



City of Aberdeen
Weekly Activity Report
October 26, 2026

I. City Hall

A. Department of Finance

B. Department of Planning and Community Development (DPCD)

C. Department of Public Works (DPW)

1) City Engineering & Administration

2) Maintenance Division

3) Water/Wastewater Plant Operations

D. Human Resources Department

II. Aberdeen Police Department (APD)

A. APD Calls for Service

B. Weekly Traffic Report

C. IT

D. Accreditations

E. Administration

F. 24 Hour Reports

I. City Hall

A. Department of Finance

Receipts for the week were:

1. General Fund	\$	27,278
2. Capital Projects Fund		0
3. Water & Sewer Funds		154,302
4. Stadium Fund		0
Total	<u>\$</u>	181,580

Disbursements for the week were:

1. General Fund	\$	926,851
2. Capital Projects Fund		2,276
3. Water & Sewer Funds		282,848
4. Stadium Fund		0
Total	<u>\$</u>	1,211,975

Significant Receipts:

1. N/A

Significant Disbursements:

1. Payroll \$547,904
2. Medical Insurance \$265,642

B. Department of Planning and Community Development (DPCD)

The following activities and actions took place this week:

1. Attended the City Council work session.
2. Visited six businesses who received the Aberdeen Business Appreciation and Recognition certificates with Harford County Government who provided proclamations. These Aberdeen businesses received awards:
 - Benfield Electric Company, 400 Hickory Drive
The company has been in business for 58 years and 20 years in Aberdeen.
 - Hostetter Agency, Inc., 206 West Bel Air Avenue
The company has been in business for 48 years.
 - William C. Brown Community Funeral Home, P.A.
321 S. Philadelphia Boulevard
The company has been in business for 27 years.
 - Target Aberdeen Store, 1025 Middelton Road
The company has been in business for 29 years.
 - Home Depot, 979 Beards Hill Road
The company has been in business for 22 years
 - Horne Concrete Construction LLC, 905 Old Philadelphia Road
The company has been in business for 22 years
3. Attended visit with Senator Angela Alsobrooks staff – Kimberly Kratovil, Lila Osmen, Carmen Ramirez, and Mayor McGrady, Josh Quesenbery, Costa Maistros, and Councilwoman Ridgely. We visited the Amtrak Train Station to discuss their ADA project and the TOD Station Square project, Swan Meadows to discuss the water and sewer infrastructure project and APG middle gate.
4. Attended a meeting with the Design Review Team for the Aberdeen Activity Center to discuss access improvements to West Bel Air Avenue and the stormwater management requirements.
5. Attended a meeting with Mayor McGrady and Josh Quesenbery with the City of Havre de Grace to discuss possible partnership with building, electrical, and plumbing inspections and plans review.

Building Permit Activity:

Permits Processed – Residential

Address	Type	Value of Construction
2257 Argonne Drive	Fence	\$10,760.00
904 Swilken Bridge Road	Steps Addition	\$0
10 Rock Glenn Road	Solar Panels	\$64,800.00
422 Bonnett Street	Sump Pump	\$11,908.00
901 Eleanor Drive	Fence	\$5,000.00
207 Northeast Road	Deck	\$44,712.00

816 Forgans Drive	New Construction	\$272,000.00
-------------------	------------------	--------------

Total: 7 **\$409,180.00**

Permits Processed – Commercial

<u>Address</u>	<u>Type</u>	<u>Value of Construction</u>
10 Aberdeen Shopping Plaza	Tenant Fit-Out	\$200,000.00
4 Aberdeen Shopping Plaza	Tenant Occupancy	\$0

Total: 2 **\$200,000.00**

Permits Issued this Week:

Address	Type	Value of Construction
814 Forgans Drive	New Construction	\$285,000.00
615 Southgate Road	Solar Panels	\$44,673.00
143 Banister Avenue	Alteration	\$0
89 Norman Avenue	Amendment	\$60,000.00
2257 Argonne Drive	Fence	\$10,760.00
949 Beards Hill Road	Alterations	\$1,000,000.00
783 W Bel Air Avenue	Alteration	\$0
111 Darlington Avenue	Solar Panels	\$3,200.00
601 Paradise Road	Amendment	\$43,050.00

Total: 9 **\$1,446,683.00**

Plans still under review at DILP and/or Health Department:

1102 S Philadelphia Blvd. – Tiltwall Shell Warehouse; 629 S Philadelphia Blvd. – ALLROADS Addition; 12 Newton Road – New Building; 48 Aberdeen Avenue – Screen Room Addition; 949 Beards Hill Road – Roof Alteration; 37 W. Bel Air – Tenant Fit-Out; 31 Lincoln Avenue – Solar Panels; 25 Lincoln Avenue – Solar Panels; 24 Pritchard Avenue – Solar Panels; 35 Lincoln Avenue – Solar Panels; 315 Mt Royal Avenue – Addition; 621 S. Philadelphia Road – Interior Alterations; 100 Rock Glenn Blvd. – Interior Alterations; 748 Everist Drive – Solar Panels; 811 Leni Way – Solar Panels; 121 S. Philadelphia Blvd. – Tenant Fit-Out; 719 S Philadelphia Blvd. – Amendment; 210 Research Blvd. – Interior alteration; 210 Research Blvd.(3rd floor) – Interior alteration; 207 Northeast Road – Deck;

The Preserve at Gilbert Meadows:

176 Total Lots

Total # of Permits Applied for – 176

Total # of permits released: 176 (83 SFD/93 TH)

Total # of Type I Certificates of Occupancy released - 17

Total # of Type II Certificates of Occupancy released - 150

Aberdeen Overlook

344 Total Lots

Total # of Permits Applied for – 293

Total # of permits released: 276 (92 SFD/183 TH)

Total # of Type I Certificates of Occupancy released – 13

Total # of Type II Certificates of Occupancy released – 251

C. Department of Public Works (DPW)

City Engineer

- 09-04/2007-11 COPT Northgate Research Blvd – Final inspections conducted on items outlined in Tri-Party Post-Closing Agreement. City-owned streetlights on parcel transferred to Harford County and determination on ownership/maintenance of SWM Pond 3 on City property need to be resolved.
- 21-03 Preserve at Gilbert Meadows – Storm Drain As-Built Plans comments provided 10/6/2026. Awaiting response.
- 22-05 Aberdeen Overlook – Construction active.
- 22-07 Rutter's – Awaiting submittal of RDSD As-Built. SWM As-Built approved 3/5/2026. SS As-Built approved 3/13/2026. Bonds will be reduced to maintenance upon RDSD As-Built approval. AutoCAD files have been requested.
- 23-02 Fields of Aberdeen – Final site layout pending Long Drive/Gilbert Road traffic circle design. Construction active.
- 24-02 WashX – Awaiting As-Built submittals.
- 24-03 Ripken Phase 2 Citizens Bank and National Park Turf Fields – SWM comments received from KCI 10/21/2026. Response to be provided 10/30/2026.
- 24-04 Hickory Ridge Lot 4 – Waiting for developer to schedule pre-construction meeting. Permit fees paid, bonds secured, plans approved, Agreements recorded. Renewal of plans requested and approved
- 25-02 Residences at Festival Square – APFO requirements have been determined. Agreement should be in writing.
- 25-04 502 South Pulaski Highway – Waiting for permit fees and bonds to schedule pre-construction meeting. All plans are approved and agreements are recorded. Renewal of plans requested and approved.
- 25-06 WalMart Fuel Station – Concept SWM Plan clarification provide 10/8/2026. Conditional use approval for Wellhead Protection provided 9/23/2026.
- 25-08 Chick Fil A Drive Thru – Expansion of drive-thru complete, temporary U&O granted. Awaiting canopy which has not been delivered yet.
- 25-09 Cranberry Run FRP – Concept SWM Plan with revised layout re-submitted 10/15/2026 under review with KCI.
- 25-10 Aberdeen XChange Lots 2 & 3 – Plans approved. Awaiting permit fees, bonds, and execution of PWA and recordation of PWA and SWM Maintenance Agreement.
- 25-11 Greenside Reserve – APFO Agreement needs to be executed.
 - Phase 1A - Phase 1A RDSD, WS, and SWM plans approved. Awaiting final 378 Ponds signature approval by next week.
 - Phase 1B - Phase 1B RDSD, WS, and Phase 1B&3 SWM plans approved. Awaiting final 378 Ponds signature approval by next week.
 - Phase 2 - Phase 2 RDSD, WS, and SWM plans approved. Awaiting final 378 Ponds signature approval by next week.
 - Phase 3 – Phase 3 RDSD & WS Plans approved.
 - Phase 4 – Phase 4 RDSD & WS plans provided 10/15/2026 under review with expected response date 10/30/2026. Phase 4 SWM Plan comments from EN received 10/16 to be provided 10/30/2026.
 - SPS – Plans approved 8/10/2026.
- Tenant Fit-Out Reviews – Water Capacity Request (WCR), Commercial Wastewater Survey (CWS), and Grease Trap (GT) if needed:
 - 4 Aberdeen Plaza – King Chair Barber Shop CWS and WCR submittals reviewed and approved 10/20/2026.
 - 110 S Philadelphia Blvd - Inhale/Exhale Deli & More CWS and WCR submittals reviewed and approved 10/21/2026. GT approved 9/16/2026.

- 3738 Churchville Rd, Suite A – Sweet Greek Grill CWS and WCR submittals reviewed and approved 10/21/2026. GT review pending.
- 46 Norman Avenue Sidewalk – Developer will build the sidewalk per email sent 10/23/2026.
- 727 Old Philadelphia Road, CubeSmart - No additional road improvements to Old Philadelphia Road are required. Improvements constructed in 2020 are sufficient. Meeting scheduled with developers 10/26/2026.
- 900 Beards Hill Road SWM Waiver Request – Response to request for SWM Waiver pending. Per MDE SWM Design Requirements, requested waiver is not permitted.
- MS4 Design Scopes:
 - FY25 and FY26 Biannual Permit Report – Information provided to KCI 10/16/2026. KCI to provide Draft for final prior to submission by next week.
 - Railbird & SR10 Design Scope – Contract signed and generated PO.
 - Windy Hill & Middleton Road/UCH Pond – Request design scope for possible BMP at Windy Hill Business Park and at Middleton Storm Drainage Area.
 - Mason's Law – Request design scope from KCI to complete inventory of affected drainage inlets for City to meet requirements for Mason's Law by July 2027 deadline.

Program Manager

- 22-05 I-95 Water Tower – Site meetings scheduled at HEAT BPS for electrical upgrades ongoing. Pattern for logo painting in production, expected to ship on 10/19/26. Further timeline updates available at that time. Permit & construction closeout by end of month.
- 22-18 Swan Meadows Utilities – *Please see Project Engineer's updates moving forward.*
- 23-07 WTP PFAS Upgrade – Review of 90% plans set for 10/20/26. Waiver received from Harford County Development Advisory Committee for certain permit requirements.
- 24-02 Lead Service Line Inventory Compliance – 68 out of 177 completed. No change.
- 26-03 Sewer Rehabilitation – Cleaning scheduled for 10/26/26. Pipe lining begins 11/9/26. Manhole lining to begin 11/9/26.
- 26-04 South Drive Sewer Interceptor – New sewer mains and manholes on Poplar Alley, Walker Street, Carol Avenue, Poplar Alley, and James Avenue are active including services on Walker Street. Excavation is ongoing to connect and modify existing sewer on South Drive before extending new main on South Drive up to Webb Street. 1100 of 1600 feet installed.
- 26-05 WWTP Primary Clarifier #2 – Submittals received and approved. Equipment on order with Amwell. Manufacturer estimates delivery March 2027. No change
- 26-06 WWTP Final Clarifier Resurfacing – Project is active. Clarifier has been enclosed and surface preparation is complete. Resurfacing ongoing.
- 27-02 Aberdeen Hills Waterline Phase 2 – Preliminary field work is ongoing. As-built documents of existing condition and proposed changes expected from contractor by 10/23/26. Ongoing.
- Additional Water Source Exploration – GTA has reviewed data and historical files from multiple agencies. Meeting requested to review with GTA and discuss proposal for next steps.
- Middleton Road Storm Drain Improvements – Site meeting with aerial inspection service scheduled for 10/29/26. Ongoing.

Code Enforcement

FY2027 Curb, Sidewalk, and Street resurfacing 27-01:

- Dorsey St- Goettner Construction completed.
- Sidewalk connectivity on Beards Hill Rd is complete.
- No scheduled work currently. Contractor is on another job.

City Compliance

- 9 facilities from FY24 failing due to HOA accountability (Windemere) pending legal action.
- SWM Triennial Inspections for FY27 have begun.

Code Enforcement

Code Enforcement	Active	Letters Sent	Follow Up	Closed
Calls	13	-	-	-
Emails	19	-	-	-
Cases	33	26	7	6
Tall Grass Cases	3	0	0	2
Sewer Cap Cases	28	0	0	0
Smoke Test Cases	2	0	0	0
Sink Hole Cases	0	0	0	0
Violations Posted	1	0	0	0
Citations Written	0	0	0	0

- **217 Carol Ave** - Reinspect property on 2026-10-31. Homeowner is getting another dumpster. In progress.
- **700 Maxa Rd** - Code Compliance sent out a final notice letter for tying into city sewer, one certified, one regular. Waiting for 3 estimates or a signed contract. The Williams's are reliant on getting the grant, thus they need the 3rd proposal (Pinnacle) to submit, since this job is estimated at over \$40K. The Williams's are hoping by the end of Oct to have the grant submission completed

GIS Specialist

Fleet Master Asset Management & Excel Workbook

- Rebuilt the Fleet Master export into an organized Excel workbook covering all 248 municipal assets.
- Added drop-down menus, clear headings, title blocks, and reordered columns for better usability.
- Set up automated formulas for form labels and data validation to flag missing/duplicate IDs and VINs.
- Built a Summary tab tracking asset counts and original costs across departments (\$10.17M total recorded value).

Fleet Garage App Enhancements

- Fixed inaccurate vehicle records (including VE-140 updates).
- Redesigned the Add Asset form with clearer required fields, dropdowns, and automatic ID/label population.
- Added a searchable vehicle list to the Add Asset page for easier record lookups and updates.
- Created system backups and authored a step-by-step instruction guide for staff.
- **GASB 34 Depreciation Review:** Standardized straight-line depreciation calculations and verified salvage value tracking for legacy fleet assets.

GIS & ArcGIS Online Publishing

- Published proposed Swan Meadows utility data to ArcGIS Online using the WGS 1984 Web Mercator coordinate system.
- Mapped and integrated all project utility features, including cleanouts and water meters.

DPW Administrative Assistant

Facebook/Instagram

- Posted flyer for Heritage Trust Meeting
- Posted reminder of Swan Meadows Meeting on 10/28
- Posted on this date re: APG founding in 1917
- Collected photos and ghost story re: Baker Cemetery for Wayback Whensday post
- Way Back Whensday post for Baker Cemetery
- Posted APD September Office of the Month
- Collected photos and ghost story re: Hanging Sailor of Perryman
- Scheduled Hanging Sailor of Perryman for Wayback Whensday post on 28th
- Posted APD drug take back day
- Posted revised Swan Meadows Meeting flyer

Facebook Data (October 16 – October 22)		
Performance Measure	Qty.	Increase or Decrease
Facebook Views	29.8k	-15.3%
New Followers	21	-16%
Page Visits	730	-32.1%
Interactions	466	+29.1%

Canva

- Designed flyer for Heritage Trust Meeting
- Redesigned Swan Meadows Meeting flyer
- Designed City of Aberdeen Volunteer Dinner invitation
- Added QR Code to RSVP for the Aberdeen Volunteer Dinner invitation

Website

- Posted flyer for Heritage Trust Meeting
- Posted revised flyer for Swan Meadows Meeting

Finance

- Processed 9 invoices for payments totaling \$32,875.34
- Submitted 3 requisitions totaling \$8,123.77

Misc.

- Reworked changes to info. packages for upcoming Swan Meadows Q&A Mtg.
- Ordered projector and portable screen for upcoming Swan Meadows Mtg.
- Updates to the Swan Meadows .ppt presentation for upcoming Swan Meadows Mtg.
- Ordered new desk and chair for Parley's office at Swan Meadows.
- Printed copies of the latest Swan Meadows Mtg. flyer for City Hall lobby.
- Scanned/saved WGL Energy Services agreement
- Created a shared folder for Swan Meadows project
- Updated the schedule for Swan Meadows project
- Sent our org charts to safety rep.
- Assigned MPIA/Govquest request to Code Enforcement.

Maintenance Division

Buildings & Grounds

- Responded to 23 requests for service.
- Provided chipper service to 4 locations.
- Painted inside APD's foyer.
- Performed maintenance to the DPW facility's transfer-station.
- Cut down two trees and removed at WWTP facility.

Streets & Storm Water

- Cut 137 LF of roadside vegetation and clean 6,574 LF of roadside trash.
- Replaced 2 temporary roadway patches with 7.5 tons of asphalt.
- Repaired 6 potholes.
- Repaired/regraded stone road to the Technology Drive pump station.
- Checked 45 storm water inlets, cleaned 27 and removed approximately 175 LBS of debris.
- Performed maintenance to the storm water pond and storm water inlets at the DPW Maintenance facility.

Water & Sewer

- Responded to 2 requests for service.
- Repaired two 8" water main breaks in Swan Meadows.
- Repaired the water service to 214 West Bel Air Ave.
- 8 residential water meters are installed.
- Turned off 73 water services for delinquent accounts.
- Replaced 42' of 8" sewer main near 206 Graceford Drive.
- Installed 30' of new 8" sewer main near 811 Shirley Dr. to reroute the sewer flow.

Fleet

- Services: 2
- Scheduled Repairs: 7
- Emergency Repairs: 5
- Unit 84 – APG Pump Truck – Sent to vendor for pump engagement issue.
- Unit 89 – APG Backhoe – Sent to vendor for transmission issue.
- Unit 101 – Trash Truck – Sent to Vender for radiator replacement.

Manpower

- 4 openings in Maintenance.

Water / Wastewater Plant Operations

Waste Water Treatment Plant

- COA WWTP treated 15.4 million gallons. Oct. 14th to Oct. 20th.
- APG WWTP treated 2.4 million gallons. Oct. 14th to Oct. 20th.
- Installed rebuilt mechanical seal on main sewage pump #4. Replaced air relief piping on main sewage pump #2.
- Reactor flyght mixer oil changes.
- Preparing offices for new carpet installation.
- UV channel 1 maintenance and blub replacement.

Water Treatment Plant

- COA WTP treated 2.8 million gallons. Oct. 14th to Oct. 20th.
- APG WTP treated 5.6 million gallons. Oct. 14th to Oct. 20th.
- Cleaned swan meadow main PRV polit valve. Replaced polit valve spring and broken pipe on polit valve.
- Replaced SCADA radio card and backup battery in production well 1.
- AC Schultes working on production well 6 remediation.
- AC Schultes pull production well 7 pump and motor.
- Replaced belt on WTP vent fan.

Department

- 2 operator vacancies- 1 applicant in the per-hiring process. 1 applicant tentative start date November 2nd.
- 1 new operator started October 19th.
- 1 facility worker vacancy- 1 applicant interview on October 23rd.
- 1 plant mechanic vacancy- One applicant in the per-hiring process.
- 2 After hours service calls.

Superintendents

- 20 APG contract hours.
- WTP PFAS upgrade SCADA demo with GHD and VT SCADA.
- Meeting with HDG to discuss purchase water agreement.

D. Human Resources Department

Current Posted Openings – 16 total

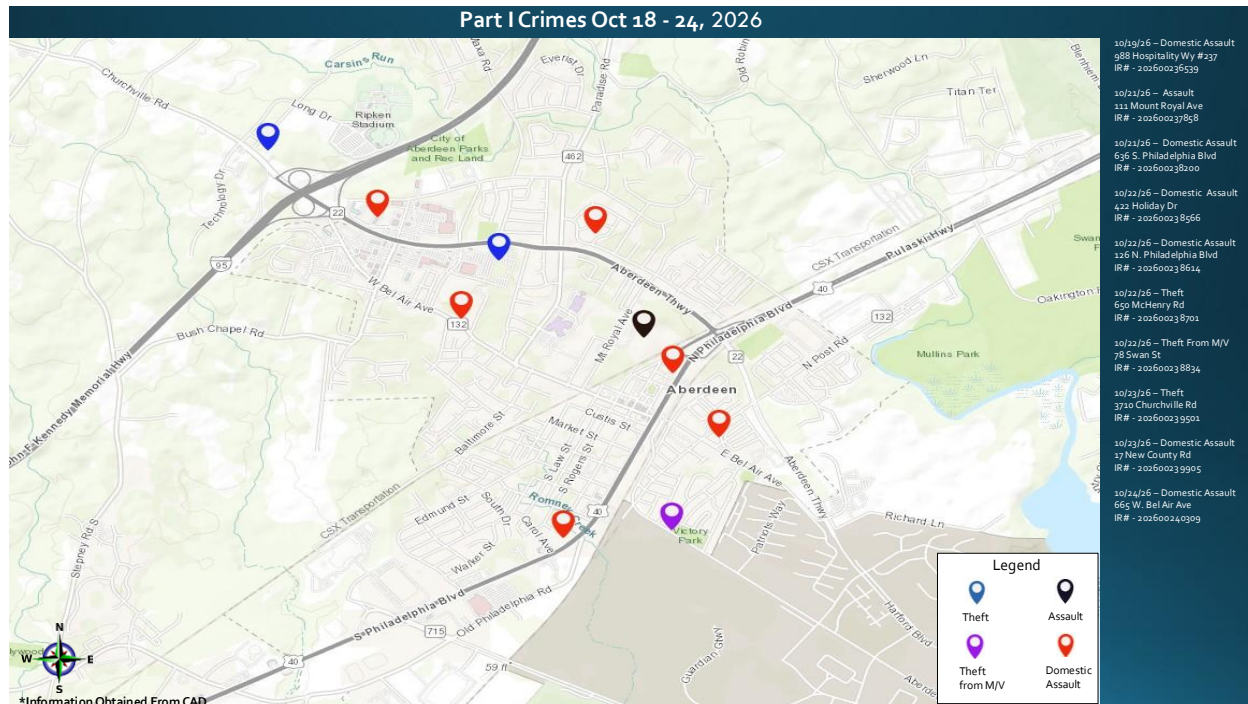
- APG Maintenance Shop – 1 -Foreman
- DPW Maintenance Shop – 4 - Maintenance Workers (1 Pending Start 11/2), 1 - Mechanic
- W/WW – 2 Operators (1 Offer Pending, 1 Pending Start), 1 Mechanic (Offer Pending), 1 Facility Worker
- APD Non-Sworn –1 Admin Tech, 2 Community Safety Specialist
- APD Sworn – 3 Officers

A total of 7 new employees were brought on board last pay period.

Payroll

<u>Period Ending 10/17/2026</u>	<u># of Hours</u>	<u>Payroll Amt</u>
Regular	12,402.00	\$458,926.16
Sick	488.75	\$13,082.28
Vacation	429.24	\$11,919.16
Overtime	823.75	\$42,575.80
On Call O/T	167.00	\$8,691.45
Comp Time	22.50	\$704.02
Call-In Overtime	34.00	\$1,428.19
Personal	114.50	\$3,452.24
Court On-Call Overtime	124.75	\$7,252.36
Patrol Holiday	134.75	\$5,196.99
Holiday	40.00	\$921.52
Shift Differential		\$2,322.94
Bereavement	24.00	\$558.00
Bonus-Employee Referral		\$500.00
Gym Reimbursement		\$1,213.00
 TOTAL PAYROLL	 14,805.24	 \$558,744.11

II. Aberdeen Police Department (APD)



APD Calls for Service

Oct 18 - 24, 2026

Total Call for Service/Events Works - 503

Patrol Checks – 82

Community Policing Detail – 8

Foot Patrols – 57

Eastern District Incidents

Vandalism – 2

Overdose – 1

Disorderly – 1

Narcotics – 1

Fugitive – 1

Theft from M/V - 1

Central District Incidents

Vandalism – 1

Assault – 2

Narcotics – 1

Missing Person - 1

Western District Incidents

Vandalism – 2

Assault – 4

Fugitive – 1

Suspicious Activity – 1

Theft – 2

Missing Person – 1

Weapons Violation - 1

Arrest Oct 11 - 17, 2026

Adult Arrest

10/12/26	202600231278	Trespassing
10/14/26	202600232560	Warrant
10/15/26	202600222702	Vandalism
10/15/26	202600222638	Assault
10/15/26	202600233588	Theft
10/15/26	202600233832	Trespassing
10/16/26	202600233911	CDS

Juvenile Arrest

10/13/26	202600231606	Assault
10/13/26	202600231606	Assault
10/13/26	202600231606	Assault

APD Weekly Traffic Report

Oct 18 - 24, 2026

Traffic Stops

101 Stops/Contacts

60 State Citations

125 Warnings

4 Safety Equipment Repair Orders

1 DUI

Crashes (Reportable, PI/PD)

2 (1 Property Damage, 1 Personal Injury)

SMART (Speed Monitoring Awareness Radar Trailer)

- N. Rogers Street / Franklin Street
- N. Philadelphia Blvd / Beards Hill Road Extended
- Aberdeen Thruway W / Mt. Royal Avenue

STATTRAK

- S. Parke Street / Plater Street

IT

- 45 Miscellaneous user/computer issues
- Daily surveillance camera check
- Daily firewall inspection and report
- Sentinel one deployment x1
- Symantec removal and account cleanup x1
- Machine patches x1
- Meeting IT prep x2
- Backup troubleshooting x3
- ID create x4
- Downtown distribution create
- Russo AD removal
- Server reboots x2
- Trailer deployment x2
- Shift data analysis for chief

Recruitment

Reporting Period: October 19–26, 2026

- **Vacancies:** Four current vacancies. Recruit and lateral positions remain open.
- **Applications Received:** One lateral application and seven entry-level applications received during the reporting period.
- **Job Fair:** Participated in a job fair on Tuesday, generating one prospective applicant for the CSS position.
- **Entrance-Level Testing:** Hosted testing on Wednesday. Three applicants passed all required tests and are scheduled for interviews this week.
- **Indeed Job Postings:** The issue with job postings not appearing on Indeed was temporarily resolved by closing and reposting the position. The posting has since gone offline again. Additional efforts will be made today to resolve the issue.
- **Lateral Hiring Update:** Spoke with a Washington State lateral applicant, on Friday. She is expected to begin employment in mid-November.

Next Steps:

- Conduct interviews with the three qualified entry-level applicants.
- Restore and monitor the Indeed job posting.
- Continue recruitment efforts to fill the four vacancies.

Administration

Administrative Corporal

Fleet

Unit 224 – Placed order for rear driver's side window bars. Will work on getting it back to a serviceable condition.
Ordered new Temperature and humidity sensor as well.

Unit 225 – Due to Tyrone being out on medical, we are having Al Packer pick it up for an emergency evaluation.
This vehicle was serviced and returned on 10/23/26.

Checked in with John and Tyrone about PM in case Tyrone is on extended medical leave. John stated Tyrone is on medical leave so all PM has been temporarily suspended.

Unit 231 – Form 98 submitted for Al Packer.

Unit 226 – Due for Emissions and provided to Ofc. Douglas. Due to the short notice (11/11) I requested an extension so that he is not classified as overdue.

Unit 235 – Form 98 submitted for Al Packer.

Worked with officers on scheduling PM due to Tyrone being injured and out of work.

Located Unit 206 so that it could be returned for decals. This is the white Taurus.

Unit 221 – returned from DPW. Picked up and parked in rear lot of APD.

Unit 206 – Dropped off at Image360 for new decals (SRO).

Unit 206 – picked it up from All Roads. Will wait 45 days for decals.

Unit 220 – washed and fueled vehicle and returned it to pool fleet.

Grants

GVRG – Audit Conducted. Audit was good. Learned a few pointers and made some modifications to the report submitted.

GVRG – 1st quarterly reports were submitted.

Distributed MCIN forms to officers working overtime.

Calculated MCIN funds spent to date.

Community Policing / Relations

Tyler from Target donated candy for the trunk or treat events.

Tyler from Target donated a child/booster seat for us to transport children.

Spoke with Billy Thompson of the American Legion in reference to our Shop with a Cop program this year. They will donate approximately \$2000.

Halls Cross Roads Trunk or Treat event – 10/23/26 – Mowery & Saraiva participated.

Forwarded all of the public safety appreciation day responses to Vickie Horne.

Aberdeen Church of Christ on Mt. Royal requested officers to participate or stop by their Trunk or Treat Event.
I am waiting to hear back on details and a date.

SRO's will be participating in the Churchville Elementary School Trunk or Treating event.

New route for the 3k was driven and examined for feasibility. It passed.

Arranging a meeting with SARC's new regional navigator in reference to Human Trafficking.

Coordinated with all about our upcoming 2 trunk or treat details.

Emailed dayshift supervisors in reference to a fraud seminar for senior citizens. We received the request from Robin Stokes at Upper Chesapeake Hospital Outreach.

Personnel

Range – received an update from D/Sgt. Shoffstall. There are still 7 outstanding people on the range. An email reminder/request will be forthcoming.

Ofc. Buettner was signed up for Revolver training.

Scheduled Skills Manager training for the first week of November – 6 hours virtually.

Sent out reminders for the upcoming overtime details that are not filled.
Sent reminder out to a group that did not complete their annual pt test by 10/15/26.
Conducted Annual PT tests on several officers.
Conducted PT Test on 10/21/2026 at HDG High School.
Submitted Ofc. Russo's MPCTC NPA documentation.
Met with former Ofc. Russo to turn in equipment and issue her personal items from the patrol vehicle.
Submitted Application for Ofc. Chaney for Instructor's School.
Submitted application for Ofc. S. Edwards for Instructor's certification.
Submitted application for Ofc. Saraiva for Instructor's certification.
Disinfected items turned in by Ofc. Russo and took her clothes to be laundered. All supplies were redistributed to Recruit Medina or placed in Captain Reibber's Office for the Quarter Master closet.
Took Recruit Medina to DPW. Introduced him to DPW and explained how it works to get our vehicles serviced.
Russo's fuel key was delivered back to Ferrell Fuel.
Modified and resubmitted the documentation for my instructor certification.

Miscellaneous

PIO postings.
Added overtime to PACE for 5k on October 31st.
Delivered donation of tactical pants to New Day.
Community events – trunk or treat – Jennie is grabbing the candy for these events.
Entered trainings into Skills Manager
Retrieved subpoenas
Sent out patches.
Worked on PoliceOne training assignments.
Entered invoices
Completed training assignment from HR
MPCTC Audit – submitted response. Still working on audit pending Skills Manager Training.
Prescription Drug Takeback – all details were provided to Det. Garrett who will be working the event.
Unlocked Lexipol for several users.

Accreditation

Proofs of Compliance

All but 3 years of proofs (evaluations) for one standard was received by the deadline. Received 6 evaluations from HR; one was compliant with Year 4; the others were not in line with the standard.

Mock Assessment

Accreditation Managers ask each other to review and scrutinize each other's accreditation files before a CALEA Compliance Services Member (CSM) and a CALEA Assessor determines compliance. Mock assessors will tell me, "my baby is ugly": some proofs of compliance are weak or off the mark; certain policies and procedures need to be updated; and . Then, with guidance from mock assessors' comments, we will go about making that baby much more beautiful and correct any issues.

Full Mock Assessment for October 21-October 28, 2026

Six Maryland Accreditation Managers offered to Mock Assess our Standards Files:

Max Crago, Accreditation/Support Services Manager, Rockville Police Department

Jodi Irwin, Accreditation Manager, St. Mary's County Sheriff's Office

Christina Linnell, Planning and Research, Prince George's County Police Department

Don Pike, Accreditation Manager, retired

Bruce Robins, Accreditation Manager, retired

Carl Schinner Planning and Research, Prince George's County Police Department

Mock Assessment issues

Followed Up on recommendations from mock assessors of our limited mock assessment.

Policies & Procedures

Anticipated and researched required updating of our policies: Temporary Detention processing procedures (710202) and health & safety procedures (710101b); Staff Inspections (530201); and Detainee Transport (CALEA Chapter 70)

CALEA recommends reviewing all policies that are 10 years old or older with no revisions. Prepared a list of policies and sent them to Commanders to review before the November CSM file review. If changes are not needed, instructions are to note "Reviewed (date)" on the policy.

24 Hour Report

Date of Incident: 10/24/2026

Incident Type: Traffic Stop (Handgun Recovery)

Incident Report Number: 202600240627

Location of Incident: [REDACTED]

Reporting Officer: Det. Douglas A151

Synopsis of Events:

On October 24, 2026, at approximately 2157 hours, Det. Douglas conducted a traffic stop on a [REDACTED] bearing [REDACTED] at the intersection of [REDACTED] and [REDACTED] due to an expired registration tag. Det. Douglas requested Ofc. Saraiva and his K9 partner, Marco, to conduct a free-air sniff of the vehicle. Upon asking [REDACTED] to step out of the vehicle, Det. Douglas observed the handle of a handgun protruding from [REDACTED] right pants pocket. [REDACTED] was immediately detained for further investigation, and a [REDACTED], serial number [REDACTED], was recovered. The firearm contained a loaded 15-round magazine with 15 rounds of 9mm ammunition. The firearm's serial number indicated that the firearm was unregistered. A subsequent search of the vehicle resulted in the recovery of two 30-round magazines, each containing 28 rounds of 9mm ammunition, from a bookbag located in the trunk.

[REDACTED] was placed under arrest and charged accordingly after consulting with the Maryland Gun Center.