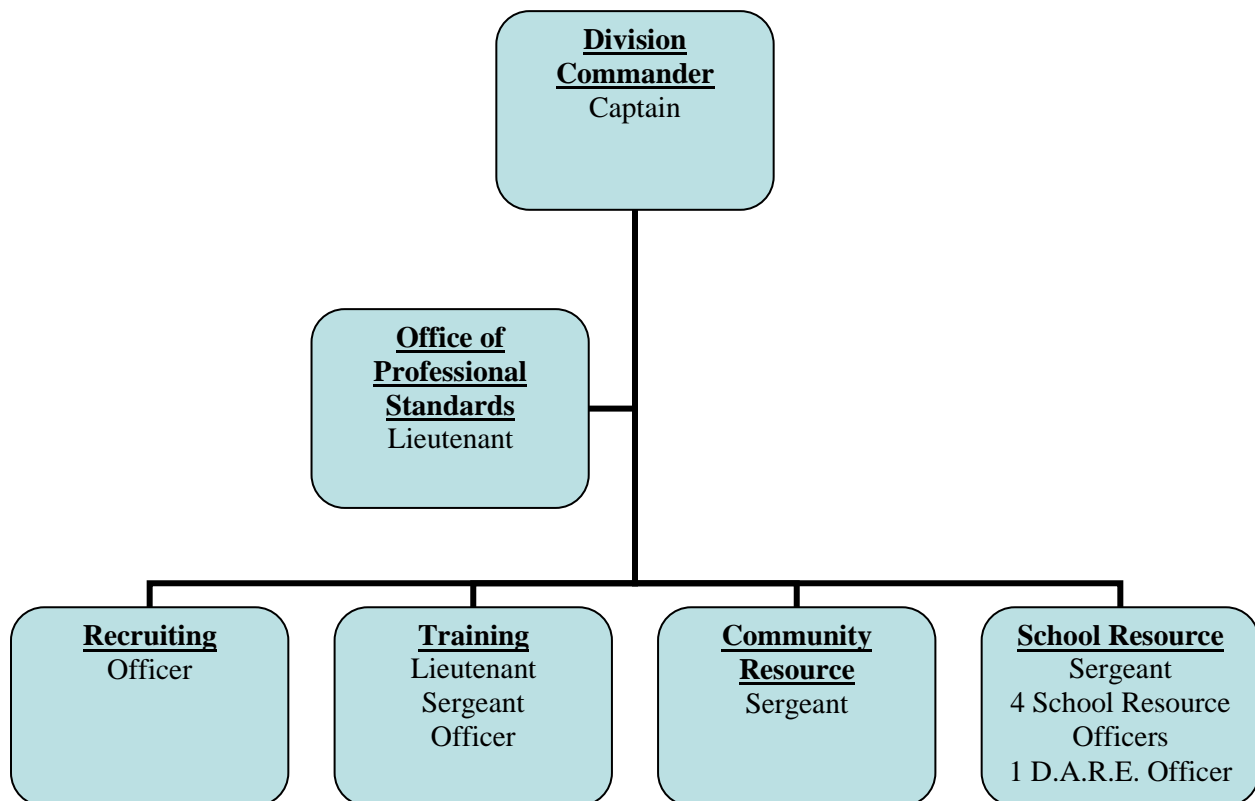


**To:** Clark A. Pennington  
**From:** Lt S. David McGuirt  
**Date:** January 27, 2020  
**Subject:** 2019 End of Year Report

The Administration Division is made up of five individual units. These units primarily support the larger operations of the department by recruiting officers and civilian staff, providing initial training and annual training to employees, and investigating complaints on officers while conducting internal investigations for policy and code-of-conduct violations. Additionally, the division provides four School Resource Officers and a D.A.R.E Officer to five Charlotte-Mecklenburg Schools and Carmel Christian School, all located within the Town of Matthews.

The following chart depicts the makeup of the Administration Division for the Matthews Police.



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This report will outline the end of the year statistics in the areas of Recruiting, Police Officer Training, Professional Standards/Internal Investigations and Use of Force, Community Resource and School Resource efforts and projects. Reported data will be broken down by individual unit.

### Recruiting

The Recruiting Unit is made up of one officer who utilizes volunteer officers to assist with efforts. This officer focuses recruiting efforts on career fairs, Basic Law Enforcement Training (BLET) classes held at Community Colleges, and through community contact. The officer works directly with officer candidates and dispatch/civilian candidates as they progress through the hiring process by scheduling required process events and reviewing the results. Additionally, the Recruiting Officer conducts background investigations on all applicants utilizing investigative skills ensuring the best qualified candidates are provided conditional offers of employment. The following is a view of recruiting efforts conducted by the Recruiting Unit for 2019.

#### Career recruiting events attended

- University of North Carolina Charlotte (UNCC)
- Law Enforcement Career Fair held at Crown Plaza (2 events)
- Career and Internship Fair-UNCC
- Multiple Career Fairs at Butler High School
- Mt. Moriah Church Community Gathering
- Wingate University, Wingate, North Carolina
- NC4ME Military Career Fair, Cary, North Carolina

<i>2019</i>				
	<b>Applications reviewed and processed</b>	<b>Candidates interviewed</b>	<b>Conditionals Offered</b>	<b>Hired</b>
<i>Officers</i>	202	36	13	8
<i>Dispatchers</i>	353	16	16	9

The Recruiting Unit continues to search and expand on career fair attendance across the state in efforts to ensure diversity in applicants. A strong focus continues to be recruitment from BLET Programs. The Recruiting Officer has created and continually updates brochures, posters, videos, and social media posting to further our reach to the expanded community, again focusing on diversity and searching for those most qualified to represent and serve the Town of Matthews with a high caliber of service.

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### Professional Standards and Use of Force

The Office of Professional Standards investigates allegations of officer misconduct, violation of Department policy and officer code-of-conduct. OPS also performs General Order review and revisal, with a future goal of seeking accreditation from the Commission of Accreditation for Law Enforcement (CALEA). The OPS Lieutenant is also responsible for conducting the majority of investigations into alleged officer misconduct. The Lieutenant reports directly to the Chief of Police in all internal investigations matters.

This report will show a comparison between 2017, 2018, and 2019 reports of Internal Investigations and use of force reporting. It should be noted that the 2017 reports, in both areas of Internal Investigations and Uses of Force, have been compiled from multiple areas due to not utilizing a centralized investigative process or storing house under the previous administration. In 2018, we began utilization of a specified process and work flow for Internal Investigations.

	<u>Use of Force Reports</u>		
	<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>Cases</b>	7	12	10
<b># Officers</b>	18	22	16
<b>Firearms</b>	0	4	6
<b>Taser</b>	3	5	5
<b>Impact</b>	0	0	0
<b>OC Spray</b>	0	0	0
<b>Hands/Feet</b>	18	11	10
<b>Justified</b>	18	11	10
<b>Inappropriate</b>	0	1	0
<b>Not Justified</b>	0	0	0

In 2019, officers were confronted with 10 separate criminal investigations where a level force was necessary. In the above chart the term “Cases” refers to those actual criminal case reports completed where force was necessary. Use of Force reports are directly associated with criminal cases and all documentation is completed using those case report numbers. In 2019, we observed a decrease of two cases (-24%) requiring force to be applied over 2018. Any level of force applied to an arrestee other than guiding or directing the person to the ground or fixed object, requires additional documentation and review my members of the officers chain of command. A high level of accountability and scrutiny is applied to every incident where force is necessary

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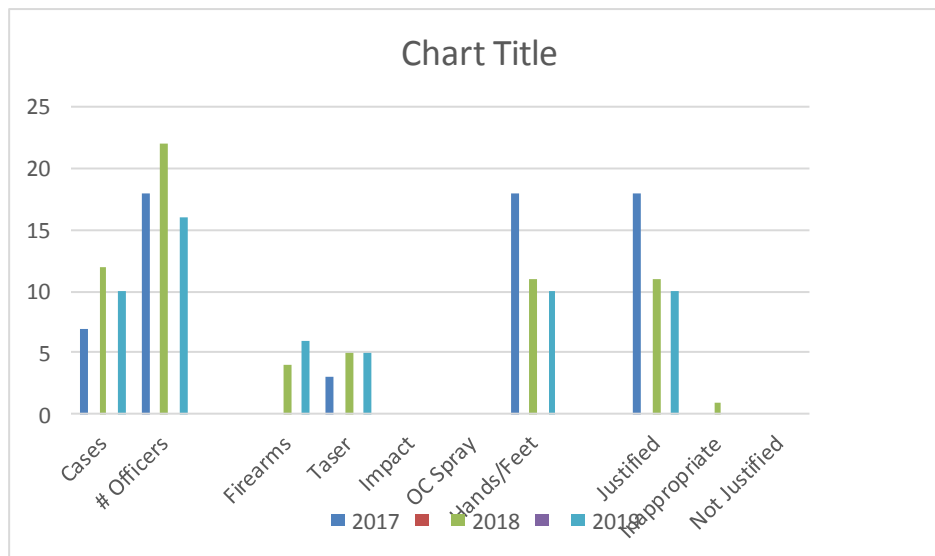
The number of officers applying reportable force is not directly proportional to case numbers. Each officer is accountable for the force s/he applies in any given situation. The department tracks and reviews each use of force, to ensure the policies and standard of law are applied in each usage. There are many cases where multiple officers were involved in applying some level of force to an offender. This is why the number of cases is not consistent with the number of actual uses of force.

Hands/Feet was the largest category in which officers applied force. This category indicates an officer laid hands on or struck the suspect utilizing hands or feet. The category of Hands/Feet shows a decrease of 1 over 2018 (-9%).

Taser use remained consistent from 2018-2019. The category of Taser is reviewed and evaluated when the Taser has actually been deployed for a Drive Stun or probe deployment. In 2019, officers reported the use of their Electronic Control Device (ECD), Taser, 5 times.

Impact refers to the use of an ASP Baton, flashlight, or other instrument used as an impact/blunt force weapon against a suspect. In 2018, the entire Matthews Police Department received in-service credit and training for ASP baton and OC Spray certification. Every officer is now equipped with an ASP baton and OC Spray for protection and means to subdue an aggressor. During 2019, there were no reported uses of the impact weapon or OC Spray on resisting subjects.

Reportable firearms usage is defined as the presentation of a firearm when it is pointed at a person or animal. In 2019, MPD used a level of force where a firearm was either presented or fired, on 6 occasions. This was an increase in the display of a firearm as a show of force from 4 (50%) in 2018. None of the displays resulted in the discharge of a firearm at an individual.



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MPD tracks and categorizes use of force investigation in three separate categories, Justified, Inappropriate, and Not Justified. Justified indicates that the use of force was both justified under the given situation and appropriate. Inappropriate indicates that the use of force was justified, but the method/tool utilized was inappropriate for the situation or level of aggression by the suspect. Not Justified indicates that the use of force may or may not have been justified, but the method of force was grossly disproportionate to the resistance presented. In the case of Inappropriate or Not Justified force being used, those findings trigger the disciplinary process to takes place.

### Internal Affairs Reporting

In 2019, the Internal Affairs process at the Matthews Police Department proved to be more efficient and consistent allowing for more transparency in our internal investigation process. Currently, all officer complaints are documented and forwarded to the Administrative Division for overview and assignment of any needed investigation. The Administrative Division Commander has the authority to assign the internal investigation to an officer’s supervisor, the Professional Standards Lieutenant, or investigate it himself.

The below Charts reflect the Internal Investigations for each year from 2017-2019.

	2017 through 2019		
	2017	2018	2019
<b>Sustained</b>	4	5	9
<b>Non-Sustained</b>	1	1	5
<b>Unfounded</b>	2	5	1
<b>Exonerated</b>	0	2	2
<b>Admin. Closed</b>	NA	3	0
<b>Total</b>	7	16	17
	<b>Complaint Type</b>		
<b>Internal</b>	6	11	11
<b>External</b>	1	5	9

The purchase of a reporting program called IA Pro in 2019, allowed for better record keeping and accountability for investigating internal and external issues. Over time, it will further improve the department’s ability to be transparent and provide statistics to the community and our elected officials.

Each investigation will be closed as either “Sustained, Non-Sustained, Unfounded or Exonerated. Sustained indicates that a violation of departmental rule of conduct is supported by the weight of the evidence. Non-Sustained indicates that the reported conduct occurred, but the facts do not support a violation of policy or procedures.

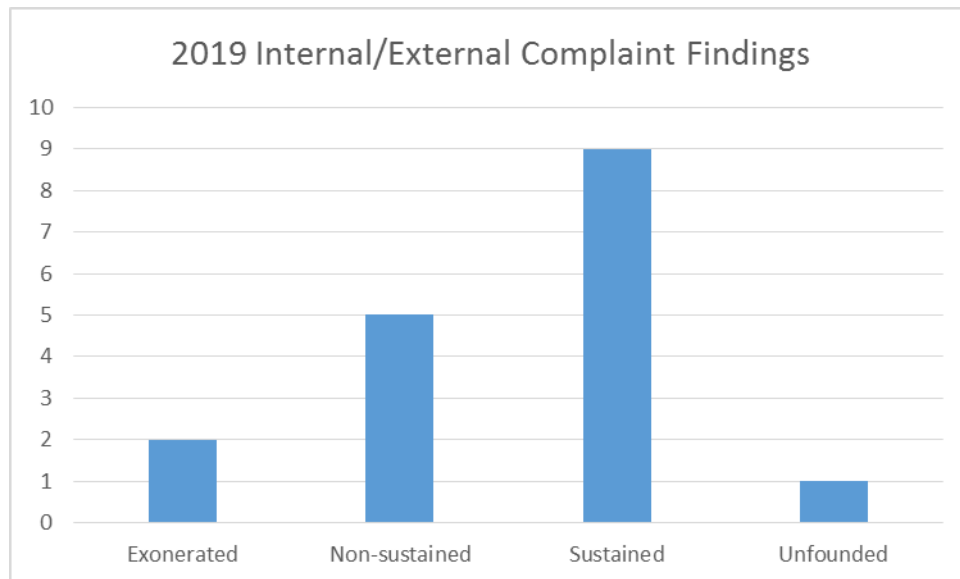
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Unfounded indicates the allegation is false or there was no evidence to substantiate the allegation. Exonerated indicates that the allegation occurred but was legal, proper and necessary.

There comes a time during an investigation that the agency must Administratively Close (Admin. Closed) an internal investigation. An administrative closure indicates that either the employee resigned before completion of the investigation or the investigation/conduct had already previously been addressed or investigated.

MPD tracks the number of complaints brought forward by internal or external personnel. An internal classification indicates the alleged conduct was observed or brought to the attention by a member of the agency. An external classification refers to a formal complaint being lodged by a member of the public.

The following graph outline the closure findings for all internal investigations conducted by MPD for 2019.

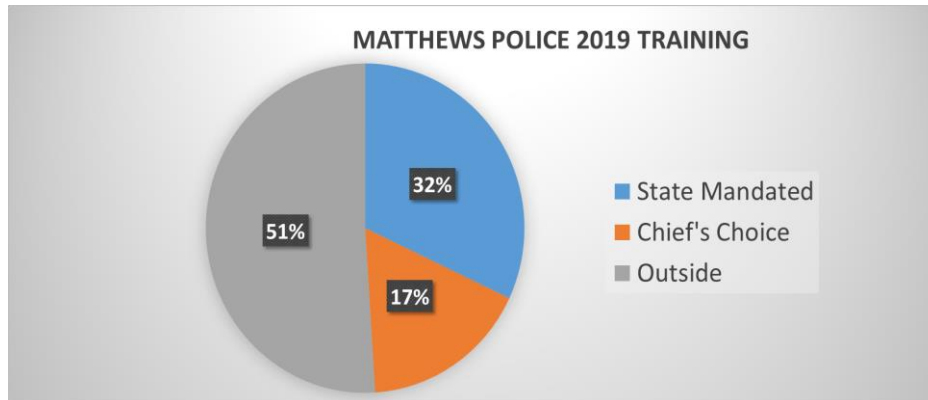


### **Police Officer Training**

The Training Unit is staffed by a Training Sergeant and a Training Officer. The unit is responsible for upkeep of all departmental training records to ensure that the officers' training and files meet the North Carolina Department of Justice Criminal Justice Training and Standards Division (Standards) audit and record keeping requirements. The training staff is also responsible to schedule and implement all training. Certification standards requires all sworn officers to take a specified number of training hours/credits each year to keep their certification. These classes are denoted as "In-Service training hours." The Chief's Choice hours are hours that can also be counted towards the

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mandated hours after the completion of all mandated training courses. These courses change from year to year in content and mandated credits/hours. The below pie chart illustrates the different training types that make up the 5,462 hours/credits of training completed by department staff.



The below list is a breakdown of 2019 State Mandate and Chief's Choice Training Topics for 2019.

**2019 In-Service Training:**

State Mandated:

Legal Update	4 Credits
Spring Firearms Qualification (Static)	6 Credits
Fall Firearms Training/Day and Night Combat Course Qualification	6 Credits
Juvenile Law Update	2 Credits
Individual Wellness: Coping with Stress and PTSD	2 Credits
Best Practice for Officers during Community Dissent	2 Credits
Law Enforcement Intelligence Update: Gangs and Divisive Groups	2 Credits
Domestic Violence: Law and Procedures	2 Credits
Opioid Awareness and Response	2 Credits
	<b>28 Credits</b>

Topics of Choice (Chief's Choice):

2019 Hazardous Materials	2 Credits
2019 Bloodborne Pathogens	2 Credits
2019 Leadership and Professional Development	4 Credits
2019 CPR/AED Re-Certification	2 Credits
2019 Narcan Training	3 Credits
2019 Taser Re-Certification	2 Credits
	<b>15 Credits</b>

**2019 Outside Training:**

Mental Health First Aid	360 Credits
NRA School Shield Security Assessor Training	8 Credits
School Resource Officer Law	48 Credits
2- day DRE Pre School Training of the IACP Drug Evaluation and Classification	16 Credits
8-day DRE School Training of the IACP Drug Evaluation and Classification	64 Credits
Basic Motorcycle Operator Training	160 Credits
Certificate to perform Drug Evaluation and Classification	80 Credits
Bike Safety NC Assessor Training	72 Credits
Advance Identity Theft and Electronic Crimes	16 Credits
Digital Evidence Expertise in courtroom training	64 Credits
Level 1: Mobile Device Forensics	72 Credits
Level 2: Mobile Device Forensics	48 Credits

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General Instructor Training	174 Credits
Courtroom Success for Crash Investigators	32 Credits
Faro Focus 3D Scanner Certificate Program	48 Credits
Active Shooter Preparedness Workshop	8 Credits
Essential Supervisory Skills for Success	32 Credits
The Reid Technique of Investigation Interviewing and Advance Interrogation	24 Credits
Radar Operator Certification	80 Credits
Exploiting Offender Psychology in Protective Operations and Abuse Investigation	3 Credits
Igniting the Power of Survivors in Abuse Investigation and Prosecution	3 Credits
Crisis Intervention Training (CIT)	40 Credits
Active Survival ABC's Active Threat Response Plan Training	32 Credits
Hotel/Motel Interdiction	8 Credits
Basic Narcotics Investigator Training	40 Credits
Basic Narcotics School	40 Credits
Developing and Using Informants	16 Credits
Physical Surveillance Training	90 Credits
Drug Investigator Training	24 Credits
Interview and Interrogation	24 Credits
Basic Narcotics Investigation	100 Credits
Social Media and Drug Investigation	16 Credits
Prescription Drug Diversion Investigator Certification	24 Credits
Burglary and Property Crimes Investigation	24 Credits
Intox Re-Certification	32 Credits
Child Death Investigation	16 Credits
Taser X26, X2, and Taser 7 CEW Instructor's Training	12 Credits
TACOPS East Tactical Training Conference	48 Credits
Not By Chance Leadership Training	8 Credits
Effective Supervision Training	16 Credits
Effective Leadership	32 Credits
Using Real Time Data and Analysis to Control Crime	32 Credits
Basic K-9 School	112 Credits
United Police Working Dog Association Patrol Dog Team Certification	64 Credits
Legal Issues of Crime Scene Search	16 Credits
Basic Crime Scene Photography	24 Credits
Internet Investigations	32 Credits
Cell Phone Investigation and Electronic Evidence	24 Credits
Investigation of Social Networking Sites	16 Credits
Basic Crime /scene Academy	40 Credits
HR Legal and Interviewing Basics	4 Credits
Street Crimes	21 Credits
Bloodhound Law Enforcement Man-Trailing Classroom and Field Instruction	40 Credits
Surviving the First 3 Seconds	8 Credits
Specialized Firearms Instructor Training	81 Credits
Managing Police Discipline	19 Credits
Roadside Interview Techniques	16 Credits
Motor Vehicle Search and Seizure	16 Credits
Comprehensive Roadside Interdiction	42 Credits
Dark Web and Open Source Information	1.5 Credits
Making the Transition from Staff to Supervisor	6 Credits
Introduction to Cell Phone Investigation	1 Credit
How Victims are affected by Sexual Assault and How Law Enforcement can Respond	1 Credit
How to convict a Child Pornographer	1.5 Credits
Internal Affairs Training	24 Credits

State Mandated Training for 2019 = 1,652 credits

Chief's Choice Training for 201 = 885 credits

Outside Training for 2019 = 2,696 Credits

**Total Training Hours/Credits = 5,233**

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## Community and School Resource

The Community and School Resource Unit works closely together as they are supervised by the same Sergeant. Also referred to as the Community Safety and Outreach Unit, the unit(s) consist of one Sergeant, four School Resource Officers, and one D.A.R.E. Officer. This unit previously had a full time Community Resource Officer assigned. Overtime, that position as it was, became more of a statistical analysis position and was transferred to the Criminal Investigations Division to assist with Crime Analysis efforts. Following that transition, the Sergeant supervising both of these units has taken on the role of the Community Resource Officer. The School Resource Officers provide service and protection to five Charlotte-Mecklenburg Schools to include Elizabeth Lane Elementary, Matthews, Elementary, Crown Point Elementary, Crestdale Middle School, and Butler High School. Additionally, Carmel Christian School, a private organization provides funding to secure the services of a full time School Resource Officer. The Matthews Police Department is now the only agency in Mecklenburg County that continues to offer the D.A.R.E. Program in both elementary and middle school. This program has been offered by the Matthews Police for more past thirty years.

The Officers of the Matthews Police Department with support of the Community Resource Officer continually look for events and ideas to continue to build trust and rapport with the Community. During the year of 2019, Matthews Officers participated in more than one hundred and twenty community events. Of the more than one hundred and twenty events participated in, twenty of those were events new for 2019. The following is a list of a few events Officers participated in. For a complete list or details of events, please contact Lt. David McGuirt at [dmcguirt@matthewsnc.gov](mailto:dmcguirt@matthewsnc.gov) or (704) 841-6735.

Matthews Gives Back Program donating school supplies and holiday shopping
Car Seat Clinic installing baby car seats for new parents and returning families with new seats.
Police Explorers Program
Toys for Tots
Special Olympics

One highlight of the School Resource Officers is they are all trained in Civilian Response to an Active Shooter Event Training (C.R.A.S.E.). Also, included as a part of this training is Stop the Bleed Training taught in partnership with Novant Health. These programs are designed to train attendees in reacting to an active shooter event and providing critical care to stop bleeding and treat certain trauma patients until a higher level of care arrives. To date, C.R.A.S.E. training has been taught to Town employees. This training will be presented to the five Charlotte-Mecklenburg Schools and Carmel Christian School over the course of 2020.

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