

# HAMILTON POLICE DIVISION

## Annual Report

### 2023



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**HAMILTON POLICE DIVISION**

**2023 ANNUAL REPORT**

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# HAMILTON POLICE DIVISION

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### 1. EXECUTIVE SUMMARY

#### 1.1 CALLS FOR SERVICE

2023	67,432
2022	68,514

#### 1.2 ARRESTS

	<b>Adult:</b>	<b>Juvenile:</b>
2023	1,566	61
2022	1,563	48

#### 1.3 SUMMONSES

2023	7,373
2022	6,224

#### 1.4 CREW ENFORCEMENT

2023	1,249.10 hours
2022	1,131.40 hours

#### 1.5 TRAFFIC CRASH INVESTIGATIONS

2023	3306
2022	3113

#### 1.6 HUMANE LAW ENFORCEMENT OFFICER INVESTIGATIONS (HELO)

2023	12
2022	25

#### 1.7 PROJECT MEDICINE DROP

2023	1039 pounds
2022	890 pounds

#### 1.8 NARCAN DEPLOYMENTS

2023	38
2022	22

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**2. Grants Secured in 2023**

**2.1 General Grant Funding Awarded: \$43,537.63**

Justice Assistance Grant (JAG)	\$16,067.00
Federal Bulletproof Vest Fund	\$17,784.98
State Bulletproof Vest Fund	\$9,685.65

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**2.2 Technology Grant Funding Awarded: \$41,103.68**

State & Local Cyber Security Grant Program	\$41,103.68
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**2.3 Traffic Enforcement Grant Funding Awarded: \$54,328.00**

Click it or Ticket	\$8,750.00
Distracted Driver	\$12,250.00
Drive Sober – Labor Day	\$8,750.00
Drive Sober – End of Year	\$10,500.00
Drunk Driver Enforcement Fund (DDEF)	\$14,078.38

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**2.4 Total Funding Awarded for 2023: \$ 138,969.16**

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### 3. ADMINISTRATIVE SERVICES BUREAU

The following sections and units were assigned to the Administrative Services Bureau:

<u>Administration Section</u>	<u>Services Section</u>
Firearms/Licensing Unit	Community Policing Unit
Training Unit	Educational Services Unit
Honor Guard	Property Evidence Unit
Hazardous Material Unit	Records Unit

#### 3.1 ADMINISTRATION SECTION

The Administration Section is responsible for maintaining the policies and procedures of the Division. Administration also includes Accreditation. The Accreditation Manager shall be primarily responsible for accreditation maintenance.

The Deputy Coordinator for the Office of Emergency Management is also assigned to the Administration Section.

#### 3.2 Training Unit:

Maintain the Police Range

Spring and Fall Firearms Qualification

In-Service Training

Preventative maintenance inspection of Division firearms

Additional Training Courses throughout the year

#### 3.3 Firearms/Licensing Unit:

	<b>2023</b>	<b>2022</b>
Firearms Applications Received	1,402	1,783
Firearms Applications Completed	1,307	1,339
Firearms Applications Denied	19	32
Permits to Carry Applications Received	164	90
Permits to Carry Applications Completed	106	64
Permits to Carry Applications Denied	3	2
Licensing/Backgrounds completed	67	96

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#### **3.4 Honor Guard:**

The Honor Guard Commander is assigned to the Administration Section. There are twenty-eight officers and four supervisors assigned to the Hamilton Police Honor Guard. The Honor Guard attends various events and parades in the Hamilton Township. They represent the Division at funerals for fallen officers in the Tri-State area as well as rendering services at Hamilton Police Division's retired officers' funerals. The Honor Guard attended 20 events over the course of the year.

#### **3.5 Hazardous Materials Team:**

The Hamilton HazMat Team is currently comprised of eleven police officers. The team is a functional duty assignment within the Police Division and shares responsibilities with the Hamilton Fire Division HazMat Team.

### **3.6 SERVICES SECTION**

The Services Section is responsible for acquisitions, equipment repairs and problem resolutions. The coordination effort for daily maintenance requirements involves timely telephone and in person vendor contact each day to maintain operational efficiency. It also prepares work orders for maintenance within the overall police building and acts as liaison between various Township Departments that encompasses the coordination effort of capital projects for the entire fiscal year. The Services Section Lieutenant serves as the Hamilton Police Division Nasal Narcan Coordinator.

#### **3.7 Operation Reassurance:**

Currently eighteen members call daily to the Services Section to report for Operation Reassurance.

#### **3.8 Cellblock/Detention Facility:**

The Police Division adheres to the standards established by the New Jersey Department of Corrections regulations in order to receive and secure persons under arrest, providing clean housing, food, medical attention and other necessary services for proper care. The Services Section is responsible for the Annual Detention Facility Inspection, performed by the Department of Corrections and all associated documentation and ancillary inspections, i.e., Fire Department, Fire Alarm, Fire Suppression and Pest Control.

#### **3.9 Police Vehicle Equipment:**

The unit provides the coordination and maintenance scheduling for fifty marked police vehicles, forty seven unmarked vehicles, two police motorcycles, one civilian township vehicle, four SMART Traffic Trailers, one hazmat vehicle and one Township fleet vehicle. This unit coordinates the equipment transfer, decals and stripping for new marked units each year. Annual state motor vehicle inspections are also assigned to this unit for all vehicles.

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Emergency equipment is requested, purchased, and maintained by the Services Section, to include documenting damage to police vehicles and maintaining fleet/equipment inventory status.

### **3.10 Uniforms and Equipment:**

Services Section is responsible for issuing uniforms and equipment for all newly hired police officers and keeps a limited supply of equipment on hand to replace damaged police issued equipment as per contractual agreement. Reports are reviewed for damaged issue items, recommending repair or replacement as necessary. Additionally, all police equipment is maintained and inventoried through this section.

### **3.11 Park Security Guards:**

Thirty-one Park Guards (School Traffic Guards) were assigned to the Services Section for the summer months. These guards work in various parks throughout the Township. They work primarily in two (2) shifts, 0900 - 1200 and 1200 - 1500 hours. Park Guards also assist with traffic and crowd control at Township events.

### **3.12 Community Policing Unit:**

In June of 2023, the Community Policing Unit was transferred to the Services Section. This Unit is comprised of two Detectives and the Services Lieutenant. In 2023 the Unit participated in approximately 35 community events. These events consisted of coffee with a cop, crime watch meetings, job fairs, cone with a cop, festivals, school visits, local business meetings and informational seminars.

The Community Policing Unit is responsible for the newly implemented Blue Envelope Program. This program is designed to help people with autism spectrum disorder during traffic stops. Other new programs include residential home security surveys and emergency refrigerator cards for seniors.

The Services Lieutenant and one Detective joined the Autism Law Enforcement Advisory Board to assist with making Law Enforcement encounters with those on the Autism Spectrum safer.

A goal of 2024 is to initiate a special needs registry and offer traffic stop simulations for those on the autism spectrum.

Services Section personnel attended a variety of special events throughout the year:

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### 3.13 Educational Services Unit:

The Educational Services Unit consists of officers certified to teach the Law Enforcement Against Drugs (L.E.A.D.) program. The officers are currently assigned to three public middle schools located in Hamilton Township. The LEAD program is taught to 6<sup>th</sup> grade students. The officers also provide a bicycle safety program to 2<sup>nd</sup> grade students throughout Hamilton Township.

Additionally, officers operate the Safety Town program through the Hamilton Police Athletic League in the summer months. The topics of instruction are pedestrian safety, playground safety, home safety, stranger awareness, school bus safety, and fire safety.

The Educational Services Unit continues to work with the Hamilton Township Municipal Alliance Committee to raise funds for educational programs as well as awareness and prevention activities.

This unit participated in various community day events and fairs at various elementary, middle and high schools. The unit sends Officers, throughout the school year, to numerous civic organizations to educate them in drug education, child safety and bicycle safety.

### 3.14 Property/Evidence Unit:

Property/Evidence Inventory

Digital Property/Evidence

Project Medicine Drop

Abandoned/Recovered bicycles

Bio Hazard Equipment

Office supplies and printed forms

Maintains, stores and logs all property and evidence recovered by Police division personnel. Completes all Lab Request Forms for evidence requiring testing at the New Jersey State Police Laboratory. Repackages and labels evidence in accordance with procedural requirements.

This unit is responsible for the transportation of evidence to the Mercer County Prosecutors Office and the completion of paperwork for all Domestic Violence related cases involving weapons held for safekeeping. Additionally, transporting of property/evidence and paperwork to the New Jersey Division of Motor Vehicles for the disposal of all vehicle license plates. Coordinates the destruction of all drug related items and weapons with the Mercer County Prosecutors Office. Assists in providing copies of evidence as needed for discovery.

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Effective July, 2023, a Digital Property/Evidence Officer was assigned to this unit. Duties include maintaining, collecting and processing all digital evidence, including body worn camera footage and in car camera videos. Additional duties are video redacting for discovery requests and OPRA requests.

### 3.15 Records Unit:

The primary function of the Records Unit is processing and maintaining all incidents reported to the Police. The Division has a computerized system of record keeping where information is entered into the computer system and stored.

The Records Unit is responsible for processing requests for copies of police reports and other police information.

Criminal case histories (CCH) for the Municipal Prosecutor are the responsibility of the Records Unit. Additionally, the Records Unit is responsible for completing requests through the Open Public Records Act (OPRA).

<b>Records Unit Statistics:</b>	<b>2023</b>	<b>2022</b>
Police reports processed	19,636	20,241
Demand for Discovery	654	560
Insurance Requests	1565	405
Record Checks	796	661
Criminal Case History Requests	73	44
Expungements	1274	249
OPRA Requests	508	361
Total Monies generated	\$13,083	\$13,968

The Records Unit Supervisor is additionally responsible for Extra Duty Assignments. Jobs4Blue has been contracted to schedule extra duty assignments. The Records Unit Supervisor oversees the process and is the liason with officers, vendors and Jobs4Blue.

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### 3.16 Extra Duty Assignments:

	2023	2022
Total Hours Paid Non-Traffic	5,534	6,231
Total Hours Paid Construction	18,135	16,925
Total Generated Income	\$2,546,649	\$2,099,344
Total Fees Generated	\$400,965	\$373,491

## 4. OPERATIONS BUREAU

The following sections and units were assigned to the Operations Bureau:

### **Criminal Investigations Section**

Detective Unit  
Economic Crimes Unit  
Identification Unit  
Juvenile Unit

### **Field Operations Section**

Anti-Crime Unit

### **Traffic Section**

Traffic Unit  
Motorcycle Unit

### 4.1 CRIMINAL INVESTIGATIONS SECTION

#### 4.2 Detective Unit:

The Detective Unit is responsible for continuing investigations of all major crimes. The use of basic and advanced investigative techniques, interviews and interrogation, case preparation, case review and evaluation, and courtroom testimony are the general duties of the Criminal Investigations Section.

The Detective Unit is divided into two squads. These squads handle major crimes and general assignments. Both squads maintain a specially trained fire investigator. Investigations are assigned to detectives based on solvability factors such as time, place and type of crime, quality of witnesses, reports and physical evidence as determined by a supervisor.

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### Detective Unit Cases:

	Cases Assigned	Cleared by Arrest	Cleared by Investigation	Cleared Exceptionally	Currently under Investigation	Confirmed Shooting Incidents
<b>2023</b>	1887	371	370	16	245	16
<b>2022</b>	1497	149	309	5	970	6

Additionally, the Detective Unit conducts backgrounds for Police applicants, Public Safety Telecommunicators and Civilian employees.

The Detective Unit Sergeants are assigned the duties of Domestic Violence Coordinator for the Division.

	DV Incidents	Arrests	DVVRT Responded	DVVRT Refused	TRO's Granted
<b>2023</b>	916	366	38	458	138
<b>2022</b>	966	415	142	347	142

### 4.3 Economic Crimes Unit:

The Economic Crimes Unit handles economic crimes involving frauds, embezzlements, identity theft and bad check investigations.

A large number of economic crime incidents are handled via a phone call to the victim ensuring the appropriate calls have been made to credit card companies, banks or credit agencies informing them of the incident.

### 4.4 Juvenile Unit:

The Juvenile Unit is responsible for investigating criminal cases involving juvenile suspects, juvenile status offense, child physical abuse and sexual assaults, missing or runaway juveniles, school related incidents and incidents requiring the placement of juveniles into the Middlesex County Youth Detention Center. The unit is also called upon to assist the Detective Unit with major cases as the need arises.

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Realizing the importance of a safe schools environment, the unit serves as liaison to all teachers and administrators of the Hamilton Township School District, to include public, private and parochial schools. Routine visits are made to the schools and coordination of investigations with the Hamilton Police School Resource Officers. The Juvenile Detective Sergeant is currently assigned to the Hamilton Township School District Safe Schools Committee.

The Juvenile Unit staff also attends monthly training and informational/intelligence meetings with the Mercer County Juvenile Officers Association, Gang Task Force and the New Jersey State Juvenile Officers Association for the purpose of training and intelligence sharing.

Many of the juvenile cases assigned are handled through means other than a juvenile arrest as directed by the Juvenile Justice Commission. Other methods may include stationhouse adjustments, restitution or counseling.

Year	Counseled Referrals	Child Abuse Sexual Assault	Juvenile ECDR Complaints	Stationhouse Adjustments	Adult Criminal Complaints
<b>2023</b>	365	56	59	19	8
<b>2022</b>	472	64	87	13	15

### **Juvenile Unit:**

Year	Cases Assigned	Cleared by Arrest	Cleared by Investigation	Cleared Exceptionally	Currently under Investigation
<b>2023</b>	746	92	185	2	28
<b>2022</b>	586	47	131	2	58

### **4.5 Identification Unit:**

The Identification Unit is responsible for the preservation and photography of all crime scenes, locating and collecting various types of physical evidence. The ID Unit is also responsible for Megan's Law Enforcement which includes registration and verification of sex offender addresses and unannounced visits by detectives. Additionally, the Identification Detectives compare fingerprints and / or palm prints to establish the identity of persons incarcerated under fictitious names or the comparison of prints recovered at crime scenes against a possible suspect

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Additional responsibilities of the Criminal Investigations Section include:

### **4.6 Bias Incident Offenses**

The New Jersey Bias Incident Offense Reports are required of all law enforcement agencies in the State of New Jersey, to the New Jersey Attorney General's Office.

The Division of Criminal Justice and the New Jersey State Police have designated an electronic reporting system for this purpose, the Electronic Uniform Crime Reporting (eUCR) portal. When a bias incident report is submitted into the eUCR portal, the information is automatically forwarded to the Bias Crimes Units at the respective offices.

<b>2023</b>	<b>2022</b>
43	45

### **4.7 Duty to Warn:**

The New Jersey Duty To Warn Law requires mental health practitioners to notify the Chief Law Enforcement Officer, within the jurisdiction of where the patient resides, that the patient communicated imminent threats of serious harm to themselves or others. Upon investigation and when necessary, the Police will take action, in coordination with the Judicial system, to revoke all firearms permits and seek to collect any firearms owned by the patient, or that they may have access to.

<b>2023</b>	<b>2022</b>
11	2

### **4.8 Extreme Risk Protective Order (ERPO):**

The New Jersey Extreme Risk Protective Order (ERPO) Law creates a process through which a family or household member, or a law enforcement officer, may apply for an order against a person who presents a significant danger of bodily injury to themselves or others by possessing or purchasing a firearm. Issuance of the ERPO, prohibits that individual from possessing or purchasing a firearm, or ammunition, and from holding any firearms identification cards or permits.

<b>2023</b>	<b>2022</b>
6	8

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### **4.9 Humane Law Enforcement Officer (HLEO):**

The New Jersey Humane Law Enforcement Officer (HLEO) Detectives investigate all verified Animal Cruelty Complaints. HLEO Detectives have received specialized training, presented by the Mercer County Prosecutor's Office, through the utilization of the Police Training Commission's (PTC) Animal Cruelty investigative procedures. HLEO Detectives are equipped with the knowledge to appropriately charge offenders who are responsible for animal cruelty.

**2023**

12

**2022**

25

### **4.10 U AND T VISA ASSIGNMENTS:**

The United States U and T Visas are nonimmigrant visas for victims of crimes, and their immediate family members, who have suffered substantial abuse by the offenses, and are willing to assist law enforcement or government officials with the investigation. These U and T Visas allow nonimmigrants to remain in the United States, for the duration of the law enforcement and/or prosecution inquiry. T Visas are specifically designated for victims of human trafficking.

**2023**

3

**2022**

2

# HAMILTON POLICE DIVISION

## 2023 ANNUAL REPORT

### 4.11 TRAFFIC SECTION

#### 4.12 Traffic Unit:

The Traffic Unit is responsible for all fatal crashes or crashes involving a serious injury. The unit maintains certifications for alcotest units along with maintenance and storage of video equipment, training of radar equipment and maintains certifications of radar equipment. Additionally, the Traffic Unit is responsible for the issuance of Temporary Handicapped Placards.

<b>Statistics:</b>	<b>2023</b>	<b>2022</b>
Traffic Unit Total summonses:	3476	2928
Traffic Unit Speeding summonses:	461	434
Traffic Unit Hazardous summonses:	610	497
Traffic Unit Non Hazardous summonses:	1265	923
Traffic Unit Parking summonses:	284	243
Traffic Unit Crash summonses:	856	781
Traffic Unit DWI/arrests:	20	16
Traffic Unit Crash Investigations:	2043	1877
CREW Hours of enforcement:	1249.10	1131.40
CREW Speeding summonses:	364	326
CREW Other summonses:	178	149
Temporary Handicapped Placards	179	158

#### 4.13 School Traffic Guards:

School traffic guards are assigned under the Traffic Unit for the school year. There are a total of forty nine permanent School Traffic Guards and three substitutes which cover 63 school traffic posts.

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### 4.14 FIELD OPERATIONS SECTION

#### 4.15 Anti Crime Unit:

In addition to assisting other sections in the Division, the Anti Crime Unit is a pro-active unit directing resources at narcotics offenses, gang related incidents, weapons offenses, and crime suppression.

<b>Statistics:</b>	<b>2023</b>	<b>2022</b>
Total Arrests:	251	391
Warrant Arrests:	72	165
Narcotics Arrests:	191	202
Probable Cause Arrests:	18	24
Traffic Summons:	347	519

## 5. PATROL BUREAU

The Patrol Bureau currently consists of approximately fifty percent of the Hamilton Police Division's sworn officers. These officers are responsible for maintaining order within the Township, enforcing local and state laws, and for being the front line of local government's duty to protect an individual's basic right to safety and security.

Directed patrol practices have helped residents enjoy a better quality of life. Patrol Officers are directed to specific areas for enforcement or attention that meet the needs of the community.

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### 6.0 CHIEF'S OFFICE

In addition to the three bureaus, the Chief's Office is responsible for the following:

Budget and Planning

Office of Professional Responsibility: Internal Affairs Unit

Tech Services Unit

Unmanned Aerial Vehicle Team (UAV)

#### 6.1 Budget and Planning:

Responsible for planning and maintaining the budget for the Division.

#### 6.2 Office of Professional Responsibility: Internal Affairs Unit:

The Internal Affairs Unit is responsible for protecting the public trust and maintaining the integrity of the Division. The policy of the Internal Affairs Unit is to conduct thorough, fair and objective investigations.

#### 6.3 Tech Services Unit:

The Tech Services Unit is responsible for all information technology for the division. The unit assists with data analysis and Planning Functions. The installation, service and troubleshooting of all PC workstations, mobile data systems, office equipment, servers, network users, roles and permissions, back up data and related network aspects are handled by this unit. Additionally, the Hamilton Police Division intranet, which posts essential information to Division employees, as well as social media accounts, are maintained by this unit.

The unit also provides technical support, training, and guidance to enhance the capabilities of Police Division personnel. TSU is focused on cyber security and are trained to Department of Defense 8140 standards. TSU secured considerable grant funding from New Jersey Cybersecurity and Communications Integration Cell (NJCCIC) to further improve Hamilton Police Division's cyber security posture.

#### 6.4 Unmanned Ariel Vehicle Team:

The TSU Supervisor is the commander of the UAV Team. The Team assists police officers during incidents to ensure increased safety, security and situational awareness. The Hamilton Police Division UAV Team has assisted other agencies throughout the year, along with attending various Township and Community events.

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#### 6.5. KEY ACCOMPLISHMENTS

- Implemented the Blue Envelope Program to assist drivers with Autism.
- Instituted the Firearms/Licensing Unit
- Assigned a Digital Property/Evidence Officer
- Expanded the Drone Unit
- Increased members of the Special Weapons and Tactics Team
- Appointed additional personnel to the Honor Guard
- Assigned an officer to the Mercer County Narcotics Task Force
- Assigned an officer to the Mercer County Homicide Task Force
- Redirected the Anti-Crime Unit to include investigations of illegal firearms and drugs

#### 6.6 POLICE DIVISION GOALS FOR 2024

- Continue to strive for the completion of the three (3) year Re-Accreditation process through the New Jersey State Chiefs of Police Law Enforcement Accreditation program.
- Continue to provide the Township with a budget that meets the Division's goals and needs while keeping police services at the highest level for residents of Hamilton Township.
- Continue to develop crime prevention strategies and enhance public awareness.
- Continue to utilize social media as a resource for Police – Community relations.
- Equip the Police Division with the latest law enforcement technologies.
- Continue to provide effective and efficient Patrol coverage to the community.
- Continue to update and improve the Police Headquarters facility.
- Replace the outdated telephone system.
- Institute a Special Investigations Section which shall include a Special Victim's Unit and the School Resource Unit.
- Develop and implement a Youth Police Academy through a partnership with the Hamilton Police Athletic League.
- Formulate and implement a Hamilton Police Division K9 Unit.
- Implement a partnership with Volunteers of America Delaware Valley to provide social services.