



**LINCOLN COUNTY SHERIFF'S OFFICE**  
**END OF YEAR REPORT**  
**2013**

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## **Community Services Unit**

The Community Services Unit (CSU) for the Lincoln County Sheriff's Office encompasses the School Resource Officers, Canine Unit, Traffic Safety Unit, and Senior Initiatives. Through these services, members of the Community Services Unit work hand in hand with the community to strengthen relationships.

### **School Resource Officers**

One of the primary functions of the Community Services Unit is to provide School Resource Officers (SRO) to local schools. As of December 2013, the Sheriff's Office has four deputies assigned to schools. School Resource Officers are located at:

Troy Buchanan High School (Troy RIII)

Troy Middle School (Troy RIII)

Ninth Grade Center (Troy RIII)

Silex High School

A fifth member of the Community Services Unit is assigned to the Canine Unit and assists with school matters as they arise. School Resource Officers act as a law enforcement officer and a positive role model for students in Lincoln County. SRO's spend time in the schools deterring crime, investigating reported crimes, assisting Principals and Assistant Principals in investigations, and educating students on drug awareness. In 2013 the School Resource Officers taught drug awareness to over 700 students in Lincoln County Schools and wrote 22 citations for passing a parked School Bus while boarding and debarking students. In addition, School Resource Officers conducted 12 real-life active shooter training scenarios for Troy R-III and Silex School Districts.

### **Youth Camp**

The 2013 Youth Camp was held at Cuivre River State Park from June 2<sup>nd</sup> through June 7<sup>th</sup>. During this time the Sheriff's Office hosted 120 overnight Fifth Graders and 20 day campers from Lincoln County Schools. The day campers were an addition to maximize as many Fifth Graders as possible to experience the excitement of Youth Camp this year. 2013 marked the first year, "Day Campers" were utilized. These "Day Campers" attended activities during the daytime but did not stay overnight at the camp. Since its inception the youth camp has been funded solely by the Sheriff's Office and money the Sheriff's Office raises throughout the year.

### **D.A.R.E. Dances**

D.A.R.E. Dances in 2013 continued to be a primary source of fundraising to support the Youth Camp held each year. Two D.A.R.E. dances are held each month at the Lincoln County Fairgrounds. The dances are held for 5<sup>th</sup> and 6<sup>th</sup> graders as well as a separate dance for 7<sup>th</sup> and 8<sup>th</sup> graders. During 2013, Sheriff Cottle implemented door prizes as rewards for children who

attended these dances. The prizes ranged from cash prizes to televisions being won by participants.

### **Canine Unit**

The Canine Unit is comprised of two deputies and their canine partners. Deputy Tim Princivalli and “Guido” attended an intensive 8 week training course with the St. Louis Metropolitan Police Department Canine Division and graduated in November of 2013. Deputy Cody Castle is the newest member to the Canine Unit along with his partner “Earl”. Deputy Castle and “Earl” will attend the same training course during 2014 once “Earl” is old enough. During this time leading up to canine school, Deputy Castle and “Earl” work daily on obedience lessons.

Deputy Princivalli and “Guido” assist in schools within Lincoln County by working together with school administrators doing locker searches for drugs. This is a joint commitment by schools and the Sheriff’s Office to deter drug use and possession.

### **Senior Citizen Academy**

After being put on hold in 2010 due to budgetary reasons, the Sheriff Cottle re-introduced the Senior Citizen Academy to the community. This year’s event was held at the Lincoln County Council for Aging (LCCOA) as well as the Lincoln County Sheriff’s Office. This event was able to be put on with help from local business who donated time, money, and people to speak at the Academy. 32 citizens received certificates of completion, although over 65 senior citizens participated in the three day event.

During the three day Academy, multiple agencies assisted in presentations regarding senior safety, driving safety, fraud awareness, and medical testing. Gift bags were also provided to those who attended this community event.

In 2014 the Lincoln County Sheriff’s Office hopes to expand the Senior Citizen Academy to other parts of the county. Due to the central location of LCCOA and the Lincoln County Sheriff’s Office, Senior Citizen Academies have been held in Troy. Expanding these services to other areas of the county where transportation to Troy may be difficult will provide more citizens access to this event.

### **Neighborhood Watch**

Multiple citizens contacted the Community Services Unit and were interested in a neighborhood watch program. The Community Services Unit provided information and guidance on how residents can establish their own neighborhood watch program. The neighborhood watch program is a program established and run by citizens in a neighborhood. The Community Services Unit helps provide information on current crime trends and how citizens can effectively run their neighborhood watch program.

## **Office of Professional Standards and Public Information**

The Office of Professional Standards is an independent office situated with the Sheriff's Office which handles Internal Affairs (IA) investigations, public complaints, grant solicitations and media requests. The Office of Professional Standards was disbanded in 2010 as a budget reduction measure and then reinstated by newly elected Sheriff John Cottle in May of 2013 as one of many implementation acts. Since May, the Office of Professional Standards conducted one (1) IA investigation resulting in employment termination.

### **Public Information**

Public information is a huge aspect of this division. Since May, The Office of Professional Standards and Public Information issued 83 media releases to include a 2013 Patrol Analysis. This office handled over 100 media inquiries since May 2013 and started the Lincoln County Sheriff's Office Facebook page in June, which acquired over 2,000 likes in five months. In addition, the office created a Twitter Account which is used to push out media releases to both the public and the over 100 media contacts within Missouri and Illinois.

### **NIXLE**

In November 2013, the Lincoln County Sheriff's Office partnered with five county agencies to include the City of Troy, Troy Police Department, Troy Fire Protection District #1, Lincoln County Health Department, and Lincoln County Emergency Management to contract and enact NIXLE. NIXLE is a mass notification communication system that allows emergency service agencies to send emergency alerts, advisories, and community messages to everyone within the county database.

### **Grants**

The Sheriff's Office was awarded a \$10,000 grant in December 2013 to help purchase a new patrol vehicle. The Funding for this project made available by the Edward Byrne Memorial Justice Assistance Grant (JAG), which is administered by the U.S. Department of Justice, Bureau of Justice Assistance and the State of Missouri, Department of Public Safety

## **Crime Scene / Evidence Collection and Preservation Unit**

The Crime Scene / Evidence Collection and Preservation Unit is currently comprised of one Detective and two Certified Property and Evidence Specialists. The primary responsibility of this unit is the care, custody and control of any and all evidence or property obtained by the Lincoln County Sheriff's Office. During 2013, the Crime Scene Unit was able to repair two of the damaged camera kits presently in service for the photographic documentation of crime scenes and property. A third camera kit was purchased enabling each technician the ability to configure and utilize their own equipment when needed.

### **Crime Scenes**

They are also responsible for the forensic examination of crime scenes and any evidence obtained during the process. During the course of 2013, forty-two crime scenes were forensically examined for evidence. Of those crime scenes, thirty-one were related to a crime against property investigation while eleven were related to a crime against a person investigation. Of these investigations, combined with evidence seized by deputies, ninety-three cases, with 282 items, were sent to the Missouri State Highway Patrol Criminal Laboratory for further forensic examinations. Of those items, and other items seized from investigations prior to 2013, 203 items still remain at the MSHP Criminal Laboratory for forensic examinations. The Lincoln County Sheriff's Office also possesses the ability to forensically examine evidence.

### **Property**

The Evidence Collection and Preservation Unit is responsible for adhering to Missouri Revised Statutes when releasing property to ensure proper prosecutorial action in the 45<sup>th</sup> Judicial Circuit Court. Based upon these guidelines, and in adherence with department policy and procedures, 190 items related to fifty-two investigations were released to the rightful owner. In the event property remains unclaimed by the owner, every effort is made to contact the rightful owner of the property. Notice to claim letters were sent to numerous individuals requesting an appointment be made to retrieve their property in a timely manner. Of the items seized or recovered, thirty-seven were firearms of which twenty were returned to their rightful owner. In the event property has been deemed contraband and authorized for destruction by the 45<sup>th</sup> Judicial Circuit Court, the Property and Evidence Specialists conduct a controlled destruction. Two controlled destructions were conducted in which 617 items were destroyed. Cash seizures for 2013 totaled \$5,032.30 which was forfeited to the Revolving School Fund based on Missouri Statute. In all, 973 items were allocated and handled by the Evidence Collection and Preservation Unit in 2013.

### **Community**

The Evidence Collection and Preservation Unit assumed an active role in the Lincoln County Community in 2013. At the request of educators within the Lincoln County R-3 School District, the Silex School District, the Elsberry School District, and the Winfield School District, six presentations were conducted to familiarize students with the aspects Forensic Criminal

Investigations. One member participated in the Annual DARE Camp hosted by the Lincoln County Sheriff's Office as well.

The Detective assigned to the Crime Scene / Evidence Collection Preservation Unit is also a designated member of the Regional Computer Crimes and Electronic Enforcement Group as a Digital Media Recovery Specialist. In this capacity, he was responsible for the forensic examination of 122 cellular / mobile devices and the analysis of the results.

The specialized training received for this assignment enabled the Lincoln County Sheriff's Office to internally assign the responsibility of technology management and development. 423 service tickets were created and resolved, at no additional cost to the Sheriff's Office, furthering the technology progression within the Sheriff's Office. Many of the advancements were made within the Jail Division to include, but not limited to, the configuration and implementation of an automated, web-based commissary ordering system for the inmates. This also required an update for the Inmate Trust Fund Accounting for the Jail Management System which was completed on site. Several interfaces were configured and implemented to enhance information sharing within the Sheriff's Office and other county offices. Interfaces were configured to enable paperless transfer and automated population of investigations from the Sheriff's Office and the Prosecuting Attorney's Office. A paperless warrant system has also been implemented to process the application and issuance of a warrant for a criminal offender.

### **Information Technology**

During the course of 2013, fiscal responsibility was exercised in replacing or repairing inadequate computers and peripheral devices at the Sheriff's Office. Twenty-two computers were cost-effectively built and configured to better enable the employees of the Sheriff's Office to efficiently conduct business. Two peripheral devices were used to monitor threats typically sent via email or electronic correspondence. One item is actively monitoring malicious traffic directed at the Sheriff's Office to ensure restricted data obtained is not compromised or breached.

The Lincoln County Sheriff's Office also extended this opportunity to other county offices as a courtesy for technology development. Four computers were built, and configured, to the specifications of the Recorder of Deeds Office as well as a high capacity printer to accommodate the printing needs of the same office. Two computers were built, and configured, for the Circuit Clerks Office and two other computers were refurbished for faster and more efficient performance. Two computers were built, and configured, for the Treasurer's Office and one computer was built for the Prosecuting Attorney's Office to specifications. Ongoing technical support has been made available to each and every one of the aforementioned offices as a courtesy throughout 2013.

## **Criminal Investigations Division**

The General Crimes Section of the Criminal Investigations Division currently consists of three Detectives, two Crime Scene Technicians, one Sergeant, and one Captain. During the 2013 calendar year, 258 cases were actively investigated. This total does not reflect the case load completed by the Crime Scene Unit, or the additional case load completed by the Detective concurrently assigned to the Cyber Crimes Unit as a Digital Media Recovery Specialist, which will be covered in a separate report. Of the 258 investigations conducted, 58 percent of the cases were Crimes Against Property investigations, 30 percent of the cases were Crimes Against Persons investigations, and 12 percent of the cases were Internal Investigations. During the course of the year, 217 of the 258 cases assigned were completed, while 41 of the cases assigned are still being actively investigated. Detectives successfully cleared 72 percent of the 217 completed investigations, which is approximately twice the national average for clearance rates per agency.

### **Property Crimes**

As mentioned above, over half of the investigations conducted were a result of property crimes. Detectives completed 123 investigations in this classification, with the case load as follows:

- Burglary-47 investigations completed, with 19 cases cleared
- Stealing-40 investigations completed, with 17 cases cleared
- Arson-15 investigations completed, with 14 cases cleared
- Fraud-12 investigations completed, with 11 cases cleared
- Tampering-8 investigations completed, with 1 case cleared
- Property Damage-1 investigation completed, with 1 case cleared

The successful clearance rate for the aforementioned cases was 51 percent, with the lowest rates reflected in the Burglary, Stealing, and Tampering cases at 40 percent. There are two dominant probable contributing circumstances to the low clearance rates of the latter cases. The first factor is attributed to the rapid influx of cases involving the theft of recyclable items, such as scrap metal, and the increased number of businesses willing to accept and melt jewelry for cash payouts has made identifying suspects and recovering evidence more difficult. The second factor is attributed to many victims being unable to locate and produce serial numbers for stolen property, which prevents personnel from entering the items into the National Crime Information Center database. As a result, this diminishes the chances for Detectives to later locate the property at pawn brokers and other businesses, and makes identifying recovered property from known suspects more difficult.



## **Crimes Against Persons**

Detectives completed 64 investigations resulting from Crimes Against Persons, with the case load as follows:

- Sex Offense-52 investigations completed, with 52 cases cleared
- Child Abuse-6 investigations completed, with 6 cases cleared
- Assault-4 investigations completed, with 4 cases cleared
- Terroristic Threat-1 investigation completed, with 1 case cleared
- Harassment-1 investigation completed, with 1 case cleared

The successful clearance rate for the aforementioned cases was 100 percent. This clearance rate does not reflect arrests made in every case investigated. The factors attributed to this disparity were cases found to be occurring in another venue, a lack of desire for prosecution by the victim, or the investigation may have revealed the alleged incidents to be unfounded.

## **Internal Investigations**

In addition, Detectives conducted 30 Internal Investigations, with the case load as follows:

- Employment Background-29 investigations completed, with 29 cases cleared
- Internal Affairs-1 investigation completed, with 1 case cleared

The successful clearance rate for the aforementioned cases was 100 percent.

In conjunction with the above case load, Detectives filed 24 search warrants with the 45<sup>th</sup> Judicial Circuit Court. Many of these search warrants coincided with numerous Administrative Subpoenas for records pertaining to cases where documentation was needed to support charges sought against suspects with the Lincoln County Prosecuting Attorney's Office. Furthermore, Detectives on average conduct multiple suspect, victim, and witness interviews during the course of their investigations.

## **Jail Division**

### **Inmate Garden**

An inmate garden was implemented in order to save costs for the kitchen staff and inmate meals. Purchasing pre-canned foods are quite costly, for example: 6 lbs. 6 ounce cans of diced tomatoes cost \$19.09/case, and 6 lb. 6 ounces cans of green beans cost \$18.00/case, providing only six cans per case. Fresh grown tomatoes and green beans supplied the jail for two months of meals at an approximate savings of \$700.00. Utilizing inmates to work the garden at approximate 120 man hours gave the inmates a sense of self worth, allowing workers the chance to be outside. Furthermore, working in the garden was successful in promoting higher morale as well as obtaining skills needed to succeed in life, such as teamwork.

In addition, the Sheriff's Office partnered with the Lincoln County Health Department to till their community gardens for winterization. In return, the Health Department allows the inmates to utilize their tiller in the Inmate Garden.

### **Kitchen**

During 2012, meal trays cost the facility \$1.30/tray, however, during 2013; meal tray cost was reduced to \$.97. The total inmates for the year 2013, was an astounding 3,437 detainees. Due to the reduction of tray cost, Lincoln County Sheriff's Office was able to save \$1,134.21 while continuing to adequately feed inmates by providing a caloric intake of 2200/cal per day.

### **Washing and Waxing Patrol/Detective Vehicles**

Care of patrol vehicles became another cost effective program implemented this year: by utilizing 12 inmates, approximately 80 man hours were spent providing this service. It was discovered that inmate owned a body and repair shop in the private sector. The inmate had the necessary equipment delivered to the Lincoln County Jail in order to accomplish the tasks buffing and cleaning vehicle headlights as well as emergency light bars. In order to have this accomplished by a private company, the cost would have been an approximate \$150.00/vehicle. The inmates cleaned and buffed 10 vehicles, saving the department over one-thousand dollars, and improving officer safety.

### **Second Chance Choir**

This choir was implemented to provide inmates with a feeling of self-worth, as well as giving back to their community. We have attended over one dozen different churches, and a dozen private performances. The choir has been extremely well received throughout the entire community, including St. Charles County. By utilizing the Second Chance Choir much positive feedback has been given to the Lincoln County Sheriff's Office, including national recognition.

Over seven different prisons and jails throughout the country have called, inquiring how to implement this program into their facilities.

The Choir also visits retirement homes within Lincoln County to sign and socialize with the residents. Thus far, inmates who participated in the Choir have not reoffended.

### **Financial Statistics**

**Housing Billing:** Total for the year \$793,298.63

**E-Cigarettes:** A total of 2,276 e-cigarettes were purchased, with a profit totaling \$13,934.00.

**Keefe Commissary:** Billed Keefe a total of \$46,611.12 for goods thus profiting the Sheriff's Office of \$14,439.53.

**Electronic Monitoring Program (EMP):** \$31,076.00

**Social Security Initiative (SSI):** \$4,000.00

**DOC Transport Total:** Total for 2013, \$14,046.24 (12/31/2013 \$39944.63 billed).

**Department Totals:** \$870,794.40

## **Patrol Division**

The Patrol Division's primary responsibility is to respond to calls for service, conduct preliminary investigations, maintain order, enforce the Missouri Criminal Code, and traffic laws. The Patrol Division also works with members of the community and identifies community problems and issues relating to the quality of life. In order to reduce response times, a Deputy is assigned to each of four, 130 mile, geographic patrol zones. The Patrol function of the Sheriff's Office goes beyond patrolling the streets. Patrol work involves extensive crime prevention duties, criminal investigations, traffic enforcement, community improvement projects and an element of any other line activity carried out by field personnel. Patrol deputies play the leading role in accomplishing the law enforcement mission.

### **Patrol**

The Patrol Division is organized into four squads which are headed by one Lieutenant and four Patrol Sergeants. In 2013, the Patrol Division responded to 25,369 calls for service. These calls ranged from minor issues such as barking dogs, to significant ones such as sexual assaults and robberies. The Patrol Division conducted 5,164 traffic stops in 2013. Roughly one traffic citation was issued for every ten traffic stops for a total of 516 citations being issued throughout the year.

The Patrol Division conducted 18,970 business checks. This included checking that closed businesses were secure and in good order, and leaving a card stating the business was checked and found to be secure. Deputies performed 15,438 neighborhood patrols in 2013. These patrols are meant to get the deputies into neighborhoods and subdivisions in order to provide greater security for these areas.

### **Pass It On**

2013 saw the implementation of a new initiative named "Pass It On". This program was Sheriff Cottle's idea as a way to get county citizens more involved with charitable foundations. The Pass It On program gives a motorist the option to spread some good. Deputies give the motorist a card that states the traffic offense and what the citation would have cost. They ask that the motorist take the fine amount and pass it on to their favorite charity or perform a good deed.

### **Vehicles**

Also 2013 saw the first additions to the patrol vehicle fleet since 2010. Two Ford Police Interceptor Utility vehicles were purchased and outfitted. These vehicles first hit the streets in December right before the first major snows of the season. The vehicles are all wheel drive and served the Patrol Division extremely well. They worked so well in fact, they were used to gain access to a person requiring medical assistance when the ambulance was unable to get to the patient. Sheriff Cottle requested eight more Interceptors in the 2014 budget to improve response times, decrease maintenance costs and increase mobility during inclement weather.

## **Records Division**

The records division is currently comprised of two full-time records clerks and one part-time clerk. The primary responsibilities of this department are to oversee any and all reports and summonses that are generated by the deputies. The records department also is responsible for the Civil Process Department, Sex Offender Registration, CCW holders and applicants and helping the public with any questions or concerns they may have.

## **Civil Process**

The Civil Process division currently has one deputy to serve all subpoenas (criminal and civil), garnishments, Expartes, juvenile subpoenas and summonses and all other summonses (criminal and civil). During the year of 2013, the Civil Process Division received a total of 3,666 papers to serve. The breakdown is as follows:

• Total Served	2654	72%
• Total Non-Est. (Returned to court not served)	1012	28%
○ Non-Est moved	546	
○ Non-Est unable to locate	347	
○ Non-Est holds for service (Expartes to be served in another county)	86	
○ Non-Est recalled or dismissed	22	
○ Non-Est no such address	11	

The Civil Process division has generated \$85,338.86 from the service of these documents. Also, this division has generated \$26,144.00 to be turned over to the state treasurer's office to help fund the Deputy Sheriff's Salary Supplementation Fund. The total revenue that has been generated for the year of 2013 is \$111,482.56.

## **CCW**

The records division issued a total of 1,281 CCW permits during the year of 2013. The Sheriff's Office has collected a total of \$93,970.00 from the issuance of CCW permits, which is reinvested back into the CCW program per State Law.

## **Sex Offender Registration**

The records division is responsible for overseeing the registration of the sex offenders in our county. The total number of sex offenders that registered with Lincoln County for 2013 is 151.

## **Traffic Accidents**

The records division received 99 traffic accidents reports during the year of 2013. These accidents were reported to the Missouri State Hwy Patrol and can be found on their website. The records division collects a fee for copies of traffic accidents and for the year of 2013 collected a total of \$2,770.00.

## Other Revenues Generated

The records division also has generated the following income:

- Charges for Record Checks \$ 2,770.00
- Charges for Copies of Reports \$ 503.50
- Restitution Payments \$ 194.52