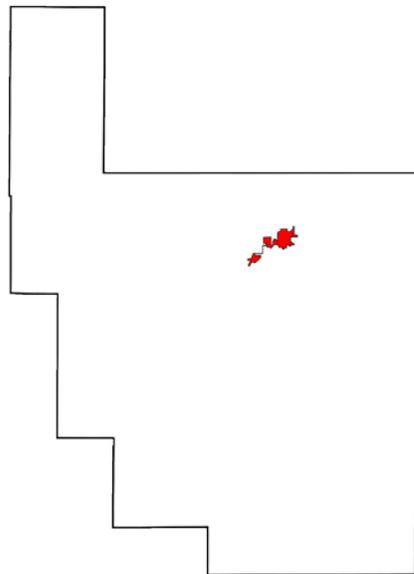
Total Area: 8.9 Square Miles

Population: 12,280*

State of New Mexico



Roosevelt County



* Source : 2010 US Census, which does not include non-resident students enrolled at Eastern New Mexico University, or Military Personnel assigned to Cannon Air Force Base, NM.

Mission Statement and Core Values

“THE PORTALES POLICE DEPARTMENT IS COMMITTED TO FAIRNESS, COMPASSION, AND EXCELLENCE WHILE PROVIDING POLICE SERVICES IN ACCORDANCE WITH THE LAW AND SENSITIVE TO THE PRIORITIES AND NEEDS OF THE PEOPLE.”

- Honesty -

We will be truthful and fair in our actions and words

- Integrity -

We will demonstrate honest and ethical behavior in all our interactions

- Innovation -

We embrace creativity and positive change

- Accountability -

We will accept full responsibility for all our actions

- Preparedness -

Training, Planning, Learning, Doing...

- Professionalism -

We will display the highest standard of personal and organizational excellence

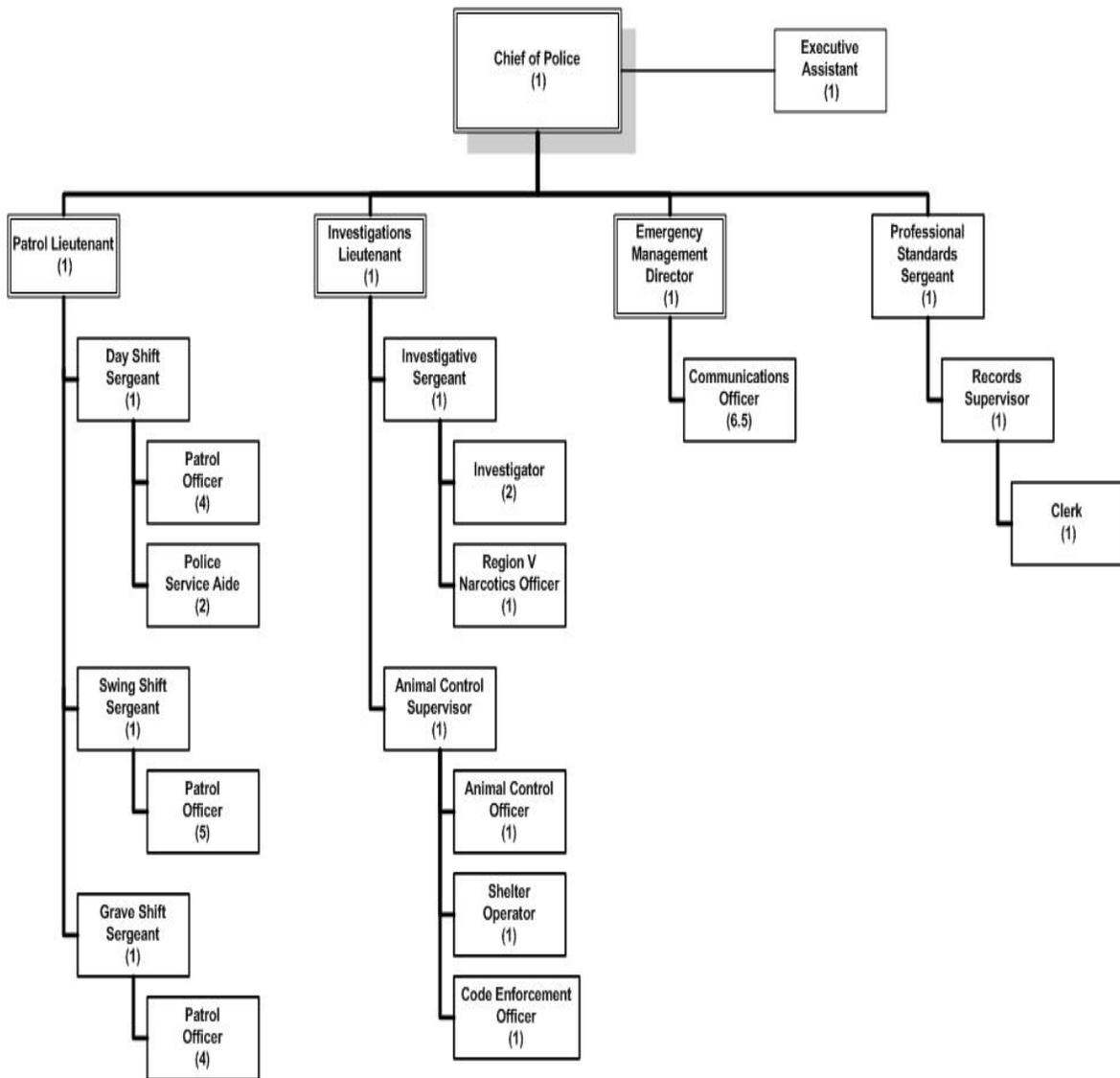
- Dedication -

We are committed to each other, the community we serve, and the profession we chose

- Learning -

Learn from the past – Learn for the future

Portales Police Department 2012 Organizational Chart



* **Note:** Numbers denote authorized strength of each position

2012 Staffing

Administrative Division

Chief of Police C. Douglas Jones
Executive Assistant Jamie Rose
Sergeant Kirk Wilson
Records Supervisor Mickie Gonzales
Records Clerk Nora Navarrete

Investigative Division

Lieutenant Pat Gallegos
Sergeant Christopher Williams
Agent Nate Hyde
Investigator (Vacant)
Investigator (Vacant)

Communications Division

Director Keith Wattenbarger
Communications Officer Michael Lacer
Communications Officer Karol Garly
Communications Officer Calvin Tayler
Communications Officer David Lundy
Communications Officer (Vacant)
Communications Officer (Vacant)
Communications Officer (Vacant)
Communications Officer (Vacant)

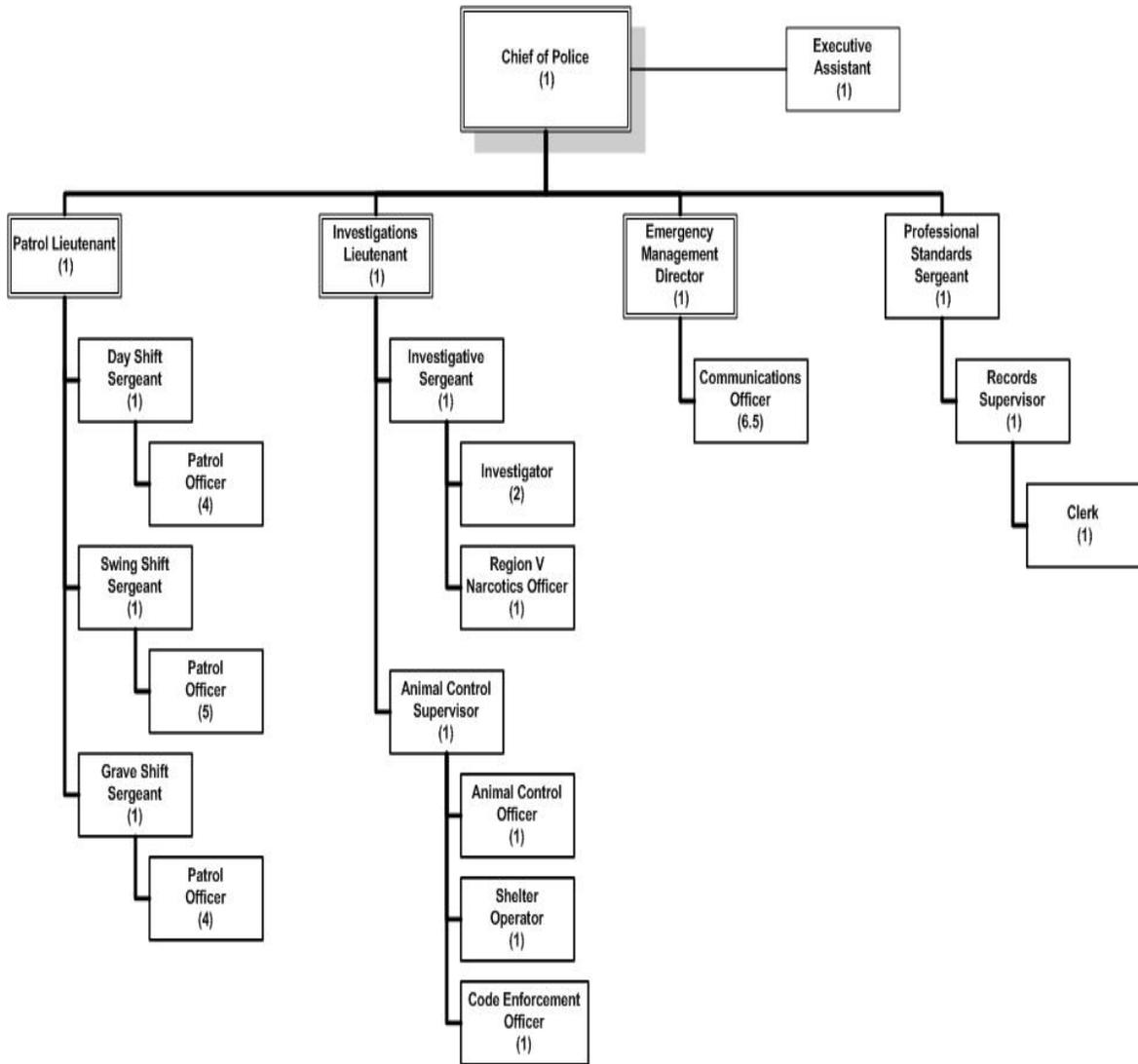
Patrol Division

Lieutenant (Vacant)
Sergeant David Meeks
Sergeant Kane Wyatt
Sergeant Christopher Valdez
Master Police Officer Fred Hamner
Master Police Officer Colby Morgan
Master Police Officer Tony Sanford
Officer Larry Garrison
Officer Kandi Garcia
Officer Rachel Deppe
Officer Raul Rosa
Officer Adam Lem
Officer Clay Cullison
Officer Todd Moore
Officer Amador Lujan
Officer (Vacant)
Officer (Vacant)
Police Service Aide Jaye Johnson
Police Service Aide Travis Loomis

Animal Control/Code Enforcement Division

Animal Control Supervisor Walter Chambers
Animal Control Officer Adam Aguilar
Shelter Attendant Dustin Bouchard
Shelter Worker Shawna Stinnet
Code Enforcement Officer Bella Loomis

Portales Police Department Current Organizational Chart



* **Note:** Numbers denote authorized strength of each position

Current Staffing

Administrative Division

Chief of Police C. Douglas Jones
Executive Assistant Jamie Rose
Sergeant Kirk Wilson
Records Supervisor Mickie Gonzales
Records Clerk Nora Navarrete

Investigative Division

Lieutenant Pat Gallegos
Sergeant Christopher Williams
Agent Nate Hyde
Investigator (Vacant)
Investigator (Vacant)

Communications Division

Director Keith Wattenbarger
Communications Officer Michael Lacer
Communications Officer Karol Garly
Communications Officer Calvin Tayler*
Communications Officer David Lundy
Communications Officer Alexis Tomayo
Communications Officer Nicole Peck
Communications Officer (Vacant)
Communications Officer (Vacant)

Patrol Division

Lieutenant Kane Wyatt
Sergeant David Meeks
Sergeant Christopher Valdez
Sergeant (Vacant)
Master Police Officer Colby Morgan
Master Police Officer Tony Sanford
Master Police Officer Raul Rosa
Officer Todd Moore
Officer Larry Garrison
Officer Rachel Deppe
Officer Adam Lem
Officer Kandi Garcia
Officer Clay Cullison
Officer Amador Lujan
Officer Daniel Gonzalez**
Recruit Daniel Narvaez*
Officer (Vacant)
Officer (Vacant)

Animal Control/Code Enforcement Division

Animal Control Supervisor Walter Chambers
Animal Control Officer Adam Aguilar
Shelter Attendant Dustin Bouchard
Shelter Worker Shawna Stinnet
Code Enforcement Officer Bella Loomis

* Scheduled to enter Basic Law Enforcement Academy on April 1, 2013

** Currently on Active Duty Military deployment

Department Divisions

Patrol

Officers assigned to the Patrol Division answer both emergency and non-emergency calls for service 24 hours a day, 7 days a week. In addition to responding to calls for service the Patrol Division investigates traffic crashes, conducts traffic enforcement and proactive patrols, and selective investigations. The Patrol Division accounts for two-thirds of the Portales Police Department's sworn staff and is the most visible to the citizens we serve.



Investigations

Investigators conduct complex criminal investigations, follow-up investigations on cases referred from the Patrol Division that require a substantial time investment or specialized training. In 2012, 1,337 cases were referred to the Investigations division with a clearance rate of 40%. In addition to Investigators, the Narcotics Agent reports to the Investigation Supervisor and is responsible for investigating drug activity that affects the community.



Communications

The Communications Center is the Roosevelt County **PSAP "public-safety access point"**, responsible for answering calls to an emergency telephone number for police, firefighting, and ambulance services 24 hours a day, 7 days a week. Trained Communications Operators are responsible for dispatching these emergency services which includes seven fire/ems departments, five law-enforcement agencies, two road departments, and three primary health providing organizations.



Records

The Records Division is composed of 1 sworn Sergeant and 2 non-sworn employees. The division is responsible for filing and maintaining custody of all official reports and records, forwarding paperwork to various state and federal agencies as required by law, and disseminating public record information from those reports in accordance with the Inspection of Public Records Act (IPRA).



Year In Review

Affiliations

For the first time in its history the Portales Police Department joined the multi-agency 9th Judicial District Major Crimes Unit (MCU)

Promotions

Pat Gallegos promoted to Investigations Lieutenant
Christopher Williams promoted to Investigations Sergeant
Christopher Valdez promoted to Patrol Sergeant
Anthony Sanford promoted to Master Police Officer
Nate Hyde promoted to Master Police Officer

Retirements

Jeffrey Gill retired as Chief on July 31, 2012 after 18+ years with the Portales Police Department

Appointments

C. Douglas Jones was appointed by the Portales City Manager as the Chief of Police for the City of Portales on November 12, 2012.

Awards/Commendations

Records Clerk **Nora Navarrete** received a letter of Commendation for her dedication and teamwork efforts.

Accomplishments

Adopt-A-Cop

The Portales Police Department celebrated its 18th year of the Adopt-A-Cop community outreach program. Each 2nd grade class had an officer that they “adopted” for the year who came into the classroom and shared lessons, experiences, and sometimes lunch with the students. At the end of the year all 12 classrooms participated in the Adopt-A-Cop Olympics for a day of fun in the park. This program continues to increase the number of positive contacts with officers and community youths.

Santa Cop

The Portales Police Department also celebrated its 14th year of the Santa Cop program. Gifts were collected at several drop-off locations throughout the city. Parents brought children to the Memorial Building (Santa’s Sub-station) where they received gifts, played games, ate pizza, and were given sleigh rides in a special “Pursuit Model Sleigh” with rotating lights built by Police Department employees. Over 600 children received gifts that may have otherwise received nothing.

G.R.E.A.T.

The Gang Resistance Education And Training (G.R.E.A.T.) program had its inaugural year in 2012. This Community Outreach Program differs from the Adopt-A-Cop program in that it is a structured curriculum that teaches life skills to an older demographic of school-aged children. The two Portales Police Officers introduced the GREAT Program to three classes in 5th and 7th grades. The program was well received by both students and teachers.

Crime Statistics

Part 1 UCR Violent Crimes	2008	2009	2010	2011	2012
Murder	1	1	1	1	0
Rape	6	6	15	4	18
Assault	200	177	204	177	146
Robbery	4	3	3	1	2
Violent Crime Rate per capita based on 2010 US Census Population of 12,280	1.72 %	1.52 %	1.82 %	1.49 %	1.35 %

Part 1 UCR Property Crimes	2008	2009	2010	2011	2012
Burglary	113	124	165	293	237
Larceny	332	201	165	129	114
Motor Vehicle Theft	26	10	14	12	27
Arson	3	1	1	0	10
Criminal Damage	213	151	194	191	160
Narcotics	64	76	49	49	63
D.W.I.	76	55	33	45	34
All Other Offences	1,012	1,050	897	1,066	819
Non-Violent Crime Rate per capita based on 2010 US Census Population of 12,280	15.14 %	13.58 %	12.36 %	14.54 %	11.92 %

* Crime Rate per Capita for the City of Portales is calculated by dividing the number of index crimes classified in the Uniform Crime Reports (UCR) by the population of the city.

Traffic Statistics

	2008	2009	2010	2011	2012
Fatal	1	1	0	1	0
Injury	42	17	30	30	27
Non-injury	245	314	327	296	217
Private Property	92	88	74	46	86
Total Crashes	380	420	431	373	330
Citations issued	1,898	2,258	1,558	2,076	2,131
DWI Arrests	76	55	33	45	34

The Portales Police Department strives to increase traffic safety by participating in Strategic Traffic Enforcement Programs (STEP), Operation Buckle Down (OBD), and Driving While Intoxicated (DWI) enforcement programs funded by National Highway Traffic Safety Administration.

Animal Control and Code Enforcement Statistics

Animal Control Statistics	2008	2009	2010	2011	2012
<i>Dogs</i>					
Euthanized	733	525	625	752	669
Adopted	15	45	28	57	87
Redeemed	83	98	61	63	55
DOA	19	15	24	20	18
Disposed	*	12	48	50	*
Rescued	69	146	55	1	14
Total	919	841	841	943	843
<i>Cats</i>					
Euthanized	243	313	286	305	365
Adopted	5	0	3	5	0
Redeemed	4	2	7	10	0
DOA	24	11	17	20	14
Disposed	*	12	0	0	*
Rescued	1	0	0	0	1
<i>Other Animals</i>					
Euthanized	*	9	1	2	2
DOA	12	7	7	8	*
Rescued	25	0	4	0	0
Total	37	16	12	10	2
Total Animals	1,233	1,195	1,166	1,293	1,225

* Indicates no data was collected

Code Enforcement

Due to the outdated software and a lapse in personnel in that position, statistical information for Code Enforcement action is incomplete and unreliable. A solution for tracking that information has been implemented and will be continually evaluated.

Communications Center Statistics

Total Calls for Service	14,844
Daily Average	40.7
Per Shift Average	13.6
Total 9-1-1 Calls	12,056
Daily Average	33
Per Shift Average	11

A review of 2012 is especially gratifying in terms of being the first year the Communications Center performed operations from the new location within the Law Enforcement complex. A new environment brought energy to the group of Communications Officers who performed their tasks exceptionally well during a trying time in the department's history. Five full-time Operators, three part-time Operators, and one Supervisor currently comprise the Communications staff.

Additionally, the Communications Center operates **NCIC "National Crime Information Center"**, terminals providing criminal queries as requested, entering criminal warrants for arrest, and other related capabilities that enhance law enforcement services.

- **924** criminal warrants were entered for the year.
- Additional entries include sex offenders, stolen articles, stolen cars, stolen guns, missing persons.
- Special protection orders to include domestic violence orders and/or restraining orders.



Strategic Plan

Learn from the past... Learn for the Future

The Portales Police Department is committed to providing the highest quality service to the public we serve. To achieve this we must not only plan for today, but for tomorrow as well. The Portales Police Department has a multi-year strategic plan to address the challenges and opportunities we currently face, as well as challenges and opportunities that may come before us in the future.

Strategic planning is an organization's process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy, including its capital and people. The strategic planning process incorporated input from multiple sources including internal and external reports and surveys of employees and citizens. The Command Staff of the Portales Police Department reviewed the data gathered and identified objectives that would best serve its citizens.

Four strategic goals were identified:

Strategic Goal #1 – Recruit and Retain the Highest Quality Employees

Strategic Goal #2 – Update the Records Management System (RMS)

Strategic Goal #3 – Increase Training

Strategic Goal #4 – Reduce Drug Related Criminal Activity

Strategic Plan

Goal #1: Recruit and Retain the Highest Quality Employees

The Portales Police Department recognizes that selecting and retaining quality individuals is critical for the success in any organization. With pools of police recruit candidates constantly shrinking, attracting quality employees is essential to our lasting success. Moreover, talented individuals who continue to develop skills and increase their value to the department and community are our most important assets and **must be retained**.

Our recruiting efforts will include defining manpower needs, finding and enticing quality candidates to respond to those needs, and then interviewing and selecting the best applicants using a relevant selection process.

Retention of quality employees is as important as recruiting them. Immediate objectives regarding retention are to invest in our employees through our Career Development and Wellness Programs.

Strategic Plan

Goal #2: Update the Records Management System (RMS)

The Portales Police Department is committed to the use of technology as a means to enhance our performance, improve the delivery of our services, be more responsive to the needs of our community, increase the safety of our officers, and improve the economy of our efforts. To accomplish this objective current and relevant technologies must be employed.

Equipment such as audio cassette recorders, video cassette recorders, emulsion photographs and in some cases pen and paper have been replaced by digital equipment and technologies. Since these digital files are often critical documentation of the incident, Records Management Systems must be able to organize and/or store them. Most current Records Management Systems integrate with Computer Aided Dispatch, Investigations Case Management, Patrol Management, Evidence Management, and Mobile Computing applications to provide accurate and reliable data in the most efficient manner.

Since our present antiquated (13 years old) Records Management System does not present a viable solution to any of these challenges the Portales Police Department must implement a solution to meet the standard of quality and reliability that the community deserves.

To accomplish this goal the Portales Police department will utilize available financial resources to find the most appropriate solution while exercising financial responsibility.

Strategic Plan

Goal #3: To Increase Training

The Portales Police Department recognizes that criminal law statutes and law enforcement tactics are constantly changing and evolving. It is essential to our mission that our employees remain up to date with standard practices, tactics, and criminal statutes.

The Portales Police Department employs many officers that are certified to train other officers in areas such as Firearms, Emergency Vehicle Operations, Domestic Violence, and General Police Instruction. Eastern New Mexico University – the third largest in the state – is located in Portales and offers degrees in several disciplines related to law enforcement.

The Portales Police Department will utilize local opportunities to their fullest capacity. Although the community of Portales offers education and training opportunities locally, the Department will aggressively pursue relevant, high-quality training opportunities throughout the U.S. and resources available to bring that training to the officers of Portales PD.

The best trained Police Officer is the best Police Officer.

Strategic Plan

Goal #4: Reduce Drug Related Criminal Activity

The presence of illicit drugs in a community is closely associated with the occurrence of other crimes. The Portales Police Department believes that strict enforcement of drug laws will result in the reduction of overall crime within the city of Portales.

This goal will be accomplished by the intra-departmental efforts of all officers in the Investigations and Patrol Divisions. Officers will work together to gather intelligence, develop confidential informants, recognize crime patterns, and communicate effectively to maximize the effectiveness of directed patrols.



Notes