



*“Inspiring a Vibrant Community”*



Cottonwood  
Police Department  
2018  
Annual Report

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# Message from The Chief



Welcome and thanks for taking the time to review our 2018 Annual Report. We're excited to publish the report in this format which includes a status report on our Cottonwood Police Department Strategic Plan's second year initiatives along with crime statistics, use of force summary as well as other information we hope will be of value to you. We intend to continue our commitment to making Cottonwood one of the safest communities in the Country and protecting the phenomenal quality of life we enjoy. We would fall short of our public safety mission objectives without the invaluable stakeholder partnerships we enjoy and the support of those we serve. Please take a moment to check out our web or Facebook page and don't hesitate to call if we can be of assistance.

Stay safe,

A handwritten signature in black ink, appearing to read "S. Gesell".

Steve Gesell

Chief of Police

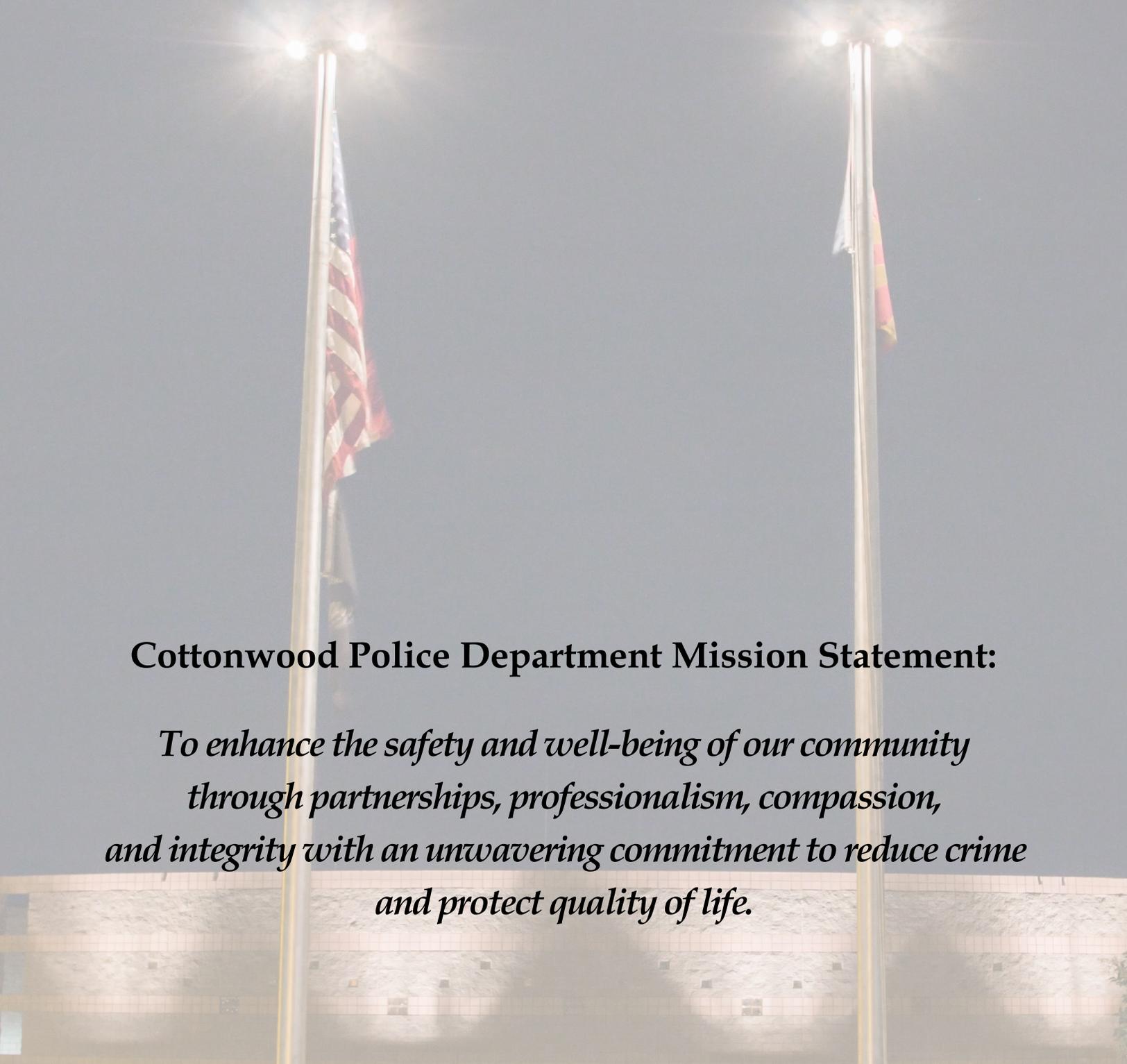




The Verde Valley includes about 714 square miles located in the geographic center of Arizona, about 100 miles north of the Phoenix metropolitan area. The Verde River runs through the valley from northwest to southeast and is augmented by flows from Sycamore Canyon, Oak Creek, Beaver Creek and West Clear Creek. The area is unsurpassed in its variety of physical beauty with the red rocks and Mogollon Rim to the north and east and the Black Hills and Mingus Mountain dominating the western and southern portions of the valley.

The City of Cottonwood is known as the “Heart of Arizona Wine Country”. It is located adjacent to the Verde River at elevations ranging from 3,300 feet to 3,900 feet above sea level and experiences a mild climate which, together with its proximity to an abundance of natural amenities such as the Grand Canyon, Sedona, Dead Horse Ranch State Park, Tuzigoot National Monument and the historic mining communities of Clarkdale and Jerome, continues to attract steady growth and tourism.

**[Cottonwoodaz.gov](http://Cottonwoodaz.gov)**



**Cottonwood Police Department Mission Statement:**

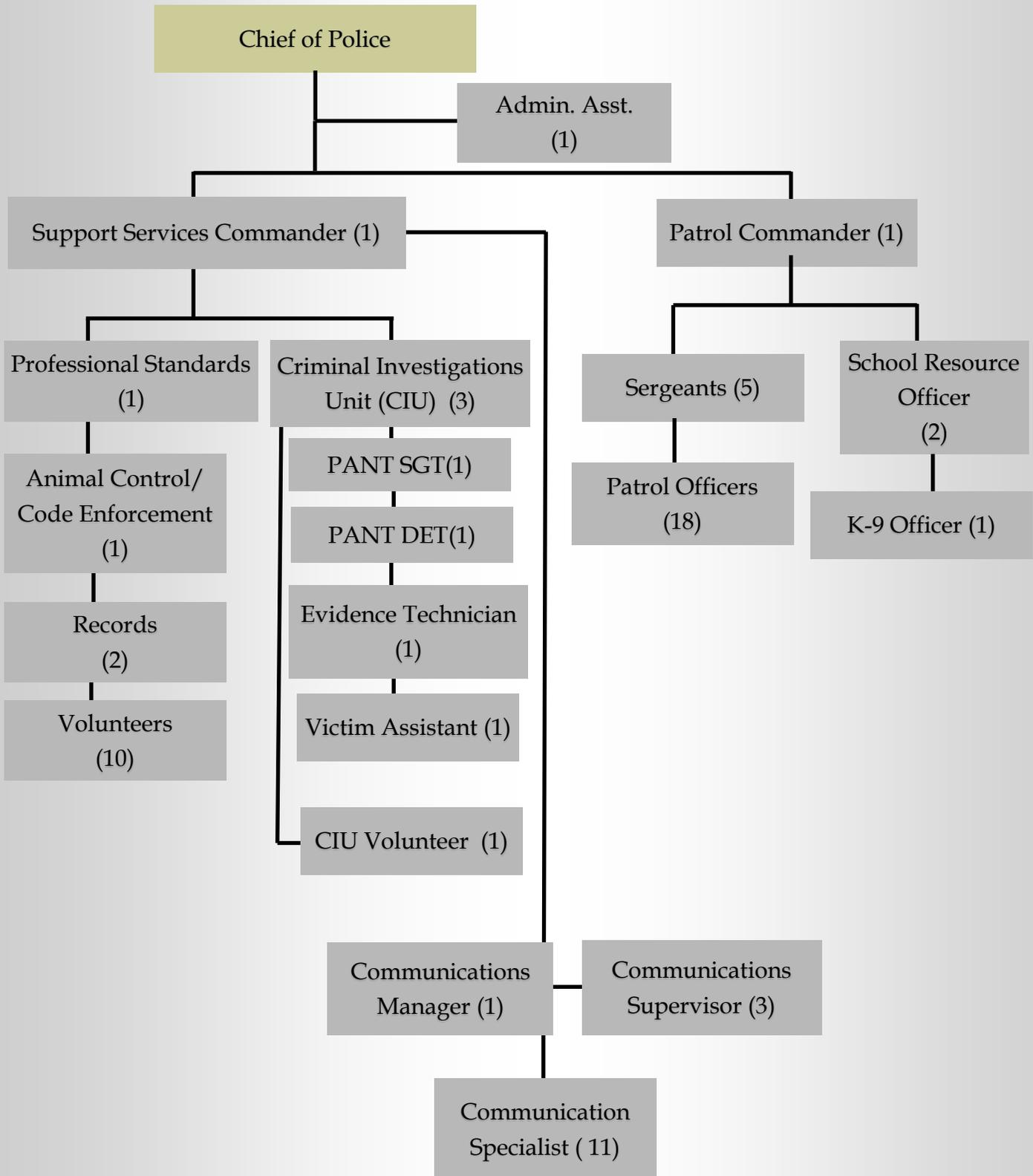
*To enhance the safety and well-being of our community through partnerships, professionalism, compassion, and integrity with an unwavering commitment to reduce crime and protect quality of life.*



COTTONWOOD PUBLIC SAFETY  
FIRE DEPARTMENT POLICE DEPARTMENT

# COTTONWOOD POLICE DEPARTMENT

## Organizational Chart - 2018



# Crime Statistics

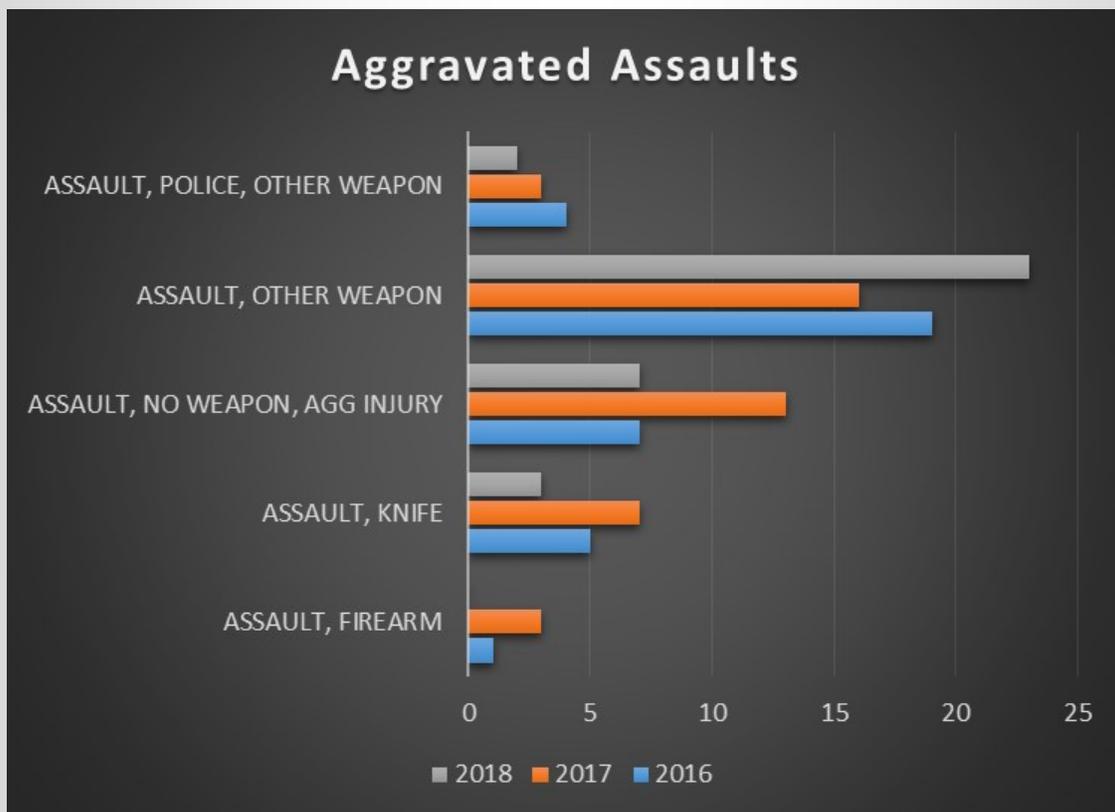
## 2018 Cottonwood Police Annual Report Crime Statistics - breakdown

These graphs represent the "Observed" field entered by an officer at the conclusion of their investigation. Only one code can be selected for this field; the best suited for the event. The data does not represent multiple offenses for one event.

This information varies slightly from the data used to compile the Annual Crime Statistics report submitted to the F.B.I. because it follows Uniformed Crime Reporting (UCR) guidelines, which is compiled by the Records Department who checks each report each month.

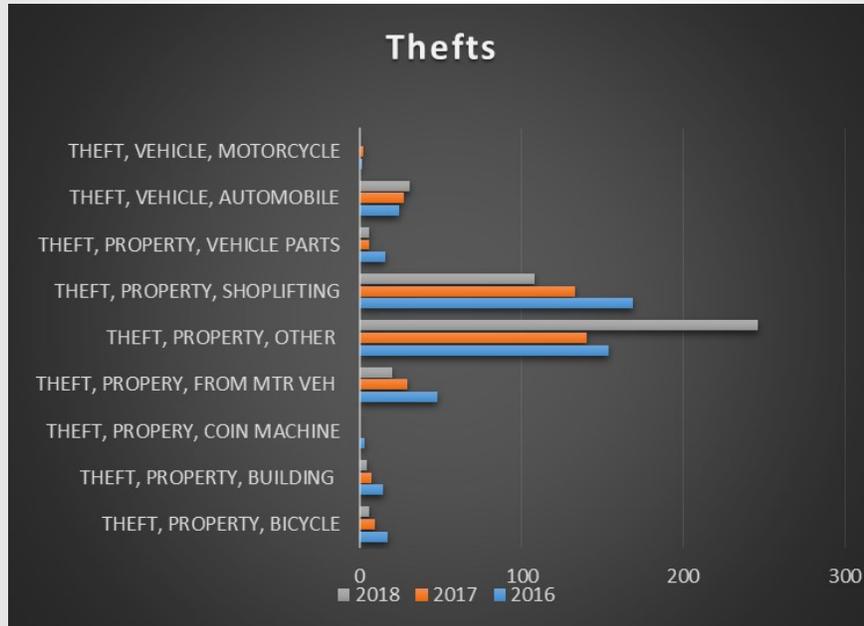
## AGGRAVATED ASSAULT TRENDING

- The total number of aggravated assaults generally remained the same over the 3 year period
- Assault other weapon continues to decline
- Aggravated Injury assaults decreased for 2018
- Assaults with knife and firearm decreased over previous years



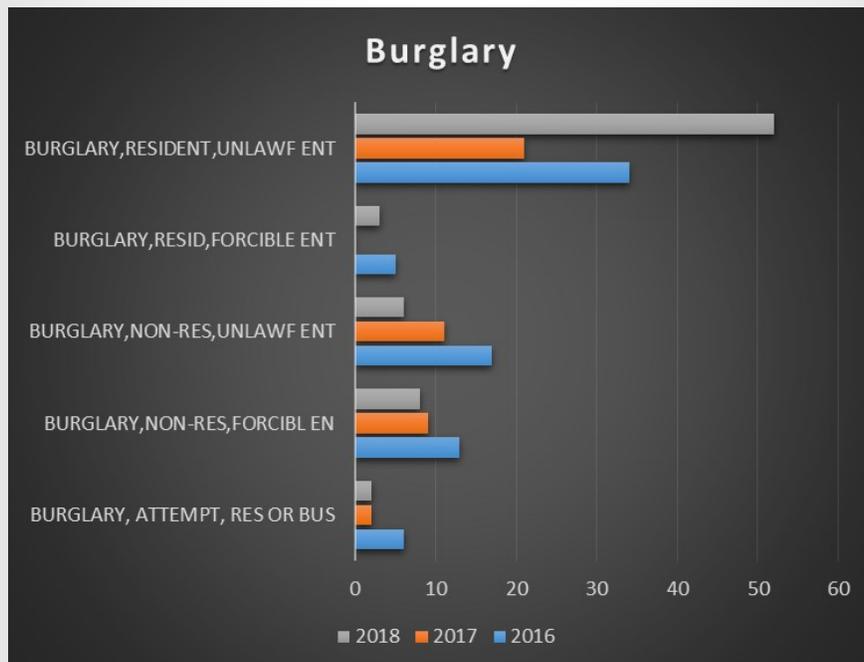
# THEFT TRENDED

- Vehicle thefts have continued to increase slightly over previous years
- Shoplifting has steadily declined over the 3 years
- Generally thefts have increased from the previous year
- Theft from a vehicle continued to decline in 2018



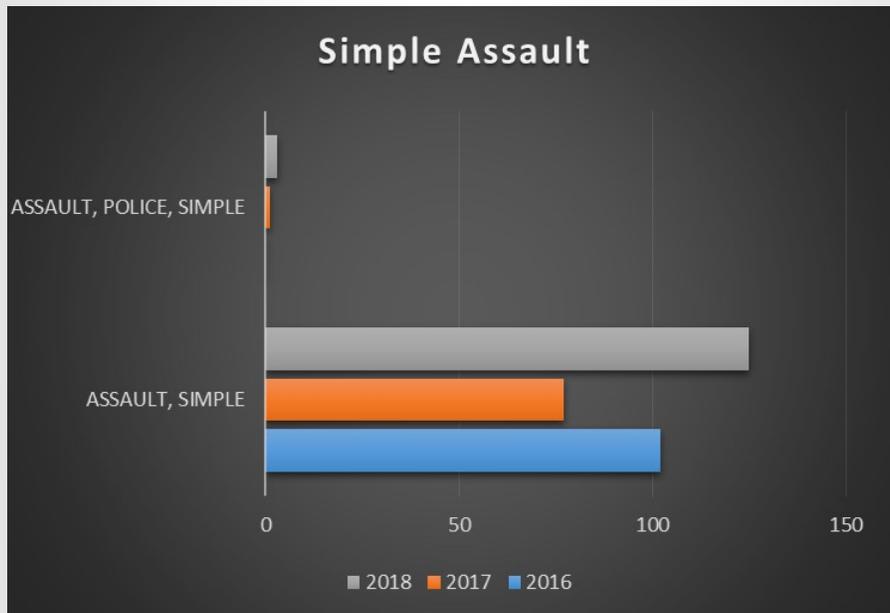
# BURGLARIES TRENDED

- Residential burglary increased in 2018, surpassing 2016 levels.
- Residential forced entry continued to decline over the 3 years
- Burglary to non-residential structures declined over each year
- Reports of attempted burglaries declined from 2016 and remained consistent for 2017 and 2018



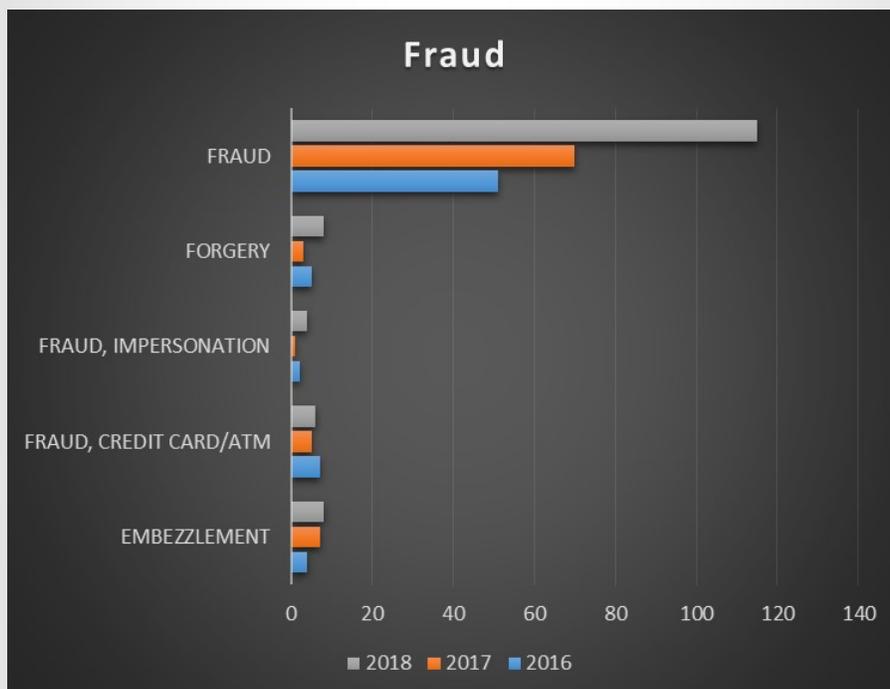
# SIMPLE ASSAULT TRENDING

- Simple assault has steadily increased over the last few years, but declined in 2017
- Simple assault against police increased, while aggravated assault on police decreased



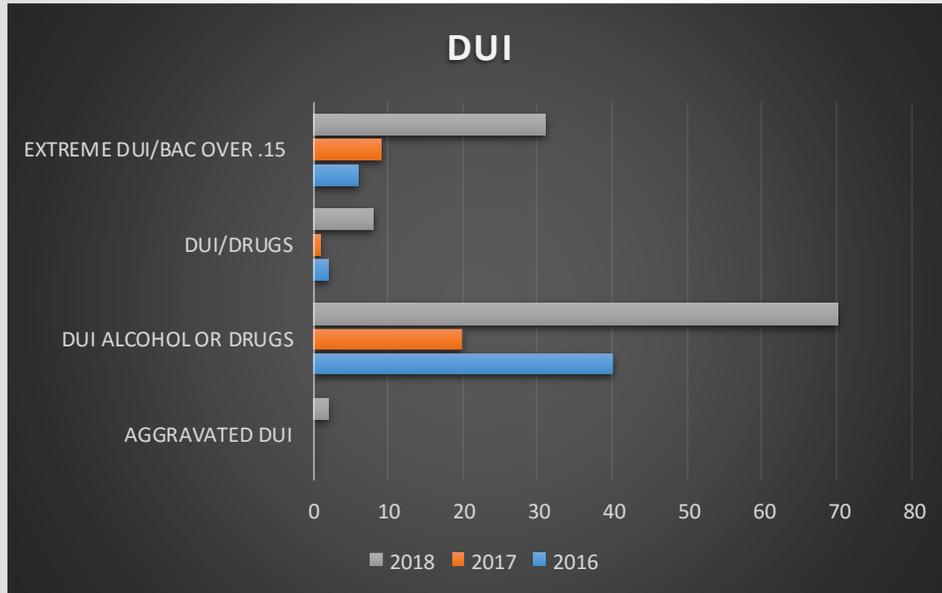
# FRAUD TRENDING

- There has been a significant increase in the area of Frauds, to include phishing and spam attempts via email, telephone scams alleging to be associated with some government or corporate entity. With an increase in frequency other subcategories have also risen.



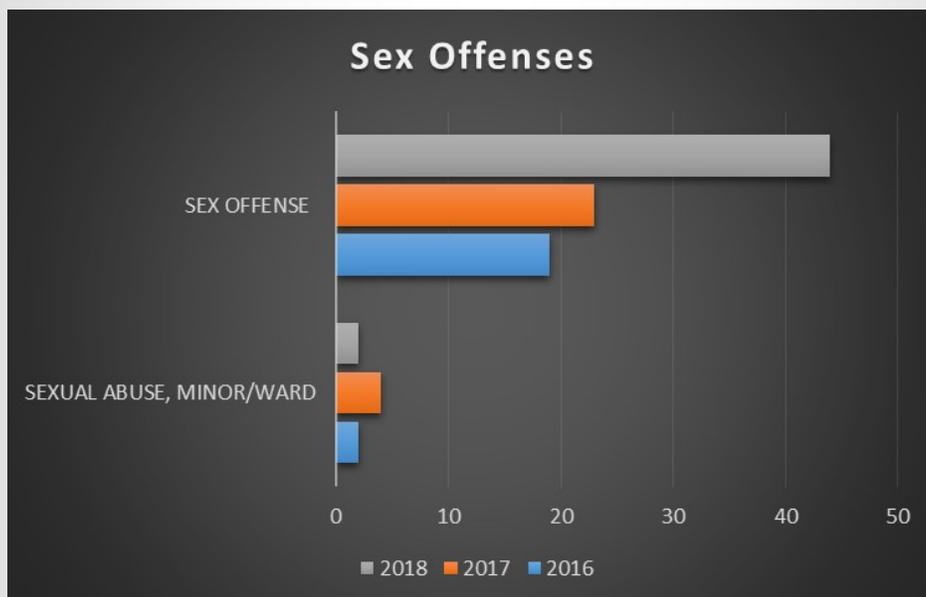
# DRIVING UNDER THE INFLUENCE TRENDING

- There was a significant increase in the number of DUI cases similar to 2016



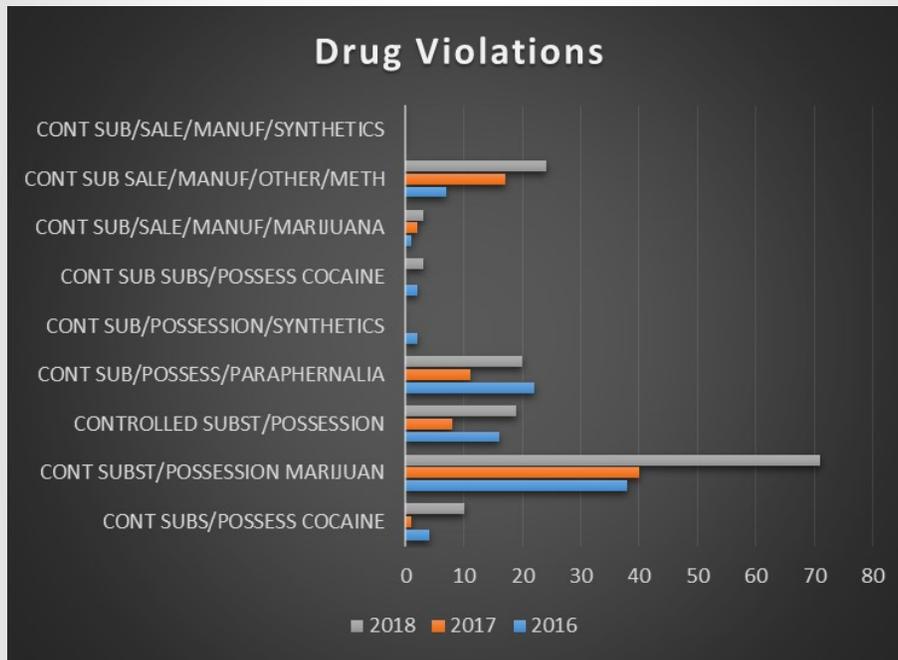
# SEX OFFENSES TRENDING

- Sex offenses have continued to increase in the last 3 years.
- Sex Offenses are generally incidents where sexual contact or intercourse has occurred without consent



# DRUG VIOLATIONS TRENDING

- Generally drug violations have increased in 2018 over previous years
- 2018 shows a marked increase in marijuana cases.
- Methamphetamine and cocaine are also increasing in 2018 over previous years
- Synthetic drug violations have diminished, likely due to legislation prohibiting them



Over the past year, Cottonwood has seen a large increase of Methamphetamine-related investigations. It was a roller coaster year for Heroin investigations as at certain times, it was very prevalent, and other times it appeared non-existent. The lethality of Fentanyl certainly is a concern to all those who have potential to come in contact with it, and in 2018, it became more prevalent than in any other year.



# Cottonwood Police Department Strategic Directions



# Cottonwood Police Strategic Plan

2017-2021

## Completed 2018 Initiatives (Year Two)



- 1.1.22 Enhance Terrorism Liaison Officer Program
- 1.2.1 Properly train and equip the CPD bicycle patrol detail
- 1.2.3 Recover two officer positions lost to budgetary constraints
- 1.2.4 Acquire a lightweight tactical robot to reduce threat exposure to officers and suspects
- 2.1.5 Provide professional growth opportunities for employees through project and program management
- 2.1.9 Review promotional requirements for sworn and civilian employees, including pre-requisite training/work experience that might be mandated or suggested
- 2.1.14 Improve system to better enable employees to request training
- 2.1.22 Expand crime scene processing capabilities
- 2.1.23 Enhance forensic interviewing capabilities
- 2.2.1 Revise and automate the CPD Policy Manual to ensure policies are consistent with current industry best practice
- 2.2.13 Review and improve applicant processing
- 2.2.16 Enhance volunteer recognition program
- 2.2.17 Implement a pre-academy training program for newly hired officers
- 2.2.20 Develop and implement a Victim Advocate Program to enhance support for victims of crime
- 2.2.21 Reconcile / Reorganize and Reduce property and evidence backlog
- 2.2.25 Enhance use of force review process
- 2.2.28 Complete comprehensive audit of property and evidence procedures, practice and facility
- 2.2.29 Implement consulting recommendations to ensure best evidence storage practices are adopted and practiced

- 2.2.30 Transition primary responsibility for Code Enforcement from Police to Community Development
- 2.2.36 Implement a sexual assault reporting tool utilizing "Victim Link"
- 3.1.1 Enhance working relationships with Public Safety Partners subscribers to Public Safety Communications
- 3.1.7 Solidify partnership with Cottonwood and Verde Valley Fire Departments in E.M.S. deployment into warm zones
- 3.1.8 Partner with community stakeholders in mock active shooter scenario
- 3.1.10 Partner with MUHSD to obtain grant funding to support a full-time School Resource Officer Position with expanded responsibilities
- 3.1.11 Partner with Adult Probation to improve relationships and inter-agency support
- 3.1.13 Collaborate with the Cottonwood Oak Creek School District and City Prosecutor's Office to reduce truancy rates within the City
- 3.2.8 Leverage improvement of the City's website to include interactive neighborhood officer map
- 4.1.5 Establish an in-house fatality traffic collision investigations team and explore feasibility of a joint team with allied agencies
- 4.1.8 Implement "Focus on Bike Safety" annual enhanced enforcement period with educational component
- 4.2.2 Collaborate with Public Works to address roadway engineering issues through the Cottonwood Traffic Advisory Group (CTAG), Traffic Survey Committee, and on an as needed basis for problem solving meetings
- 4.3.4 Provide advanced accident investigation training to selected patrol officers
- 4.3.8 Partner with Parks & Recreation in annual bike safety rodeo for young riders
- 5.1.4 Conduct a review of body worn camera policy to ensure best practices are in place
- 5.1.7 Upgrade body camera evidence library to the current version, improve performance, save labor hours archiving, and improve compatibility with newer camera components
- 5.2.2 Purchase additional mobile radios for vehicles to replace aging equipment
- 5.2.3 Expand facility security camera server storage capacity
- 6.1.5 Create new report room for officers utilizing a portion of the old dispatch center
- 6.1.7 Allow appropriate access to the police facility to other city employees with a justified need
- 6.1.13 Improve facility security system

# Cottonwood Police Strategic Plan

2017-2021

## Deferred 2018 Initiatives (Year Two)



- 1.1.3 Acquire Record Management System (RMS) “Dashboard” module to enhance crime analysis capabilities
- 1.1.11 Develop Police Aide / Crime Prevention Specialist Position
- 2.1.16 Establish superior performance program
- 2.2.4 Re-establish Chaplain program
- 2.2.23 Implement a new employee orientation / mentoring program for all employees
- 2.2.27 Add additional records clerk position
- 2.2.32 Develop Line of Duty Death protocols
- 3.1.15 Reaffirm or enter in to updated IGA’s with partner agencies (SWAT/VVRST)
- 3.2.1 Improve and enhance meaningful Police-Community partnerships (e.g. Citizen Academy, Citizen on Patrol (COP), participation in business community and residential meetings, etc.)
- 3.2.4 Form a “Police Chiefs Citizens Advisory Council”
- 4.1.4 Improve the public’s ability to report traffic concerns
- 4.1.6 Train and certify all patrol officers on RADAR/LIDAR operation
- 4.1.8 Implement “Focus on Bike Safety” annual enhanced enforcement period with educational component
- 4.3.2 Produce public service messages addressing traffic safety issues including areas of high collision occurrences
- 5.1.2 Complete Mobile Data Terminal implementation for subscribing fire agencies
- 5.1.3 Acquire Record Management Module that allows online public interface and access to agency crime data

- 5.1.11 Upgrade Spillman Server Geo Validation upgrade
- 6.1.1 Replace existing flooring in the patrol and evidence storage areas
- 6.1.2 Paint interior facility walls of Police Department
- 6.1.3 Paint deteriorating exterior doors and structures of the Public Safety facility
- 6.1.10 Identify and implement storage solution for the primary tactical vehicle
- 6.1.11 Improve functionality of the City's Emergency Operations Center
- 6.1.12 Replace worn furniture in patrol area with ergonomically designed chairs and work stations

**199 S. 6th Street  
Cottonwood, AZ 86326  
928.634.4246  
Cottonwoodaz.gov**



**Lobby Hours:  
Monday – Friday  
8:00 am – 4:00 pm**

# Social Media

The Police Department has a Facebook page to stay connected to the community. Postings include notable arrests, community involvement and other helpful information. The page will often include photographs of police related activities, special events or other areas of interest that pertain to the Police Department and the community we serve.

The Facebook page provides dual communication capabilities. Like our page!



## Sign up for Emergency Notification

The Cottonwood Police Department now utilizes CodeRED® as its Emergency Notification System. With this service, we can send messages to residents and businesses within minutes with specific information when an emergency or time-sensitive issue arises.

Although ENS does contain published landline phone number information by default, the Department may only get landline phone data updates twice a year. This is why it is *vital that you register all your phone numbers directly to assure contact in an emergency.*

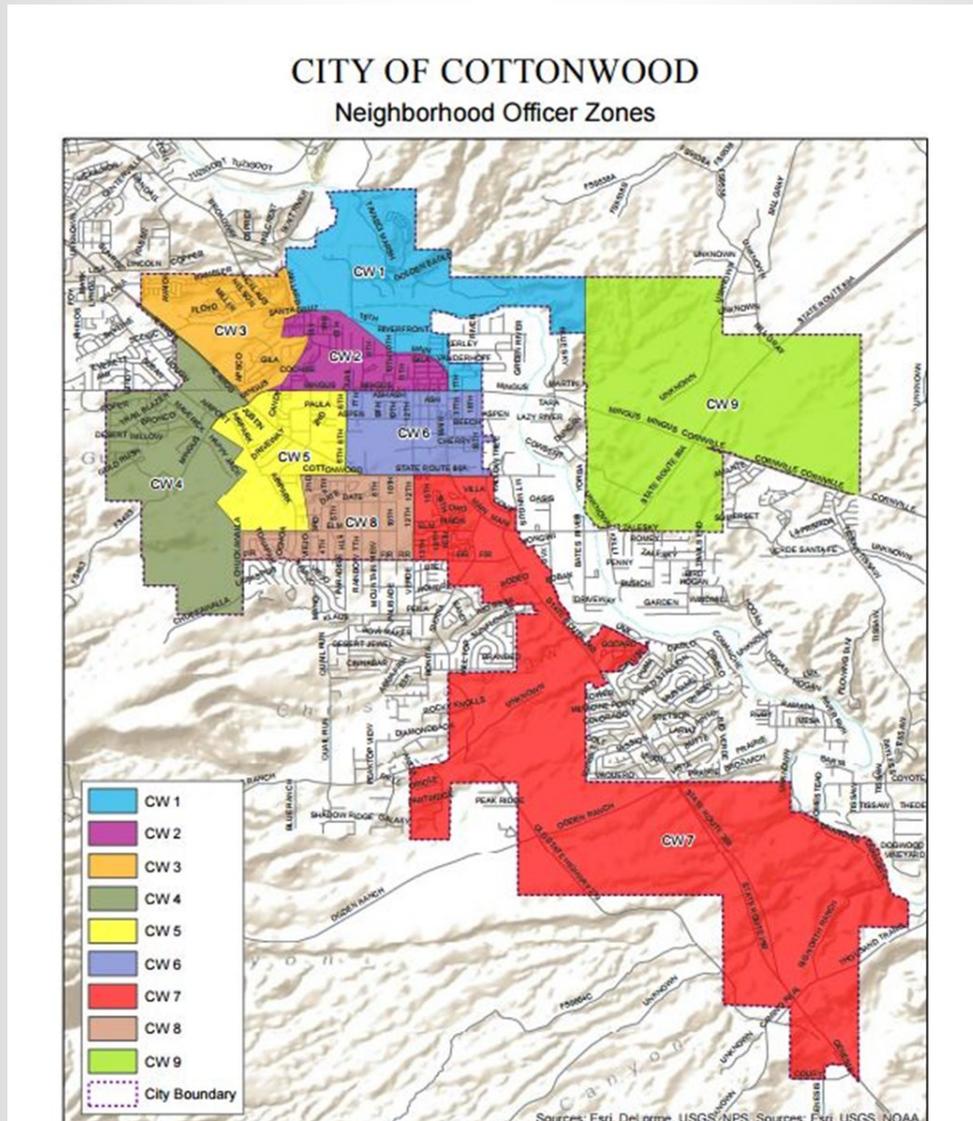
By signing up or opting-in, you may enter alternate phone numbers and/or modes of contact. You may also specify your primary contact mode. The opt-in process will require that you have a valid email address. A confirmation email and/or text message will be sent upon completion of registration (*will be sent from noreply@ycsoaz.gov and may take up to 5 minutes*). Once registered, you may opt-out at any time.

When delivery of the alert to your primary contact mode fails, the system will automatically fall back to other methods. With respect to phone notifications, if the system detects an answering machine, it will deliver the message to voicemail. If the phone is not answered and no answering machine is detected, the system will redial the number at a later time or, if specified, fall back to another contact mode. *When the call appears on your caller-id, it will display the Yavapai County Sheriff's Office business number: (928) 771-3260.*



Please, NEVER REPLY to Alert message emails

# Neighborhood Officer Program



The Cottonwood Police Department has created a Neighborhood Officer Program that divides the city into 9 distinct “neighborhoods.” The objective of the Neighborhood Officer Program is to identify community issues, concerns, problems and crime trends which have long term quality of life issues.

The Neighborhood Officer will serve as a liaison between the Police Department, the community, and a variety of agencies necessary to address problems and reduce criminal activity.



### **The Neighborhood Officer Responsibilities:**

Take primary “ownership” and identify and address crime issues within their assigned neighborhood. Assist with public education, crime prevention, and neighborhood specific problems and help with coordination of other city services. Track neighborhood problems and crimes that affect the overall quality of life in a neighborhood and require repeated police response.

### **How do you contact your Neighborhood Officer?**

Use the interactive map to locate the neighborhood where you live or work and identify the officer(s) assigned to you on our website at

**<http://cottonwoodaz.gov/522/Find-Your-Neighborhood-Officer>**

Click on the email link of the assigned officer and address your concerns.

“Neighborhood Issues” that effect your quality of life should be relayed to your Neighborhood Officer whereas “Criminal Activity” requiring immediate intervention should be reported immediately to the Cottonwood Police Department through our Public Safety Communication Center at (928) 649-1397.

**If you have a crime to report call the Cottonwood Police Department’s Communication Center at (928) 649-1397 or in the event of an emergency dial 9-1-1.**

## Support Solutions, Not Addictions

### Cottonwood Cares!

A better life starts with better health,  
especially for members of our  
community living on the streets.

But giving money to Panhandlers can  
hurt more than help.

See how easy it is to make a difference.  
Visit [www.CottonwoodCares.com](http://www.CottonwoodCares.com)

**MATFORCE**  
Working Together to reduce substance abuse



**COTTONWOOD**  
Chamber of Commerce

Verde Valley  
**Habitat**  
for Humanity

Donations are Tax Deductible  
— And help those in need transition  
toward a productive, healthy life.

# Cottonwood Cares

A better life starts with better health, especially for members of our community living on the streets. But giving money to Panhandlers can hurt more than help. See how easy it is to make a difference visit

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## Safe Shopper / Community Program

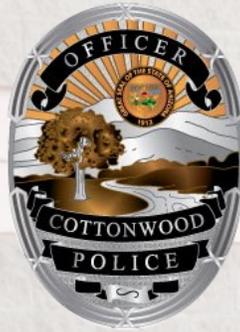
Through a written agreement and partnership with business owners and property management, the “Safe Shopper/Safe Community” program is intended to reduce incidents that adversely impact the safety of your business/property as well as your visitors by granting officers the authority to trespass individuals engaged in behaviors property owners deem as prohibited on their property; specifically loitering and solicitation without your permission. This agreement can be severed at any time at the owner or manager’s discretion.

Trespass warnings would be issued to violators on a first offense. An arrest generally would not occur unless there are subsequent violations. The owner/designee authorizes the Cottonwood Police Department authority to trespass persons engaging in business solicitation or solicitation for money or other goods on private property without the express written consent of the owner, to include panhandling, hand bills, and/or providing a service. This program has been instrumental in enhancing safety and reducing enabling environments.

To sign up, visit The City of Cottonwood’s Website:

<https://cottonwoodaz.gov/537/Safe-ShopperSafe-Community-Program>

# PATROL DIVISION



The patrol division is the largest division of the police department and is responsible for providing around the clock police protection for the city. Officers assigned to the patrol division are dedicated and highly trained professionals who must be mentally and physically prepared to respond to any type of crime or request for service. Members of the Patrol Division are the "front line" officers that initially respond to all crimes in progress, emergency situations, traffic accidents and any other "calls for service" received by the police department. Patrol officers work closely with the investigation division, and citizen groups to provide a full range of services on a daily basis. This type of teamwork is essential in preventing and solving crime. Officers are expected to focus on problem-solving efforts in their assigned "Neighborhood" (Neighborhood Officer Program).

Common patrol activities include proactive police patrol and crime prevention, traffic control and enforcement, the initial investigation and documentation of crimes, and the enforcement of all city ordinances, state laws, and federal laws. Patrol officers are also encouraged to get involved in the community outside of their normal working hours by participating in programs that strengthen police/citizen relations.

# BIKE PATROL TEAM

A fully functioning bicycle patrol program helps fulfill one of the Cottonwood Police Department's ongoing goals of initiating contacts with the community in efforts to reaffirm positive relationships and partnerships. According to the International Police Mountain Bicycle Association (IPMBA), bicycle officers are approached by members of the community in much larger numbers than are officers on motorized patrol. These officers have a greater opportunity to work with the various business and community members to develop close working relationships to solve quality of life issues.

Bicycle patrol also coincides with the City's goal of encouraging and enhancing opportunities for bicycling within the City of Cottonwood, as a means to allow bicyclists to travel to various destinations, provide an additional means of transportation, serve as another tool of economic development, and provide additional opportunities for a healthier community and to incorporate the ideals of national bicycle policy. Simply put, the police department through the use of this program has the opportunity to set the example for cycling within the City and the Verde Valley region.

Earlier this year, the Police Department acquired (4) new bicycles that were obtained were the result of generous donations from the City of Cottonwood Bicycle Advisory Committee, Law Enforcement Heroes and the Verde Valley Bicycle Company, who agreed to sell the bicycles to the police department at no cost to the City. Each were extraordinary in their generosity and support of the police department's bicycle patrol program.

This year alone, the bike patrol members have participated in signature City events to include the City of Cottonwood Easter Egg Hunt, the City of Cottonwood Mayor's Ride and Cottonwood Elementary School Bike to School/Bike Rodeo event, Thunder Valley Rally, Brian Mickelson Memorial Marathon Run and Halloween in Old Town. Their efforts will also will also continue through pro-active patrols to augment normal police patrol duties.

# School Resource Officer

## Serving Mingus Union High School

The School Resource Officer (SRO) is a key component to the departments overall community policing plans and crime prevention efforts within the City of Cottonwood. The SRO Program focuses on fostering positive relationships with youth and equally as important, reducing crime in our schools. The SRO is an asset used by the community and the school in an attempt to address situations in the lives of students in a forum other than the judicial system. Currently this program is made possible by grant funding.

### Roles

- The five key roles of the school resource officer position are:
- Build positive relationships with youth
- Community liaison
- Law enforcement officer
- Law-related educator
- Role model

### Duties

The SRO provides law-related education that to numerous high school students that correlate to specific curriculum identified by the high school teachers and administrators. Besides being an active, high profile, law enforcement officer, the SRO is a resource for students, parents, teachers and administration regarding law issues. Another duty for the SRO is to be a link to other service agencies which provide preventive and counseling services within the school district. Working hand in hand with the Principal in each school, the SRO assists with finding solutions to problems affecting high school age students. The SRO provides guidance on School Safety plans and participates in required meetings.

# School Safety Officer

## Serving all Cottonwood Primary Schools

The School Safety Officer (SSO) is a key component to the departments overall community policing plans and crime prevention efforts within the City of Cottonwood. The SSO Program focuses on fostering positive relationships with youth and equally as important, reducing crime in our schools. The SSO is an asset used by the community and the school in an attempt to address situations in the lives of students in a forum other than the judicial system.

### Roles

- The five key roles of the school safety officer position are:
- Build positive relationships with youth
- Community liaison
- Law enforcement officer
- Law-related educator
- Role model
- 

The School Safety Officer is an accepted program involving the placement of a law enforcement officer within the educational environment. The officer, while in school, is involved in a variety of functions aimed at prevention.

### Duties

Besides being an active, high profile, law enforcement officer, the SSO is a resource for students, parents, teachers and administration regarding law issues. Another duty for the SSO is to be a link to other service agencies which provide preventive and counseling services within the school district. Working hand in hand with the Principal in each school, the SSO assists with finding solutions to problems affecting school age children. The SSO provides guidance on School Safety plans and issues.

### Program Goals

The SSO program is a proactive approach to deal with the pressures today's young people find themselves having to confront. This includes the use of alcohol, drugs, and tobacco, along with peer pressure, gang activity, and sex. These situations are not only in the schools, but in the community as well. The approach of addressing these issues only in the school, or only in the community, has not been completely effective. Traditionally, police and school did not interact until one called upon the other.

### Local Schools

In 2018, the Cottonwood Police Department assigned a School Safety Officer assigned to work with following schools:

Cottonwood Community School

Mountain View Preparatory School

Saint Joseph Catholic School

Verde Valley Christian School

Bright Bears

Immaculate Conception School

Head Start

MENTA

# Traffic Enforcement and DUI Programs

The purpose of traffic enforcement is to reduce traffic accidents and injuries and to facilitate the safe and expeditious flow of vehicular and pedestrian traffic through the public's voluntary compliance with traffic regulations. The traffic unit does this through a combination of public education contacts aimed at collision reduction. Another function of the traffic unit is to investigate traffic accidents that occur within our jurisdiction boundaries. The traffic unit and members of the accident investigation team will respond and are on call for the investigation of serious injury or fatal traffic accidents.

Members of the department also participated in annual statewide DUI enforcement patrols focusing their efforts at removing drunk and drugged drivers off of Arizona's roadways, particularly during the holiday season. The campaign, sponsored by the Arizona Governor's Office of Highway Safety consisted of multiple DUI Holiday Task Force Deployments. Over 70 DUI arrests were made this past year for drunk and drugged drivers. The average breath alcohol content was 0.161. As a result of the department's continued efforts towards increasing traffic safety, GOHS awarded the Cottonwood Police Department a fully grant-funded motorcycle to be utilized during these and other targeted patrols. The department was also able to fully equip all patrol personnel with new portable breath test devices to assist in DUI investigations.



# Terrorism Liaison Officer Program

The Cottonwood Police Department TLO Program is now comprised of two officers. They act as the lead coordinators for our organization on matters related to terrorism. As TLOs, they serve in a variety of roles such as inter-agency representatives, in-house subject matter experts, de facto terrorism intelligence analysts and collection managers, and all around terrorism "go-to" personnel. In addition, they assist various public organizations and private businesses with developing site security plans and threat vulnerability assessments. They also provide real-time suspicious activity reports (SARS) to the state's fusion center, the Arizona Counter Terrorism Information Center (ACTIC). Over the past year, a second officer was selected to attend the 40 hour basic TLO training. As a result, ACTIC provided the Cottonwood Police Department technical access to numerous state and federal intelligence databases. This significantly increased the department's intelligence capabilities in a regional context.

The Arizona Fusion Center, also known as the Arizona Counter Terrorism Information Center (ACTIC), is a joint effort between the Department of Public Safety, Arizona Department of Homeland Security, Federal Bureau of Investigation, and several other participating agencies. To support the Arizona homeland security effort, the Arizona Fusion Center was established and became operational in October, 2004. The Center provides both intelligence, investigative and technical support to state, local, tribal and federal law enforcement agencies as well as other agencies critical to Arizona and the Country's Homeland Security efforts. Data fusion involves the exchange of information from different sources - including law enforcement, public safety, and the private sector - and, with detailed analysis, can result in meaningful and actionable intelligence and information. The fusion process turns information and intelligence from multiple sources into actionable knowledge.

A black K-9 dog is the central focus of the page, sitting on a grassy field. The dog is wearing a black vest with the word "POLICE" printed in white on the front. The dog's ears are large and pointed upwards, and it has a focused expression. The background is a soft-focus outdoor setting with green grass and some blurred foliage.

## K-9 Unit

A human-canine officer team is a tried and true law enforcement tool. With their keen eyesight, speed and sense of smell, police dogs can perform some tasks faster and at lower cost than human officers with less risk to officers and the public. Cottonwood police may use their K9s to apprehend fleeing suspects, search for discarded or hidden evidence or contraband, detect illegal drugs, search buildings and help protect officers. Cottonwood's K9 team is available for public appearances and demonstrations as well. When not actively on patrol, members of the unit provided training on various topics to include 4<sup>th</sup> Amendment Search and Seizure, handler certification and numerous public demonstrations to area schools and businesses.

Over the past year, the K9 unit was deployed 75 times. 40 of those were for detection of illegal drugs and substances and the remaining 35 were used to assist patrol officers and to assist SWAT operations. The K9 unit was involved in 32 arrests over this past year.

# Criminal Investigations

The Criminal Investigation Unit is comprised of highly trained detectives who are assigned to investigate crimes against persons as well as property crimes. The unit has a sergeant, two detectives, victim advocate and one evidence technician /property manager. This unit investigates major crimes, as well as those requiring resources not available within the patrol division. Criminal Investigators utilize advanced tools and training in order to prevent and solve crime for residents and businesses in Cottonwood. Reports compiled by the Cottonwood Police Department that require additional investigation are assigned to investigators according to the type of crime, possible lead and suspect information, and the potential for solvability.

In 2018 the Criminal Investigation Unit held a number of cases. In January of 2018 there were nineteen (19) cases, February twenty-one (21) cases, March nineteen (19), April seventeen (17), May twenty-three (23), June twenty-six (26), July twenty-four (24), August twenty-three (23), September twenty (20), October seventeen (17), November sixteen (16), and in December they held fifteen (15) cases. There were seventy-two (72) arrests made in 2018 by Cottonwood Police Department Detectives. There were seven (7) arrests in January, nine (9) in February, in March there was one (1) arrest, April six (6), May three (3), June seven (7) arrests, July and August there were five (5) arrests, September ten (10), October twelve (12), November five (5) and in December there were two (2) arrests made.

# Property & Evidence

The Property and Evidence Unit, supervised by the Criminal Investigations Unit Detective Sergeant, provides the safe, secure and orderly storage of all items taken into custody by the Cottonwood Police Department. This unit is managed by the Evidence Technician and currently stores over 20,000 items of evidence, found property and personal property held for safekeeping. In 2018, the unit took in 1938 items, 1771 of which were items of evidence.



Along with the aforementioned responsibilities of the Property & Evidence Unit (as outlined in the previous report), the Department has expanded the Unit's responsibilities in order to assist the CIU in a more advantageous manner. Specialty training and certifications of the current Evidence Technician now allows the Property & Evidence Unit to assist in the areas of Crime Scene Investigation, Forensic Interviewing and Crime

Scene Photography. This also enables the Evidence Technician to be available for callouts to assist in afterhours incidents that may require these skill sets.

Assistance in the area of Crime Scene Investigation by the Evidence Technician involves the following responsibilities:

⇒ Crime Scene Photography, documentation at the scene to include sketches, photo logs, evidence processing, packaging methods and collection of all items determined to be evidence.



In conjunction with assisting the CIU on their Crime Scenes, and one of the most important aspects of the investigation, is the ability to complete a Forensic Interview on any identified victims on the case in a timely manner. As a trained Forensic Interviewer, the Evidence Technician provides a research-informed forensic interview method designed to elicit the most amount of factual information from interviewees and avoid any re-traumatization of the victims involved.



The Criminal Investigations Unit, along with the Victim's Assistance Program, has revamped their child interview room to make it more comfortable and less intimidating for the children that require our assistance. This update was done to ensure that every child is comfortable and feels safe, whether they decide to talk with us or not.

This service has enabled the Department to work more closely with the local Department of Child Safety Office and complete investigations in a more expedient and efficient manner. To date, the Property & Evidence Unit has assisted in these new roles on:

- ⇒ 20 Forensic Interviews involving cases of sexual abuse, DV & child abuse.
- ⇒ 8 Crime Scene, Accident Scene & Search Warrant Investigations.

# Victims Assistance Program

The national theme for Crime Victims' Rights Week this past year was "Expand the Circle: Reach All Victims". That has certainly been a goal for which the Cottonwood Police Department's Victim Assistance Program strove this past year. The Victim Assistance Program, federally funded by the Victims of Crime Act (VOCA), reached 290 victims in 2018 & sought to serve those victims in a variety of ways.

Last year the Victim Assistance Program set as a goal to reach all victims involved in cases at the Cottonwood Municipal Court. The Victim Advocate has taken an active role in Municipal Court advocacy, to include informing victims of court proceedings & working with the City Prosecutor to ensure victim's rights are upheld & victim's wishes are heard.

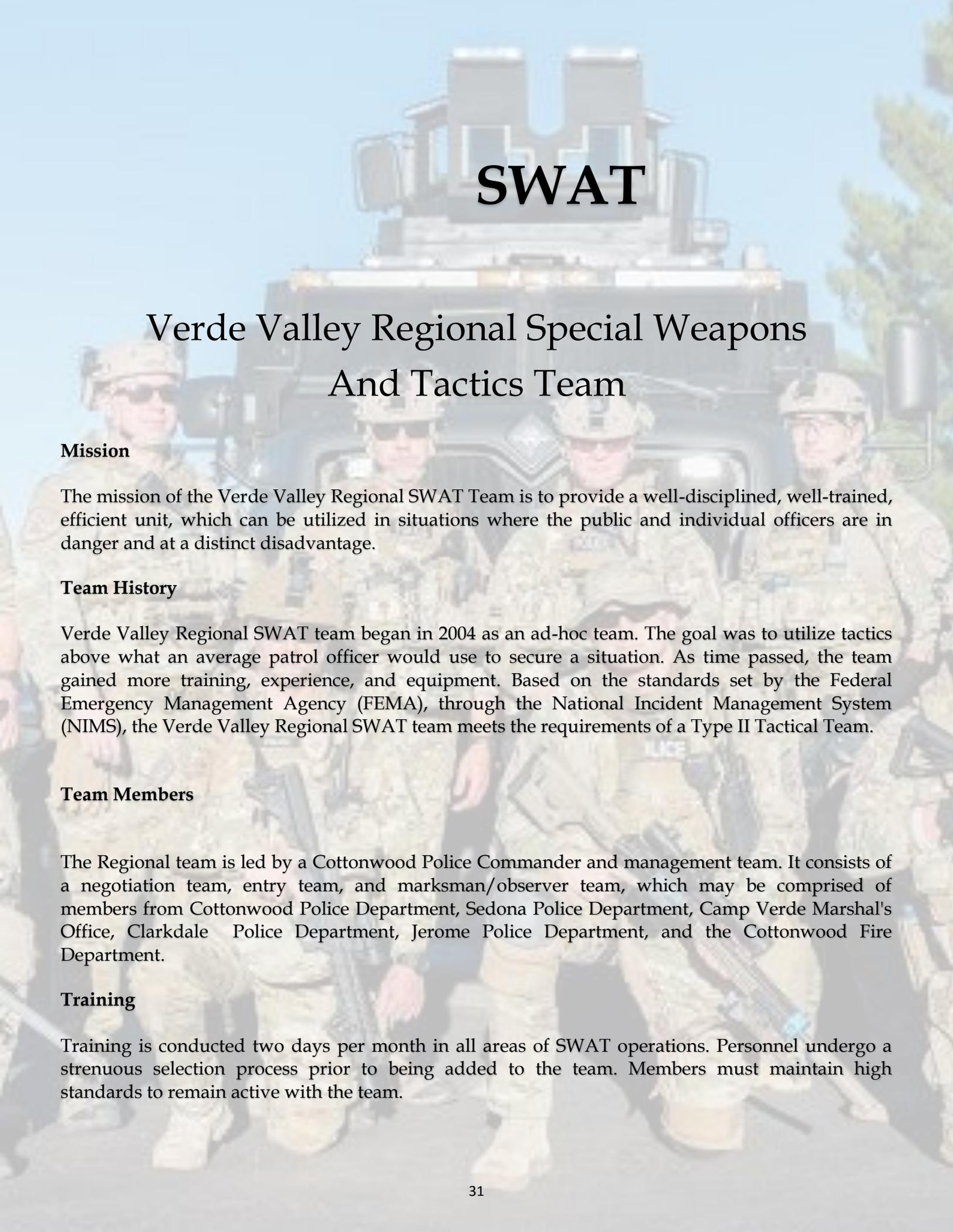
Reaching all victims of domestic violence is a priority with the Victim Assistance Program, & we have found a number of ways to accomplish that. The Victim Advocate continues to follow-up with domestic violence victims by reviewing the results of our domestic violence risk assessment, a tool the Department implemented in late 2017 to help identify victim needs & to aid in the prosecution of the crime. The Advocate also partners closely with Verde Valley Sanctuary & Outreach Center to provide wraparound services for our victims, including counseling, legal assistance, & shelter, if necessary.

The Victim Assistance Program seeks to reach all victims of sexual assault. This past year we implemented Seek Then Speak, an online sexual assault reporting tool. Seek Then Speak is a website that can answer questions & concerns an assault victim might have; this website can directly link a victim to the Victim Advocate & detectives. The Victim Assistance Program also sought to reach all sexual assault victims by participating in public workshops sponsored by Verde Valley Sanctuary that highlighted sexual assault awareness, response & recovery.

Sometimes "reaching all victims" includes reaching victims on an emotional level. When a distraught victim or a child victim has to talk about their crime at the Police Department, not only do those individuals need the expertise of our officers & detectives, they also are in need of a safe & nurturing environment. The Victim Assistance Program partnered with Lori Harakal & Melissa VanDarien of Sedona Soul Spaces, a local interior design & décor firm, to redesign a family room & soft interview room. Sedona Soul Spaces brought their tremendous creative talent & generosity to the rooms, which now are furnished with comfortable chairs, a couch, custom furniture, artwork, toys, blankets, stuffed animals, a tv, and more.

This coming year we hope to continue partnering with local community providers, such as Old Town Mission, Verde Valley Sanctuary, Catholic Charities, St. Vincent de Paul, the Verde Valley Homeless Coalition and others, and continuing to reach all victims in Cottonwood.



A photograph of four SWAT team members in full tactical gear, including helmets, sunglasses, and vests, standing in front of a SWAT vehicle. The vehicle has "SWAT" written on its side. The background is a clear blue sky with some trees on the right.

# SWAT

## Verde Valley Regional Special Weapons And Tactics Team

### **Mission**

The mission of the Verde Valley Regional SWAT Team is to provide a well-disciplined, well-trained, efficient unit, which can be utilized in situations where the public and individual officers are in danger and at a distinct disadvantage.

### **Team History**

Verde Valley Regional SWAT team began in 2004 as an ad-hoc team. The goal was to utilize tactics above what an average patrol officer would use to secure a situation. As time passed, the team gained more training, experience, and equipment. Based on the standards set by the Federal Emergency Management Agency (FEMA), through the National Incident Management System (NIMS), the Verde Valley Regional SWAT team meets the requirements of a Type II Tactical Team.

### **Team Members**

The Regional team is led by a Cottonwood Police Commander and management team. It consists of a negotiation team, entry team, and marksman/observer team, which may be comprised of members from Cottonwood Police Department, Sedona Police Department, Camp Verde Marshal's Office, Clarkdale Police Department, Jerome Police Department, and the Cottonwood Fire Department.

### **Training**

Training is conducted two days per month in all areas of SWAT operations. Personnel undergo a strenuous selection process prior to being added to the team. Members must maintain high standards to remain active with the team.

## **Responsibilities**

The Verde Valley Regional Special Weapons and Tactics (SWAT) Team is tasked with a wide array of assignments and responsibilities as directed by the Chief of Police. These assignments include but are not limited to:

- ◆ Active Shooter Response
- ◆ Barricaded Subject Resolution
- ◆ Countering terrorist operations
- ◆ Dignitary Protection
- ◆ Fugitive Apprehension
- ◆ Hostage Rescue
- ◆ Providing additional security at special events
- ◆ Providing assistance on drug raids, arrest warrants, and search warrants
- ◆ Rescuing officers and citizens captured or endangered by gunfire
- ◆ Resolving high-risk situations with a minimum loss of life, injury, or property damage
- ◆ Riot Control
- ◆ Stabilizing dangerous situations dealing with violent criminals
- ◆ Stabilizing situations involving high-risk suicidal subjects

## **Negotiations Team**

The Negotiations team is responsible for gathering intelligence and directing crisis negotiations with barricaded subjects and hostage takers. Negotiators undergo extensive training in the psychology of criminal activity and negotiations so as to achieve a peaceful resolution.

## **Funding**

Verde Valley Regional SWAT has received a large percentage of its funding for equipment purchases through grants and donations.

## **Significant Deployment Synopsis**

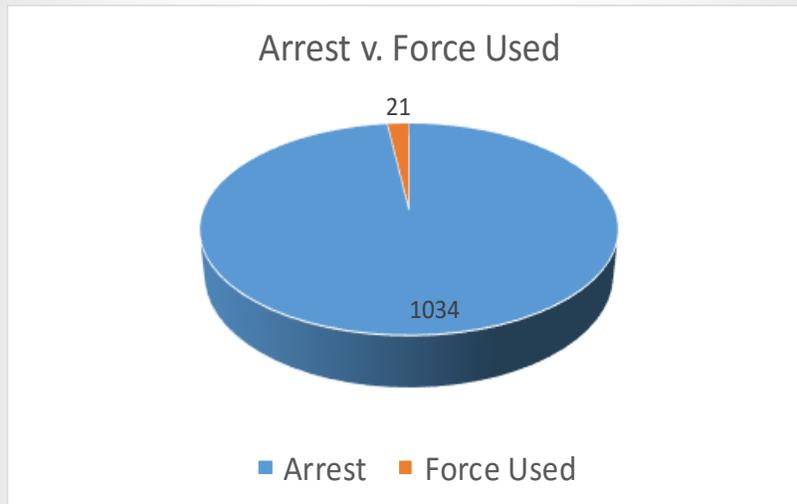
In November of 2018, detectives from the Partners Against Narcotics Trafficking Task Force were attempting to serve a search warrant at a house in Yavapai County. One of the suspects involved was identified and refused to come out, and instead began firing rounds at detectives and other responding Yavapai County deputies. At one point, the suspect had the deputies, detectives, and innocent civilians trapped behind vehicles as he continued firing rounds at them and towards other nearby residences. Yavapai County deputies requested the Verde Valley Regional SWAT Team's MRAP (Mine-Resistant Ambush Protected) to assist in rescuing those who were trapped behind vehicles. The MRAP and additional personnel were deployed to the scene and were to successfully rescue everyone. The suspect continued to fire errant rounds at police and into the surrounding neighborhood. Yavapai County Negotiators tried unsuccessfully to get him to end the situation with a peaceful resolution. Unfortunately, after numerous attempts, he committed suicide. Evidence was later found that the MRAP took gunfire during the incident. Although this type of equipment is not used every day, it certainly has life-saving capabilities and when it's needed, it's needed.

# Use of Force Summary

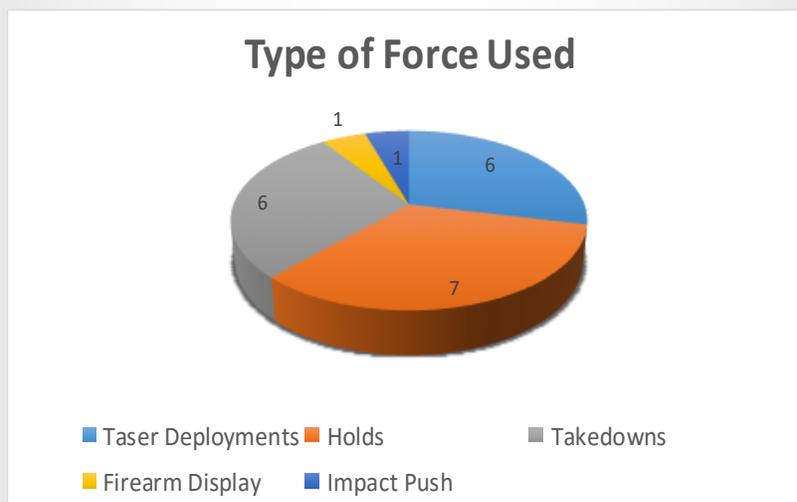
The use of force by law enforcement officers is sometimes necessary and permitted under specific circumstances. It can often be described by the amount of effort required by police to compel compliance by an unwilling subject.

The Cottonwood Police Department takes each use of force very seriously. No two situations are the same, nor are any two officers. Officers are trained to judge when a crisis requires the use of force to regain control of a situation and use only the amount necessary to mitigate an incident, make an arrest, or protect themselves or others from harm. Each instance force is used by officers is reported and reviewed appropriately. Range – control holds – use of deadly force.

In 2018 Cottonwood Officers were involved in 16,509 incidents, where 1,034 arrests were made. Of the 1,034 arrests 21 involved a level of force, amounting to 2.03% of the arrests.



The 21 uses of force have been broken down by types of force used to regain control of a given situation.



# Communications



The Cottonwood Public Safety Communications Center (CPSCC) is a state of the art regional Police, Fire, and Medical dispatch facility and Public Safety Answering Point (PSAP). Constructed in 2014, the CPSCC facility was placed in full operation on December 1, 2014.

17 Communications Specialists, 3 Communications Supervisors, and a Communications Center Manager operate out of the center and provide dispatch services for Cottonwood Police Department, Cottonwood Fire Department, Verde Valley Ambulance Company, Jerome Fire Department, Verde Valley Fire District, Sedona Fire District, and Copper Canyon Fire and Medical Authority.

CPSCC is a primary PSAP (9-1-1 answering point) for the following areas:

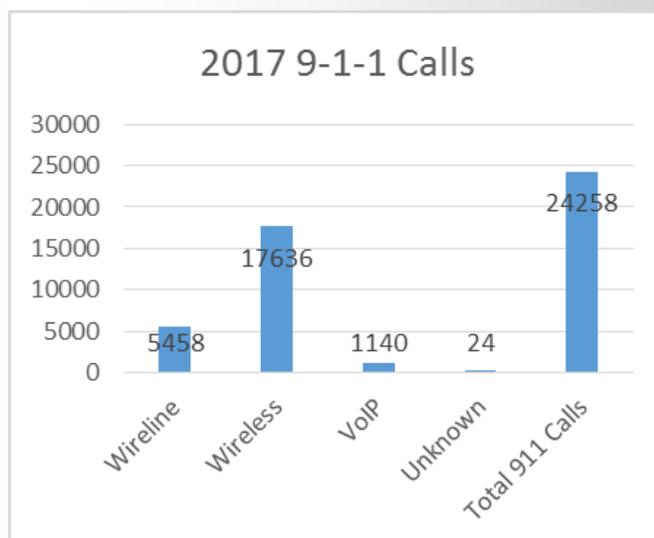
- City of Cottonwood
- Verde Villages
- Cornville
- Village of Oak Creek
- Lake Montezuma / Rimrock
- Specified cellular towers throughout the Verde Valley

9-1-1 calls that originate in Clarkdale, Jerome, Camp Verde and the Yavapai-Apache Nation are answered by the Camp Verde Marshal's Office and transferred to CPSCC for Fire and EMS related incidents. 9-1-1 calls that originate with the City of Sedona are transferred to CPSCC for Fire and EMS related incidents. CPSCC serves as a back-up PSAP for the Camp Verde Marshal's Office, Sedona Police Department, and Payson Police Department (Gila County).

CPSCC has Enhanced Wireline 9-1-1 and Wireless Phase II 9-1-1 capabilities which provides location information to the call-taker from the 9-1-1 caller. 9-1-1 equipment, maintenance, and infrastructure are provided and supported by the State of Arizona 9-1-1 Office. Text to 9-1-1 is not available at this time. The State of Arizona, however, is working with PSAPs throughout the state to implement this service. In 2018, CPSCC took the first step towards text to 9-1-1 implementation by signing a managed services agreement with CenturyLink. Funded by the State of Arizona 9-1-1 Office, CPSCC is scheduled to receive a 9-1-1 equipment and network upgrade in August of 2019 that will place the CPSCC PSAP on the NG911 (Next Generation 9-1-1) platform. Once the equipment is installed and the network changes are made, CPSCC will submit a request for funding and programming to the State of Arizona 9-1-1 Office for text to 9-1-1 capabilities.

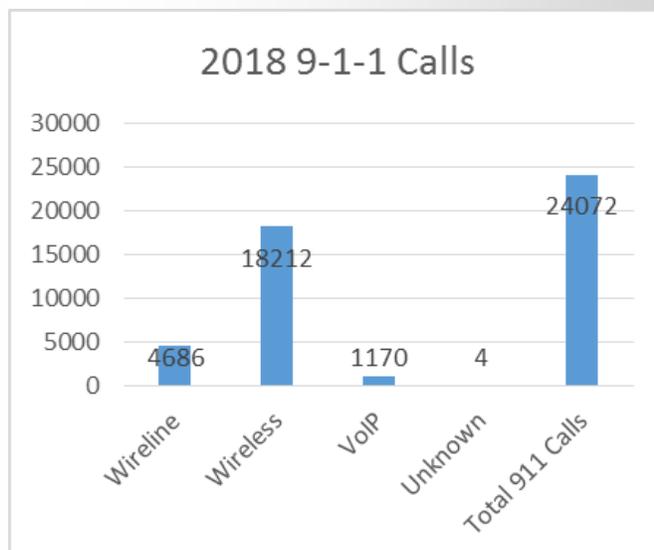
#### 2017 9-1-1 Statistics

- ◆ 9-1-1 calls received: 24,258
  - ◇ Wireline: 22.5%
  - ◇ Wireless: 72.7%
  - ◇ VoIP: 4.7%
  - ◇ Unknown Source: < 1%



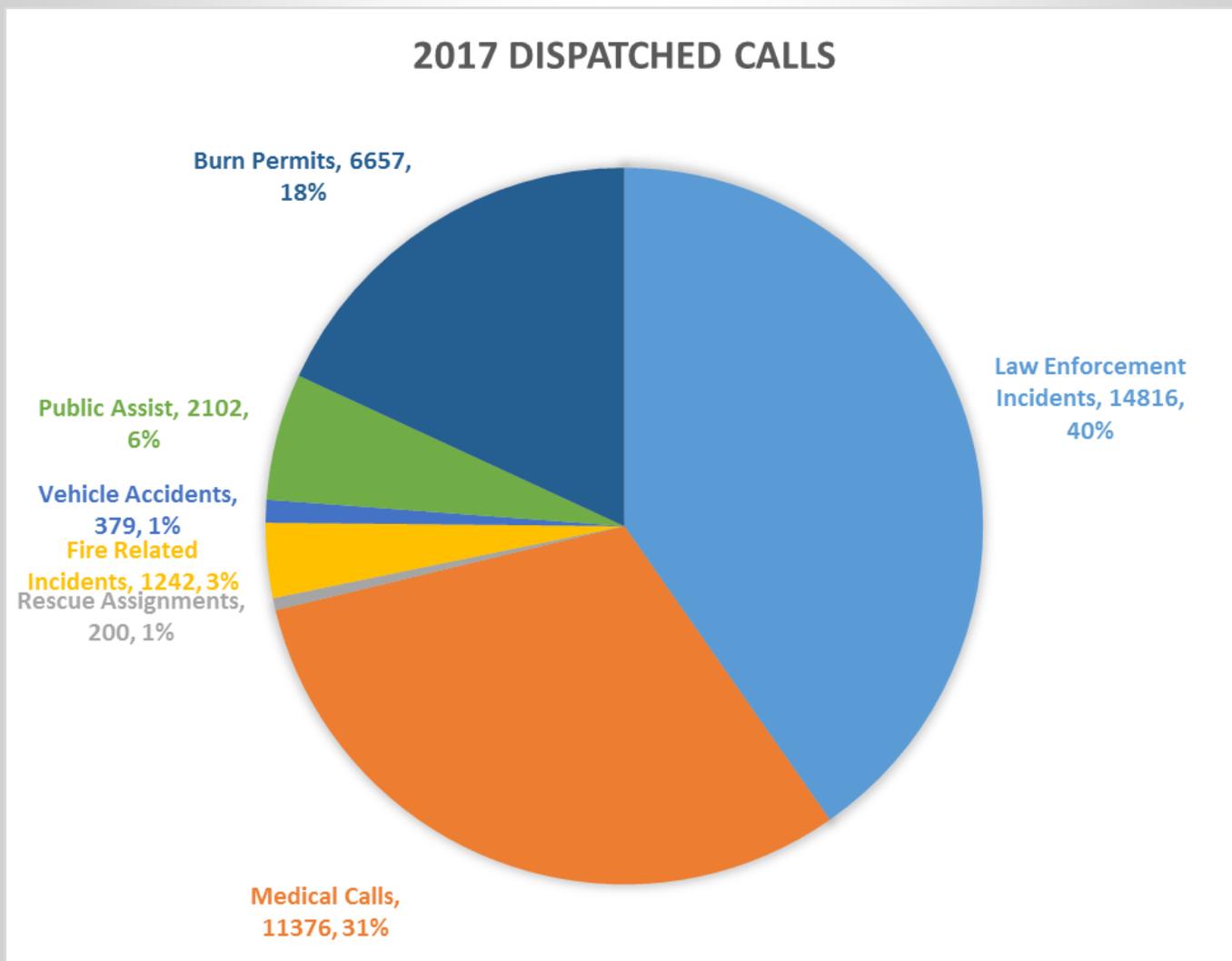
#### 2018 9-1-1 Statistics

- ◆ 9-1-1 calls received: 24,072
  - ◇ Wireline: 19.5%
  - ◇ Wireless: 75.6%
  - ◇ VoIP: 4.9%
  - ◇ Unknown Source: < 1%



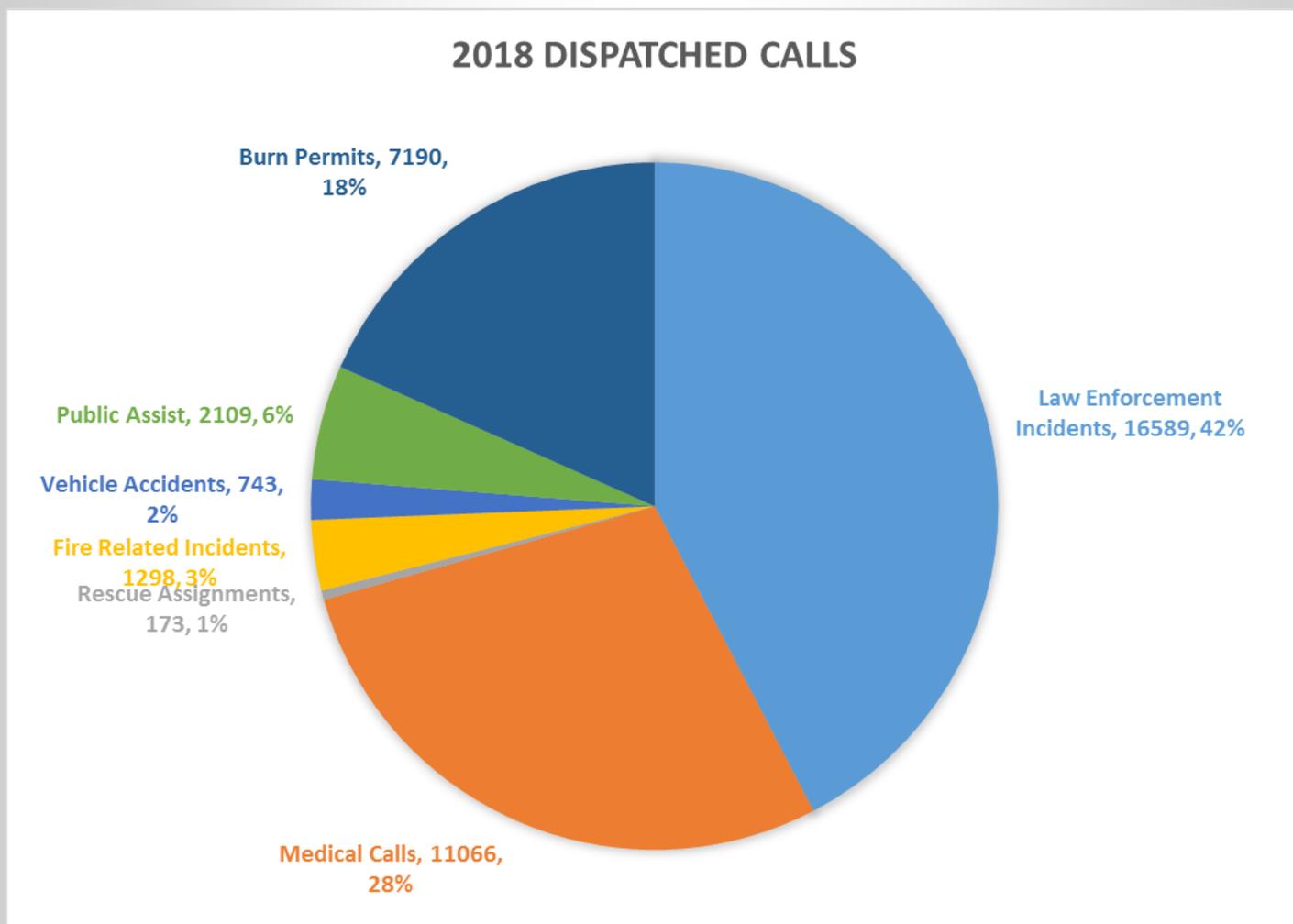
## 2017 Dispatched Calls

- ◆ 14,816 Law enforcement incidents dispatched, including dispatched calls and officer initiated calls, such as traffic stops.
- ◆ 11,376 Medical Calls
- ◆ 200 Rescue Assignments
- ◆ 1,242 Fire Related Incidents
- ◆ 379 Vehicle Accidents (Fire/EMS Response)
- ◆ 2,102 Public Assist Calls (Fire/EMS Response)
- ◆ 6,657 Burn Permit Activations



## 2018 Dispatched Calls

- ◆ 16,589 Law enforcement incidents dispatched, including dispatched calls and officer initiated calls, such as traffic stops.
- ◆ 11,066 Medical Calls
- ◆ 173 Rescue Assignments
- ◆ 1,298 Fire Related Incidents
- ◆ 743 Vehicle Accidents (Fire/EMS Response)
- ◆ 2,109 Public Assist Calls (Fire/EMS Response)
- ◆ 7,190 Burn Permit Activations



CPSCC employees are certified by the International Academies of Emergency Dispatch (IAED) in Emergency Medical Dispatch (EMD), Emergency Fire Dispatch (EFD), and Emergency Police Dispatch (EPD) and CPR. Communications Specialists must recertify every two years and complete continuing education requirements. ProQA call processing software is utilized to ensure that calls are processed in a standardized manner and according to established best practices. CPSCC relies on the professional organizations and standard setting bodies such as the Association of Public Safety Officials (APCO), the National Emergency Number Association (NENA), and the National Fire Protection Agency (NFPA), the National Center for Missing and Exploited Children (NCMEC), and the Insurance Service Office (ISO) for operational guidelines and best practices.

On July 16, 2018, The Cottonwood Public Safety Communications Center became the 295th PSAP nationally (10<sup>th</sup> PSAP in Arizona) to receive the NCMEC designation, "Missing Kids Readiness Program Member." To receive this designation, all CPSCC employees were required to complete the *Telecommunications Best Practices for Missing and Abducted Children* training course, the Center Manager attended the *Missing Children's Chief Executive Officer (CEO) Training Course*, and the agency's missing person policy was evaluated against the NCMEC model policy.



# Records

Cottonwood Police Department employs two full-time records clerks. Records is also assisted by volunteers. We are very appreciative of their service. Our full-time clerks are Diana Lassen-Jones and Nadine Flores. Nadine began working for CPD in 2003 and Diana joined us in 2004.



The Police Records Section serves as the central repository for incident, arrest and traffic records prepared by department personnel. The Records personnel assist the general public, department personnel and representatives from other agencies in obtaining police related information. They provide copies of police reports to citizens, insurance companies, lawyers, city prosecutor, county attorney, victim witness, etc.

Records clerks review and enter data from police reports into the computerized records management system; handle warrants, subpoenas, summons and related paperwork. They are required to complete mandated state and federal monthly validations of all police department entries into state and federal databases; ensures proper disposal of confidential materials and reports that have met state purge criteria and images records for retention purposes.

Clerks must be certified on the Arizona Criminal Justice Information System and National Crime Information System.

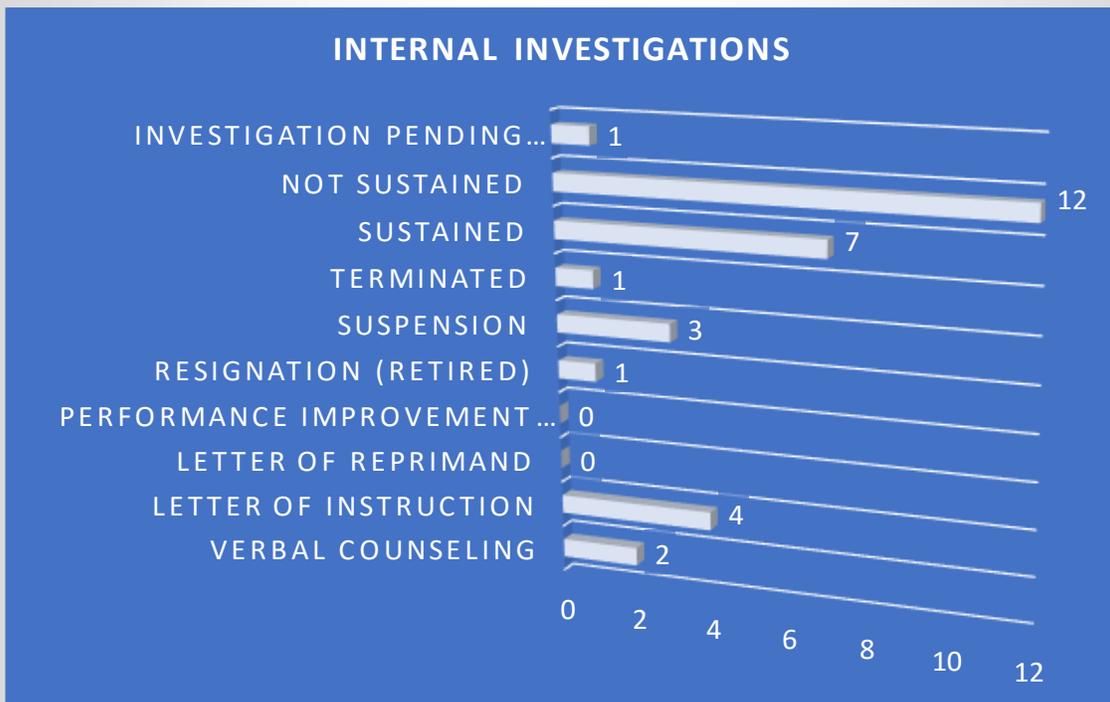


# Professional Standards

The Professional Standards Unit conducts formal administrative investigations in response to internal and external complaints alleging a violation of department or City policy, by a sworn or civilian police employee. Each allegation is objectively and thoroughly investigated. If an allegation is sustained, disciplinary action may be taken ranging from counseling to dismissal.

20 Internal Investigations for policy violations that ranged from verbal counseling to an employee being terminated. Some investigations involved more than one officer.

Ideally, disciplinary action is intended to improve employee performance and ensure a healthy culture of accountability.



In 2018 there were three (3) Police applicant backgrounds. There were twenty (20) Communication applicant backgrounds processed. The Department received approximately 190 applications in 2018.

# Cottonwood Police Cadets

The Cottonwood Police Cadet is a program for youth ages 14-18, who are interested in law enforcement as a career. The program teaches numerous aspects of Law Enforcement. One of the most important lessons taught to our Police Cadets is Integrity along with other important topics; Physical Fitness, Criminal Law, Traffic Law, Defensive Tactics, Traffic Stops, Handcuffing Techniques, and Building Searches. This is just a small portion of the variety of topics taught.

The Police Cadets participate in several Community Events throughout the year. Some of the regular events include: Shop with a Cop, Relay for Life, Cottonwood Fourth of July Fireworks Show, National Night Out, and Annual Cottonwood Christmas Parade. We are always looking for individuals who want to better themselves and serve the community. To join the Cottonwood Police Department Cadet program contact the Primary Advisor, School Resource Officer Clint Combs at [ccombs@cottonwoodaz.gov](mailto:ccombs@cottonwoodaz.gov) or Officer Chris Dowell at [cdowell@cottonwoodaz.gov](mailto:cdowell@cottonwoodaz.gov).

# Citizen's On Patrol

COPs volunteered a total of 1,417 hours in 2018. COPs are given a uniform and allowed to drive a patrol vehicle specifically marked as a COP unit. They patrol throughout the streets of Cottonwood and assist our officers as necessary. Many times COPs are called upon to transport suspects to both the County Jail and Juvenile Detention. When needed they can assist on crime scenes, DUI details such as DUI checkpoints, provide traffic control and volunteer in other capacities as the needs arise. The Police Department is very appreciative of our COP members. In 2018 there were 10 members.



## Volunteer

Jack Van Wye began volunteering with the Investigations Unit on June 9, 2009. During his tenure with the Cottonwood Police Department he has conducted numerous Background Investigations each year for Officer Positions as well as civilian employees. Jack often assists with large scale investigations that require very involved electronic timelines to assist prosecutors and investigators. Jack also assists with the Victim Assistance Program by consulting with the Victim Advocate regarding cases along with playing an instrumental role in the grant process which funds the Victim Advocate position. The selfless hours he has given to the City of Cottonwood can be counted by the successes he has aided in bringing to the many projects he has been asked to assist with. He volunteered 1,144 hours in 2018.

